

# BRIARWOOD ACADEMY

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## STUDENT AND FAMILY HANDBOOK 2025-2026

## INTRODUCTION

Briarwood Academy is *COMMITTED TO EXCELLENCE*. The way that we accomplish this lofty goal is through the partnership of home and school. We can only do what we do at school through the support of parents and families at home. The student and family handbook is one small way that we partner together to make sure that each of our students is receiving the best possible education.

I am excited that this year we are restructuring the layout of the handbook to make it easier for you to access the portions that pertain to the Elementary School. Much of the handbook remains the same, with a new layout, however I would encourage you to read through the handbook carefully in order to ensure that there is a seamless partnership between home and school.

Thanks!

Mrs. Emily Furr, M.Ed

Elementary Dean of Students

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 provide a college preparatory education in a Christian Environment that enables each student to achieve the greatest scholastic, social & moral growth.

## **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](http://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.

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- \$50.00  
1<sup>st</sup>-5<sup>th</sup> Grades- \$35.00

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.

## **Testing Programs**

### **ITBS**

The Iowa Test of Basic Skills (ITBS) is given each spring to students in grades 1st-5th.

### **Star Reading and Math**

The Star test is a series of computer-adaptive assessments used to evaluate student's reading and math skills. It is given at the beginning of the year and the end of the year to show student growth.

## **Course Offerings**

### **Elementary School**

The curriculum in grades K4 through 1st grade focuses on building a strong foundation for reading and mathematics, focusing on phonemic awareness, phonics and mathematical reasoning and math facts. In grades 2nd through 5th, students apply their knowledge of reading and mathematics to master the basic skills necessary to ensure competence in language arts, mathematics, science and social studies.

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.

**K4:** uses the GELDS as a foundation for their learning. Students learn in a variety of ways through play, small group instruction, whole group instruction and hands-on interactive lessons.

**K5:** MyView Literacy, Saxon Mathematics, and D'Nealian handwriting curriculum is used to ensure that students have a strong foundation in both language arts and mathematics.

**1st Grade:** Saxon phonics, Saxon Mathematics, Journeys Reading, and D'Nealian Handwriting

**2nd Grade:** Saxon phonics, Saxon Mathematics, Journeys Reading, Gallopade Social Studies, Harcourt Science, and D'Nealian Handwriting

**3rd Grade:** Journeys reading & Language Arts, Sadlier's Grammar Workshop, Saxon Mathematics, Gallopade Social Studies and Harcourt Science

**4th Grade:** MyView Literacy Reading & Language Arts, Saxon Mathematics, Gallopade Social Studies, and Harcourt Science

**5th Grade:** Novel studies for reading comprehension & elements of literature, Sadlier's Grammar Workshop, Sadlier's Vocabulary Workshop, Saxon Mathematics, Gallopade Social Studies, and Harcourt Science

### **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

lower elementary grades will make weekly visits to the media center with their class and students in upper elementary grades will visit the library twice a month 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.

### **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. 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 email the student's teacher the day of the absence. 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. Every 5 absences or tardies, the student's parent will be contacted by the Elementary Dean of Students.

### **Make-Up Work**

The student has the responsibility to make up work that was missed during an excused or unexcused absence. 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. Parents should email the student's teacher and make arrangements for the work to be sent home prior to the absence. If a student is going to miss a test, the teacher will decide whether it is in the best interest to take the test prior to the absence or on the return of the student. 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.

If a student is absent due to illness, parents can make arrangements to pick up the missed assignments in the office or have them sent home with a sibling. All make-up work must be completed within three days of the student's return to school.

### **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.

## **SCHOOL DRESS AND GROOMING CODE**

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 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. Starting in the spring of 2026 “butterfly” shorts will not be allowed.

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 or dresses are not permitted.

5. Students in grades 3rd-5th who wear leggings need to have a top that comes to the top of their thighs.

## **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.

A general recommendation for addressing classroom concerns would be: classroom teacher, Dean, Head of School, then Board of Trustees.

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. For students in lower elementary grades, the focus will be on teaching the student that cheating is wrong and the student will lose points on their behavior grade, miss recess time, and/or re-do the assignment. Students in upper elementary grades, may be given a zero on the assignment and/or serve recess detention. A second offense for cheating, will result in the student receiving a zero, after school detention, and possible suspension from extracurricular activities. Parents will be notified of any cheating.

### **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 Elementary Dean for their school 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 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.

### **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 Elementary Dean for disciplinary action to include:

1st offense: one day of recess detention and a parent/guardian must pick up the phone from the school

2nd offense: three days of recess detention and a parent/guardian must pick up the phone from school

3rd offense: three days of afterschool detention and a parent/guardian must pick up the phone from school

### **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, unless given by the teacher. Bottled water is acceptable in classrooms. 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 Elementary Dean .

### **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 make arrangements for the days of the trip. These will be considered unexcused absences from school unless there is an excused reason not to participate in the trip. 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 attend the trip.

### **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.

### **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 satisfy the conduct requirements of school administrators.
2. Junior Varsity and elementary teams are required to meet the appropriate eligibility requirements.

3. A student who leaves school early due to an illness will not be eligible to participate in practice or games on the day that they check out of school. If a student leaves school early to go to an appointment or a funeral, they may still be eligible to participate in practice or games on the day that they miss as determined by their coach.

### **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.).

## **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.

## **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.