



Upper School

2026-27 STUDENT HANDBOOK

BATTLE GROUND ACADEMY • FRANKLIN, TENNESSEE

BATTLE GROUND ACADEMY

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Once you have read this handbook, please sign the handbook agreement form in Magnus.

SECTION 1

Academic Program

The Battle Ground Academy Upper School curriculum provides students a variety of course offerings designed to develop their reasoning abilities, aesthetic sensibility, intellectual curiosity, and character development. Departmental requirements are designed not only to comply with all college entrance requirements but also to excite students about learning and broaden their approach to intellectual pursuits.

In order to graduate from BGA, a student must earn a passing grade in all courses and earn 22.5 credits as specified below in grades nine through 12. Credits in English, mathematics, history, science and foreign language are considered core academic credits. No credit earned before ninth grade appears on the high school transcript or counts toward the requirements below. BGA does a credit audit of all students who transfer in in order to account for what credits have been earned prior to admission.

BGA COURSE OF STUDY SNAPSHOT 2026-27

Grade	Math	Science	English	Seminar / History	Language	Arts / Elective	Elective	Study Hall
9th	Algebra I, Geometry or Geometry Honors	Biology or Biology Honors	English I or English I Honors	Leadership Foundations / Human Geo (earns ½ Elective credit and ½ History) or AP Human Geo	French, Spanish, or Latin	Wellness or up to 1 full year of arts	Wellness or up to 1 full year of arts	Required Study Hall
10th	Geometry or Honors Geometry, Alg II or Alg II Honors	Chemistry or Chemistry Honors	English II or English II Honors	World History or AP World History	French, Spanish, or Latin	Elective	Elective	Study Hall or Elective
11th	Alg II or Honors Alg II, Pre-Cal or Pre-Cal Honors	Physics, Honors Physics or AP Physics 1 (w/ rec), or Lab-Based Science Electives*	English III or AP English Language	US History or AP US History	French, Spanish, Latin (recommended) or Elective	Elective	Elective	Study Hall or Elective
12th	Pre-Cal or Honors Pre-Cal, Stats or AP Stats, Calculus or AP Calc (AB/BC)	AP Science, Science Elective or Elective	English IV or AP English Literature	Contemporary Global History, Government, AP Modern Euro, AP Government, AP Art History	French, Spanish, Latin or Elective	Elective	Elective	Study Hall or Elective

Teacher recommendations are required for Honors and AP Courses.

Beginning in 2026–27, students in Upper School must earn 22.5 academic credits and meet the following graduation requirements:

- **English:** 4 credits
- **Mathematics:** 4 credits
- **History:** 3.5 credits – Students must complete their respective 9th grade class AND full credits in World History, US History and a full year of a one of the above Senior Social Studies Class
- **Science:** 3 credits – Students must complete Biology, Chemistry, and one more full credit of Science. See electives sheet for Lab-based electives.
- **World Language:** 2 successive credits in one language in the Upper School (3 or more recommended).
- **Fine Arts:** 1 credit
- **Wellness:** 1 credit
- **Electives:** 4 credits (Freshman Seminar / Leadership Seminar fulfills ½ credit. Students in grades 11–12 are only required to take 3.5 electives)

Concentration Requirements

- **Entrepreneurial Leadership:** Students who earn 2.0 credits by the spring of their junior year can then apply for the Entrepreneurial Leadership Capstone course. Students are also required to have taken Economics of Business by the completion of their junior year.
- **STEM:** Students must complete 2.0 credits from at least three of the STEM areas prior to the senior spring semester Capstone course. Students must take either Physics, Physics Honors, or AP Physics 1 in the junior year.
- **Global Studies:** Students who earn 2.0 credits by the spring of their junior year will be eligible for the Global Studies Capstone course.
- **Fine Arts:** Students must complete 3.0 credits in their Fine Arts focus area (Music, Theatre, Visual Art) including the senior spring semester Capstone course.

Students are not required to choose a Concentration.

Battle Ground Academy seeks to educate high school students through a vigorous and comprehensive college-preparatory curriculum. To ensure that students receive a well-rounded education, classes in Fine Arts and Physical Education (Wellness) are a part of their studies. Students are encouraged to choose a course of study that is both interesting and appropriately challenging for them.

Elective classes are not guaranteed to meet each year. All enrollment is subject to teacher availability, overall schedule, and total class size. Additionally, our elective offerings are designed so that students can pursue areas of interest without increased cognitive load. This means that the vast majority of our elective classes do not involve homework. Exceptions to this rule are those elective classes that count as core credits within the disciplines of English, Math, Science, and Social Studies.

PREVIEW AND WELCOME (PAW) DAY

All Upper School students are required to participate in Preview and Welcome (PAW) Day, where they will receive their schedules and go through multiple orientation sessions to ensure they're ready for the first day of school.

All activities for students in grades 9–12 occur on Tuesday, August 11, 2026; specific check-in times and instructions will be communicated via email closer to the start of school.

DAILY SCHEDULE AND SEMESTER SYSTEM

The Upper School operates on an eight-day rotating schedule, with days and the rotation depicted in the table below. The academic day begins with a phone drop-off with the student's advisor at 8:15 a.m., and X Block is a flexible period when students can attend help sessions, join co-curricular activities, or take part in other academic opportunities. The school year consists of two semesters further divided into four quarterly grading periods. Semester grades account for 50% of the final grade in a year-long course, and both semester and final grades appear on Battle Ground Academy transcripts. Only final grades in a class are used to determine a student's GPA.

LATE-START WEDNESDAYS

Classes begin at 8:20 a.m. on all days. However, Extended Late-Start days, when classes will begin at 10 a.m., will be October 28 and March 3.

UPPER SCHOOL WEEKLY CLASS TIMES

	Monday	Tuesday	Wednesday	Thursday	Friday
X Block	7:30 – 8:15	7:30 – 8:15	7:30 – 8:15	7:30 – 8:15	7:30 – 8:15
Phone Drop	8:15 – 8:18	8:15 – 8:18	8:15 – 8:18	8:15 – 8:18	8:15 – 8:18
Period 1	8:20 – 9:15	8:20 – 9:15	8:20 – 9:15	8:20 – 9:15	8:20 – 9:15
Period 2	9:20 – 10:15	9:20 – 10:15	9:20 – 10:15	9:20 – 10:15	9:20 – 10:15
Community Time	10:15 – 10:45	10:15 – 10:45	10:15 – 10:45	10:15 – 10:45	10:15 – 10:45
Period 3	10:50 – 11:45	10:50 – 11:45	10:50 – 11:45	10:50 – 11:45	10:50 – 11:45
Period 4	11:50 – 12:45	11:50 – 12:45	11:50 – 12:45	11:50 – 12:45	11:50 – 12:45
Lunch	12:45 – 1:30	12:45 – 1:30	12:45 – 1:30	12:45 – 1:30	12:45 – 1:30
Period 5	1:35 – 2:30	1:35 – 2:30	1:35 – 2:30	1:35 – 2:30	1:35 – 2:30
Period 6	2:35 – 3:30	2:35 – 3:30	2:35 – 3:30	2:35 – 3:30	2:35 – 3:30

UPPER SCHOOL WEEKLY COMMUNITY / FLEX TIMES

Monday	Tuesday	Wednesday	Thursday	Friday
Break / Community Time	US Assembly	Office Hours	US Advisory Period	Break / Community Time

UPPER SCHOOL SAMPLE CLASS ROTATION

	D Day	C Day	B Day	A Day	4 Day	3 Day	2 Day	1 Day
Period 1	D	C	B	A	4	3	2	1
Period 2	4	3	2	1	D	C	B	A
Community Time	Monday: Break / Community Time · Tuesday: US Assembly · Wednesday: Office Hours · Thursday: US Advisory Period · Friday: Break / Community Time							
Period 3	A	D	C	B	1	4	3	2
Period 4	1	4	3	2	A	D	C	B
Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	

	D Day	C Day	B Day	A Day	4 Day	3 Day	2 Day	1 Day
Period 5	B	A	D	C	2	1	4	3
Period 6	2	1	4	3	B	A	D	C

*Community Time — Grade Level Programs, Group Meetings, Clubs, Greer-Plato Competitions

** X Block is a flexible block of time in the morning that is utilized for meetings, makeup work sessions, academic help, quiet study, and/or other scheduled activities.

SCHEDULING AND COURSE CHANGES

The normal course load at Battle Ground Academy is seven courses per semester. In some cases, a student may take eight courses (the maximum) with permission from their advisor and an approved overload form from the Head of Upper School. BGA recommends that students register for no more than five (or six if a student receives permission from their advisor and the Upper School Head and is taking AP Government since it is a semester course that can be taken both semesters) Advanced Placement (AP) classes per semester. The scheduling process begins during the spring of the preceding school year. Students are strongly discouraged from making changes to their schedule after the spring scheduling process is complete. Any changes made after the end of the school year occur in August of the subsequent year and are handled on a space-available basis only.

Once a student has begun a course, it may not be dropped after the Add/Drop period has concluded, unless there are extenuating circumstances. If there are extenuating circumstances necessitating a change following the Add/Drop window, students are required to use the Add/Drop Form available from the Registrar's Office.

STUDY HALL POLICY

Freshmen

All freshmen are assigned to study hall. The student schedule will indicate the location of the study hall as well as the assigned study hall proctor.

Sophomores

Sophomores who are members of Digamma are exempt from a monitored study hall and will have freedom to study independently on campus rather than in an assigned study hall location. This exemption will be re-evaluated at the end of each quarter. Should a student's grades, behavior, and attendance not meet requirements for Digamma at this time, the student will be placed in study hall.

Juniors

Juniors who are members of Digamma or National Honor Society will be exempt from study hall. Additionally, junior members of Digamma who are in good standing have sign-out privileges the last period of the day, which allows them to sign out and leave campus during the last period if that last period is a free period for the student. Any member participating in an after-school activity is not permitted to leave campus during this time. All students must sign out in the Upper School Office.

Seniors

All seniors are exempt from study hall and will have a free period. However, a senior having below a 70 in any class at the end of the quarter will be assigned to a study hall. Additionally, seniors who are not in good behavioral standing will be assigned to study hall. Seniors who have been placed back in study hall lose their sign-in/sign-out privilege, which will remain revoked for a three-week period.

Study Hall Guidelines

- Attendance will be taken and absences recorded as with any other course.
- Students will work quietly and independently during this time unless the study hall proctor has permitted collaboration.
- iPads may be used for studying purposes only. Headphones may be used for academic purposes only.
- Cell phones may not be used during study hall per the school's cell phone policy.
- Should a student be involved in a research project for one of their classes that demands library resources, that student may sign out of study hall and report to the library for the class period. Additionally, students may sign out of study hall to receive help from another teacher if that teacher is free, to visit the College Center or the Learning Center if an appointment has been made, to visit the Counselor, or for another reason deemed reasonable by the proctor.
- Study halls meeting immediately before lunch may be dismissed for lunch ten minutes prior to the bell.
- Devices (iPads, computers, etc.) should be used for academic purposes in study hall. Students using electronic devices inappropriately will receive disciplinary action.

ADVANCED PLACEMENT (AP) AND HONORS COURSES

Battle Ground Academy encourages students to take the most appropriately rigorous program for them, especially when the content interests them. Enrollment in honors and/or AP courses requires approval from the respective academic department. The Upper School Course Catalog provides the necessary prerequisites for each course. Faculty may recommend that a student be dropped if it becomes clear, early in the year, that the placement was inappropriate. If a student earns a first semester average of 75% or below, they should expect removal from the honors/AP course.

A student enrolled in an AP course will receive a 1.0 quality point added to their GPA. A student enrolled in an honors course will receive 0.5 quality point added to their GPA. Students enrolled in AP courses are expected to take the corresponding AP exam at the designated time in May. All BGA students in AP classes are required to sit for their exam. Students who have an unforeseen conflict with an AP exam date or a conflict due to school-sponsored activities must take their exam during the College Board's designated makeup exam window.

GRADING SCALE

Only grades earned at BGA will be used to compute a student's grade point average (GPA). The student's final course grade (year-long or semester) is the grade ultimately used for computing the cumulative GPA that is annotated on the student's official transcript.

I – Incomplete: Work not finished for an acceptable reason (e.g., illness). Late work alone is not justification for an Incomplete. Incompletes must be made up within a period specified by the instructor, who, in all cases, is responsible for receiving the completed work and submitting a final grade.

Letter Grade	%age	Grade Point
A	92–100	4.0
A–	91	3.9
A–	90	3.8
B+	89	3.7
B+	88	3.6
B	87	3.5
B	86	3.4
B	85	3.3
B	84	3.2
B	83	3.1
B	82	3.0
B–	81	2.9
B–	80	2.8
C+	79	2.7
C+	78	2.6
C	77	2.5
C	76	2.4
C	75	2.3
C	74	2.2
C	73	2.1
C	72	2.0
C–	71	1.9
C–	70	1.8
D+	69	1.7
D	68	1.6
D	67	1.5
D	66	1.4
D–	65	1.3
F	Below 65	0

GRADE POINT AVERAGES

Beginning with the first semester of the ninth grade, all courses are considered academic, and all course grades, either semester or year-long, are converted to points according to the grading scale above. A student's unweighted GPA is determined by averaging these points at the end of a grading period. This unweighted GPA is used in computing honor rolls.

The student's cumulative GPA, which appears on the transcript, is weighted, taking into account honors and AP courses. If a student takes a summer school course for enrichment or takes a course at another institution, it is not counted in the cumulative GPA.

PROGRESS REPORTS AND GRADES

Reports are sent to parents/guardians to keep them apprised of their child's progress in school. These reports take three basic forms:

- Progress reports and comments, if applicable, are available online through myBGA at the midpoint and end of each quarter.
- Report cards are uploaded to myBGA at the conclusion of each semester.
- Once each semester faculty write interim comments in every subject area.

EXAMS

Exams are held in December and May at the end of each semester. Exams account for 20% of the semester grade.

SENIOR FINAL EXAM EXEMPTIONS

AP courses notwithstanding, seniors in a year-long course who have a second-semester average of 85 or higher may be exempt from that course's final examination. In the second semester, seniors who are in good standing behaviorally, and do not have excessive absences may be exempt from the final exam in those courses. In the first semester, all seniors must take all of their exams.

ACADEMIC HONORS

Honor Roll

- **High Honor Roll:** Students with an overall unweighted GPA of 3.6 and no grade below 82.
- **Honor Roll:** Students with an overall unweighted GPA of 3.0, who are not failing any subject.

National Honor Society

The National Honor Society, whose purpose is to focus on academics, service, honor, and leadership, is a service organization to which students in the Upper School are invited to pursue membership into when they:

- Are in grade 10, 11, or 12;
- Have a cumulative weighted GPA of at least 3.5;
- Have been enrolled as a degree-seeking student at BGA for at least 2 semesters; and
- Have incurred no honor offenses in the Upper School in the last calendar year.

Students meeting the criteria above are invited, at least once per year, to pursue membership in the organization. It then falls to the student to complete the prescribed steps and submit all paperwork by the announced deadlines. Those steps are:

- To write a paragraph describing the student's experiences as a leader;
- To list the student's extracurricular activities;
- To sign the form declaring a desire to join;
- To sign the service agreement form;
- To secure the endorsements of two teachers; and
- To complete 20 or more community service hours.

Digamma Society

Digamma is a BGA-specific honor society. Members are BGA students who are sophomores, juniors, or seniors having a weighted cumulative GPA of 3.1. These students:

- Have no grade below 87 for the previous semester in any academic subject in which the student is enrolled;
- Have been enrolled in BGA for two full semesters; and
- Have had no honor offenses within the last calendar year in the Upper School.

Digamma members receive special privileges:

- Sophomores do not have to report to a proctored study hall. Instead, these students may study at other designated locations on campus. Student schedules will reflect this privilege as 'Study Hall (Sr, DG, NHS)'.
- Juniors who are members of Digamma do not have to report to a proctored study hall and may check out early if they have "Study Hall (Sr, DG, NHS)" the last period of the day.
- Seniors receive the aforementioned privileges and are awarded a medal.

Mu Alpha Theta

Mu Alpha Theta is an organization designed to stimulate interest in math by providing public recognition of superior math scholarship. Students meeting the following criteria are eligible:

- Must have completed two semesters of math at BGA and be currently enrolled in a math honors course; and
- Must maintain a yearly average of 87% or higher; or
- Must be a junior or senior year who are enrolled in a non-honors course and have an average of 92% or higher.

Valedictorian and Salutatorian

The graduating senior with the highest weighted GPA is the class valedictorian. The graduating senior with the second highest weighted GPA is the class salutatorian. In order to be considered for either of these honors, a student must be in attendance at BGA at least three consecutive years (grades 10, 11, and 12) of high school and be in good standing with the Honor Council and in accordance with Community Expectations. Students are considered ineligible if they have received a Tier 2 Honor Offense in their time in the Upper School. The calculation of GPAs happens at mid-quarter of the 4th quarter.

SECTION 2

Academic Concerns

ATHLETIC ELIGIBILITY

The Tennessee Secondary School Athletic Association (TSSAA) regulates all high school sports at BGA. The TSSAA requires all students to earn five credits their previous school year in order to be eligible for sports. BGA, however, will consider eligibility on a semester basis. Each athlete is required to be enrolled in six full units each semester and to have passed at least six full-unit courses during the preceding semester. If the sport or activity extends beyond the semester, the student shall be eligible for the entire season. For any sport or activity in which the student becomes ineligible at the end of the semester, the student will be allowed to practice with the group, and eligibility will be reviewed at the end of the first quarter following the semester of ineligibility.

At times, other than the end of semesters, the administration may, because of inadequate academic performance or behavioral concerns, remove a student from athletic competition and/or practice sessions. These times may include but are not limited to when a student-athlete has a failing grade at the end of a quarter, five (5) or more missing assignments in a single course without proper documentation or communication with faculty and administration, or when the student-athlete misses an excessive amount of days of school (7 or more days in a semester) outside of school-sponsored activities or excused absences. These policies are put in place in order to preserve academic eligibility for student-athletes at BGA, and once students meet the requirements to engage in athletic activities again, they will be allowed to rejoin the team.

ELIGIBILITY FOR SCHOOL-SPONSORED CO-CURRICULAR ACTIVITIES

We believe that all of our students should participate in as many facets of school life as possible. As a college preparatory school, we also believe that students should be held accountable for their performance in the classroom. The following academic review process highlights how a student could be in danger of losing eligibility for participation in all school-sponsored co-curricular activities (programs that enhance and build upon the character development of each student, which include athletics, arts, and after or before school academic programming):

Students seeking eligibility for co-curricular activities must attend at least half of the school day. With six class periods in the school day, this requires students to attend the final three class periods of the day and lunch. The first class period that would be required for eligibility purposes begins at 11:50 a.m. Students must then attend all classes until the beginning of the co-curricular activity after academic hours. Students may not miss classes at the end of the day and be eligible for co-curricular activities unless for a doctor's appointment or other school-approved absence.

Grades will be pulled at mid-quarter to determine eligibility for co-curricular participation. If a student is failing one class on the date the grades are pulled, they will be placed on probation for the remainder of the marking period. If a student is failing one class at the end of the quarter, they will remain on probation for the remainder of the semester. If a student remains in poor academic standing at the end of a semester, they should expect to lose eligibility for the next marking period. Poor academic standing is defined by one or more of the following circumstances:

- The student has a failing grade in one or more courses for an entire semester.
- The student has an overall academic average below 75. *Note: Only numerically graded courses are factored into the 75 average.*

- If a student has one or more semester failures on their record or their overall academic average is below 75, they may be placed on academic warning. An academic plan of remediation will be devised by the Head of the Upper School, the Learning Services Team, the teacher(s) of the failed or affected class(es), the student, the parent/guardians of the student, and the coach/sponsor of the affected sport/activity.
- Students who fail one or more classes for a semester and are placed on academic warning should expect to have their re-enrollment contract held until the end of the academic year. The ultimate decision rests with the administration of the school.

As in all cases, this policy is designed to hold our students accountable while simultaneously allowing them to pursue their passions. All discussions and academic support plans are designed with the student in mind. The ultimate goal is to help our students balance their academic and co-curricular responsibilities in a way that produces success in both areas.

ACADEMIC WARNING

At the end of each semester, the Head of Upper School and Upper School Dean of Students, with input from the faculty, will review students about whom they have academic or behavioral concerns. In some cases, conditions will be established for continuation at Battle Ground Academy. A student can be asked to leave for behavioral reasons as well as academic reasons. Students with serious academic difficulty will be placed on Academic Warning.

Any student with a cumulative GPA of 2.3 or below at the end of a semester will automatically be placed on Academic Warning.

If the student is placed on Academic Warning after the first semester, this generally means that their enrollment agreement will be held until the end of the academic year. If the student is placed on Academic Warning at the end of the second semester, this generally means that their enrollment at the school will be reviewed after the first semester the following year.

The goal is to work closely with the student, teachers, parent/guardians, advisors, Learning Center, and outside support so that a student can meet with success and be removed from Academic Warning. However, if the student is placed for a second time on Academic Warning, they will seriously jeopardize their enrollment at Battle Ground Academy. In some cases the Head of Upper School may determine that a student with strong faculty support but a GPA below 2.3 does not warrant placement on Academic Warning. If a student fails two or more courses in an academic year, they may be required to repeat the year or the student's re-enrollment contract will be withdrawn.

MANDATORY HELP SESSIONS (ACADEMIC DETENTION)

A student who fails to complete a major homework assignment or who has demonstrated a trend of coming to class unprepared may be assigned to a mandatory academic help session from 7:30–8:15 a.m. or 3:35–4:15 p.m. This help session will preclude the student from participating in any co-curricular programming (e.g., athletics) scheduled during that time period. Mandatory academic help sessions are not to be confused with the school's demerit system or assignment of Demerit School for failure to meet community expectations.

SUMMER SCHOOL

BGA operates summer school each summer for the purpose of remediation. Students who receive a failing final course grade in the range of 60–64% are required to remove that deficiency during the first summer after the deficiency occurs. If the failing grade is the result of one semester (64% or below), the student will be required to attend one summer school session for remediation. If the student failed both semesters of a year-long course, the student will be required to attend two summer school sessions for remediation.

Addressing the deficiency through summer school not only provides needed remediation, but also an opportunity for the student to improve his or her final course grade.

A student who earns a final grade of 85% or higher during summer school will pull his or her final course grade up to 70%. Students who earn a satisfactory grade during summer school (65%–85%) will pull their final course grade up to a 65%. This change will be made to the student's official transcript, which will note that the grade reflects additional summer work.

Although a final course grade of 65–69% is a D, students in ninth, 10th, and 11th grades will have the opportunity to attend summer school and perform satisfactorily to improve their preparation for subsequent classes and to raise the final course grade. Students who finished a course with a D but voluntarily take summer school and earn a final summer school grade of 75% or higher will pull their final course grade up to 70%. This change will be made to the student's official transcript, which will note that the grade reflects additional summer work.

HONOR COUNCIL PROCESS

Created to uphold Battle Ground Academy's Honor Code, the Honor Council is a tradition that dates back to our founding in 1889. The Honor Council receives reports of alleged Honor Code violations from the Dean of Students and hears from the student accused and/or other witnesses. The Dean of Students conducts the initial investigation and presents the case to the Council for deliberation. Witnesses, including the teacher who brings the case, may be called by the Council as needed, and testimony may be taken. Accused students do not have access to this testimony or these witnesses for examination; written evidence may also be presented to the Council. In deliberating cases and recommending consequences, the Honor Council may consider aggravating and mitigating factors. The Council seeks to determine each student's innocence or guilt and to recommend consequences to the Dean of Students, Division Head, and Head of School. As the members of the Council are elected members from the student body, their decisions are to be accepted by the offending student and their family.

The Honor Council is composed of six seniors, four juniors, and two sophomores. These leaders are elected by their classmates and by the faculty. An Honor Council hearing is not a trial, and an accused student may not be represented by an attorney or bring others (i.e., parent/guardians) to the hearing to witness the proceedings. Honor Council members are reminded that their investigation and deliberations are to be confidential. The following process will normally be observed:

- Teacher addresses the concern with the student and reports the incident to the Upper School Dean of Students.
- Dean of Students investigates the incident, interviewing the accused and anyone else who might have information pertaining to the incident.
- Dean of Students and Head of Upper School determine if there is enough evidence to convene the Honor Council and present the evidence to them.
- The teacher who reported the incident will be called to the Honor Council to report what happened.
- The accused will be called to the Honor Council to speak and give their explanation of what happened. The Honor Council may also question the accused.
- If necessary, others who knew of the violation may be called in to speak to the Honor Council.
- Once the Honor Council has spoken to the accused and witnesses, a determination of guilt or innocence is made.
- An honor violation requires the Honor Council to reach consensus.

- The Honor Council advisor(s) will normally attend meetings and take notes; however, these notes are not intended to be comprehensive and will not be available for review by the student accused, their family, or third parties.
- The alleged offender will have an opportunity to speak to the Honor Council with a student advocate present, if the student so desires. This person may be an advisor, teacher, or the school counselor (school personnel). Their role in the proceedings is simply to provide support for the student but not to testify. Parent/guardians may not attend Honor Council hearings.
- If a guilty verdict is rendered, then the Honor Council recommends appropriate consequences to the Head of Upper School.
- The Head of Upper School will inform the Head of School of the recommendation, and the Head of School will accept the recommendation of the Council or hear appeals. The Head of School will hear appeals on only the most significant cases.

HONOR CODE VIOLATIONS

If a student is found to have committed an honor offense, that offense is reported to the Honor Council for consideration. Four tiers of consequences are deliberated upon by the Honor Council. These consequences are given in order of increasing seriousness. A subsequent offense typically results in at least the next tier recommendation by the Honor Council. Additionally, appropriate academic consequences are recommended to faculty by the Upper School Administration. Any of the following consequences may be administered depending on the severity of the offense:

- **Warning:** If an Honor Offense has been committed by a first-time offending student, on a non-major assessment, and/or with genuine confusion on the part of the offending student, then the Honor Council may recommend that the student be given a warning if the offense does not warrant a more severe consequence. A warning may result in assignment of one (1) Saturday School. If a student who has been given a warning commits a subsequent honor offense, the Honor Council reserves the right to recommend a more severe consequence than might otherwise be imposed, including a Second-Tier infraction.
- **First-tier:** This consequence is normally imposed for a first offense on a major assessment or one that is deemed more serious than what would result in a warning. A first-tier offense typically results in assignment to multiple Saturday School detentions, usually up to three (3) Saturday Schools or the equivalent detention before/after school during the week.
- **Second-tier:** Second-tier consequences may be enforced for students who commit two Honor Offenses within the same academic year or who have committed more serious infractions than what would be considered for First-Tier. The consequence for a second-tier offense involves a one-, two-, or three-day in-school suspension and the potential for multiple Saturday School detentions, with an understanding that the next offense will likely result in a recommendation for dismissal. The student may also be placed on an Academic Contract for the following school year. These are implied but not mandatory consequences.
- **Third-tier:** The consequence for a third-tier offense is a recommendation for out-of-school suspension, dismissal, and/or expulsion depending on the nature of the offense.

Students with a Warning or first-tier offense are deemed ineligible to run for the Honor Council the year following the offense. They may be deemed ineligible to run for selection to the Cum Laude Society, National Honor Society, Student Council, Digamma, and Peer Leader positions, or from being selected as valedictorian or salutatorian. Students may also be placed on probation in these respective organizations for up to a calendar year after the offense.

Students with a second- or third-tier offense in the Upper School are placed on probation for one calendar year from the date of their offense. Students may not be selected to the Honor Council, Cum Laude Society, National Honor Society, Digamma, Student Council, Class Officer and Peer Leader positions, or be selected as valedictorian or salutatorian. Students may also have membership to any of these societies/groups taken from them at the discretion of the Dean of Students and faculty sponsors of said organizations. Students may also be placed on Academic Contract for the following school year.

SECTION 3

Academic Resources & Student Support

With its commitment to wellness, Battle Ground Academy has a variety of people and programs in place to help meet the needs of students in every aspect of school life. Part of the Upper School curriculum is to teach students to self-advocate. As a result, the following resources exist to help a student take the initiative in their own learning and school experience. If a student or parent/guardian has a concern, either academic or personal, the following provides a guide for whom to see:

The Head of the Upper School is available to:

- Discuss all academic matters.
- Advise students and parent/guardians about course selections.
- Address all academic scheduling matters.
- Discuss issues related to the daily life of the Upper School.
- Assist advisors in preparing the best possible academic program for students.

The Director of Counseling Services is available to:

- Meet with students and families and serve as a resource.
- Support teachers and administrators in their work with students.
- Provide confidential personal counseling for students.
- Conduct seminars on various topics (e.g., adolescent development, substance abuse).
- Oversee the Advisory Program.
- Facilitate the Peer Leadership Program.
- Refer students and/or parent/guardians to outside professionals.

The Upper School Counselor is available to:

- Meet with students and families and serve as a resource.
- Support teachers and administrators in their work with students.
- Provide confidential personal counseling for students.
- Conduct seminars on various topics (e.g., adolescent development, substance abuse).
- Facilitate the Advisory Program and support Upper School Advisors.
- Refer students and/or parent/guardians to outside professionals.

The Dean of Students is available to:

- Be a contact for teachers and advisors.
- Meet with and mentor students.
- Discuss student disciplinary/academic concerns with students and parent(s)/guardian(s).
- Assist with conflict mediation and/or conduct an intervention when necessary.
- Explain school rules and guidelines and be responsible for the overall enforcement of school rules, including Honor Violations and Offenses.
- Facilitate student-to-student and student-to-faculty communication.
- Guide extracurricular clubs, Student Council, and other student life activities with the help of the Student Life Coordinator.

- Organize and utilize Grade-Level Deans as needed.

The Director of Global Studies is available to:

- Manage Experiential Learning Grants and correlating student activities.
- Support Global Studies Concentration participants.
- Provide orientation, academic, and cultural counsel to international students as needed.
- Provide ESL instruction and tutoring for international students as needed.
- Act as a liaison between the school, host family, and international student family.
- Support teachers and administrators in their work with international students.

The Student Life Coordinator is available to:

- Facilitate assembly programming.
- Support Class Officers.
- Coordinate Community Events (HOCO, etc.).

The College Center Team is available to:

- Support students and families through all phases of the college search, application, and selection process.
- Meet with students and families to support each student's individual college path.
- Facilitate educational programming for students and families.
- Advise students on how to engage with potential academic, pre-major, extracurricular, and leadership opportunities beyond the classroom.
- Guide students through choosing their classes, balancing their future goals with a day-to-day workload that feels manageable.

The Director of Upper School Academic Support is available to:

- Interpret assessments for learning differences.
- Develop with students learning approaches that are rooted in researched brain-based learning.
- Work with the Dean of Curriculum and Instruction to refer students for an educational screening and testing.
- Conduct seminars and training for faculty regarding learning differences and differentiated teaching and learning.
- Conduct meetings with students, parent/guardians, and faculty.
- Determine effective academic strategies to support students.

The Advisors are faculty members who are available to:

- Be advocates for their advisees and their families.
- Act as a liaison between school and home.
- Discuss curricular and co-curricular balance with students and families.
- Discuss and examine the ethics and values of the school community.

The Classroom Teachers are available to:

- Address concerns specific to their class. This should be the first point of contact when addressing an academic concern.
- Meet with students for extra instruction during designated school hours.
- Direct feedback and referrals to the appropriate members of the Upper School administrative team.

ADVISORY PROGRAM

The Upper School Advisory Program provides students with the opportunity to receive guidance from a BGA faculty member in a personal, non-academic setting. In the ninth grade, students are placed in advisory groups that interact regularly with Peer Leaders in monthly Breakfast Club meetings. Then, as 10th graders, students move into new advisory groups in which they will stay until they graduate. All advisory groups meet weekly to address various topics related to academics, character development, and student life. Students are thus able to form a strong rapport with their advisors who will work closely with them, giving academic support as needed, emphasizing leadership development, and providing assistance when social issues arise. The advisor is an important “go-to” person for parent(s)/guardian(s), since the advisors are often in contact with students’ teachers and with the Upper School administration.

COLLEGE / POSTSECONDARY SUPPORT

A successful college search starts with staying engaged. Students are encouraged to follow the processes and deadlines provided by The College Center and, along with other advising activities and announced meetings, participate in the following key events:

Seniors

- Attend Senior Seminar the summer before senior year.
- Attend Senior Family College Night in the early fall semester.
- Meet with the lead college counselor at the beginning of the fall semester.
- Abide by all internal College Center application deadlines that complement actual college application deadlines.
- Complete all necessary forms found in The College Center to submit letters of recommendation and transcripts to colleges in accordance with posted deadlines.
- Ensure college lists, application statuses and all other applicable information is consistently updated in Scoir.
- Complete items on the Senior Graduation Checklist by the end of April.
- Check email consistently and reply to all correspondence from The College Center and/or college representatives within 24 hours.

Recruited student-athletes or students with verbal commitments from college coaches are expected to participate in the processes necessary for college admission set forth by The College Center.

Juniors

- Attend Junior Family College Night in the fall semester.
- Schedule and meet 1:1 with their lead college counselor in late fall/winter.
- Schedule their family meeting with their lead college counselor in the spring.
- Create a resume/activity list to be used with college applications and/or scholarship applications and employment opportunities.
- Request two recommendations from core subject teachers before the end of the junior year.
- Ensure that all surveys, college lists, and other applicable information is kept updated in Scoir.
- Check email consistently and reply to all correspondence from The College Center and/or college representatives within 24 hours.

Recruited student-athletes or students with verbal commitments from college coaches are expected to participate in the processes necessary for college admission set forth by The College Center.

Sophomores and Freshmen

- Attend Freshman Family College Night in 9th grade and Sophomore Family College Night in 10th grade during the fall semester.
- Engage with advisory-oriented activities (such as Freshmen Dice Game in 9th grade) and other meetings organized by The College Center.
- Participate in an academic advising session within advisory groups (9th grade) and an individual academic advising meeting with their lead college counselor (10th grade).

INTERNATIONAL STUDENT SUPPORT

Students enrolled in the International Student Program are required to sign up for the English Language Learning (ELL) class and receive additional support from the Director of Global Studies during their study hall periods. Students enrolled in the International Student Program are not required to take a foreign language. Additionally, grades earned by new international students during their first semester enrolled at BGA will reflect either the semester average or semester exam.

SECTION 4

General Policies

ATTENDANCE

Students should make every effort to attend classes regularly. A student who habitually misses school cannot expect to complete the work required at BGA. For this reason, parent/guardians are requested not to ask permission to remove their children from school for special trips or vacations during the school year, other than during the regular vacation periods listed on the school calendar.

PLANNED ABSENCE FORMS

Students should turn in a pre-planned absence form for all types of planned absences. Both the student and the parent(s)/guardian(s) must fill out their respective forms. Students can obtain a Planned Absence form from the Upper School Office, which is signed by the student, the Dean of Students, and teachers. Parent(s)/Guardian(s) should fill out the Parent Form which can be found [here](#). Both forms must be completed and submitted to the Upper School Office one week prior to the absence or the absence may be counted as unexcused. The student is responsible for obtaining assignments in advance, with the due date confirmed by the teacher. A non-school-related event must be arranged in writing by the parent/guardians with the Dean of Students at least five school days in advance. It is always best to check with the Dean of Students before a planned absence in order to determine whether that absence will be excused or not.

TRUANCY EXPECTATIONS

Being in class is an essential component of the academic experience and a requirement for earning course credit. The Dean of Students checks student attendance at the end of each grading period. A continued pattern of absences may lead to disciplinary consequences, and the student may not be allowed to participate in school functions that require excused absence from class (early dismissal for musical performances, athletic contests, class-specified field trips, speakers, etc.). Furthermore, if a student misses 15% or more of the scheduled classes (9–10 excused or unexcused absences per semester) in an individual course (semester or full year), they risk not receiving credit for the course. Failure to receive course credit may result in required summer school to make up those courses, a required repeat of the grade, or withdrawal of the student's enrollment contract.

EXCUSED ABSENCES

As a matter of process, the Dean of Students will run attendance audits regularly, and families will be notified should a student accrue an excessive number of absences or tardies. The school will determine if absences are classified as "excused."

An excused absence entitles a student to make up the work missed and receive no penalty. It is the student's responsibility to monitor their assignments via the myBGA website, communicate in a proactive manner with their teacher, and keep up with their coursework when absent. In order for a student to receive consideration for an excused absence, the student must submit a completed Planned Absence Form at least one week (five days) prior to the anticipated absence. It is incumbent on the family, not the teachers, to provide help and support in making up the missed academic obligations.

Absence Type	Description	Guidelines	Makeup Work Policy
Excused	Excused absences include those that are school-sponsored, medical in nature, funerary, matrimonial, or otherwise once-in-a-lifetime events. Driver's permit/license and passport appointments are also excused.	The student will obtain a Planned Absence Form from the Upper School Office, which must be signed by the Dean of Students, teachers, the parent/guardians, and the student. This must be turned in five days before the absence. For appointments, a note, email, or phone call to the appropriate divisional office explaining a student's absence must be received within 24 hours of the absence for it to be excused.	Students have two days for each day missed to make up work and tests. Any projects assigned before an absence are due on the due date or upon the student's return to school. See the teacher if there are extenuating circumstances.
Unexcused	Unexcused absences include, but are not limited to, truancy (cutting class, hunting, fishing, getting haircuts, shopping, or lack of communication from parent/guardian about absences), conduct infractions, vacations that extend beyond the school's designated vacation times, etc.	All work missed during an unexcused absence is immediately due upon student's return or prior to the student's departure.	All work missed during an unexcused absence is immediately due upon student's return or prior to the student's departure.
School Sanctioned	Absences sponsored by BGA and under the direction of and chaperoned by a BGA staff member.	The student will obtain a Planned Absence Form from the Upper School Office, which must be signed by Dean of Students, teachers, the parent/guardians, and the student. This must be turned in before the absence.	Students have two days for each day missed to make up work and tests. Any projects assigned before an absence are due on the due date or upon the student's return to school. See the teacher if there are extenuating circumstances.
Personal Sanctioned	Unexpected absences because of the death and funeral of a family member/friend or other unforeseen circumstances.	Arranged by teacher and administration.	Arranged by teacher and administration.
College Visits	A senior is allowed three visits per year. A junior is allowed two visits per year. Requests for additional visits must be approved by the Head of Upper School.	Students must complete and submit a Planned Absence Form at least one week prior to the scheduled college visit. Students wishing to complete a college visit on the day before or after a regularly scheduled school holiday must obtain special permission from the Head of Upper School.	All work assigned is due prior to the event/absence.

UNEXCUSED ABSENCES

Unexcused absences are those that the School does not approve. Failure on the parent or guardian's part to inform the administration via a phone call (615-567-8513) will mean that the student's absence is unexcused.

Any absence that is not excused by the school is an "unexcused" absence. When a student has an unexcused absence, they are responsible for their work prior to their absence or immediately upon return to school. Students will not be excused the day before or the day after a vacation period, except in the case of severe illness or emergency with a doctor's note or other documentation. Due to the nature of the attendance system, the school mandates that doctor's notes be submitted no later than the second consecutive absent day. If a student leaves early or returns late from vacation time without special

permission of the Head of Upper School, the absence will be considered unexcused, and the student should expect to receive additional academic penalties and/or disciplinary action at the discretion of the Dean of Students, Head of Upper School, or the Head of School.

Additionally, a student whose absence is determined to be unexcused may not participate in extracurricular activities that day.

EXCESSIVE ABSENCES

As noted above, a continued pattern of absences may lead to disciplinary consequences, and the student may not be allowed to participate in school functions that require excused absence from class (early dismissal for musical performances, athletic contests, class-specified field trips, speakers, etc.). Furthermore, if a student misses 15% or more of the scheduled classes (9–10 excused or unexcused absences) in an individual course (semester or full year), they risk not receiving credit for the course and/or losing Honors or AP designation and GPA weight. Failure to receive course credit may result in required summer school study to make up those courses, a required repeat of the grade, or withdrawal of the student's enrollment contract.

ONCE-IN-A-LIFETIME OPPORTUNITIES

On rare occasions, a student may be presented with a unique enrichment opportunity that may require them to miss school for an extended period of time. Parent/guardians should submit such requests to the Head of Upper School at least one month before the absence to be considered for an exception to the above policy. The school reserves the right to withhold permission for absences incurred in disregard of the school's calendar. Such unexcused absences will result in failing grades on any assignment due during the unexcused absence.

MEDICAL LEAVE POLICY

It is not unusual for students in need of medical attention to require extended leaves of absence from school. The school's priority is always for the student to receive the treatment that they require so that they can return to school ready to learn. At times the school may recommend medical leave to a family because of excessive absences related to emotional well-being or other extenuating circumstances. Otherwise, a family may come to the school with a request for medical leave. In those instances, to excuse prolonged school attendance for medical reasons, the following policies and procedures are in place:

- Families are to make a formal request for a medical leave of absence for their child. Requests that are physical in nature should be directed to the Head of Upper School; requests that are social or emotional in nature should be directed to the school counselor. In either case, the Head of Upper School should be notified.
- The School is to be provided with documentation from the treating physician to include a diagnosis of the medical condition and/or a specific recommendation that the student be granted a leave for medical reasons.
- Any recommendation that precludes a student from attending class will also, unless otherwise recommended, apply to all school functions.
- Families are to put the School in direct contact with the recommending physician. Some cases may require the treating physician to have a waiver signed by the student granting such approval.
- At the appropriate time, the School is provided with a note from the treating or recommending physician indicating that the student is prepared to return to school. The school may also require the doctor to include a treatment plan at this time.

- The family, the Head of Upper School, and the school counselor (if applicable) will meet prior to the student's return to plan for their reentry.

When a student is placed on medical leave by BGA, the top priority is still the well-being of the student. In addition to the above parameters, the process for educational activity is as follows:

- In some circumstances, the school and the family partner with an outside agency to provide instruction and administer assessments.
- The Learning Center coordinates this effort to streamline communication and share our curriculum as appropriate.

Faculty coordinate/share assessments with the Director of the Learning Center. They do not have direct contact with students during the medical leave period nor do they provide instruction to students on medical leave.

TARDINESS

It is expected that students will come to school on time. They should plan to arrive early enough to be in their assigned locations when the morning bell sounds. Students arriving at school after the first bell must report to the Upper School Office and sign in with the Assistant to the Head of Upper School. Tardiness will result in disciplinary action.

EARLY DISMISSAL

Students will be excused early from school only for urgent reasons. If an early dismissal is necessary, a student must bring a note to the Upper School Office, or a parent/guardian must call before 9 a.m. requesting the early dismissal. If the early dismissal request is approved, the student must sign out at the Upper School Office before leaving campus and sign back in upon returning to school that day, if applicable. Failure to do so will result in disciplinary consequences.

ILLNESS

During the day or at any time after the initial arrival of the student at school, when a student becomes ill, they must see the Head of the Upper School or Dean of Students for permission to leave school. The Assistant to the Head of the Upper School will make the necessary arrangements. A student who leaves school due to illness should not return to school later for academic or extracurricular purposes. If the student misses the next consecutive school day, then a doctor's note is required to be submitted to the Upper School office within 24 hours of the subsequent absence.

If a student is ill the day before a scheduled test and comes to school the day of the test, they will be expected to take the test unless (a) the student has discussed their situation (i.e., inability to study for the test due to illness) face-to-face with the teacher prior to the class meeting, OR (b) the student's parent/guardian has written or e-mailed the teacher a note explaining that the student was too ill to study during the evening preceding the test day. A student failing to take either of these actions will either (a) take the test or (b) take a makeup test on the day that the teacher appoints.

MEDICAL AND DENTAL APPOINTMENTS

The school realizes that medical and dental appointments cannot always be made after school hours; however, parent/guardians and students are urged to make these appointments after school hours whenever possible. If an appointment must be scheduled during the school day, it should be scheduled during a study hall or lunch period if at all possible. All requests (whether written or by phone) to leave school for doctors' appointments must be accompanied by the doctor's name. The student is required to

bring an appointment-verifying note from the doctor upon returning to school. Students' absences will not be excused unless this information is provided.

COLLEGE VISITS

While Upper School students are encouraged to use regularly scheduled holidays, long weekends, and breaks to visit colleges, we understand that this is not always possible. Therefore, seniors are allowed three excused absences, and juniors are allowed two excused absences from regular school days for the purpose of visiting colleges. If a student has a legitimate need for more visits, special permission may be granted by the Head of the Upper School for additional excused absences.

In order for an absence to be excused for a college visit, students must complete and submit a Planned Absence Form at least one week prior to the scheduled college visit. Students wishing to complete a college visit on the day before or after a regularly scheduled school holiday must obtain special permission from the Head of the Upper School. On the first regularly scheduled school day following the college visit, a student must provide the Assistant to the Head of Upper School with a note from the college admissions office to verify that the appointment with the college was kept. Students are not allowed to take a college visit on Grit Day, Jamboree Day, or Tug Day. If a student does not provide the approved documentation from the college or misses a school day or more without approval from the Upper School Administration, then the absences will be considered unexcused and may result in academic penalties and disciplinary action in accordance with the Unexcused Absences policy.

TECHNOLOGY REQUIREMENTS

BGA has been a leader in technologies that support, enhance, and provide innovative opportunities for instruction and learning. We have observed numerous benefits to our educational program and the classroom experience.

Students entering grades nine through twelve are required to have either an iPad or MacBook Air and bring it with them to school each day. We recommend the current base MacBook Air M5 or a MacBook Air in the M series for upper school students. Also perfectly fine are MacBook Pros, iPads, iPad Airs, or iPad Pros. While a MacBook Neo is suitable for standard schoolwork, please note it may lack the processing power required for advanced work in audio, video, arts, or graphics.

If you are purchasing a new device, you should do so over the summer and purchase a protective case for the device. This will allow your student ample time to become familiar with the device. Please keep in mind the device, accessories, and apps have not been absorbed into BGA's tuition or ancillary fees and must be purchased separately for each student. BGA has worked with Apple to create a custom portal through Apple's website so that families may purchase devices and accessories with special education pricing. For more information, please visit www.apple.com/edu/battleground. Please know that you are welcome to purchase these items from the vendor of your choice.

If your family already owns a device that meets these standards, there is no need to buy a new one. Please remember that families are responsible for device maintenance and replacements; we strongly encourage purchasing AppleCare or a third-party accidental damage warranty for peace of mind.

We believe that our technology and digital textbook program enhances the learning environment and offers significant savings compared to traditional textbooks in almost all cases. You will receive information about purchasing digital textbooks, resources, and other applications from the Upper School division as the new academic year approaches. On Registration Day in August, faculty and staff will be available to help with the process of downloading textbooks and apps.

Additional devices to support and enhance learning are welcome, but not required.

SECTION 5

Community Expectations

ACCOUNTABILITY FOR STUDENTS

It is the school's responsibility to be able to account for its students during the time they are under the school's purview. This begins when a school vehicle is boarded in the morning or when students arrive at school. It normally ends when students leave school or get off school vehicles to go home. Any school-sponsored trip is also included whether or not students are traveling in school vehicles. All students must attend all assemblies as well as scheduled class meetings, except by special permission from the administration.

ACCEPTABLE TECHNOLOGY USE POLICY

Each student possesses an iPad/computer/cell phone (electronic device) with Internet access provided by the school. During the day, each student is expected to use their electronic device in a responsible and appropriate manner. Listening to music through the use of headphones may be permissible during study hall when a proctor gives permission; however, playing of games and/or listening to music in class is not permissible. Additionally, non-academic use of such devices is not permitted during school hours. The school recognizes that cell phones are important communication and organizational tools for many students. However, students should never allow the use of technology to remove or inhibit them from interaction with other members of the school community. Students are to refrain from talking, texting, listening to music, or otherwise using their phone while walking through campus. The use of earbuds/earphones is allowed only with the explicit permission of a teacher. Students not adhering to these guidelines may have their phone and/or headphones confiscated.

Cell phone use is not permitted on campus from 8:20 a.m. to 3:30 p.m. by students in all grades. All cell phones are expected to be checked in and dropped off with the students' advisor between 8:10 a.m. and 8:18 a.m. with the expectation that students are present at the beginning of their first-period class at 8:20 a.m. In the case of late arrival or early dismissal, students should bring their phones to the Upper School Administrative office and check them in there and be counted Tardy with the allowance for approved excuses to be given within 24 hours. Students in grade 12 may be permitted to have their cell phones in the second semester of the school year as part of their Senior Privileges based on consistency of adherence to behavioral guidelines set in this Handbook, but may only use them in designated areas on campus and during designated times. At no time should any student have their cell phone in academic spaces. Students not adhering to these guidelines are subject to disciplinary action, including Honor Offenses, and having their phones immediately confiscated.

Federal, state, or local laws and ordinances expressly prohibit some activities on electronic devices. Other activities are inappropriate as defined by the administration of the school. BGA will cooperate fully with officials in any investigation related to illegal activities conducted through the BGA network. Each year, students and their parent/guardians must sign a "Technology Responsible Use Policy" in Magnus. Violation of this agreement and dishonesty about the behavior in question may be treated as a violation of the Student Honor Code, resulting in loss of computer privileges and disciplinary review, including possible suspension or dismissal from BGA and/or legal action.

A.I. STANCE AND PRACTICE

Battle Ground Academy consistently engages with and researches the efficacy and utility of A.I. in the educational environments.

Each classroom teacher operates on a scaffolded A.I.-use spectrum. Students will only be allowed to leverage A.I. when explicitly instructed to do so by the teacher.

SOCIAL MEDIA POLICY

Students must remember to use extreme caution when participating in any form of social media. Students should clearly understand the public and permanent nature of the digital world.

Per the BGA “Technology Responsible Use Policy,” the school reserves the right to apply disciplinary consequences for computer and/or cell phone-related activities conducted on or off-campus if such activity adversely affects the safety or well-being of students or other members of our community or that is disruptive to the educational environment and/or represents character unbecoming of a BGA student.

Battle Ground Academy students, faculty, and staff must adhere to school guidelines that prohibit posting to the internet or via email: personal contact information, confidential information, private/non-public information, derogatory comments about other people or about the school, or inappropriate artwork, photographs, digital images, or unauthorized video of the school or of school personnel. When in question, the appropriateness of postings shall be determined by Battle Ground Academy Administration.

BGA faculty will sometimes use social media platforms as components of the learning environment. Only students who are members of that class or activity should participate in the activities associated with the specific class or activity. All technology abuse expectations apply.

SEARCH

Should BGA believe that a student is in possession of any materials that are in violation of school rules, the school retains the right to conduct a search. A student who refuses to cooperate will be subject to the same procedures and discipline as a student found to possess such materials. Lockers, backpacks, personal effects, electronic devices (including cell phones and iPads), and vehicles are all subject to search. Students consent as a condition of enrollment. The school’s right to insist on searches is confirmed by the parent/guardian in the enrollment contract.

RESTRICTED AREAS

The following areas are restricted:

- Cherry Sports Center during the school day, except for authorized classes, assemblies, or meetings;
- The Center for Arts and Entrepreneurship and Mary Campbell Visual Arts Center during lunch without permission/supervision;
- The Center for Arts and Entrepreneurship and Mary Campbell Visual Arts Center outside of academic hours (7:30 a.m. to 3:30 p.m.) without permission or supervision;
- Classroom space during lunch without permission;
- Classroom space after school hours without permission;
- Parking lots during the school day;
- Game and practice fields during the school day;
- Elevators in the Jewell Athletics and Wellness Center and Center for Arts and Entrepreneurship; and
- Maintenance equipment areas and all other non-public places in buildings.

DISCIPLINE AND DEMERIT SYSTEM

The demerit system is designed to address a wide range of disciplinary infractions through the assigning of demerits. This system gives faculty a consistent means to address disciplinary issues and students the

opportunity to modify behavior before the behavior becomes a significant problem. Student demerits may be assigned by any BGA faculty or staff member for failure to comply with community expectations. A record of demerits for each student is kept by the Dean of Students.

Below is a general overview of school response to document student infractions in the Upper School conduct system. It is intended to provide a framework for varying levels of infraction and the general school response.

2026–27 ACCOUNTABILITY POLICY: DEMERITS AND GENERAL SCHOOL RESPONSE SCALE

- **First demerit:** Formal Warning (documented in the system for Tier 2 infractions and above)
- **Third demerit:** Detention
- **Sixth demerit:** Saturday School
- **Ninth demerit:** Second Saturday School
- **Tenth demerit:** ISS; Meeting with Administration; Student to go on Discipline Warning Status with Enrollment Contract Hold.

Tier 3 Major Infraction: Immediate Saturday School Assignment, In-School Suspension, Out-of-School Suspension, Loss of Leadership Opportunities (student government, Honor Council, co-curricular leadership positions), Loss of Privileges, Event Restriction, Meeting with Administration, Enrollment Contract Hold

Tier 4 Major Infraction: Out-of-School Suspension or Possible Separation from School, Loss of Leadership Opportunities (student government, Honor Council, co-curricular leadership positions), Loss of Privileges, Event Restriction, Meeting with Administration

Tier 1 Infractions: One Demerit Offenses

- Chewing Gum in Class
- Incidental Horseplay
- Littering
- Uniform: Belt, Untucked Shirt, Non-BGA Outerwear, General Low-Level Violations
- Minor Class Disruption
- Failure to Follow Classroom Norms / Expectations
- Failure to Follow Dining Hall Expectations
- Grooming (Unshaven, Hair Not within Guidelines, etc.)
- Three Unexcused Tardies: Class
- Unexcused Tardy: Community Time (Tardy to Assembly or Class Meeting)
- Misuse of Electronic Device (Gaming, Movies, etc.)
- Eating / Drinking at Inappropriate Time or Without Permission
- Missing ID Badge
- Parking Violation

School Response could include but is not limited to: Formal Warning, Detention, Saturday School, ISS, Meeting with Administration, Discipline Warning Status, Enrollment Contract Hold

Tier 2 Infractions: Two Demerit Offenses

- Inappropriate/Demeaning Language
- Careless Use of School Property
- Careless Use of Property of Others
- Major Class Disruption

- Disrespectful Toward Teacher/Coach
- Failure to Sign Out: Study Hall
- Failure to Sign Out/Sign In: Front Office
- Inappropriate Horse Play
- Lack of Courtesy/Respect
- Leaving Class Without Permission
- Unkind Treatment of Classmate
- Off-Limits Area
- Willful Disobedience
- Damage to school property/property of others

School Response could include but is not limited to: Formal Warning (documented in school management system), Detention, Saturday School, ISS, Meeting with Administration, Discipline Warning Status, Enrollment Contract Hold

Major Infractions — Tier 3 Infractions

- Possession of Cell Phone without Permission
- Misuse of Electronic Device: Accessing Blocked/Inappropriate Website
- Destruction of School Property
- Sharing of Inappropriate/Lewd Material (digital, etc.)
- Repeated Patterns of Willful Disobedience
- Malicious or Derogatory Use of Social Media
- Endangerment to the Welfare of Others
- Tobacco, Nicotine, Vaping, Juuling (or in possession of paraphernalia)
- Culturally Disparaging Language

School Response could include but is not limited to: Immediate Saturday School Assignment, In-School Suspension, Out-of-School Suspension, Loss of Leadership Opportunities (student government, Honor Council, co-curricular leadership positions), Loss of Privileges, Event Restriction, Meeting with Administration

Tier 4 Infractions

- Possession of Weapons
- Skipping School
- On- or Off-Campus Drug or Alcohol Violation (or in possession of)
- Initiating a Physical Altercation
- Fighting
- On- or Off-Campus Criminal Activity

School Response could include but is not limited to: Suspension or Possible Separation from School, Loss of Leadership Opportunities (student government, Honor Council, co-curricular leadership positions), Loss of Privileges, Event Restriction, Meeting with Administration

EXPLANATION OF SCHOOL RESPONSE

Demerit Reports

Demerit Reports, which are submitted to the Dean of Students through the myBGA conduct system, may be assigned by any BGA teacher or staff member to students failing to meet community expectations. Accrued demerits, infractions, and consequences are listed in the myBGA system. Students and their advisors have

access to these demerit reports, and students should monitor their conduct record regularly. To check conduct details, a student should log in to myBGA, navigate to “My Day,” and select “Conduct” on the dropdown menu. The student’s conduct page will display infractions and consequences, such as demerit report(s), an assigned detention, or an assigned Saturday School.

Detention

Detention typically meets before school from 7:20–8:15 a.m. or after school from 3:35–4:30 p.m., in a designated location. On occasion and given the nature of the offense, a detention may be assigned immediately in lieu of a warning.

Saturday School

Saturday School will meet on Saturdays from 8:30 a.m. to 12:30 p.m. in the library. If a Saturday School has been assigned, it must be served within the next two sessions. On occasion, and given the nature of the offense, a Saturday School may be assigned immediately. An email will be sent to the student when a Saturday School has been assigned. Students failing to serve will receive additional penalties. Should a Saturday School assignment need to be postponed, the student should submit this request to the Dean of Students who will determine if the absence is excused or unexcused.

Saturday School Guidelines

- Students may wear BGA spirit dress or BGA uniform dress. All other uniform regulations will be in effect.
- Students should expect to participate in activities that serve the school.
- Students may bring school books to read or study.
- Students may not talk or sleep.
- Use of technology will be limited to iPads for school-related work only.
- Misbehavior, tardiness, or inappropriate dress may result in additional penalties.

Mandatory Study Hall

Students placed in Mandatory Study Hall have forfeited all free time during the school day. These students will be assigned to a study hall/proctor and must report there when not in class or some other assigned activity (i.e., assembly, lunch, etc.).

Event Restriction (ER)

Students may be restricted from attending school-related functions, whether on or off campus, regardless of whether the student is a direct participant (e.g., athletic events, performances, dances, etc.). Generally, ER includes a week-long restriction.

Disciplinary Warning

Students who have displayed a pattern of “willful disobedience” by repeatedly violating school rules will be placed on Disciplinary Warning. “Willful disobedience” is defined as repeated violations of school rules and regulations in a pattern that suggests a student is making little to no effort to change their behavior.

If a student is placed on Disciplinary Warning after the first semester, their enrollment agreement will likely be held until the end of the academic year. If a student is placed on Disciplinary Warning at the end of the second semester, their enrollment at the school will be reviewed after the first semester of the following year.

It is a privilege to attend Battle Ground Academy, and it is important that all students recognize and respect the standards and community expectations for behavior that BGA has for all of its students. If a student’s behavior is such that they are placed for a second time on Disciplinary Warning, they will seriously jeopardize their enrollment at Battle Ground Academy.

In-School Suspension (ISS)

To serve an in-school suspension, a student will report to the designated location on campus at the beginning of the school day. The student will spend the day completing school work.

Out-of-School Suspension

An out-of-school suspension is the separation of the student from the school community for a given period. A suspended student is responsible to make up missed work under the same policies as an unexcused absence. Specific arrangements will be coordinated through the Dean of Students or Head of Upper School.

Dismissal

Dismissal from school is avoided if at all possible, but the school reserves the right to dismiss a student at the school's discretion if a student incurs a serious infraction with honor, behavior, attendance, or academics. Dismissal of a student does not relieve a parent or guardian from the financial obligations as agreed to in the enrollment contract.

Senior Demerit Policy

Seniors should positively lead the student body by their conduct and examples of leadership throughout the school year. Given that, more is expected of the graduating class. If a senior accumulates 10 demerits in one semester, that senior may lose senior privileges, including not being allowed to leave school early by checking out during the last period of the day and being assigned Mandatory Study Hall for the remainder of that semester.

UNIFORM POLICY

In general, all items of clothing should be appropriately sized and worn the way they are intended to be worn. Oversized clothing is not allowed. All articles of clothing and personal belongings should be well marked with the student's name.

Guidelines for dress are set for the following specific circumstances:

- Academic Dress
- BGA Spirit Day Dress
- Co-curricular Dress
- School-sponsored Trips
- Special Occasions (Opening Convocation, Academic and Service Awards Ceremony, etc.)

Flynn O'Hara Uniforms

204 Ward Circle #400, Brentwood, TN 37027 · 615-662-6582 · stores.flynnohara.com · BGA School ID #TN019

Hours: Monday 10 a.m.–7 p.m.; Tuesday–Wednesday 10 a.m.–6 p.m.; Saturday 10 a.m.–5 p.m.

BGA Roar Store (for Spirit Wear)

Located in the Harlin · Roar Store website · Hours: Tuesday 7:30–10:30 a.m.; Friday 7:30–10:30 a.m. Check Sound Waves for special times.

Academic Dress Regulations

Academic dress is required for all students on campus and begins with the first class period of the day and extends through the last class period, whether the student is in class or not. Students are expected to dress appropriately while on campus prior to the start of classes and following the last class period of the day. On Tuesdays, students are expected to wear their dress uniform (boys: Oxford shirt with khaki pants; girls: Oxford shirt with plaid skirt or khaki pants). Dress uniform may be requested on other days.

Shirts: A BGA uniform polo (or Oxford shirt) must be worn at all times during the school day and must be tucked in at all times. When indoors, anything worn over the BGA uniform must be official BGA apparel (see below). Students must choose shirts from the following list:

- Blue Oxford shirt from Flynn O'Hara Uniforms. It may be either short- or long-sleeved. One blue Oxford shirt is required for Tuesdays and other special occasions.
- White, royal, and gray polo shirts from Flynn O'Hara Uniforms, either short- or long-sleeved.
- Gameday polos bought through team stores for athletics are not permitted to be worn except when a student's team is competing in a formal contest that day.
- Shirttails are to be tucked in at all times.

Pants: Pants must be khaki in color and may be bought from Flynn O'Hara Uniforms or local suppliers. The fabric should be of the natural type: cotton, poly-blend, or wool. No cargo, leather, plastic, or nylon pants are permitted. Pants should reach the lower ankle. They are not to be cut off or rolled up to shorten the length. Pants should have belt-loops, and belts are required to be worn with them.

Shorts: Khaki shorts offered by Flynn O'Hara Uniforms are acceptable for school unless otherwise stipulated. Shorts must be no shorter than fingertip length and must not be altered after purchase from Flynn O'Hara Uniforms. Khaki shorts should have belt-loops, and belts are required to be worn with them.

Skirts: It is mandatory that all Upper School girls who wear a skirt have a plaid uniform skirt from Flynn O'Hara Uniforms. Khaki skirts are not allowed in the Upper School. Skirts need to cover what is worn underneath and must be no shorter than fingertip length. Skirts may not be rolled at any time. The plaid uniform skirt will be worn on Tuesdays and other times throughout the year; however, girls may opt to wear khaki pants on Tuesday as well.

Tattoos: According to Tennessee state law, minors age 16 or older may be tattooed with the written consent of their parent or legal guardian who must be present at the time of the procedure. Students with visible tattoos that are deemed inappropriate may be asked to cover those tattoos if visible while wearing the school academic or athletic uniform.

Footwear: Dress shoes, athletic shoes (in good repair), and appropriate boots may be worn. Boots may not be higher than ankle-high (6–8 inches), may not be “platform” boots, and may not have excessive buckles, etc. Closed-toed Birkenstocks are the only dress sandals (no thong sandals) that may be worn. Slides, Crocs, Croc-like shoes and slide-ons, house shoes/slippers, etc., may not be worn at any time. Socks must be worn at all times with any footwear chosen.

Hairstyles: Regardless of the style selected, the guiding principles are that it be neatly groomed and out of the eyes and, for gentlemen, above the shoulders. If needed for both boys and girls, hair should be pulled back from the face with a hair tie. No extreme hairstyles are permitted, including mohawks, mullets, etc. Unnatural coloring or excessive coloring of the hair is prohibited. Hair should be of naturally existing colors and not of an unnatural shade of existing hair colors, dyed or otherwise, understanding that the school distinguishes this from natural highlighting of small portions of hair. For boys, hair must be above the eyes and above the shoulder. Sideburns should be trimmed so that they are not excessively thick and do not reach below the bottom of the ear. No facial hair is permitted, including but not limited to stubble, goatees, etc., unless given special permission by administration because of medical accommodations.

Makeup: Neither unusual colors, combinations of colors, designs, nor excessively heavy makeup is to be worn.

Jewelry: Jewelry (if worn) should be in good taste. It should not be excessively large or gaudy. No body piercings may be worn – other than earrings for girls – during the school day or when representing the school at a school event (TSSAA contest, fine arts performance, etc.).

BGA Outerwear: Students may wear BGA uniform sweatshirts, fleeces, zip-front jackets, cardigan sweaters, vests, etc., from the Flynn O'Hara Uniforms. Additional BGA apparel can be purchased through the Roar Store. These garments must have the approved school logo. These approved sweaters, hooded sweatshirts, and jackets may be worn over the BGA polo shirt or the BGA uniform dress shirt. It is the prerogative of the administration to request a student to remove such apparel should it not adhere to the BGA branding guide policy. All apparel must be clean and in good repair. No hoodies may be worn at assemblies on Dress Uniform Day, but students may wear a 1/4-zip pullover from Flynn O'Hara Uniforms or the BGA Roar Store.

Non-BGA Outer Garment: "Outer garment" includes winter coats and rain jackets only. "Outer garment" does not include sweaters, hooded sweatshirts, fleeces, etc. These outer garments may be worn only outside school buildings, before or after school, or during community time and lunch. These outer garments will only be permitted to be worn on campus at all if the temperature drops below 40 degrees Fahrenheit. Communication with students about permitting outerwear will come from the Dean of Students' Office.

Socks and hosiery: Socks must be worn with all uniforms. Solid navy blue, black, white, or gray socks are preferred. Socks are to be no higher than calf length. Mid-thigh socks, tights, leggings, etc., are not permitted. Girls may choose to wear the following with the uniform skirt/skort:

- Nylons – solid navy, black, white, gray, or nude; no patterns or netting
- Tights – solid navy, black, white, or gray; no patterns or netting
- Leggings – solid navy, black, white, or gray (ankle-length); no capri or flare leggings; no patterns or netting

Any nylons, tights, leggings, etc., must be full length. Thigh-high or mid-thigh high are not permitted. They may not have any holes or rips.

Undershirts: If worn, undershirts must be tucked in. Long-sleeve white t-shirts (or plain, white turtlenecks) may be worn only with long-sleeve Oxfords or polos; they may not be worn with short-sleeve shirts.

ID Badges: All Upper School students are issued an individual ID badge at the beginning of the year that allows access to designated academic buildings throughout the duration of the school day. These badges will be considered part of the school uniform, and students are expected to have them on their person unless engaged in Wellness class or a similar physical activity. Should a student lose the ID badge, BGA will replace the first card at no charge; however, additional lost badges will result in a \$25 replacement fee being charged to the student's account.

Hats/Headwear: Hats, caps, or head coverings of any kind, to include hoodies, may not be worn in buildings without administrative approval.

Spirit Day Dress Policy

Unless otherwise specified to accommodate a special program or event, as long as student behavior and meeting of expectations are being met consistently throughout the year, Fridays will be Spirit Days. Spirit Day dress consists of uniform bottoms or neat denim jeans (no holes, rips, designs) with BGA t-shirts, team jerseys, sweatshirts, or special BGA event t-shirts. Since it is a Spirit Day designed to celebrate the community of the school, BGA t-shirts are required to be worn underneath any approved outerwear. Shirts do not have to be tucked in, but dress requirements for belts, shoes, and socks will apply. Spirit Days are a privilege for the Upper School student body and can be taken away at the discretion of the Upper School Administration based on behavior and the meeting of expectations on uniform throughout the year.

Co-Curricular Dress Policy

Outside of BGA-sponsored themes, students are expected to abide by the following guidelines at on- and off-campus athletic contests and school events:

- Students may wear pants, shorts, and dresses (girls) that are neat in appearance.
- Students may wear athletic shoes (basketball, tennis, running shoes, sneakers, etc.).
- Shirts must be worn at all times.
- T-shirts may not have any language referencing alcohol, drugs, sex, inappropriate political partisanship, or other offensive language.
- Sleeveless undershirts are not allowed.
- Necklines and hemlines should always be in good taste.
- Students participating in Co-Curricular events must abide by the guidelines listed in this Handbook as well.

Special Occasions

From time to time, special events are held throughout the school year. The Head of Upper School or Dean of Students will communicate appropriate student dress for such events. Below is a list of regularly occurring special occasions during our school year and dress requirements for each.

- **Academic and Service Awards Ceremony:** The Academic and Service Awards ceremony is a formal occasion, and BGA students should dress accordingly. Male students attending the ceremony should wear a blue blazer, a white or blue button-up, and the BGA tie. Uniform pants should be worn and appropriate footwear (no athletic footwear or sandals of any kind). Female students should wear the equivalent. Shoulders must be covered, and spaghetti straps are not permitted.
- **Honor Society Inductions:** Honor Society inductions occur at scheduled times throughout the school year. Inductees should dress accordingly for this formal ceremony. All BGA inductees should wear their Oxford dress uniform on such occasions. Additionally, a BGA tie and blue blazer may be required at the direction of the faculty sponsor or Upper School administration.
- **Baccalaureate and Graduation:** Both of these events are formal events and significant moments in our school life. BGA students should dress accordingly. Senior attire for both occasions will be communicated to the graduates from the Upper School administration.

STUDENT DRIVING AND PARKING POLICIES

All students driving cars to school must register them with the Upper School Office. If a student begins driving to school later in the year, registration must be completed on the first day the car is driven to school. In addition to completing the registration information, a student must obtain a school parking tag (provided at no cost) and place it in the vehicle. If a student drives different cars to school on different days, all vehicles must be registered and display the appropriate school tag.

Student use of automobiles is limited in the following manner:

- Only students with a valid driver's license will be allowed to drive to school.
- Once a student arrives at school, they will park the car in the assigned place and will not visit it again until the school day is over and/or the student has been dismissed for the day unless they are accompanied by a faculty member or given permission.
- Students are to park in the designated student parking lots for the entire day.
- Cars are not to be parked outside the boundaries of these lots.
- Since a number of our students commute to school in automobiles, the school has a responsibility in this area. Therefore, reckless driving on or near the campus or to and from school will not be tolerated.

Any violation of the above rules may result in the loss of the privilege of driving to school for a period of time. If the violation is serious enough, the revocation may be for the entire year. Any student who uses his car to leave the school campus during the school day without permission will automatically lose the privilege of driving to school for a designated period. School parking lots are not to be used for loitering, visiting, or “hanging out” because of safety reasons.

DROPPING OFF AND PICKING UP STUDENTS

Students should be dropped off and picked up in the circle in front of Armistead Hall or the circle in front of the Cherry Sports Center.

FOOD AND DRINK

Except for sack lunches, students are not permitted to bring food or drink onto the campus during school hours. During school hours, food or drink may be consumed only in the student center before 7:50 a.m., during morning activity period, and during the lunch periods. Water bottles will be allowed during the day for hydration. A student may bring their lunch from home, but no other off-campus food may be brought or delivered to campus without approval from administration. This includes food a student picks up while off campus for an approved appointment, such as a doctor or dentist appointment, as well as a parent/guardian or guest bringing food on campus.

CHEWING GUM

Students are not permitted to chew gum in classrooms, the CAE, or the Upper School library during the school day.

LEAVING CAMPUS

No student is allowed to leave campus during the school day without special permission from the administration. No student will be allowed to leave campus for lunch. Lunch is not to be brought to campus for students without administrative approval.

OFF-CAMPUS CONDUCT

The school expects parents/guardians to hold their children accountable, and students must understand that they represent BGA at all times. It is not the school’s intent to direct student behavior off campus when they are under the authority of their families. However, there is an inherent need for Battle Ground Academy students to abide by certain standards of conduct, which if violated, would directly reflect on the student, their family, and the school, because, in cases involving these violations, the student is not merely “John Doe,” but “John Doe, a Battle Ground Academy student.”

Because unacceptable social conduct is a direct reflection upon the entire school, any act which would jeopardize the reputation of the school and its students will be considered a major infraction offense and will be dealt with according to the school’s tiered infraction policy.

LAW VIOLATIONS

A BGA student is expected to be a good citizen of the school community and a good citizen of the general community. A violation of any criminal code – local, state, federal, or administrative – by a BGA student will be viewed as a serious breach of conduct. It will be examined by the administration and can result in dismissal.

While it is expected that our students will observe all laws and regulations, it is obvious that some violations are much more serious than others. It is doubtful that the school would ever take note of something like a

ticket for overtime parking; however, violations such as reckless driving, DUI, public drunkenness, vandalism, and shoplifting would result in some action on the part of the school. These examples are not meant to be all-inclusive.

TRAFFIC COURT

Even BGA students receive some traffic tickets each school year. Traffic court always conflicts with school. Students who receive citations to appear in traffic court will not be penalized, either academically or with demerits.

MARKING CLOTHING AND POSSESSIONS

All articles of clothing and personal belongings should be well-marked. Name tape or a name stamp is the best for most items. Students should place their names in and/or on all iPads/computers, textbooks, notebooks, lab manuals, etc.

PROFANITY/OBSCENITY

The use of profanity and/or obscenity is considered to be in poor taste and will not be tolerated.

PUBLIC DISPLAY OF AFFECTION

While these displays may not be objectionable away from the school and in private, they are not acceptable at any location on campus, on the school buses, or at any school event. This rule is applicable whether or not both parties are BGA students.

VISITORS TO CAMPUS

For safety reasons, all visitors to the campus must report to the Upper School Office upon their arrival to receive a visitor badge to wear. Students are not allowed to have unannounced or “drop-in” visitors during school hours. This is applicable especially to students from other schools who just “happen” to come by during lunch period.

However, students are encouraged to have friends who are prospective BGA students or friends who may be visiting in their homes, come and spend all or a portion of the school day. Permission for visits of this type may be secured from the Head of the Upper School.

SECTION 6

Student Life

BGA students engage in a wide range of athletic, social, and community activities in addition to their academic responsibilities. These extracurricular activities complement the academic program, affording students the opportunity to pursue worthwhile endeavors with passion. As student interests are nurtured and ignited in these numerous arenas, this daily investment affords students the opportunity to continually become the best version of themselves.

ATHLETICS

BGA athletics will provide opportunities to prepare each student-athlete at Battle Ground Academy to participate at their highest level, striving for personal excellence in both team and individual athletic endeavors.

- **Fall Athletics:** Cheerleading, Cross Country (Boys and Girls), Football, Golf (Boys and Girls), Soccer (Girls), Volleyball
- **Winter Athletics:** Basketball (Boys and Girls), Cheerleading, Swimming (Boys and Girls), Wrestling
- **Spring Athletics:** Baseball, Soccer (Boys), Softball, Tennis (Boys and Girls), Track and Field (Boys and Girls)

SPORTSMANSHIP AT BGA

Athletic fields and gymnasiums are classrooms where we teach character, integrity, teamwork, honor and sportsmanship. These are life's lessons, and below are the sportsmanship guidelines for our student-athletes.

- Encourage good sportsmanship from your teammates and parent/guardians;
- Treat your coaches with respect;
- Remember that participating in sports at BGA is an honor;
- Always be an ambassador for BGA on and off the field;
- Be a role model and positive person: a good sport; and
- Integrity is the most important value of any sports program.

Sportsmanship Guidelines for BGA Student Body:

- Cheer for your BGA team, not against their opponents;
- Use wisdom and common sense in your cheers;
- Show our opposing teams and fans that BGA is all about sportsmanship;
- School spirit is a great thing: Do it with class; and
- Respect the judgment of game officials.

Sportsmanship Guidelines for BGA parent/guardians and other fans:

- Praise your student-athlete for being part of a BGA team;
- Try to learn the rules of the game;
- Show respect for the opposing teams: they are guests of BGA;
- Respect the judgment of game officials;
- Cheer for our BGA teams, not against our opponent;
- Trust and respect the jobs and decisions of BGA coaches; and
- Be a role model for your son or daughter: Set the example.

In addition to these guidelines, BGA partners with A Better Way Athletics to promote a positive and effective partnership between BGA athletic administrators, coaches, and parents/guardians, providing parent/guardian education resources and opportunities throughout the academic year.

STUDENT COUNCIL AND CLASS OFFICERS

Central to our community's student life are the Student Council members and class officers. These student leadership teams represent a voice for the entire student body and serve in an advisory role to the administration. Students who are elected to these positions are required to attend meetings. Each branch of student government has an attendance policy. Any absences from meetings must be communicated ahead of time.

Student Council meets throughout the school year. The role of this student group is to represent the student body, to promote understanding between faculty and students, and to encourage student interest in school activities. The Student Council is advised by the Dean of Students and has committees overseeing various areas of student life. These committees work with appropriate faculty on campus to plan and promote specific aspects of campus life. Additionally, the Council oversees all club activities of the school, plans all assemblies for the school year, and addresses additional needs of our community as deemed necessary.

Four elected positions serve as class officers for their respective grade – the president, vice president and a representative for the Greer and Plato societies. These officers will work with the Director of Student Engagement and/or Dean of Students as well as with the Student Council to sponsor and promote specific activities throughout the year. These students are central to our school spirit, morale, and extracurricular activities. Students are not permitted to serve in more than one elected position during a calendar year.

COMMUNITY SERVICE

Battle Ground Academy seeks to create lifelong servant leaders who understand the importance of service to others. Upon graduation, students will understand that serving others is a priority because it makes a difference, that service can take many different forms, that finding opportunities to serve others demonstrates leadership, and that service is an important part of living in a civil society.

Community Service Yearly Requirements for Promotion

Every year, BGA students are required to earn 20 hours of community service as outlined below:

- Freshmen may earn some or all of their service credits on campus. They are not required to choose an area of concentration.
- Sophomores, Juniors, and Seniors must earn ten (10) of their twenty (20) required hours with approved off-campus organizations. Students are strongly encouraged to seek service opportunities with our Institution of Emphasis (see below).

A list of approved off-campus organizations can be found on myBGA as well as on the Service Learning bulletin boards throughout campus. A variety of organizations have been selected. Students who wish to serve at an organization not on this list and/or see such an organization added to the list should seek approval from the Service Learning Coordinator or Dean of Students.

Community Service Approval Process

The Upper School will continue to use MobileServe, a web-based and mobile app, to track student service learning hours. Community service opportunities will be generated through MobileServe, and students may, in turn, sign up for specific community service opportunities that fit their schedule and interests. Additionally, MobileServe allows students to submit their own community service opportunities for administrative approval. The school will provide an overview of MobileServe to the student body. If at any time, a student has difficulty using the app, he or she should see the Dean of Students or the Director of Service Learning.

Institution of Emphasis

Each year, BGA partners with an outside organization selected in light of our school's mission statement. This institution is given unique access to our school and, at a designated assembly, shares opportunities our students might invest their time to help the selected institution. Our Student Council selects this Institution of Emphasis from a pool of applicants, and students are strongly encouraged to seek opportunities to earn service credits by serving either our current or our former Institutions of Emphasis. Some honor societies (such as NHS) are required to have direct service hours with the current IOE or a former IOE to maintain membership with the society. Students should see faculty sponsors of their honor society for specific requirements.

CLUBS AND CO-CURRICULAR ACTIVITIES

BGA affords students opportunities to pursue various interests such as writing, acting, debating, speech, athletics, music, art, science, religion, economics and entrepreneurship, and community service. Each of our students is expected to participate in some kind of co-curricular or club activity to support their continued intellectual and social growth.

Clubs on campus are student-centered and designed to be of a collegiate model where students lead clubs under the sponsorship and guidance of a faculty member and create consistent meeting times throughout the school year. They may use break, lunch, and before/after school to generate those meetings. Clubs that fail to meet consistently (at least 8 times during the school year) may be subject to a year of probation or rejection the following year.

APPROVAL OF ORGANIZATIONS AND CLUBS

The following procedure must be followed in order to have a new club or organization considered:

- Complete the Proposed Club Application in writing and submit to Dean of Students for the Student Council to review. Applications are available on the Upper School Students Community page in myBGA.
- Meet with the Dean of Students/Student Council representative to discuss the need for the club. Student should be able to articulate how the club will meet one of the school's pillars (Character, Scholarship, Excellence).

The Dean of Students will issue a decision after discussion with appropriate administrative staff and Student Council.

LIBRARY SERVICES

The library is open from 7:30 a.m. to 3:30 p.m. Monday through Friday. It is intended as a place of scholarship, and any student whose actions are deemed disruptive to the library supervisors will be asked to leave immediately and disciplinary consequences will follow.

BACCALAUREATE AND COMMENCEMENT

Baccalaureate and commencement and the practices for both are an integral part of each senior's school year, and attendance is required. Rehearsals are usually held on either the Wednesday or Thursday before the graduation weekend. The baccalaureate service is scheduled for the Saturday preceding graduation. Parents/guardians, family, and friends are invited to share in these occasions with the graduates.

BGA has only one commencement each year (in May) at the end of the regular school term. Seniors who have not met all of the requirements for graduation, but who will be able to complete them during the summer, will participate in all commencement exercises (including the baccalaureate service) with their class. However, they will receive an unofficial diploma at commencement, and the official diploma when all

requirements for graduation have been met. Additionally, BGA will not release a student's final official transcript to colleges or universities until all requirements for graduation have been met.

SECTION 7

Upper School Contact List

Name & Role	Email & Phone
Krista Parker Head of Upper School	Krista.Parker@mybga.org (615) 567-8333
Sam Wade Upper School Dean of Students	Sam.Wade@mybga.org (615) 567-9007
Kristy Hemshrodt Administrative Assistant to the Head of Upper School	Kristy.Hemshrodt@mybga.org (615) 567-8513
Cheryl Borden Director of College Counseling	Cheryl.Borden@mybga.org (615) 567-8401
Layne Pickett Director of Counseling	Layne.Pickett@mybga.org (615) 567-8474
Jennifer Fagundes Upper School Counselor, Upper School Inclusion and Belonging Director	Jennifer.Fagundes@mybga.org (615) 567-8466
Dr. Ashley Pratt, Ed.D. Director of Learning Support Services	Ashley.Pratt@mybga.org (615) 567-8362
Steve McHugh Upper School Director of Learning Services	Steve.McHugh@mybga.org (615) 567-8304
Myles Thrash Upper School Learning Support Specialist, Upper School Inclusion & Belonging Coordinator	Myles.Thrash@mybga.org (615) 567-8518
Remza Bushey Upper School Registrar	Remza.Bushey@mybga.org (615) 567-8483
Angela Gist-Dowlen Assistant Director of Inclusion & Belonging	Angela.Gist-Dowlen@mybga.org (615) 567-8326
Lauren Brown Middle and Upper School Nurse	Lauren.Brown@mybga.org (615) 567-9015
Scott Perkinson Assistant Head of School for Operations and Co-Curricular Programs	Scott.Perkinson@mybga.org (615) 567-8482
Andrew Phelps Assistant Head of School for Finance	Andrew.Phelps@mybga.org (615) 567-8519

Name & Role	Email & Phone
Tiffany Fernandez Controller	Tiffany.Fernandez@mybga.org (615) 567-9009

SECTION 8

Upper School Major Dates

To access the Upper School Major Dates calendar, [click here](#).