

BRIARWOOD ACADEMY

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STUDENT HANDBOOK

2018-2019

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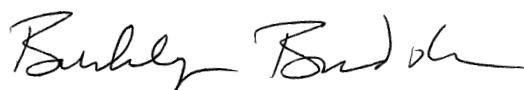
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INTRODUCTION

Message from the Principal of Briarwood Academy

On behalf of the faculty and staff, I take pleasure in welcoming you to Briarwood Academy for the 2018-2019 school year. This Student Handbook is published so that all students of Briarwood may have a ready reference to information that is necessary for an understanding of the daily operation of our school. It is essential that all students read the information contained in this handbook so there may be as few misunderstandings as possible. Parents and students should review all the information in this handbook together to make sure that everyone has a clear understanding of all the policies. When this handbook does not give you the information you need, you should contact your principal, counselor, or a teacher for help.

The goal of Briarwood Academy is EXCELLENCE and the striving to reach this goal must be a cooperative effort on the part of the students, teachers, administrators, parents, and community. We earnestly solicit your cooperation in this venture and assure you that the result will be well worth the effort. Therefore, I urge you to become actively involved in your student's studies, extra-curricular activities, and pride that Briarwood offers.



Brinkley Bradshaw
Principal
Briarwood Academy



History

Briarwood Academy was established in the spring of 1970. The Academy consisted of sixteen classrooms built on twenty acres of land donated by Mrs. Ruby Evans Felt, Mrs. Carwee Davis Grant, and Mrs. Gretchen Davis Mitchell.

The school opened in the fall of 1970 with approximately 200 students. Clinton H. Grant was named as the first Headmaster of Briarwood Academy. During the second year a gymnasium was constructed and a Montessori kindergarten was added to the instructional program.

During the third year of operation, six additional classrooms were added to take care of the increased enrollment. In May of 1973, Headmaster Clinton Grant passed away. Barry W. Hemphill of Norwood became the second Headmaster and remained in that position for twelve years. J. Wesley Ward as Headmaster followed him between 1985-1990. Ron Drummonds followed for the 1990-1991 school year. Dennard Scoggins served the following two years. John T. Hammond became Briarwood's sixth Headmaster in June 1993. Clayton Parrish became Briarwood's seventh Headmaster in June 2012.

Briarwood Academy is rich in heritage. Its motto, "Committed to Excellence," expresses the purpose for the Academy, seeking always to provide an environment that enables each student to achieve the greatest scholastic, social, and moral growth.

Notice of Nondiscriminatory Policy as to Students

Briarwood Academy admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies, athletics, and other school administered programs.

Mission Statement

Briarwood Academy is a college preparatory school. The mission of the school is to prepare average and above average students for college, technical school, and employment. The school recognizes that educational preparation is best accomplished within a well-rounded program that includes the academics, literary, sports, and extra-curricular activities, all of which stress values, citizenship, and achievement.

The curriculum in grades K4 through 3rd grade stresses the mastery of basic skills necessary to insure competence in language arts and mathematics. The curriculum in grades 4 through 8 is more content oriented, leading the students into the high school program of study. All high school classes are taught on a college preparatory level.

Code of Conduct

Briarwood Academy assumes that its students enter the school with a proper attitude and a desire to conform to its rules and traditions. It is the Academy's intent to instill in its students seriousness of purpose and the desire to always reach out to become the best that they can. Certain regulations are necessary for the effective operation of the school. (Specific rules are listed later in the handbook.) Students are expected to abide by school rules at all times. In broad terms the following are expected of all Briarwood students:

1. To prove oneself worthy of trust at all times.
2. To respect the rights of the faculty members, fellow students, and guests at all times.
3. To dress in the neatest and most suitable manner for the occasion.
4. To show good sportsmanship and use the proper manners at any school related activity.
5. To use common campus courtesy.
6. To regard school property with care and pride.

The Board of Trustees

Briarwood Academy is governed and controlled by the Board of Trustees. The Board consists of nine Trustees who serve a three-year term. The Trustees make all policies, determine goals and objectives for the school, and make the final decisions in all matters related to the Academy. The Headmaster operates the school on a day-to-day basis and carries out the policies of the Board.

Lost Handbooks

It is a school requirement that all students and parent/guardians sign the "Rules and Guidelines" form on page 21 at the back of the book. If a student loses his/her handbook, there will be a \$5.00 charge to replace the lost handbook.



ACADEMICS

School Policy with Regards to Being Held Back a Grade

It is the policy of the school that a student will only be allowed a one-time retention into the same grade during their attendance at Briarwood Academy. The Briarwood Academy Board of Trustees is the only governing body that can make an exception to this rule.

Homeroom Policy/Dues

Homeroom Grade Classification

9th Grade	Completion of 8th Grade
10th Grade5 units of credit
11th Grade	11 units of credit
12th Grade	17 units of credit
Graduation23 units of credit

Class Dues*

Class dues shall be paid in Grades 6 - 12 as follows:

Grade 6	\$15.00
Grade 7	\$15.00
Grade 8	\$15.00
Grade 9	\$20.00
Grade 10	\$25.00
Grade 11	\$30.00
Grade 12	\$25.00 (new students only)

*These dues should be paid to each homeroom teacher before the mid-term of the first nine weeks. These dues will be used for the Junior – Senior Prom and for Graduation expenses only.

Grading Periods

Each school year will be divided into four (4) grading periods of approximately the same number of days. Grades 6-12 will be tested in the following manner:

1. A nine-week test will be administered each nine weeks in each subject for an hour and thirty minutes. Two tests will be given each day, and students will also meet the classes for which they will have exams the following days. The nine-week test counts 20% of the nine weeks' average.
2. The semester average in each subject will be determined by adding the first nine weeks' grade and the second nine weeks' grade and dividing by two.
3. Adding the first semester average and the second semester average and dividing by two will determine the yearly average in each subject.
4. Seniors may exempt an exam in any class at the end of the fourth nine weeks in which they have a 90 or better average for that nine weeks' grading period. There will be no other exemptions.

Graduation

1. Graduation will be held on Friday night as scheduled by the Board of Trustees.
2. Only seniors who have earned credit for the required courses and fulfilled all requirements for graduation can participate in the graduation exercises.
3. All financial obligations to Briarwood Academy must be cleared before a student is eligible for graduation.
4. Students who complete the requirements for graduation at the end of summer school will receive their diploma at that time. The school office will issue these diplomas after transcripts have been received from an accredited summer school.

Requirements For:

Graduation

1. A total of twenty-three (23) units are required for graduation in grades nine (9) through twelve (12).
2. Specified classes taken before the ninth grade can be used as credit for graduation, if approved by the Board of Trustees.
3. Students are required to take 6 classes per academic year. The following units are required:

English	4 units
Math.	4 units
Science	4 units
Social Studies.	4 units
Foreign Language	2 units
Physical Education / Health.	1 unit

Valedictorian and Salutatorian

1. The student who has attended Briarwood Academy for two consecutive years immediately preceding graduation, taking at least two honors/ AP class each year, and who has the highest grade average in grades 9-12 will be awarded the honor of being Valedictorian.
2. The student who has attended Briarwood Academy for two consecutive years immediately preceding graduation, taking at least two honors/ AP class each year, and who has the second highest grade average in grades 9-12 will be awarded the honor of being Salutatorian.
3. The student who has attended Briarwood Academy for two consecutive years immediately preceding graduation, taking at least two honors/ AP class each year, and who has the third highest grade average in grades 9-12 will be awarded the honor of being First Honor Graduate.

4. Courses taken in fulfillment of the requirement for admission to the University System of Georgia will be used when deciding these honors.
5. Students will only be required to have 2 honors/AP courses per year for 2019-2020 and beyond. For example current seniors will need 1 honors/AP courses their senior year to qualify, whereas juniors will need 2 honors/AP courses in their senior year.
3. Students will only be eligible for a credit recovery session if they have a yearly average of 65.0 or higher.
4. All credits received either by credit recovery or summer school must be approved by the Headmaster. Discipline record will be considered in granting approval.
5. Any exception to this policy must be approved by the Briarwood Academy Board of Trustees.

Honor Graduate

1. Honor graduates are those members of the senior class who have an overall average of 90 or above for their four years of high school work. This work includes grades 9-12 only.
2. The average will be determined at the end of the third nine weeks grading period of the 12th grade. Courses taken in fulfillment of the requirement for admission to the University System of Georgia will be used when averaging the final grade.
3. Students must take at least 1 honors/AP courses per year to be eligible to graduate as an Honor Graduate. Students will only be required to have 1 honors/AP courses per year for 2019-2020 and beyond. For example current juniors will need 1 honors/AP course in their senior year, whereas sophomores will need 1 honors/AP class their junior and senior years.

Honor Roll / Merit List

1. Students who make an average of 90 or above with no grade lower than 90 for the nine-weeks grading period will be listed on the Briarwood Academy Honor Roll for that period. There will be an Honor Roll for each nine-week grading period and an annual Honor Roll.
2. Students who make an average of 80 or above with no grade lower than 80 for the nine-week grading period will be listed on the Briarwood Academy Merit List for that grading period. There will be a Merit List for each nine-week grading period and an annual Merit List.

Credit Recovery/Summer School Policy for 9-12 Grades

1. Students in grades nine through twelve may only be allowed one summer/virtual class per subject (English, Foreign Language, History, Math, Science).
2. Students in grades nine through twelve may only be allowed one credit recovery session (when available) per subject taught. This recovery is to be held at Briarwood Academy by an instructor approved by the Headmaster. The minimum instruction time for credit recovery will be sixteen hours.

HOPE Scholarship Rigor Requirements

Graduation on or after May 1, 2017

Number of Courses Required Prior to Graduation: 4

Students must receive credit in the following types of courses:

1. Advanced math, such as Advanced Algebra and Trigonometry, Math III, or an equivalent or higher course;
2. Advanced science, such as Chemistry, Physics, Biology II, or an equivalent or higher course;
3. Advanced placement courses in core subjects;
4. International baccalaureate courses in core subjects;
5. Courses taken at a unit of the University System of Georgia in core subjects where such courses are not remedial and developmental courses; or
6. Advanced foreign language courses.

Testing Programs

Advanced Placement

Advanced Placement exams are given to students upon completion of an Advanced Placement class. The College Board sets the dates and cost for these exams. Depending on the score and the college, a student may earn college credit with passing score of three or above. All students who choose to take an AP class must take the AP exam. Students who choose to take honors/AP level classes before their senior year need to understand that in choosing to do so class options may be limited during their senior year. For example, students who choose to take Honors Calculus their junior year will be required to take AP Calculus.

PSAT / NMSQT

Preliminary Scholastic Assessment Test / National Merit Scholarship Qualifying Test will be administered to the freshman, sophomore, and junior classes each year in October.

SAT I / SAT II

The Scholastic Assessment Test is one of the test scores accepted for entry by most colleges and universities. Registration forms are available in the Counselor's office. These tests are given periodically during the school year. Briarwood is a testing center for the SAT. Briarwood's testing center code is 11955. The CEEB school code is 112988. See the Counselor for available dates.

ACT

The ACT assessment is another test score accepted for entry by many schools and universities. Registration forms are available in the Counselor's office. The CEEB school code is 112988.

ITBS

The Iowa Test of Basic Skills is given each spring to students in grades K5 – 8th grades.

Media Center

The Media Center is a vital part of the academic instructional program. It is to be used by all classes in a systematic way. Media Center rules are to be followed at all times. No students are to be in the Media Center without proper supervision.

Course Offerings

Middle School

6th

English / Literature
General Science
World Geography / History
Math
Exploration
Physical Education

7th

English / Literature
Life Science
American History
Pre-Algebra
Exploration
Physical Education

8th

English/ Literature
Earth Science
Georgia History
Algebra I
Computer
Physical Education

High School

9th

English I / Honors English
Biology / Honors Biology
World History / Honors World History
Algebra I / Algebra II
Health / Physical Education
Spanish I / Honors Spanish I

10th

English II / Honors English
Chemistry
Government / Economics
Algebra II / Geometry
Spanish II
Elective

11th

English III / AP English III
Physics / Physical Science
American History / AP US History
Geometry / Pre-Calculus / Calculus
SAT Math / Verbal / AP Chemistry
Elective

12th

English IV / AP English IV
Anatomy / AP Biology
Western Civilization / AP European History
AP Calculus / Calculus /
Pre-Calculus
Humanities / AP Music Theory
Elective / AP Chemistry

*Electives - Annual, Chorus, Advanced Computer, Psychology, Spanish III, Creative Writing

* Elective offerings may be changed as necessary

ATTENDANCE

Perfect Attendance

Students in grades 6 - 12 must be present for at least four full class periods to be counted present for the day. Students in grades K4 through fifth grades must be present or arrive at school by 11:15 to be counted present. Students that accumulate 20 tardies or more for the school year will not be considered for perfect attendance.

Tardiness

Students are expected to be on time to school and to classes. Every teacher will record individual student tardies to each class for every period of the day. This includes tardies to school and tardies to all classes. A student is considered tardy when he / she is not in the classroom that he / she has been assigned to when the tardy bell rings. **The school day at Briarwood**

Academy begins at 8:10 AM. After the fourth unexcused tardy to school per nine weeks, the student will be referred to the school Principal for disciplinary action. Each subsequent unexcused tardy will result in additional disciplinary action for the remainder of the nine week grading period. After the sixth unexcused tardy in a nine-week grading period, the student will be given early morning detention. The only exception to this rule will be tardies caused by verified doctor's appointments supported by documentation from the physician or dentist's office or by a mandatory court appearance supported by court documentation.

NOTE: Parental notes/excuses will allow the student to make up any missed work; however, the tardy will still count. Tardiness caused by traffic or car trouble will be unexcused. Students who drive to school must accept the responsibility of leaving home early enough to be in Homeroom when the tardy bell rings.

Absences

When a student is absent from school (one or more periods), the absence is unexcused until a note is brought from a parent or guardian explaining the reason for the absence. All excuses are required within two school days of the student's return to school; otherwise, the absence will be considered unexcused and make-up opportunity will not be afforded to students. When absences are excused, students shall be afforded the opportunity to make up all work. The note is to be presented to each teacher. If a student is absent from school for more than half the school day, he / she will not be allowed to practice for a sport / literary event or participate in a game, competition, performance or musical for that day. Exceptions will be handled by the Headmaster in accordance with GISA rules or Briarwood Academy Board policies. Any student that accumulates 10 absences per class can be referred to the Board of Trustees to determine whether the student is eligible for class credit.

Acceptable reasons for student absences include the following:

- Personal illness or attendance in school endangering a student's health or the health of others.
- A serious illness or death in a student's immediate family necessitating absence from school.
- A court order or an order by a governmental agency, including preinduction physical examinations for service in the armed forces, mandating absence from school.
- Celebrating religious holidays, necessitating absence from school.
- Conditions rendering attendance impossible or hazardous to student health or safety.
- A period not to exceed one day is allowed, at the discretion of the local unit of administration, for registering to vote or voting in a public election.
- Emergencies which reasonably necessitate absences from school.

Absences for School-related Functions

If a student is to miss class for an extracurricular activity, the student will need to receive prior approval from his/her teacher. A student must maintain a satisfactory average and satisfactory conduct in order to receive prior approval. It is the responsibility of the student to make up work missed during the absence.

Absences for Non-school Related Functions

Students unable to attend school because of some outside activity that he/ she needs to participate in and has made advance notice of, should check with the school administration to get clearance so that the work missed can be made up. A prior approval form signed by parents and teachers must be obtained from and returned to the main office.

Make-Up Work

The student has the responsibility to make up work that was missed during an excused or unexcused absence. In the age of Internet, email, and phone there is no reason for the student to not have his or her assignments BEFORE returning to school. A student who knows that he or she will be absent from school for a specific activity is expected to make up all schoolwork prior to his or her absence. Teachers will give a student up to three days to make up work missed due to an excused absence. Teachers do not have to give any extra time to a student who misses work due to an unexcused absence.

The administration will make the final determination on whether a student's absence is excused or unexcused.

Truancy

Truancy is defined as the act of being absent from school without the approval of the student's parent or guardian. This is a serious violation. Students who are found guilty of truancy will receive a grade of "0" in each class missed and will not be allowed to make up the work they have missed. These absences are unexcused absences. Parents will be notified of truancy.

Leaving Early

Students are expected to complete the school day. Students who leave early disrupt the learning process for themselves and other students. After a student has left early the fourth time in a nine weeks period, he or she will be referred to the school Principal for disciplinary action. Each unexcused absence after four will result in additional disciplinary action. Students who leave school early for athletic events or verified doctor's appointments supported by documentation from the physician or dentist's office will have that absence excused.

Senior College Days

Seniors are allowed visitations to colleges that may be taken during school time. Students must receive prior approval from the Counselor. The senior must also bring back to the Counselor official documentation from the college / university to verify the visit was in an official capacity.



SCHOOL DRESS AND GROOMING CODE

Regular School

Briarwood Academy is committed to providing a safe, friendly learning environment for its students. Personal appearance is not only a reflection of the individual student, but also of the general learning environment. Therefore, students have the responsibility to wear clothing that projects a positive attitude of pride in self, school and the community. Students are required to wear appropriate, comfortable and safe clothing that is neat, clean and in good taste. Any student wearing clothing that is likely to be a distraction for other students, cause disruption or interference with the operation of the school, or violate health and safety standards of the school, will be in violation of the school's dress and grooming code. Briarwood Academy views the Dress Code as a serious issue and expects parents to promote the observance of this policy. Building administrators have the final decision as to the appropriateness of all clothing and attire. The following are guidelines for students:

1. Vulgar, illegal (including alcohol, drugs, tobacco) and/or sexually oriented statements or suggestions on clothing are not permitted. Any dress or statement that may cause a hostile, intimidating, degrading, offensive, harassing or discriminatory environment is prohibited.
2. Hats (or other head coverings) and sunglasses will not be permitted to be worn inside a building or during school hours unless approved by a principal, a physician and/or the school nurse.
3. Chains and/or studded accessories are prohibited and will be confiscated until the end of the school year. Accessories that increase a student's risk for accidents are not permitted.
4. All shorts and skirts will have hems and will be no shorter than the width of a dollar bill (approximately 2-1/2 inches) above the knee. This includes skirts and shorts that are worn over leggings.
5. Pants and Shorts – Pants and shorts must be fitted at the waist. They must not be too tight, overly frayed, torn, tattered, baggy, and/or ripped. Pants must not drag the floor. Unacceptable shorts and pants include, but are not limited to, athletic shorts and pants, sweat pants, spandex-style shorts, cut-off jeans, leggings, running shorts, and see through boxer type shorts.

Athletic pants will only be allowed if they are worn for a team/school function and approved by the School Principal and the Director of Student Services.

Leggings and athletic types of tights/pants are ruled inappropriate to be worn alone. These rules still stand. Leggings or tights are not to be worn without a dress of the appropriate length. When leggings or tights/athletic pants are worn,

the hem of the dress worn must extend down to 4" above the knee.

6. See-through clothing and clothing that has rips, tears or frays to the point of creating holes is not permitted. Also, low cut blouses which shows any cleavage is not allowed. All undergarments are to be covered.
7. Oversized clothing, which compromises the safety of students, is not permitted.
8. Appropriate and safe shoes or sandals will be worn at all times. Rolling shoes are not allowed.
9. Sleeveless dress shirts are acceptable for females however the majority of the shoulder must be completely covered. No tank tops, mesh shirts, halter-tops, strapless tops, or spaghetti straps can be worn without an overblouse covering the top.
10. All students are expected to keep their hair neat and well groomed. Extreme hair styles will not be allowed.
11. Males will not allow their hair to come over their collar, cover their eyes, cover their ears, or tie their hair up in any way.
12. Beards or mustaches will not be allowed. Males are to be cleanly shaven at all times, and sideburns shall not extend below the earlobe. Failure to observe these guidelines will result in the student buying a razor (\$1.00) from the office and shaving at school. Continual non-compliance will result in parental notification and / or the student being sent home for the remainder of the day.
13. Visible body piercings other than earrings for females are not permitted. Visible tattoos are also not permitted.
14. Males are to have their shirts "tucked in" at all times. Belts must be buckled and through belt loops in pants if the pants have belt loops. Females must have their shirt tucked in if the shirt tail hangs below the wrist while standing. Violations will result with the student serving break detention.
15. At no time will undergarments show.

Students are to follow the school dress and grooming code anytime they are representing Briarwood Academy. These times include sports banquets and Honors Day. Failure to comply with the dress code guidelines is considered to be an insubordinate act and will be treated as such. Following are the procedures for violations of the high school dress code:

First Offense: The student will be sent to the main office. Parents will be contacted in serious violations of dress code (i.e. rules 1, 3, 6 and 7) and student will change into appropriate clothing provided by the building Principal or Director of Student Services. Minor dress code offenses (i.e. untucked shirts) will result in break detention with the school Principal.

Second Offense: Same as 1st offense. Detention as deemed appropriate by the school Principal.

Third Offense: Same as 1st and 2nd offense. In addition, the student may be assigned to Extended Detention or Saturday School.

Further Offenses: The student may be suspended from school.

All grooming code violations will be referred to the school administration for disciplinary action.

PE/Sports Dress Code

Physical Education is a required class at Briarwood Academy. Proper attire for PE is required. All middle school students will be required to wear the mandatory PE uniform as designed by our athletic director and coaches. Middle school students should see the Athletic Director and/or PE Director to complete forms for our middle school PE uniforms. Shoes and clothing worn for physical education for the elementary classes should adhere to the dress code. Decisions on what may be deemed "appropriate" for athletic practices will be left up to the school principal, guidance counselor, athletic director, or coach.

GENERAL SCHOOL RULES

Parent Concerns

All concerns about a classroom issue should be addressed to the teacher of that classroom. If further assistance is needed, contact the Principal or Headmaster. All concerns about day-to-day activities and policies should be directed to the Principal or Headmaster. If the situation remains unresolved, the Headmaster may place the issue on the agenda for the next Board of Trustees meeting.

Derogatory posts on social media do not enhance the learning experience in the classroom or overall environment of the school. We ask that parents, siblings, and students follow the proper process for problem resolution and avoid unproductive social media posts. By signing the acknowledgement form in the back of this book, parents and students agree to not make disparaging social media posts concerning Briarwood Academy or its employees and to follow the above problem resolution guidelines.

Academic Dishonesty/ Plagiarism

Any student found guilty of cheating will be referred to school administration for appropriate action. The first offense for cheating will result in the student receiving a zero, a parent/teacher conference, and Saturday detention. The second offense for cheating will result in the student receiving a zero, parent-teacher conference, Saturday detention, and the possible suspension from extra-curricular activities. The third offense for cheating will result in the administration recommending expulsion to the Briarwood Academy Board of Trustees. Plagiarism is defined as "the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work". Students found guilty of plagiarism will follow the same rules as cheating. The Briarwood Academy school administration and Board of Trustees reserves the right to handle situations of academic dishonesty and plagiarism more severely for those students who

have been found guilty of this offense multiple times over several years.

Visitors

Students will not be allowed to bring guests to school with them during the regular school day. Visitors (parents, ministers, policemen, etc.) who visit for valid educational purposes are welcome. All visitors should report to the office to receive a visitor's pass during school hours. Parent-teacher conferences are encouraged, but they should be arranged during a teacher's planning period or after school hours. Parents may call the school secretary or counselor for help in arranging these meetings.

The Briarwood Academy administration reserves the right to keep a non Briarwood Academy student from being on campus for any event if they feel the safety of a student could be in jeopardy.

Leaving Campus

Each student must remain on campus from the time that he or she arrives at school each day until he or she is dismissed by the bell to end the school day. Any student who leaves campus before the bell sounds to end the school day must be signed out through the office by:

- A telephone call from the student's parent to the secretary,
- An office visit by the student's parent, or
- A note from the parents / guardians.

The student is not dismissed until he or she receives a dismissal slip from the school secretary. The student must then present the dismissal slip to each teacher that the student is scheduled to report to for the remainder of the day. The student will then return the dismissal slip to the secretary and sign out. Students leaving campus without following these procedures will be in violation of school policy and will be subject to referral to the school administration for disciplinary action.

No student is allowed to leave school, have lunch, and return to school. Meals are provided for students on campus. All students are expected to either bring a lunch to school or eat in the cafeteria.

Riding to and from School Events

All students are required to ride to and from all school activities with a coach, faculty member, administrator, or someone pre-approved by the headmaster. A student may be allowed to ride home with a parent/guardian ONLY if receiving permission from one of the above prior to them leaving the function.

Parking

With the ever growing safety issues surrounding our schools in the United States, all students leaving their car on campus during school hours will be required to have a parking decal. These students should see the school Principal at the beginning of the school year to receive their parking decal. Student parking lots are

located at the east and west ends of the main school building. Students are expected to park in student parking lots at all times during normal school hours. Students who are leaving school for a school related activity are to leave cars in assigned student parking lots. There is to be no student parking in the back of the school. Loitering in vehicles or the parking lot is strictly forbidden. Also all students are urged to lock their vehicles. Unsecured valuable items should be left at home or placed out of sight inside the vehicle or trunk compartment. Vehicles are parked on campus at your own risk. The school is not responsible for any losses or vandalism. Students are not permitted in the parking lot during school hours without direct permission from the office.

NOTE: The privilege of parking on the school campus is extended for granting consent to the school administration to search the vehicle without warning when there is reason to believe there are inappropriate items in the vehicle. The school assumes no liability for vehicles on campus.

Fundraising

All school fundraising projects must be approved by the Headmaster prior to the making of plans for that project. Approval of such projects must be obtained from the Headmaster by the faculty advisor or coach. Fundraising forms can be picked up in the Development Office.

Fees, Fines, Financial Obligations

All fees, fines, and financial obligations must be cleared before a student can receive any course credit at the end of the school year or before a student record or transcript can be issued. Continued denial by a student to pay for certain financial obligations throughout the school year can lead to disciplinary action being given by the school Principal.

Cell Phone Policy

In an effort to teach students responsible phone etiquette, students will be allowed to have their phone with them during the school day. All phones are to be set to silent. Students may not use their phones during instruction times. If a teacher or other faculty member observes a student using his/her phone at an inappropriate time, the teacher or faculty member will take the phone for the Principal to hold. The Principal will hold the phone five (5) consecutive school days. The student will be allowed to take the phone home each day, but it must be turned back into the Principal during the next day's Homeroom.

Students are not allowed to photograph or record teachers or other students without the teacher's or student's consent.

Students are not allowed to use their phones to make phone calls during school hours. All phone calls should be made from the office.

Cell phone use during testing is not permitted. Students are to place their phones face down on their desks or at a collection point (basket, unused desk)

as designated by the teacher. Any use of a cell phone or any device that connects to a cell phone (watches) during testing will be considered cheating.

Parents will be notified each time a student's phone is held. Continued violations of the Cell Phone Policy may result in driving privileges being revoked for the remainder of the nine week period.

The administration reserves the right to modify this policy in any way it deems necessary.

Social Function / School Parties

All social functions involving school organizations must be sponsored by a faculty advisor and approved by the Headmaster prior to making any plans for the function.

Food and Drinks

Food, drinks, gum, and candy are only allowed to be eaten in the lunchroom or outside. Students are not allowed to have food, drinks, gum, or candy in the classrooms during school hours. Bottled water is acceptable in the classroom with permission from the Headmaster or Principal. Also proper disposal of these items and their wrappers, is important to keep our campus free of litter. Any student who is in violation of this rule, will be assigned to clean-up duty during break or after school by a teacher or administrator. Repeated violations shall be referred to the school Principal.

Electronic Equipment

Electronic equipment and electronic games are distracting at school; therefore, none of these items should be used or powered on during instruction unless a school activity requires them and then only with the permission of the teacher. Briarwood Academy is not responsible for electronic equipment brought by students.

Students in violation of this rule will be subject to the same punishments as the Briarwood Academy cell phone policy.

Student Driving Privileges

All students who drive to school must park their vehicles in the designated student parking area. All students are to use entrance and exit driveways correctly, observe all safety regulations, and obey all Georgia traffic laws.

Students are to lock and leave their vehicles immediately upon arriving on campus, and they are not to return to the parking lot or their vehicles without permission from the school administration. Once students arrive on campus, they may not move their vehicle until they leave the campus for the day. A student is not allowed to leave campus early without permission from the school administration. Students must leave their cars in their designated parking lots until 4:00 p.m. if they are remaining on campus.

Any student who drives a motorized vehicle on the Briarwood Academy campus must have a Class C or D Driver's License. Failure to observe these rules will result in forfeiting the privilege of driving on campus.

Field Trips

Field Trips are an important part of the educational experience at Briarwood Academy. Faculty, staff, chaperones, parents, and students will all follow all rules found in this Student Handbook for the duration of the trip. Everyone who participates by going on the trip is a representative of Briarwood and should behave in a way that puts the school in the best light.

DISRESPECTFUL/DISRUPTIVE BEHAVIOR

Although many examples of disrespectful and disruptive behavior are listed below, not all cases can be so specifically detailed. Briarwood Academy will not tolerate ANY acts of disrespectful or disruptive behavior and all violators will be referred to the school administration for disciplinary action.

Abusive Language

Threats, profanity, vulgarity to faculty members, school employees, visitors, or other students will not be tolerated. Violators will be referred to the school administration for disciplinary action.

Fighting

Fighting by any student while that student is under school supervision or in attendance at school events is a serious offense. The student will be referred to the school administration for disciplinary action. The minimum punishment for the first offense will be Saturday detention.

Weapons

Weapons such as firearms, knives, etc., are not allowed on the school campus, in desks, in lockers, in cars, or on the person of any student. Failure to abide by this rule can result in suspension and/or expulsion from school.

Theft

Theft by any student is a serious offense. Violators will be referred to the school administration for disciplinary action. Briarwood Academy reserves the right to report any type of theft to the proper law enforcement agency.

Fireworks

Students are not to buy, sell, possess, or use fireworks at any time while under school supervision. This includes during the school day, on school trips, on school transportation, and at school functions or athletic events, etc. This is a violation of school policy and state law. Violators will be referred to the school administration for disciplinary action.

Vandalism/Destruction of Property

The willful destruction of school property or personal property is a serious act. This includes writing and/or painting on school property. Violators will be referred to the school administration for disciplinary action. Repeated offenses could result in the violator being expelled from school. Any person guilty of this offense will be required to repair or pay for damages.

Trespassing/Pranks

Students are reminded that any unauthorized access to the building can be considered trespassing. Any unauthorized use or trespassing shall be subject to disciplinary action including Saturday detention, suspension or expulsion with the possible notification of authorities. Any students involved in pranks, destruction of school property, vandalism, or behavior detrimental to facilities or grounds are subject to suspension from school and school related activities (sports, literary, prom etc..) with notification of authorities. Seniors participating in behavior detrimental to school facilities or environment may also jeopardize participation in the Graduation Ceremony. Students are also reminded that pulling on locked doors for the purpose of gaining access to facilities is considered unauthorized access and will be subject to detention or suspension. If damage occurs students will be held accountable for the cost of repairs.

Technology Vandalism

Briarwood has a highly developed technology program and has invested a great deal of time and money providing an excellent program to the students and faculty. Problems caused by tampering with computer equipment are not only expensive to correct but are also costly concerning the down time of the program. Because of the time and monetary investment, Briarwood considers tampering with the equipment and any unauthorized use of computers to be a serious offense. Violations of this policy will result in immediate referral to the Board of Trustees for permanent expulsion from the Academy.

Gambling

Gambling in any form will not be tolerated. Violators will be referred to the school administration for disciplinary action.

Hazing

Briarwood Academy does not tolerate hazing in any form. Hazing is defined as "any activity expected or required of someone that humiliates, degrades, abuses, or endangers, regardless of the person's willingness to participate." Any student or group of students suspected of hazing will be brought before the school administration and will be the subject to disciplinary action if it is determined they are guilty of hazing.

Illegal Drug / Prescription Drug Use

No student shall at any time while under school jurisdiction buy, sell, or possess any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other type of drug. Neither shall any student be present at school nor any school sponsored function while under the influence of any of these items. Use of drugs authorized by a medical prescription from a registered physician shall not be considered a violation of this policy. Abusing the student's own prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another's person's prescription drug on school property or at a school related event will be considered in violation of this policy. The school counselor should be notified if a student is taking prescription medicine. Violation of this policy will result in referral to the Board of Trustees where the student will automatically be expelled from Briarwood Academy. (See: Expulsion)

Use of Tobacco

Students are not allowed to use, or be in possession of, tobacco of any form or be in possession of any tobacco related item such as lighters, matches, pipes, rolling papers, etc. while at school or in attendance at any school function. Any student caught using, or in possession of, any tobacco product or tobacco related item, will be given detention and a parent/teacher meeting will be requested. Any student violating this policy for the second time can face up to a three-day suspension from school.

This policy will prohibit any nicotine delivery system, such as e-cigarettes or vape pens.

Use of Alcoholic Beverage

No student shall at any time while under the jurisdiction of the school use, buy, sell or possess any alcoholic beverages. Neither shall any student be present at school nor any school sponsored function while under the influence of alcoholic beverages. Any violation of this policy will result in the student being referred to the Board of Trustees. The student will automatically be suspended from school for three days, plus other disciplinary action as deemed appropriate by the Board of Trustees. (See: Suspension)

Inappropriate Display of Affection

The school looks with favor on boy and girl friendships and courtship. These are normal and natural; however, discretion must be used by all couples to avoid undue familiarity and the violation of accepted standards of behavior. At no time is there to be bodily contact. School is not the place for boys and girls to display affection for each other. The school feels obligated to help boys and girls develop standards of conduct that will keep them from attracting unfavorable attention to themselves. This standard of conduct is expected to be followed at any time while a student is on school grounds or at any school related function. Violators will be referred to the school administration for disciplinary action.

SCHOOL BUS RULES

For the safety of all students at Briarwood Academy, the following infractions must not occur when riding any Briarwood bus either **to or from school, field trips, literary events, or sporting events:**

1. Loud talking (at any time) or talking at railroad crossings
2. Moving around the bus/out of the seat
3. Pushing/touching/disrupting others
4. Repeated tardiness to the bus
5. Disrespect to other students or the driver
6. Harassment of other students
7. Not following the reasonable request of the driver
8. Use of profanity
9. Possession of a match or lighter
10. Eating or drinking (food or gum) on the bus (unless authorized)
11. Tampering with emergency equipment or doors
12. Littering/throwing objects from the bus
13. The threat of violence to the driver or other school employees
14. The use of profanity directed to the bus driver
15. Possession of an incendiary device (smoke bomb, fire cracker, cherry bomb, sparkler, etc.)
16. Fighting/assault
17. Possession of a weapon
18. Vandalism or arson
19. Theft

Any students guilty of any of the above infractions will be referred to the school principal for disciplinary action which could include detention, suspension, or expulsion depending on the severity of the infraction.

DISCIPLINE

Briarwood Academy assumes that because each student has chosen to enter the Academy, he/she comes with a proper attitude and desire to conform to the school's policies and traditions. Briarwood is considered to be a conservative school, and the conduct of the students should be in accordance with the standards of Briarwood. Students are expected to recognize that they have responsibilities for their personal conduct and for the well-being of the whole school community. Any violation of school policies and procedures will result in disciplinary action, which may include detention, corporal punishment, suspension, or referral to the Board of Trustees for expulsion. The school maintains and reserves the right to conduct organized searches of students' cars, lockers, or personal effects. This will be done

when deemed necessary and proper by the school administration.

Break, Regular, Extended, and Early Morning Detention

Detention is divided into four categories, Break, Regular Detention, Extended Detention, and Early Morning Detention. Break Detention will be given during school break which will be from 10:05 a.m. until 10:20 a.m. Students must report to Room 1 during this time. Regular Detention runs from 3:15 p.m. to 4:15 p.m. on designated days. Students who are late to school or class, not prepared for class, or fail to follow school rules will be first assigned to Regular Detention. Extended Detention is a work time under the direction of one of the coaches that runs from 3:15 p.m. to 5:15 p.m. A student who repeats minor violations of school rules will be assigned to Extended Detention. Students will be used to clean the school and campus grounds as seen appropriate by the school Principal during regular and extended detention. Early Morning Detention will be from 7:00 a.m. to 8:00 a.m. Early detention will be used mainly for those with excessive tardies.

Saturday Workdays

Students who do not abide by the rules and policies that govern Briarwood Academy may be assigned to Saturday Workdays. The student may be assigned to work for ½ day or for the full day. Half day is from 8:00 – 11:00 a.m. Full day is from 8:00 – 2:30 p.m. Any student assigned to Saturday Workday is responsible for bringing his/her own tools, equipment, and lunch for the day. Saturday workdays will be scheduled throughout the year as needed. The Headmaster, School Principal, or designee will supervise them.

Suspension

Suspension is a very serious form of punishment. Suspension restricts the student from attending classes, being on campus, or participating in any activity of the school. (Academic, music, literary, athletic, etc.) The suspended student will be penalized academically for any work missed during the suspension:

1. It is the student's responsibility to keep up with all work missed. Teachers are not responsible for "getting up" work for students on suspension.
2. Any assignment given prior to the suspension is to be turned in at the assigned time.
3. All work missed while on suspension must be made up within three days after the student returns to school.
4. All work done while on suspension will automatically be assessed a 10% penalty.

Expulsion

Expulsion is the permanent dismissal of a student from the Academy. The Board of Trustees retains the right at all times to expel a student from the Academy on a permanent basis when, the Board deems, it is in the best interest of the Academy.

ATHLETICS

Eligibility

Briarwood Academy is an active member of the GISA and participates in region and state competitions in football, cheerleading, basketball, softball, baseball, track, tennis, cross-country, and golf. The following GISA eligibility rules govern participation:

1. A student must be a regular student taking a full load as prescribed by the curriculum in grades 6-12.
2. Football eligibility must be completed eight semesters after entrance in the 9th grade.
3. Eligibility for all other sports must be completed ten semesters from the date of entrance into the 8th grade.
4. A student must not have reached his / her 19th birthday prior to May 1st, preceding the school year of participation.
5. A student must have passed five unit subjects or their equivalent the previous semester.
6. A student must satisfy the conduct requirements of school authorities.
7. Junior Varsity and elementary teams are required to meet the appropriate eligibility requirements.
8. Middle school students who are retained a grade and are not eligible to take summer school classes will be given an academic probation status. Students who are on academic probation will be eligible for all fall sports but must pass ALL classes taken in the first nine week term to remain eligible for the remainder of the first semester.

Briarwood Academy Eligibility Rules

1. A student must have passed five unit subjects or their equivalent the previous nine weeks.
2. A student must be considered present on the current school day to practice or participate in extra-curricular events. For Saturday practice or events, the student must have been counted present on the Friday before the event.
3. For a student to participate in summer workouts or sporting events, the student must be registered and have his or her account in good standing.
4. Each athlete at Briarwood Academy will be allowed to participate in up to two sports during any season.

5. Each athlete at Briarwood Academy must participate in at least two (2) meets, matches, or games to be eligible for any post-season tournaments (region or state).
6. The Athletic Director will handle any exceptions to these rules on an individual basis.

Student/Fan Ejections

According to GISA rules; any student or fan who is ejected from an athletic event for whatever reason is expected to pay all subsequent fines. Students are also to be suspended for one (1) game after the ejection. Any extra punishment or suspension for a student or fan will be left up to the discretion of the school.

Athletic Code of Conduct

If any student-athlete is removed from an athletic team because of a violation of the Briarwood Academy Code of Conduct, he/she will not be allowed to attend any sporting event involving that team. Also if the seriousness of the violation prevents a student athlete from participating in other sports, he/she will not be allowed to attend those sports as well. Multiple offenses of poor behavior and/or sportsmanship could result in a permanent ban of participation in athletics. All decisions regarding the punishment of student-athletes in violation of the Briarwood Academy Code of Conduct will be decided by the Athletic Director, School Principal, and Headmaster.



BRIARWOOD ACADEMY DRUG AND ALCOHOL POLICY

Drug Screening Purpose

The purpose of the drug screening program is to aid and assist students. It is not intended to unduly interfere with the student's private life or to bring hardship, but rather to protect the well being of all students. Specific goals of the program are as follows:

- To reassure students, parents, and community that the health, safety, and academic progress of each of its students is the primary goal of Briarwood Academy.
- To prevent drug use and abuse by students of Briarwood Academy.
- To develop a drug-free educational environment and produce students who can serve as role models to influence peers to lead healthy and responsible lives.
- To identify any student who may be using or abusing drugs and to determine the identity of the drug or drugs.
- To educate any student who may be using or abusing drugs as to the possible physical and psychological effects drug use may have, and the possible adverse effects on others with whom the student is associated.
- To provide reasonable safeguards to help insure that every student at Briarwood Academy is mentally and physically competent to participate in school activities.
- To remove the stigma of drug use and abuse from those students who do not use or abuse

Use

For the purposes of this policy, drug refers to any non-prescription drug and alcohol, and student refers to any student in grades 8-12. The intent of this policy is to discourage young people from making inappropriate choices regarding the use of illicit drugs. The policy is also designed to reward those students who choose NOT to participate in drug use by allowing them to validate their commitment to a drug free lifestyle. A further positive outcome for the program is to identify those students who, having made a poor choice, need help in understanding the dangers of using/abusing illegal substances and who need help in divesting themselves of a potentially serious problem. A clear offense is one where the student involved exhibits:

- Being caught in the act of using or consuming illegal drugs.
- Obviously under the influence of drug use.
- Drugs or drug paraphernalia found on their person, in their car, or in their possession.
- Direct or circumstantial evidence of possessing, using, or supplying drugs.

Anonymity

Students will be assigned a student identification number and those numbers will be utilized in contact with the selected testing service. The service will not be aware of any student identity during the initial testing procedure. Upon receipt of a positive result, the service will have to receive contact information from the school regarding the student to review the student's medical history in order to insure that the result is not a "false" result.

Procedure

The testing of students will be conducted by a professional testing service. The testing service will complete the test and report the results of the tests to the Briarwood Academy Administration. Briarwood Academy Administration will immediately notify the parent or guardian of any student who has a positive test result and initiate disciplinary action.

Screening

Briarwood Academy uses a urine analysis method for drug testing. All students covered under this policy will be screened for drug usage as follows:

- **Random Screening:** Any student enrolled at Briarwood Academy is subject to screening for drug usage on a randomly selected basis. Consequently, some students may be tested more than once a year. There is no cost to the parent for the random testing. Ten (10) students will be randomly tested per month. The students will be randomly selected for subsequent screening by numerical sampling conducted by the drug testing facility.
- **Transfer Students:** Students in grades 8-12 who transfer to Briarwood Academy during the school year shall submit to screening for drug usage on a date as soon as possible after applying for admission. Admission will only be granted on a probationary status until the screening has taken place and results are obtained showing the absence of drug usage.

Disciplinary Action

Students who commit such actions as defined under the Drug Use Section and/or tested "positive" on a drug screening test have the choice to remain at Briarwood Academy under the following conditions or they may withdraw from Briarwood Academy:

First Offense:

- One year probation which will include drug testing for one (1) year beginning within thirty (30) days of the offense. All costs associated with assessment, treatment, and follow-up testing shall be borne by the student or the student's parents or guardians.

- Suspension from school for three (3) days.
- Student must prepare a research paper relating to the effects of the illegal drug. This work is to be done while on suspension and the paper, and in some cases presentation, is due when the student returns from the three (3) day suspension. The paper is to be submitted to the Headmaster, who will determine the suitability of the paper.
- Twenty (20) school days suspension from any non-mandatory school-related activities, other than attending classes. This includes, but is not limited to, not attending or participating in: social events (i.e., prom, homecoming), sporting events, literary, one-act play, musicals, etc.

Second Offense (within academic career):

The student will be expelled from Briarwood Academy.

Retention of Records

No documentation pertaining to each student's screening for drug usage will be made part of the student's permanent record. All documentation will be kept in a separate confidential file with the Headmaster and will be destroyed upon the student's graduation from high school.

Completion of Conditions

All conditions as stated in the above mentioned policies shall be completed in their entirety and within the established time frames. Failure to adhere to this requirement shall be grounds for immediate expulsion from Briarwood Academy.

Refusals

Refusal by a student to be tested will be deemed a violation of the drug policy and shall result in the student being expelled from Briarwood Academy.

Drug Screening Test Appeal Process

If a student does test positive for drug use, the parent and/or guardian may request an additional drug-screening test be performed at their own expense. Because urine testing is only accurate within a short period of time, a hair analysis test shall be the only allowable second screening. Hair testing analyzes the hair shaft, rather than body fluids like urine or saliva, to determine whether illegal drugs are present. Compared to analysis of body fluids, hair testing is highly resistant to evasion by adulterating or substituting samples, or by simply abstaining from drug use for a few days. Hair analysis is superior to urinalysis in that there is a wider window of detection with hair. Cocaine, methamphetamine, opiates, and PCP are rapidly excreted and usually undetectable in

urine seventy two (72) hours after use. Rather than the hours or days covered by a body fluid test, a hair test covers a period of months, ensuring that a drug user cannot evade the test by simply abstaining for a few days. So that testing consistency and integrity is maintained, any additional test shall be within a time frame and procedure set by the school Headmaster. A copy of the results shall be submitted directly from the testing agency to the Headmaster.



SEXUAL ABUSE AND MOLESTATION PREVENTION POLICY

Briarwood Academy does not permit or allow sexual abuse or molestation to occur in the workplace or at any activity sponsored by or related to it. In order to make this “zero— tolerance” policy clear to all employees, volunteers and staff members, we have adopted mandatory procedures that employees, volunteers, family members, board members, individuals and victims must follow when they learn of or witness sexual abuse or molestation. Sexual abuse takes the form of inappropriate sexual contact or interaction for the gratification of the actor who is functioning as a caregiver and is responsible for the patient’s or child’s care. Sexual abuse includes sexual assault, exploitation, molestation or injury. It does not include sexual harassment, which is another form of behavior which is prohibited by Briarwood Academy.

Reporting Procedure

All staff members who learn of sexual abuse being committed must immediately report it to the Briarwood Academy Headmaster, Principal, or Director of Student Services. If the victim is an adult, the abuse will be reported by this designee to the local or state Adult Protective Services (APS) Agency. If a child is the victim, the designee will report it to the local or state Child Abuse Agency. Appropriate family members of the victim must be notified immediately of suspected child abuse.

Investigation & Follow Up

We take allegations of sexual abuse seriously. Once the allegation is reported we will promptly, thoroughly and impartially initiate an investigation to determine whether there is a reasonable basis to believe that sexual abuse has been committed. Our investigation may be undertaken by either an internal team or we may hire an independent third party. We will cooperate fully with any investigation conducted law enforcement or regulatory agencies and we may refer the complaint and the result of our investigation to those agencies. We reserve the right to place the subject of the investigation on an involuntary leave of absence or reassigning that person to responsibilities that do not involve personal contact with individuals or students. To the fullest extent possible, but consistent with our legal obligation to report suspected abuse to appropriate authorities, we will endeavor to keep the identities of the alleged victims and investigation subject confidential.

If the investigation substantiates the allegation, our policy provides for disciplinary penalties, including but not limited to termination of the actor’s relationship with our organization. There are a number of “red flags” that suggest someone is being sexually abused.

They take the form of physical or behavioral evidence. Physical evidence of sexual abuse includes, but is not limited to:

- Sexually transmitted diseases;
- Difficulty walking or ambulating normally;
- Stained, bloody or torn undergarments;
- Genital pain or itching; and
- Physical injuries involving the external genitalia.

Behavioral signals suggestive of sexual abuse include, but are not limited to:

- Fear or reluctance about being left in the care of a particular person;
- Recoiling from being touched;
- Bundling oneself in excessive clothing, especially night clothes;
- Discomfort or apprehension when sex is referred to or discussed; and
- Nightmares or fear of night and/or darkness.

Retaliation Prohibited

We prohibit any retaliation against anyone, including an employee, volunteer, board member, student or individual, who in good faith reports sexual abuse, alleges that it is being committed or participates in the investigation. Intentionally false or malicious accusations of sexual abuse are prohibited. Anyone who improperly retaliates against someone who has made a good faith allegation of sexual abuse, or intentionally provides false information to that effect, will be subject to discipline, up to and including termination.



LUNCHROOM POLICY

Students going to and from the lunchroom must move in an orderly and quiet manner at all times to avoid disturbing classes that are in progress. Food and drink should stay in the lunchroom, on the deck, or in designated areas. Trash should be placed in the proper receptacles and glasses and silverware returned to the proper place. No student is allowed behind the serving counter.

Lunchroom Accounts

Accounts may be set up in the lunchroom to use for LUNCHES ONLY. Breaks and vending machines will not be charged to accounts.

Lunchroom Charging

All students should have a regularly PRE-PAID account in the lunchroom. Charging lunches should only be done in emergency situations i.e. forgetting money for the day, leaving lunch at home, not aware of account status, etc.



FIRE AND TORNADO DRILL POLICIES

A fire drill and a tornado drill will be practiced with the students at irregular intervals during the school year. Parents should stress the importance of these drills.

Fire Drill

A fire alarm is signified by the sounding of a siren in a series of blast along with flashing strobe light in the classrooms and voice recognition in the gym. When the fire alarm sounds:

Each class will exit the building by the route indicated on the diagram labeled FIRE DRILL.

At the instruction of their teacher, students will leave their rooms in single file. They should walk near the walls.

Order must be maintained for the safety of all concerned (no pushing, running, talking, etc.).

Students will quietly remain in the safety zone in formation until the signal to return to the building is sounded. This signal will be one long ring of the bell.

Tornado Drill

The tornado alarm is signified by a continuous ringing (tones will go high and low) of the school bell. When the alarm is sounded classes will:

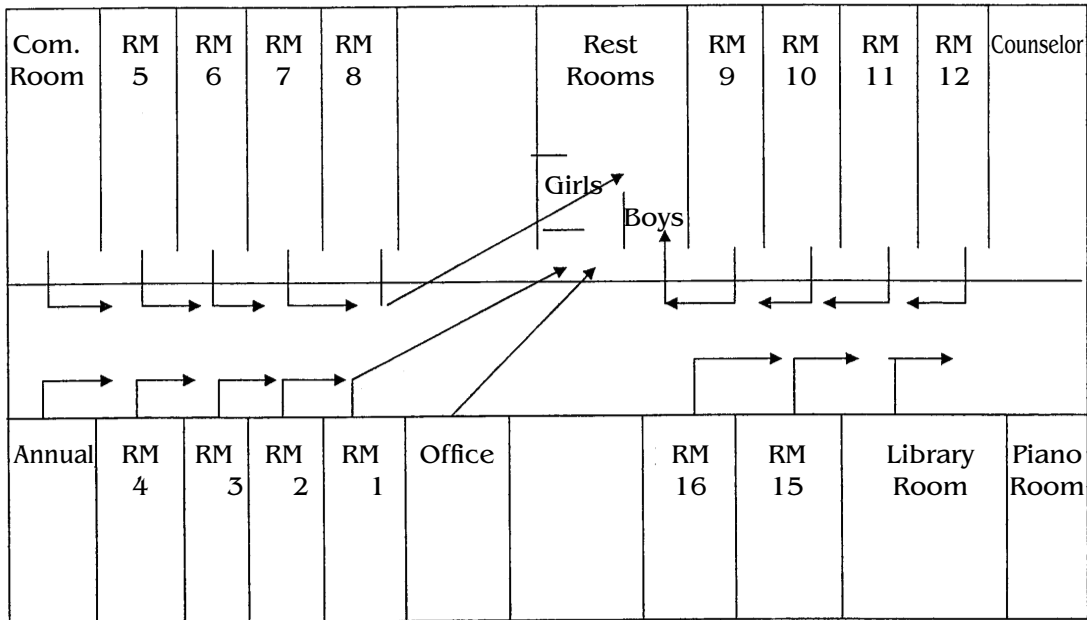
Leave the classroom in an orderly fashion and will proceed to the area designated on the TORNADO SAFETY DIAGRAM.

Students will kneel on the floor facing the wall with their hands covering their heads.

Students should stay in this position until the "all clear" signal is given. This signal will be one long ring of the bell.

TORNADO DRILL PROCEDURES

MAIN BUILDING



GYM AREA

- K-4 Inside Wall/ Bathroom
- K-5 Inside Wall/Bathroom
- 1st Inside Wall
- 2nd Inside Wall/ Bathroom

CAFETERIA

Inside Wall of gym/ Boys Bathroom in gym

FIELD HOUSE

Showers in both locker rooms

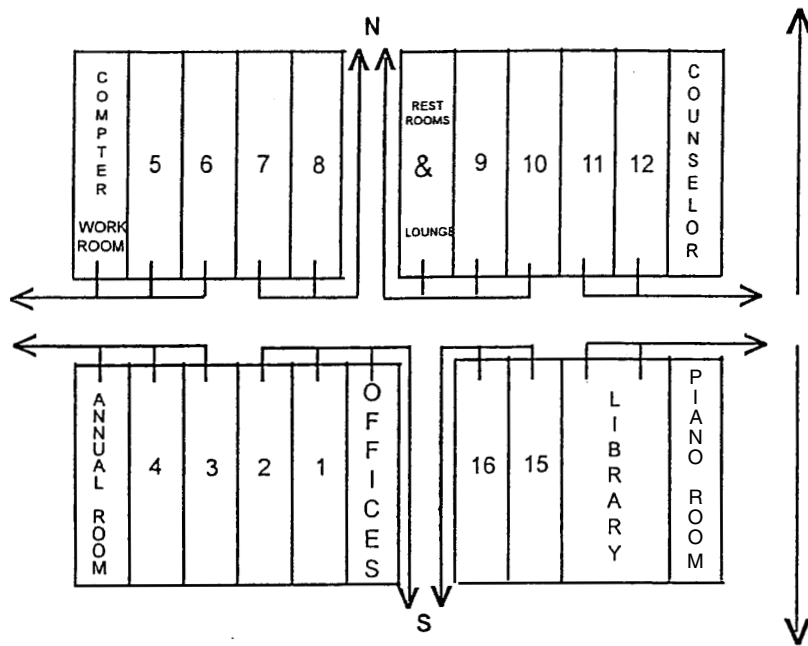
MAIN BUILDING

- Room 1 Wall between boys and girls bathroom
- Room 2 Wall/Lockers toward Room 1
- Room 3 Wall/Lockers toward Room 2
- Room 4 Wall/Lockers toward Room 3
- Annual Wall/Lockers toward Room 4
- Computer Wall toward Room 5
- Room 5 Wall toward Room 6
- Room 6 Wall toward Room 7
- Room 7 Wall toward Room 8
- Room 8 Girls Bathroom
- Room 9 Boys Bathroom
- Room 10 Wall between Room 9 and Room 10
- Room 11 Wall between Room 10 and Room 11
- Room 12 Wall between Room 11 and Room 12
- Library Wall/Lockers toward Thomson end of building
- Room 15 Wall/Lockers between Room 15 and Library
- Room 16 Wall/ Lockers between Room 15 and Room 16

The last people out of each room in main building please fill in doorways to the rooms.

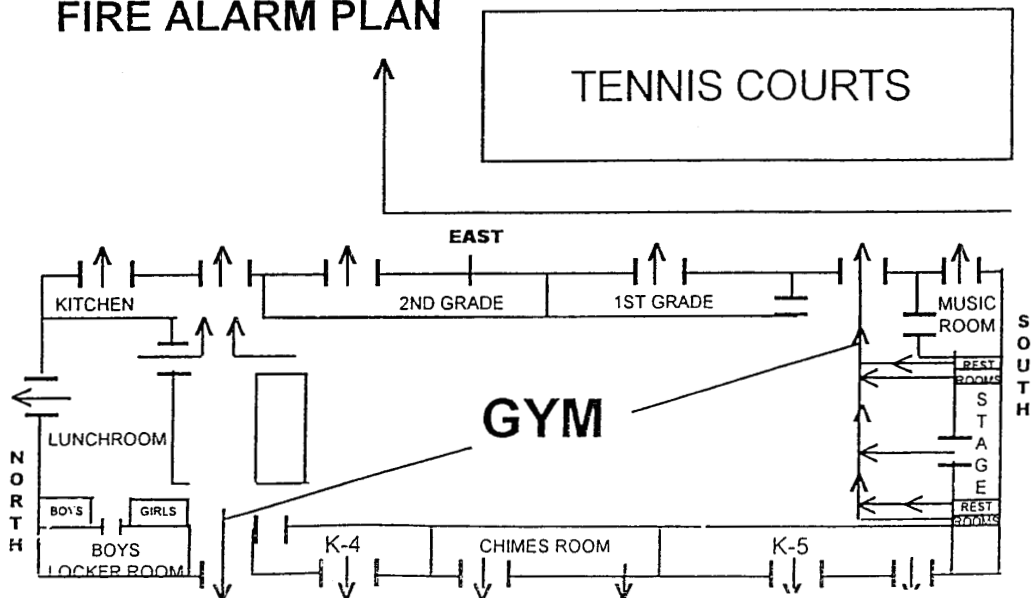
FIRE DRILL PROCEDURES

MAIN BUILDING



ROOM NUMBER	EXIT	ROOM NUMBER	EXIT	ROOM NUMBER	EXIT
1.....	SOUTH	9.....	NORTH	Rest Rooms.....	NORTH
2.....	SOUTH	10.....	NORTH	Offices.....	SOUTH
3.....	WEST	11.....	EAST	lounges.....	NORTH
4.....	WEST	12.....	EAST	Annual Room.....	EAST
5.....	WEST	13.....	EAST	Supply Room.....	EAST
6.....	WEST	14.....	EAST	Computer Room.....	WEST
7.....	NORTH	15.....	SOUTH	lab.....	WEST
8.....	NORTH	16.....	SOUTH		

FIRE ALARM PLAN



Signatures required of students and parents in grades 6-12.

RULES AND GUIDELINES

The Briarwood Academy handbook has been read and explained to me. I understand the consequences of a violation of the rules in the handbook.

Students please rewrite the above statement and sign below.

Student Signature

Date _____

**BRIARWOOD ACADEMY DRUG TESTING POLICY
CONSENT FORM (8TH-12TH ONLY)**

We, the undersigned, have read the Briarwood Academy Drug Testing Policy and understand the Policy, its procedures, and fees, when applicable. We understand that enrollment in Briarwood Academy is contingent on acceptance of and conformance to this policy. We agree to this policy and procedure including random drug testing of a student during the student's enrollment at Briarwood Academy.

Student Signature

Date _____

Parent Signature

Date _____

I have read the handbook with my child. My child and I understand the consequences that will follow as the result of a violation of school policy.

Parent Signature

Date _____

I would like to contribute \$25 (cost per test) to assist in this cause.

PLEASE CUT TO REMOVE.

