

BRIARWOOD ACADEMY

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STUDENT AND FAMILY HANDBOOK 2024-2025

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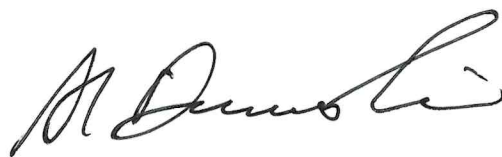
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INTRODUCTION

On behalf of the faculty and staff, I take pleasure in welcoming you to Briarwood Academy for the 2024-2025 school year. This student and family handbook is published so that all members of the Briarwood family 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 and parents 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 Assistant Head of School, Elementary Dean of Students, Dean of Student Services, or a teacher for help.

The goal of Briarwood Academy is EXCELLENCE, and 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, extracurricular activities, and pride that Briarwood offers.

Thank you, and GO BUCS!

A handwritten signature in black ink, appearing to read 'Al Dawkins', with a stylized, cursive script.

Al Dawkins

Assistant Head of School

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 Head of School 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, Head of School Clinton Grant passed away. Barry Hemphill of Norwood became the second Head of School and remained in that position for twelve years. J. Wesley Ward followed him as Head of School between 1985 and 1990. Ron Drummonds followed for the 1990-1991 school year. Dennard Scoggins served the following two years. John T. Hammond became Briarwood's sixth Head of School in June 1993. Clayton Parrish became Briarwood's seventh Head of School 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

Our mission at Briarwood Academy is to educate students in a safe, nurturing, Christian environment while instilling the life-long characteristics of excellence, trustworthiness, respect toward others, and pride in themselves and their school.

Briarwood Academy is a college preparatory school that prepares 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 academics, literary, sports, and extra-curricular activities, all of which stress values, citizenship, and achievement.

The curriculum in grades K4 through 3rd stresses the mastery of basic skills necessary to ensure competence in language arts, mathematics, science, and social studies. The curriculum in grades 4 through 8 is more content oriented, leading 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 as well as the desire to strive to become the best that they can be. 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 standards are expected of all Briarwood students:

1. To prove oneself worthy of trust at all times.
2. To respect the rights of 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 proper manners at any school related activity.
5. To use common campus courtesy.
6. To regard school property with care and pride.

Board of Trustees

Briarwood Academy is governed and controlled by the Board of Trustees. The Board consists of nine Trustees who serve three-year terms. The Trustees make all policies, determine goals and objectives for the school, and make the final decisions in all matters related to the policies of the Board of Trustees.

For a full list of the members of the Briarwood Academy Board of Trustees, please visit the school website at www.briarwoodacademy.com.

ACADEMICS

Academic Integrity Statement

We, as members of Briarwood Academy's academic community, will do our best at all times to conduct ourselves with academic integrity by displaying honesty, fairness, personal accountability, and respect toward ourselves and others in all facets of academic achievement.

Policy Concerning Promotion/Retention and Academic Probation

Each elementary student shall progress through school passing through one grade level per academic year. However, a child may be retained if it is the recommendation of the teachers and the Head of School that the child would benefit from another year in the same grade. Parent/guardian conferences shall be conducted no later than the beginning of the third quarter to discuss possible retention of the child.

Briarwood middle and high school students must pass at least five out of six classes for an academic year in order to be promoted to the next grade. If a student fails one class for the year, he/she will be promoted but placed on academic probation. Students on academic probation will have their grades and behavior monitored each nine weeks, and any student on academic probation who is not passing all classes will be referred to the Board of Trustees to determine the appropriate course of action, which could include dismissal from Briarwood Academy.

Any middle or high school student who fails two or more classes in an academic year will automatically be retained in the same grade and placed on academic probation.

All students who meet admission requirements and transfer to Briarwood Academy from another school will be accepted on a provisional basis. During the student's first year at Briarwood Academy, his/her grades and behavior will be monitored each nine weeks. New students who have multiple behavior referrals or who are failing more than one class at the end of a nine weeks will be referred to the Board of Trustees to determine the appropriate course of action, which could include dismissal from Briarwood Academy.

It is the policy of the school that a student will only be allowed a one-time retention in 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.

Class Dues

Students in elementary grades will be charged a class fee that will be utilized for supplies, incentives, and other needed items throughout the school year. The class fee for each grade will be set by that grade's teachers, and parents will be notified of the amount at the beginning of the school year. Middle/high school class dues will be used for the Junior-Senior Prom and graduation expenses only.

Class dues shall be paid as follows:

K4 and K5- \$55.00
1st-5th Grades- \$35.00
6th-8th Grades- \$20.00
9th Grade- \$25.00
10th Grade- \$30.00
11th Grade- \$35.00
12th Grade- \$40.00

Class fees/dues will be charged to each student's FACTS account.

Grading Periods

Each school year will be divided into four grading periods of approximately the same number of days. Beginning in first grade:

1. The semester average in each subject will be determined by adding the first nine weeks average and the second nine weeks average and dividing by two.
2. Adding the first semester average and the second semester average and dividing by two will determine the yearly average in each subject.
3. 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.

In grades 6-12, a nine weeks 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 in the classes for which they will have exams the following day. The nine-weeks test counts 20% of the nine-weeks average. A written, cumulative exam will be given in each class. Projects, presentations, etc. may not be counted as exams.

Graduation

1. High school graduation will be held on a 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.
5. In order to participate in the graduation ceremony and all other graduation-related activities, students must pass all of their classes during their senior year.

Requirements For:

Graduation

1. A total of twenty-three units are required for graduation.
2. Briarwood students are required to take six 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
Personal Fitness/Health- 1 unit
CTAE/Foreign Language/Fine Arts- 1 unit
Electives- 4 units

Valedictorian and Salutatorian

1. The student who has attended Briarwood Academy for two consecutive years immediately preceding graduation, taking at least two honors/AP classes each year, and who has the highest overall cumulative numerical average, 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 classes each year, and who has the second highest overall cumulative numerical average, 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 classes each year, and who has the third highest overall cumulative numerical average, will be awarded the honor of being First Honor Graduate.
4. The selection process for Valedictorian, Salutatorian, and First Honor Graduate takes place at the end of the third nine weeks.

Honor Graduate

1. Honor graduates are those members of the senior class who have a cumulative numerical average of 90 or above.
2. The average will be determined at the end of the third nine weeks grading period of 12th grade.
3. Students must take at least one honors/AP course per year to be eligible to graduate as an Honor Graduate.

Junior Ushers

1. Junior ushers are those members of the junior class who have a cumulative numerical average of 90 or above.
2. The average will be determined at the end of the third nine weeks grading period of 11th grade.

3. Students must take at least one honors/AP course per year to be eligible to serve as a junior usher. (This requirement will begin with the Class of 2026).

Junior Marshal

The member of the junior class who has attended Briarwood for two consecutive years immediately preceding the end of his/her junior year, taking at least two honors/AP courses each year, and who has the highest overall cumulative average will be awarded the honor of being Junior Marshal.

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 weeks grading period and an annual Honor Roll. To be considered for the annual Honor Roll award, students must have an average of 90 or above for the school year with no grade below 90 for each of the first three 9 weeks grading periods.
2. Students who make an average of 80 or above with no grade lower than 80 for a nine weeks grading period will be listed on the Briarwood Academy Merit List for that grading period. There will be a Merit List for each nine weeks grading period and an annual Merit List. To be considered for the annual Merit List award, students must have an average of 80 or above for the school year with no grade below 80 for each of the first three 9 weeks grading periods.

Credit Recovery/Summer School Policy for Grades 9-12

1. Students in grades nine through twelve may only be allowed one summer/virtual class per subject (English, Foreign Language, History, Math and Science).
2. Students in grades nine through twelve may only be allowed one credit recovery session (when available) per subject taught. The recovery is to be held at Briarwood Academy by an instructor approved by the Head of School. The minimum instruction time for credit recovery will be sixteen hours.
3. Students will only be eligible for a credit recovery session if they have a yearly average of 60.0 or higher.
4. All credits received either by credit recovery or summer school must be approved by the Head of School. Discipline record will be considered in granting approval.

5. Any exception to this policy must be approved by the Briarwood Academy Board of Trustees.

HOPE Scholarship Rigor Requirements
Graduation on or after May 1, 2017
Number of Courses Required Prior to Graduation: 4

In order to meet the rigor requirements for the HOPE Scholarship, 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 (AP) courses in core subjects
4. International Baccalaureate (IB) 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
6. Advanced foreign language courses

Testing Programs

Advanced Placement

Advanced Placement (AP) exams are given to students upon completion of an AP class. The College Board sets the dates and costs for these exams. Depending on the score and the college, a student may earn college credit with a passing score of three or above. All students who choose to take an AP class must take the accompanying 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 during their junior year will be required to take AP Calculus.

PSAT/NMSQT

The Preliminary Scholastic Assessment Test (PSAT)/National Merit Scholarship Qualifying Test (NMSQT) will be administered to the sophomore class each year in October. Any member of the junior class who wishes to take the PSAT/NMSQT in an attempt to qualify for the National Merit Scholarship can see the Dean of Student Services for more information.

PSAT 8/9

The Preliminary Scholastic Achievement Test 8/9 will be administered to the 8th and 9th grade classes each year in January.

SAT I/SAT II

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

ACT

The American College Test (ACT) is another test score accepted for entry by many colleges and universities. Registration information is available in the Dean of Student Services' office. The CEEB school code is 112988.

ITBS

The Iowa Test of Basic Skills (ITBS) is given each spring to students in grades 1-7.

Course Offerings

Elementary School

The curriculum in elementary grades stresses the mastery of basic skills necessary to ensure competence in language arts (phonics, spelling, grammar, reading, and writing), mathematics, science, and social studies.

Middle School

6th Grade: English/Literature, Earth Science, World Geography, Math, Computer, Physical Education

7th Grade: English/Literature, Life Science, American History, Pre-Algebra, Exploratory, Physical Education

8th Grade: Honors 9th Lit/Comp or 8th Grade English/Literature, Physical Science, Georgia History, Algebra I, Exploratory, Physical Education

High School

9th Grade: 9th Lit/Comp or Honors 10th Lit/Comp (9), Biology/Honors Biology, World History, Algebra I/Honors Algebra II, Health/Physical Education, Spanish I

10th Grade: AP Seminar or 10th Lit/Comp, Chemistry/Honors Chemistry, Government/AP Government, Algebra II/Geometry, Spanish II, Elective

11th Grade: American Lit/Comp or AP Language, Physics/Physical Science, US History/AP US History, Geometry/Pre-Calculus, Honors Calculus, AP Psychology, Health Sciences, Elective

12th Grade: British Lit/Comp or AP Literature, Anatomy/AP Biology, Economics/Honors Economics, AP Calculus/Calculus/Pre-Calculus, AP Psychology, Entrepreneurship, Elective

*Electives: Yearbook, Chorus, Film Studies, Weight Training

** Elective offerings may be changed as necessary.

It is the policy of Briarwood Academy that all students must take one class in each academic subject area (English, Math, Social Studies, and Science) each year. This policy applies even if students have fulfilled all of their credit requirements in a particular subject area.

It is the policy of Briarwood Academy that any student taking an AP or honors class who wants to withdraw from the class and take its college prep equivalent must do so before the midterm date of the first nine weeks.

Library/Media Center

Both the teacher and library media specialist help students use information effectively. Through collaborative efforts they integrate library research skills into the curriculum. Students are encouraged to use the media center and return their materials on time. Students in all elementary grades will make weekly visits to the media center with their class. Students will be asked to pay for lost and/or damaged materials. No students are to be in the media center without proper supervision.

ATTENDANCE

Perfect Attendance

Students in grades K4 through 5 must be present or arrive at school by 11:30 to be counted present. Students that accumulate twenty tardies or more for the school year will not be considered for perfect attendance.

Students in grades 6-12 must be present for at least four full class periods to be counted present for the day.

Policy Concerning Absences and Tardies

Briarwood Academy maintains high expectations for students in their school attendance and punctuality. These factors have a positive effect on a student's grades and academic progress. In order to reach the goal of maximum educational benefits for each child, the process of education requires continuity of instruction, classroom participation, learning experiences, and study. The regular interaction of students with one another and their participation in well-planned instructional activities are vital to this purpose. Attendance and punctuality play a significant role in a student's success at school and are important life skills.

As directed by the Board of Trustees, the following procedures will be used to implement the school's attendance policy:

Attendance- A student is considered to be in attendance if the student is physically present in a class.

Tardy- A student is tardy if the student arrives after the expected time. Tardiness will be counted as an absence in situations where the student arrives too late to have meaningful participation in the class, lesson, or activity.

Truancy- A student is truant if the student is absent from school without the knowledge and consent of the parents and the administration. A student is also considered truant if the student leaves school without the consent of the administration or accumulates excessive unjustifiable absences, even with parental consent. Truancy is a type of unexcused absence.

Attendance Standards for Elementary Students

When a student is absent from school, 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 a make-up opportunity will not be afforded to the student. When absences are excused, students shall be afforded the opportunity to make up all work. The note

is to be presented to the child's teacher. If a student is absent from school for half the school day, he/she will not be allowed to compete in any sporting event. Exceptions will be handled by the Head of School in accordance with Briarwood Academy policies. Any student who accumulates 20 absences can be referred to the Board of Trustees to determine whether the student is eligible for class credit.

The following types of absences will be excused. Documentation must be provided as indicated.

1. Illness or injury of the student, with written excuse from the parent or physician.
2. Illness or injury of a member of the student's family when the student's presence is necessary or expected, with written excuse from the parent.
3. Medical appointments, with written appointment confirmation by a medical provider.
4. Funeral, with written excuse from the parent. The administration may require a program or other evidence from the services as well.
5. Religious observances, with written excuse from the parent.
6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with written excuse from the parent.
7. Out-of-school suspension.
8. Visits with immediate family member who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.

Procedures for Excessive Absences/Tardies for Elementary Students

When students must be absent, parents are to call or email the school office by 9:30 AM. For the sake of the child's health and for the sake of others, children should not come to school if they are ill. Those who show signs of illness or a fever of 100 degrees or more will be sent home. Students must be fever-free for 24 hours without medication before returning to school.

The elementary school day begins at 8:00 AM, and any student not in his/her classroom at the ringing of the 8:10 bell is considered tardy. Students who arrive late shall

have an adult come into the office with them and sign them in. (When the school bus is late, students are not counted tardy.)

Every teacher will record individual student tardies. After the sixth unexcused tardy in a nine-weeks grading period, the parent will be contacted by the Elementary Dean of Students. If the issue is still not resolved after this contact, the student will be given early morning detention for each tardy starting with the eighth tardy. 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.

Attendance Standards for Middle and High School Students

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 fifth unexcused tardy to school per nine weeks, the student will be referred to the Assistant Head of School and will be assigned a one-hour detention. Each subsequent unexcused tardy will result in an additional detention for the remainder of the nine weeks grading period. After the sixth unexcused tardy in a nine-weeks 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.

When students must be absent, parents are to call or email the school office by 9:30 AM. For the sake of the child's health and for the sake of others, children should not come to school if they are ill. Those who show signs of illness or a fever of 100 degrees or more will be sent home. Students must be fever-free for 24 hours without medication before returning to school.

NOTE: Parental notes/excuses will allow the students 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.

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 the student. 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 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 Head of School in accordance with GISA rules or Briarwood Academy Board policies. Any student that accumulates ten 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 pre-induction 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.

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 third time in a nine weeks period, he or she will be referred to the Assistant Head of School for a one-hour detention. A one-hour detention will also be assigned for each subsequent time a student checks out without an excuse. 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.

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 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 not to have his/her assignments BEFORE returning to school. A student who knows that he/she will be absent from school for a specific activity is expected to make up all school work prior to his/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. Any student who is absent on the day of a test, quiz, or project that he/she was aware of will be expected to make up the assignment on the day he/she returns to school. 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 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 zero 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.

Senior College Days

Seniors are allowed visitations to colleges that may be taken during school time. Students must receive prior approval from the Dean of Student Services. The senior must also bring back official documentation from the college or university to verify that 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. School administrators have the final decision as to the appropriateness of all clothing and attire. The following are guidelines for students in grades K4-12:

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 at any time unless approved by the Assistant Head of School, 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 or injuries are not permitted.
4. See-through clothing and clothing that has rips, tears, or frays to the point of creating holes is not permitted. Also low cut blouses that show any cleavage are not allowed. All undergarments are to be covered.
5. Oversized clothing, which compromises the safety of students, is not permitted.
6. Appropriate and safe shoes or sandals must be worn at all times. Rolling shoes are not allowed.
7. All students are expected to keep their hair neat and well-groomed. Extreme hair styles (mulletts, mohawks, etc.) and extreme hair colors will not be allowed.
8. As a general rule, males will not allow their hair to come over their collar, come over their eyes, or come over their ears. They also may not tie their hair up in any way. Additionally, the Briarwood administration reserves the right to deem any hairstyle as inappropriate even if it technically fits into these guidelines. Once a male student is warned about needing a haircut, he will have one week to get it cut. If he hasn't gotten a haircut in one week, he will serve a one-hour detention each day until his hair is cut.

9. 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 (\$2.00) from the office and shaving at school. Continual non-compliance will result in parental notification and/or disciplinary action.
10. Visible body piercings other than earrings for girls are not permitted. Visible tattoos are also not permitted.
11. At no time will any undergarments show.

In addition to the above guidelines, the following will apply to middle and high school students:

1. All shorts, skirts, and dresses will have hems and will be no shorter than the width of a dollar bill (approximately 1 and ½ inches) above the knee. This includes skirts and shorts that are worn over leggings.
2. 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, 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 Assistant Head of School or Dean of Students Services.

Leggings and athletic types of tights/pants are ruled inappropriate to be worn alone. Leggings and 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 2 and ½ inches above the knee.

3. Sleeveless dress shirts are acceptable for females, however the majority of the shoulder must be covered. No tank tops, mesh shirts, halter tops, strapless tops, or spaghetti straps can be worn without an over-blouse covering the top.
4. 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 in the student serving detention. Habitual violations will result in further disciplinary action to be determined by the Assistant Head of School.

In addition to the above guidelines, the following will apply to all elementary students:

1. Pants or shorts should be fitted at the waist and not overly baggy, frayed, ripped, or tight. Athletic pants, shorts, and leggings are permitted in elementary school.
2. Shorts should be longer than the bottom of the shirt/top worn. For example, it should be apparent that the student has on shorts. Spandex-style shorts are not allowed to be worn unless they are under a dress or skirt.
3. Girls wearing dresses or skirts should wear shorts or spandex-style shorts (not bloomers) underneath dresses and skirts.
4. Sleeveless shirts should have the majority of the shoulder covered. Tank tops, mesh shirts, halter tops, strapless tops, spaghetti straps, or open backed shirts are not permitted.

GENERAL SCHOOL RULES

Parent Concerns

All concerns about a classroom issue should be addressed with the teacher of that classroom. If further assistance is needed, contact the administration. All concerns about day-to-day activities and policies should be directed to the administration. If the situation remains unresolved, the Head of School 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 handbook acknowledgement form, parents and students agree not to make disparaging social media posts concerning Briarwood Academy, its employees, and/or its programs and to follow the above problem resolution guidelines.

Academic Dishonesty/Plagiarism

Any student found guilty of cheating will be referred to the school administration for appropriate action. The first offense for cheating will result in the student receiving a zero, a contact to the parent, and a one-hour detention. The second offense for cheating will result in the student receiving a zero, a contact to the parent, 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 or the representation of them as one's own original work." This includes the use of ChatGPT or other artificial intelligence programs to write papers or complete assignments. 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 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 sign in and 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 email their child's teacher directly to schedule a conference, or they may contact the Dean of Student Services for assistance.

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

Animal and Pet Visits

No animal or pet is allowed on school property unless it is used for personal assistance. Any animal on the property will be removed by either the owner or animal control.

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 at the end of the 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 parent/guardian.

The student is not dismissed until he or she receives permission from the secretary or school administration. The student must also speak with each teacher that he or she is scheduled to report to for the remainder of the day and let them know they are leaving early. 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 their lunch or eat in the school 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 Head of School. 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.

Fundraising

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

Parking/Driving Privileges (High School Only)

Student parking lots are located on the east and west ends of the main school building. Students are expected to park in their assigned student parking lot 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. Once a student arrives on campus, they may not move their vehicle until they leave campus for the day. Students must leave their cars in the designated parking lots until 4:00 PM if they are remaining on campus. 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. Any student caught in the parking lot during school hours without direct permission from the office will receive a one-hour detention. Further violations of this policy will result in the loss of driving privileges for a period of time to be determined by the administration.

Once arriving on campus, students must immediately exit their vehicles and report to their designated classrooms. No student will be allowed to sit in his/her car after arriving on campus. Students are also not allowed to sit in other students' cars.

Any student who drives a motorized vehicle on the Briarwood Academy campus must have a Class C or Class D driver's license. Failure to observe this rule will result in the forfeiture of driving privileges.

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 a reason to believe there are inappropriate items in the vehicle. The school assumes no liability for vehicles on campus.

Fees, Fines, and 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 Assistant Head of School.

Cell Phone Policy

At Briarwood Academy, we fully understand that we live in the age of technology, and we enjoy the benefits of advancing technology. We also understand the importance of communication with your child. However, due to these advancements it is increasingly difficult to monitor the activities of cell phones and smart devices that enable students to use text messaging, cameras, and social media platforms during the course of the school day. While we will continue to allow our students to employ the use of technology to enhance their learning and academic growth, that use must be under the supervision and direction of our faculty and must be done with technology equipment owned by the school (computer labs, Chrome books, etc.). **Due to privacy issues, students are not allowed to take photographs or make video and/or audio recordings while on campus. Briarwood Academy prohibits the use of cell phones and/or smart devices (including watches) for communication and recreational use during the entire school day.** Students may use cell phones outside the buildings before the school day begins or after 2:45 PM. All cell phones belonging to students should be left at home, locked in vehicles, or placed in lockers and are not allowed to be carried during the school day. Any student violating this policy will have his or her phone and/or smart device taken and will be referred to the Assistant Head of School for disciplinary action to include:

1st Offense: one day of after-school detention and a parent/guardian must pick up the phone from the school

2nd Offense: three days of after-school detention and a parent/guardian must pick up the phone from the school

3rd Offense: five days of after-school detention and a parent/guardian must pick up the phone from the school

Continued violations of the cell phone policy may result in increased disciplinary action to be determined by the administration.

If a student needs to contact his or her parents, they may do so by coming to the office and asking to use the office phone to call home. Likewise, parents who need to get in touch with a child during the school day may call the school office, and the secretary will take a message to give to the student.

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

Electronic Equipment

Equipment such as radios, iPads, mp3 players, televisions, CD/DVD players, musical instruments, headphones (AirPods, earbuds, etc.) and electronic games are distracting at school. None of these items should be used or turned on at school 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 listed in the Briarwood Academy cell phone policy.

Social Functions/School Parties

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

Food and Drink

Students are not allowed to have food, drinks, gum, or candy in the classrooms during instructional times. Bottled water is acceptable in classrooms with permission from the Head of School or Assistant Head of School. 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 clean-up duty during break or after school by a teacher or administrator. Repeated violations shall be referred to the Assistant Head of School.

Field Trips

Field trips are an important part of the educational experience at Briarwood Academy. Faculty, staff, and students will follow all rules of Briarwood Academy for the duration of each field trip. Everyone who participates in a Briarwood field trip is a representative of Briarwood and should behave in a way that puts the school in the best possible light. The purchase, possession, and consumption of alcoholic beverages is strictly forbidden for anyone attending a Briarwood field trip.

The cost for fuel for field trips is as follows:

- Trips that are within 20 miles of the school: no charge
- Trips that are 20-50 miles from the school: \$5 per person
- Trips that are 50-100 miles from the school: \$10 per person
- Trips that are more than 100 miles from the school: \$15 per person

(Fuel costs are subject to change.)

Any student who does not attend a Briarwood field trip is required to come to school on the day(s) of the trip unless there is an excused reason for missing school. Any work that is assigned to students not attending a field trip must be made up according to Briarwood's make-up work policy if they do not come to school.

DISRESPECTFUL AND 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, and/or vulgarity to faculty members, school employees, visitors, or other students will not be tolerated. This includes threats, profanity, and/or vulgarity that is made on social media or other online platforms. Violators will be referred to the school administration for disciplinary action.

Fighting

Fighting by any student while that student is under the supervision of Briarwood Academy at school or any school sponsored event is a serious offense. Students who fight at

school 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.

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 buildings or grounds of Briarwood Academy 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 of the school are subject to suspension from school and school related activities (sports, literary, field trips, prom, etc.) with notification of authorities. Seniors participating in behavior detrimental to school facilities may also jeopardize participation in graduation ceremonies. 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/Bullying

Briarwood Academy does not tolerate hazing or bullying 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. Bullying is defined as “the use of force, coercion, or threat, to abuse, aggressively dominate, or intimidate.” Any student or group of students suspected of hazing or bullying will be brought before the school administration and will be subject to disciplinary action if it is determined they are guilty. This includes hazing or bullying on any electronic and/or social media platforms.

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 these types of items. Use of drugs not authorized by a medical prescription from a registered physician shall 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 person’s prescription drug while on school property or at a school-related event will be considered in violation of this policy. The school counselor and school nurse should be notified if a student is taking prescription medicine. If it is necessary for a student to be in possession of or take a prescription medication during school hours, the medication must be given to the school nurse to remain in her possession. The school nurse will give the student his or her medication at the appropriate times. This also applies to over the counter medication. 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 in 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-related function. Any student caught using, or in possession of tobacco or any tobacco-related item will be assigned five days of after-school detention. The student's parents will also be contacted. Any student caught violating this policy for the second time during his/her school career at Briarwood will be referred to the Board of Trustees for possible expulsion from Briarwood Academy.

This policy also applies to any nicotine delivery system, including but not limited to e-cigarettes, vape pens, nicotine pouches, etc.

Use of Alcoholic Beverages

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 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 will receive other disciplinary action as deemed appropriate by the Board of Trustees. The administration reserves the right to search any student's vehicle or possessions at any time they believe the student may be in possession of such items.

It is also the policy of Briarwood Academy that all persons (students and adults) who attend any school-related function at Briarwood Academy or sponsored by Briarwood Academy may not use, buy, sell, or possess alcoholic beverages. Neither shall they be under the influence of any alcoholic beverages. Any person violating this policy will be automatically asked to leave the event and will be referred to the Board of Trustees for possible banning from future school-sponsored events. The proper authorities may also be notified.

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 or being out of a 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 or the driver
7. Not following the reasonable requests 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 or throwing objects from the bus
13. Threatening violence to the driver or anyone else riding the bus
14. The use of profanity directed at the bus driver
15. Possession of any 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 Assistant Head of School 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 a 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, 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.

Elementary Discipline

Each elementary grade level has a set of classroom rules & expectations that fit into the overall discipline plan of Briarwood Academy. These are age appropriate for the specific grade level. Along with these classroom rules are consequences for misbehavior. The consequences are set by the grade level classroom teachers and are developmentally appropriate for the grade.

Students may also be referred to the Elementary Dean for discipline concerns. Students who have been referred to the Elementary Dean will then have a discipline plan implemented for them based on their age & area of concern. Students who have extreme behavior concerns, do not show improvement once a discipline plan has been put in place or continue to cause a disruption to the learning of other students, can be issued detention, suspension, and/or expulsion from school.

Break, Regular, Extended, and Early Morning Detention

Detention is divided into four categories: break detention, regular detention, extended detention, and early morning detention. Break detention will be given during school break which will be from 10:12 AM until 10:29 AM. Students must report to the office during this time to receive instructions for break detention. Regular detention will run from 3:10 PM until 4:10 PM on designated days. Students who are in violation of any number of school rules will first be assigned regular detention. Extended detention is a work time under the direction of the administration and/or coaches that runs from 3:10 PM until 5:10 PM. A student who repeats minor violations of school rules will be assigned extended detention. During regular detention and extended detention, students will clean the campus and grounds as seen appropriate by the Assistant Head of School. Early morning detention will be from 7:10 AM until 8:10 AM and will mainly be assigned to students with excessive tardies.

Saturday Workdays

Students who do not abide by the rules and policies that govern Briarwood Academy may be assigned Saturday workdays. The student may be assigned to work a half day or a full day. Half day Saturday detention is from 8:00 AM until 11:00 AM. Full day Saturday detention is from 8:00 AM until 2:30 PM. Any student assigned a Saturday workday is responsible for bringing his/her own tools, equipment, and lunch for the day. Saturday workdays will be scheduled throughout the school year as needed. The Head of School, Assistant Head of School, or another school 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 sanctioned by the school (academic, athletic, literary, music, etc.). The following guideline will govern the suspension of a student:

1. It is the student's responsibility to keep up with all work missed. Teachers are not responsible for gathering make-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 turned in within three days after the student returns to school.
4. A student will receive a one-point deduction from his/her nine-weeks average in each class for each day that he/she is suspended.

5. Any student suspended for behavioral issues will automatically be placed on behavioral probation. Any other behavioral issues, including other suspensions, will result in the Board of Trustees reviewing the student's disciplinary record and determining an appropriate course of action. This could include expulsion from Briarwood Academy.

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 Georgia Independent School Association (GISA) and participates in region and state competitions in football, cheerleading, basketball, softball, baseball, track, tennis, cross-country, soccer, and golf. The following GISA eligibility rules govern participation in high school sports:

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 in a grade and are not eligible to take summer 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 in grades 6-12 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/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 meets, matches, or games to be eligible for any post-season tournaments (region or state).
6. The Head of School 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 game after the ejection. Any extra punishment or suspension for a student or fan will be left up to the discretion of the school administration.

It is the policy of Briarwood Academy that any student or fan may not be in possession or under the influence of alcoholic beverages at any school event, including athletic events. Any person in violation of this rule will be automatically ejected from the event. Additional punishment may also be given by the school administration and/or Board of Trustees.

Athletic Code of Conduct

If a 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 sporting events of those teams 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 Code of Conduct will be decided by the Head of School, Assistant Head of School, and Athletic Director.

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 or in designated outdoor 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 and break only. Items from 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.).

Break

Biscuits and other items ordered for break must be picked up at break. No break food will be held until lunch. Only students in grades 6-12 may order food for break.

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 blasts along with a flashing strobe light in the classroom 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. There should be no pushing, running, talking, etc. Students will quietly remain in the safety zone in formation until the signal is sounded.

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.

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 the 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 that drug use may have, and the possible adverse effects on others with whom the student is associated.
- To provide reasonable safeguards to help ensure 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 is:

- Caught in the act of consuming illegal drugs.
- Obviously under the influence of drug use.
- Possesses drugs or drug paraphernalia on their person, in their vehicle, or in their possession in any way.
- Direct or circumstantial evidence of possessing, using, or supplying drugs.

Anonymity

Students will be assigned student authorization numbers 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 ensure that the result is not a "false" positive.

Procedure

The testing of students will be conducted by a professional testing service. The testing service will complete the test and report the result of the tests to the school administration. The administration will then immediately notify the parent or guardian of any student who had 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 basis 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 who test 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 year beginning within thirty 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 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 day suspension. The paper is to be submitted to the Head of School, 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 Head of School 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 these requirements 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 to 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 bodily fluids like urine or saliva, to determine whether illegal drugs are present. Compared to analysis of bodily 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 hours after use. Rather than the hours or days covered by a test of bodily fluid, 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 Head of School. A copy of the results shall be submitted directly from the testing agency to the Head of School.

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 that 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 Head of School, Assistant Head of School, 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 the victim is a child, 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 and 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 reasonable basis to believe that sexual abuse has been committed. Our investigation may be undertaken by either an internal team or an independent third party. We will cooperate fully with any investigation conducted by law enforcement and 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 to reassign 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 victim(s) and subject(s) of the investigation 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 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.
- 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 area 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.
- 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.