

B R O O K H A V E N A C A D E M Y
E D U C A T I O N A L
F O U N D A T I O N , I N C .

JR. HIGH & HIGH SCHOOL

S T U D E N T - P A R E N T
H A N D B O O K



B R O O K H A V E N ,
M I S S I S S I P P I

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PHILOSOPHY

Brookhaven Academy is a non-sectarian school based on Christian principles and dedicated to a quality education. A total education must include the opportunity to develop academically, spiritually, socially, morally, emotionally, and physically.

The school should enable students to achieve educational, vocational, and personal goals. The curriculum should be broad enough, and school activities varied, to allow students to participate fully in the educational process and to achieve educational objectives. Quality education, a major goal of the school, is stressed and encouraged so students will achieve the high level of academic excellence needed for education at a higher level and vocational competence. A major outcome of our educational process should be the creation of a useful, worthwhile citizen capable of deriving enjoyment and satisfaction from living in, sharing in, and contributing to our democratic society.

The faculty and staff of Brookhaven Academy should instill Christian principles into each of our students by our teachings and by our actions. Along with the home and church, the school should help to mold students in the spiritual aspect of life.

We live in a changing world from the standpoint of morals, social customs, and social change. It is our responsibility to prepare students to face these changes and deal with them, developing from within a sense of moral responsibility, patriotic responsibility, ecological responsibility, and global responsibility.

The process of education should not only prepare for life experience at some later date but should enable the student to cope with daily problems in his or her current experience. We should promote opportunities for the development of self-understanding, self-confidence, self-discipline, self-respect, and a sense of responsibility.

Participation in school activities be they academic, athletic, or extracurricular, should facilitate the development of well-rounded, balanced, healthy individuals. Athletics should be a part of the educational process to help students prepare for the future.

Brookhaven Academy strives for a cooperative relationship among all persons involved in the total educational process - students, teachers, administrators, related school personnel, school board members, and citizens of the community. We encourage daily practice of our educational philosophy.

MISSION STATEMENT

Our mission at Brookhaven Academy is to provide a Christian-based, college preparatory curriculum in which each student is challenged to achieve excellence and mature spiritually, intellectually, emotionally, socially and physically.

OUR BELIEFS

1. Student learning is enhanced by exposure to consistent, strong Christian principles and morals.
2. Teachers, administrators, parents, students, and directors share the responsibility of advancing the school mission and maintaining a positive learning environment.
3. Each student, as a valued individual with unique spiritual, social, intellectual, emotional, and physical needs, can learn and should be challenged to reach his/her greatest potential.
4. Challenging expectations, coupled with appropriate opportunities for success and positive reinforcement, increase individual student performance.
5. Higher level learning skills and individual student responsibility are acquired when problem-solving and decision-making activities are used in the class-room.
6. Student learning is maximized in a safe and physically comfortable environment where self-discipline and self-control are instilled in the student.
7. A student's self-esteem is enhanced by positive Christian relationships and mutual respect among students and school staff.
8. A school's commitment to continuous improvement of curriculum and instructional practices enables students to achieve lifelong learning.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

Brookhaven Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available, to students at the school. Brookhaven Academy does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, instructional service, or activity programs.

**School Calendar
2011-2012**

August 8, 2011	New Family Cookout-6:30 p.m.
August 8, 2011	Student Orientation (Half-day for students)
August 9, 2011	First full day of school
August 15, 2011	Membership Meeting-6:00 p.m. Meet the Cougar Night/Open House (Following the Membership Meeting)
September 5, 2011	Labor Day-No school
September 13, 2011	JH/HS Progress Reports
October 7, 2011	Homecoming (Half-day for students)
October 11, 2011	JH/HS Report Cards
November 15, 2011	JH/HS Progress Reports
November 21-25, 2011	Thanksgiving Holidays
November 28, 2011	School Resumes
December 2, 2011	MAIS Meeting-No school
December 19-21, 2011	JH/HS Semester Exams
December 22, 2011 – January 8, 2012	Christmas Holidays
January 9, 2012	2 nd Semester Begins
January 10, 2012	JH/HS Report Cards
January 16, 2012	Holiday-No school
February 14, 2012	JH/HS Progress Reports
February 20, 2012	Holiday-No school
March 9, 2012	MAISEA District Teachers' Meeting (No school for students)
March 12-16, 2012	Spring Break
March 19, 2012	School Resumes
March 19, 2012 – March 30, 2012	7 th /8 th Grade Achievement Testing

March 20, 2012	JH/HS Report Cards
April 5, 2012	School Dismissed 11:30 (Teacher Professional Development)
April 6 – 9, 2012	Easter Holidays
April 10, 2012	School Resumes
April 24, 2012	JH/HS Progress Reports
April 30, 2012 – May 4, 2012	Senior Exams
May 6, 2012	Vespers
May 9, 2012	JH/HS Awards Day-10:00 a.m.
May 11, 2012	6 th grade Graduation - 8:30 a.m.
May 11, 2012	12 th grade Graduation - 7:00 pm
May 14, 2012	K-5 Graduation - 6:00 p.m.
May 14-17, 2012	JH/HS Final Exams (Grades 7 th – 11 th)
May 18, 2012	Make-up Exams/Teacher Work Day
	Fall Festival/Family Day-----TBA

COUGAR COURTESIES

JOHN R. GRAY GYMNASIUM

- When coming into an assembly or program, enter quietly and remain quiet during the entire time spent there. Give your attention to the speaker. Do not disturb the ones around you by making comments. Students are to sit in assigned areas. Never boo, whistle, or stomp your feet regardless of your opinion of a program.
- Do not read or do any type of work during any program.
- No food or drinks will be carried into the gymnasium complex except at a school sponsored event where concessions are sold.
- Keep off the playing area of the gym floor.
- No food or drink will be allowed in the John R. Gray Gymnasium

LUNCH AND BREAK

- Display a pleasing manner during the entire time while eating during lunch and break.
- Respect the place of others; never crowd or try to get ahead of others.
- Be as refined in your table manners as you would in your own home.
- All students are expected to place trash in the provided containers when completing lunch and at break.
- Do not take food or drink outside the cafeteria.
- Failure to leave cafeteria in satisfactory condition will result in loss of break privileges.

CLASSROOM

- Cooperate with the teacher and other students in every class activity.
- When you need to talk, keep your voice in a conversational tone. Refrain from talking while someone else is talking.
- Always be prepared when you go to class and maintain the habit of expecting to work.

LIBRARY

- Develop a respect for the library and an appreciation for the books and other resources.
- Be considerate of others in the library. Silence is to be maintained.
- Respect the requests of the librarian.

CORRIDORS

- Good conduct is expected in the halls.
- Never run, hit or push.

SCHOOL IN GENERAL

- Respect constituted authority and abide by school regulations.
- Avoid loud talking, whistling, loitering, running, pushing, and crowding.
- Be a lady or gentleman at all times and uphold the high ideals of your school.
- No card games or games of chance are to be played.

- Failure to adhere to the above Academy courtesies will result in offenders being disciplined in a manner prescribed by the Administration.
- Littering is punishable by write-offs.

GENERAL RULES AND REGULATIONS

1. School hours are defined as the time a student arrives at school in the morning (including during detention) until 3:00 in the afternoon.
2. Teachers are on duty from 7:45 until 3:15. Coaches' hours will vary according to their duties.
3. Each teacher will have one (1) free period each day. This period should be used for parent-teacher and pupil-teacher conferences. Phone calls to teachers should be made at this time. Conferences with teachers will be arranged through the guidance counselor.
4. Conferences with the Headmaster may be scheduled at any time. When possible, parent conferences should be by appointment except in case of an emergency.
5. On days when we have snow or icing conditions on the roads, OR ANY OTHER INCLEMENT WEATHER, the school's automated messaging system (School Messenger) will notify you by phone, e-mail, and/or text message. You may turn your radio or TV on at approximately 6:00 a.m. The announcements will be made over our local stations. You may also check the Brookhaven Academy website -www.brookhavenacademy.org. Please do not call teachers and other school officials.

ACADEMIC FAILURE

In order to be academically prepared to fulfill the mission statement of Brookhaven Academy, the following guidelines will be adhered to:

- If a student fails one of the following: English, Reading, or Math, they must be remediated in that course by MAIS regulations (65 hours).
- If a student fails three academic classes, they may:
 - 1) Repeat two classes in summer school and take the third class during the next school year. This is with the understanding that they may not have early dismissal or an activity (sports) period. **or**
 - 2) Repeat the entire grade.
- Students may only take 2 summer classes per subject. For example, if a student fails English 1 & English 2, that student may take those classes in summer school. After taking those two English courses, that student may NOT take another summer school English course.

ATTENDANCE POLICY

Brookhaven Academy requires regular and punctual class attendance for all students.

- A Student who accumulates 20 absences in a year long course or 10 absences in a semester course will forfeit credit for that class.
- When a student has 5 absences in a class, the instructor is required to
 - (1) meet with the student to discuss his/her reasons for being absent,
 - (2) Send an attendance form to the Jr/Sr High Principal with the

number of absences. A letter will be sent to the parents/guardian at this time.

- When a student reaches 7 absences, the student will be given a written warning by the instructor. A copy of this form will be sent to the JH/HS Principal. The next absence (8th) will result in detention being assigned; on the 9th absence, detention will be assigned; on the 10th absence and any subsequent absence – ISS will be assigned.
- Official school business will not be counted as an absence; however, the student is responsible for all missed work, tests, etc. The names of students to be excused for school business must be turned in (by the coach, teacher, etc related to the activity) and approved by the Headmaster. These names will be placed in the daily report as official school business for the instructor's information.
- Students who have opportunities to participate in events, which may be classified as educational, can request that this absence be classified as an **administrative approved absence**. This request must be in writing from the parent/guardian no later than one week in advance of the dates the student will miss. This request will be reviewed and approved/not approved by the Headmaster. These absences will be counted in the maximum of ten (10) absences per semester and will be counted in the maximum of absences related to exemptions from year-end exams and class credit.
- If a student misses class, on the day he/she returns, the student must contact the instructor in order to get missed assignments. (Must provide valid reason to be allowed to make up work). Make up tests will be given on Tuesday and Thursday mornings at 7:00 a.m., unless student and teacher schedule a different time to make up test.
- Serious illness of a student/ serious illness in family/ death or funeral in the immediate family, or a court summons will be considered by the administration related to attendance on a case by case basis.
- Documentation for absences must be by a doctor's statement, parent's phone call, direct contact, or note from parent.
- NO Student shall be promoted to the next grade whose absences exceed twenty (20) absences in a year-long course or ten (10) days in a semester course. The administration (with school board approval) may waive this standard if, and only if, it is determined that the absences resulted from unusual circumstances or extended illness, if, and only if, the academic objectives missed during the absences are mastered as verified by the course instructor.

TARDY POLICY

Punctuality is expected of all students. Brookhaven Academy believes it is the STUDENTS' RESPONSIBILITY to arrive at school and in class on time throughout the day.

Teachers and students have the right not to have instruction time interrupted by students who come to class tardy. This offense will not be tolerated. If a student is fifteen (15) minutes (or more) late for a class, the student will be considered absent from the class.

--Students are allowed four (4) minutes to move from one class to another.

- A tardy bell will sound to signal the end of the class exchange. When the bell rings, the teacher will close the door.
- Each student may accumulate a total of two (2) tardies each nine weeks without action being taken. Parents will be informed on the second tardy. This does not mean 2 tardies per class, but rather 2 tardies total.
- On the third (3rd) tardy, one day of detention will be assigned.
- On the fourth (4th) tardy, detention will be assigned.
- On the fifth (5th) tardy, ISS will be assigned
- Each subsequent tardy - ISS

CARE OF SCHOOL PROPERTY

All students are expected to take a proactive approach in keeping our facilities in good condition. Every student shall refrain from defacing or destroying the school building, furniture, and fixtures. Any student causing damage to school property, furniture or fixtures, whether intentionally or through neglect on his/her part, will be liable for damages and face automatic suspension for one (1) day.

CAREER / COLLEGE DAY

Seniors will be allowed two (2) excused career/college days. Juniors will be allowed one (1) excused career/college day. The following procedure must be followed for this absence to be counted as school business.

- 1) Submit in writing to the counselor a request to schedule a college visit at least one (1) week in advance.
- 2) Submit written documentation from the college verifying attendance and meeting with school official. (This must be on college literature with college official signature.

ELECTRONIC DEVICE POLICY

Cell phones, cameras, and other recording devices will not be allowed at school during school hours. School hours are defined as the time a student arrives at school in the morning (including during detention) until 3:15 p.m. Those who violate this policy will be subject to the following:

1st Offense: Device will be confiscated; the student may reclaim device for \$20.00 and student will be assigned detention.

2nd Offense: Device will be confiscated and held and may be reclaimed by parent at the end of the year. Student will receive 1 day ISS.

Faculty and/or administration may check students for electronic devices at anytime during school hours.

CHANGING SCHEDULE

No student will be allowed to change his/her schedule after the first week of school without permission from the Counselor or Headmaster. Before the teacher can drop or add a student to the roll, the student must present the teacher with a written statement from the office authorizing the change. No changing or dropping after 2 weeks.

CHEATING AND PLAGERISM

Cheating and plagiarism are actions that are expressly forbidden at Brookhaven Academy. Students who are guilty of these actions will receive a grade of “0” on any assigned work or test. The student will also be assigned one (1) day of ISS.

A student involved in the acts of cheating or stealing will have the incident recorded as a permanent part of his/her disciplinary record.

CHECKING OUT OF SCHOOL

Students may check out of school during the day with permission from a parent or guardian. A note shall be presented to the office and reason why before the school day begins requesting permission to check out at the end of a class period. Students must report to the office and sign out at the time they leave school. Parents and guardians may personally check students out of school without a note, but this check out must be at the end of a class period, except in the event of an emergency. **Students may not run errands or check out for lunch and return to the school.**

COMMUNITY SERVICES

All senior students are required to complete 20 hours of community service. These hours must be pre-approved by the administration and documented by the counselor.

Students may earn 5 hours through volunteer work at Brookhaven Academy however; the other 15 hours must come from sources in the community.

Students graduating as a Mississippi Scholar must earn an additional 20 hours of community service. These 20 hours may be accumulated over four years of high school, beginning the summer of ninth grade.

COMPUTER/TECHNOLOGY ACCEPTABLE USE POLICY

1. Purpose
The purpose of this Policy is to provide the students, faculty, and staff of Brookhaven Academy (BA) with notice of what conduct shall be deemed acceptable with regard to the use of technology, as the term is defined herein below.
2. Who Is Covered by this Policy
This Policy covers all students, faculty, and staff (collectively “Users”).

3. How this Policy Applies

This policy applies to all users at all times, regardless of their location. This policy applies whether or not the user is engaged in school related activity or making use of Brookhaven Academy technology.

4. Technology

“Technology,” as used in this policy, means any electronic communication tool, system or process, including, but not limited to, telephones, cellular telephones, computers, software, the Internet, web sites, or Internet related software and communication tools. For example, Technology encompasses all cellular and SMS text messages, email, instant messenger sessions, newsgroups, on-line forums, and file sharing and/or bit torrent clients.

“BA Technology,” as used in this policy, means any technology owned, controlled or provided by BA.

5. Responsibilities of the User

Users of BA technology must take full responsibility for what they publish, transmit, or possess. Users of BA technology must connect equipment and install software in a manner that meets the technical and security standards set by Brookhaven Academy. Users are also responsible for keeping their account information confidential at all times.

A certain measure of caution and awareness is required by Users to ensure the efficient and trouble-free use of BA technology. While BA has systems in place to combat viruses, spy ware, spam, and other computer “bugs,” BA will not be responsible for damage to a User’s technology which results from viruses, spy ware, spam, or any other use of BA Technology. Users are responsible for adequately protecting and maintaining their own technology.

Users are responsible for keeping their personally identifiable information, which may include, but is not limited to, a User’s telephone number, address, age, gender, date of birth, credit card data, Social Security and Driver’s License numbers, etc., strictly confidential.

6. Acceptable Use

Use of BA technology is a privilege, not a right. Users may make use of BA technology for purposes of scholarship and academic research only.

7. Unacceptable Uses

- a) Technology - No user may use any technology a) to do the following:
- steal, forge, lie, cheat, plagiarize, or masquerade
 - bully or threaten,
 - violate the confidentiality of another;
 - tamper with, misuse, damage, interfere with, or destroy the technology of another
 - upload, post, or transmit content that is obscene, threatening, harassing, defamatory, libelous, invasive of another’s privacy, hateful or racially/ethnically motivated
 - incited violence or the imminent threat of violence

b) BA Technology

BA technology exists to advance the mission of BA. BA will manage these resources accordingly. Users may not do any of the following with BA technology:

- Steal, forge, lie, cheat, plagiarize, or masquerade
- bully or threaten
- access the account of another
- generate activities which consume more than a user's fair share of either system
- time or network bandwidth [ex: sending chain letters]
- fraudulently log into any computer
- forge e-mail headers or manipulate other identifiers in order to disguise the origin of any system or network activity
- attempt to determine the passwords of others or obtain privileges on any computer to which a user is not entitled
- possess, willingly receive, or distribute obscene material
- copy, install, or use any data in violation of applicable copyrights or license agreements [Downloading and distributing movies, songs and software without authorization from the owner of the copyright is a violation of copyright law. The Recording Industry of America and Motion Picture Association of America can and do aggressively sue to enforce their copyrights.]
- utilize IP forwarding, bridging, ARP proxying, IP masquerading, DHCP, Network Address Translation (NAT), IP/IPX tunneling, SOCKS, application layer proxies, SSH, bit torrent and/or peer-to-peer (P2P) software, or any similarly enabling technology
- add new devices such as hubs, switches, gateways, routers, access points, and/or servers of any kind to existing BA technology
- use any BA technology for commercial purposes or advertising, including unsolicited commercial e-mail [Commercial sponsorship of academic projects, e.g., the inclusion of banner ads on a project web site, is strictly prohibited absent the express authorization of the Headmaster.]
- use any BA technology for partisan political activities
- install software on BA technology that interferes with day-to-day work or hinders the operation of BA technology
- violate this Policy off-campus anywhere in the world using BA technology
- possess any software, resource, or equipment whose purpose is to effect one of the violations listed in this policy, or attempt to violate any provision of this policy

8. Privacy

Users should have no expectation of privacy with regard to their use of BA technology. BA may access, view, investigate, and delete any and all information stored on or created with BA technology. BA may do so without cause and without prior notice to the user.

9. Duty of Parent or Guardian to Monitor Out-of-School Use of Technology

It is the responsibility of each parent or guardian to verify that their student's use of technology is in compliance with the law and all of BA's policies. Failure to monitor a student's use of technology may result in serious consequences.

Personal websites, blogs, or profile directories such as Facebook, MySpace, and Xanga are not monitored by BA; however, users who engage in behavior unbecoming of a member of the BA community through the use of a website will be subject to penalties. Any communication to or about any other member of the school community will be considered to be subject to the school's regulations and code of conduct. In addition, if BA, in its sole discretion, believes that any information on a website, or in an email or text message, is obscene or constitutes a threat, defamation, copyright infringement, or other illegal activity, whether directed at BA, faculty, staff, students, or other, BA will be compelled to contact the appropriate authorities.

10. Penalties

Penalties for violation of this policy may include loss of BA technology privileges, discipline, suspension, expulsion, or termination. Civil and criminal penalties may also be imposed.

CORRESPONDENCE COURSES / SUMMER SCHOOL

- A Student must receive permission from the administration to take summer school work or work by correspondence.
- Brookhaven Academy will only accept summer school units and correspondence units for remediation of failed courses.
- Brookhaven Academy will not accept school units or correspondence units for new credits (to get ahead of a grade level).
- A student who begins correspondence work must complete that course before the beginning of the fall semester.
- In accordance with MAIS guidelines, only two (2) correspondence classes may be taken and applied toward graduation for Brookhaven Academy.
- Students may only take 2 summer classes per subject. For example, if a student fails English 1 & English 2, that student may take those classes in summer school. After taking those two English courses that student may NOT take another summer school English course.

CURRICULUM REQUIREMENTS

Our curriculum is designed to include those courses outlined by the State Board of Trustees of Institutions of Higher Learning for admission to senior colleges within the state. Listed below are the minimum entrance requirements for all students entering these institutions beginning with the class of 2010.

- 4 English units – Compensatory Reading and Compensatory Writing may not be included.
- 4 Math units - Algebra I, Geometry, Algebra II, Advanced Algebra, Trigonometry, Pre-Calculus, Calculus, and Survey of Math
- 4 Social Studies units – World History, U.S. History, Geography, U.S. Government, Economics, and Mississippi Studies.
- 4 Science units - Biology I, Chemistry, Physics, and any one of Physical Science, Biology II, Chemistry II, and A&P
- 1 Arts – Includes any course accepted by the Mississippi Department of Education as meeting the requirements for graduation may suffice.
- ½ Computer Applications – Course should emphasize the computer as a productivity tool.

- 2 Advanced Elective units – Foreign Language (I and II) or Advanced World Geography and a Foreign Language (I).

JR. HIGH & HIGH SCHOOL CURRICULUM

Seventh Grade

Required

English 7
MS History/Civics
Pre-Algebra
Science 7
Reading/Spelling
Rotation Class – (Study Skills,
Art, Character Education & Career Exploration)

Electives

JH Athletics
Bible
Music

Ninth Grade

Required

English I
Biology I
Geometry or Algebra I
Keyboarding/Computer Applications
World Geography

Electives

Spanish I & Spanish II
JH Athletics
Bible
Music Appreciation

Eleventh Grade

Required

English III
American History
Advanced Math or Algebra III
or Trig/Pre Calculus
Chemistry or A&P

Recommended Electives

Chemistry

Electives

Health
Spanish I
Spanish II
Bible
Business Law

Eighth Grade

Required

English 8
U.S. History
Algebra I or Pre-Algebra
Science 8
Spanish I
Reading

Electives

JH Athletics
Bible
Rotation Class

Tenth Grade

Required

English II
Biology II or Chemistry I
Geometry or Algebra II
World History

Electives

Spanish II
Bible
Music Appreciation
Health

Twelfth Grade

Required

English IV
American Government/Economics
Trig/Pre Calculus or Survey of
Math or Calculus

Recommended Electives

Accounting
Psychology & Sociology

Electives

Speech/Creative Writing
Health
Spanish I
Spanish II
Bible

Anatomy & Physiology
Music Appreciation

Physics
Anatomy & Physiology
Music Appreciation
Art Appreciation

DANCE POLICY

Dances at Brookhaven Academy are social events intended for the enjoyment of Brookhaven Academy students.

“Guests” must be registered in the office by noon on the day of the dance to be admitted to the dance. The B.A. student will be responsible for any misconduct of said guest.

No one may leave the dance and expect to return unless there is an emergency nature and approved by the sponsor. All school rules will apply as to conduct.

All dances (dates and locations) must have administration approval 2 weeks in advance of dance.

*Specific rules will apply to Homecoming Dance.

DISCIPLINE & CONDUCT

Discipline Code

Brookhaven Academy students are expected to conduct themselves as young ladies and gentlemen at all times. Our rules and regulations are designed to preserve an environment essential to the safe orderly progress of school. The school’s administration expects that all students are capable of conducting themselves in accordance with acceptable standards of behavior. Honesty and moral integrity are also expected of every student. Disruptive behavior that interferes with another student’s opportunity to learn, or interrupts a teacher’s right to teach, cannot be tolerated; therefore, certain disciplinary actions will be utilized as consequences for student misconduct. Disciplinary measures will be recorded and kept on file in the Principal’s office.

Brookhaven Academy Philosophy of Discipline

Discipline should not be interrupted in a narrow sense as a means of punishment only; a broader interpretation should be placed upon it. The fundamentals of discipline, as looked upon by the administration of Brookhaven Academy, have the following objectives:

1. To create and preserve the conditions essential to the orderly progress of school.
2. To prepare the student for effective participation in adult life.
3. To instill the fundamental lessons of self-control.

Discipline is also character education in that discipline uses standards and habits of conduct. The student grows in character as he becomes more aware of the consequences of his decisions. The administration of this school is based

on the theory that students should be capable of conducting themselves in accordance with accepted standards of behavior.

We believe that discipline is the base of learning. Therefore, this school insists upon socially acceptable behavior. We believe that home and school should work together for the good of the child and that all programs must be evaluated constantly in the light of accomplishment.

Academic honesty, as well as moral integrity, is expected of every student at Brookhaven Academy.

Types of Disciplinary Action

The following are types of disciplinary action that will be used by the administration at Brookhaven Academy.

1. Write-up/Demerit
2. Detention
3. In-School Suspension
4. Probation
5. Corporal Punishment
6. Work Detail
7. Out-of-School Suspension
8. Permanent Expulsion

General Disciplinary Action

General misconduct by students will be handled as part of the Assertive Discipline Program. The following actions are among those which may be used to correct student behavior: warning, write-up/demerit, loss of privileges, corporal punishment, detentions, suspensions, expulsions, and parental conferences. Specific punishment for unacceptable behavior will be determined by the administration and faculty for each classroom. These consequences will be explained to all students and posted in each classroom. The level of punishment will increase in severity if the inappropriate behavior continues: for example, the range of punishment could be from a simple warning to an out-of school suspension. It is the administration's intention to keep parents informed of disciplinary action.

Brookhaven Academy's Disciplinary Program in grades 7-12 is incremental in nature. Any particular behavior, which comes after a sequence of prior infractions, may be addressed in a manner more severe than it may have been addressed as an initial offense. Examples are provided below which apply to grades 7-12:

Write-Up/Demerit

- 5 Write-ups/Demerits during the same 9 week period will result in detention.

Detention

Student may be placed in detention under the supervision of faculty members. Student will be required to study or work on class assignments during this

time. Detention will be held from 7:00a.m.-7:55a.m. on Tuesday & Thursday of each week.

- 3 Detentions during the same 9 week period will result in In-School Suspension.
- 4 Detentions during the same 9 week period will result in Out-of-School Suspension.
- 5 Detentions during the same 9 week period will result in a hearing with the B.A. Administration and a Discipline Committee.

(Students who fail to report to detention will be assigned an additional detention.)

In-School Suspension

A student may be assigned to ISS for a minimum of 1(one) day. The parents/guardian of the student will be required to pay the cost of supervision. (\$40 per day) Students assigned to ISS will receive a 1 point deduction on their nine-week grade in each class for every day of ISS served.

Probation

Violations of a serious nature (such as those set by automatic suspension from school policy or a student who is a repeat violator of school regulations) can be placed on probation. This status means that while the student is on probation and he/she continues to be a discipline problem, he/she can face suspension or even expulsion from Brookhaven Academy. The probationary status is recorded as a part of the student's discipline record. Students may be suspended from any extra-curricular activities. If a student receives 4 disciplinary suspensions, he/she will be placed on probation and will go before the B.A. Administration and Discipline Committee for a disciplinary hearing.

Work Detail

This method of punishment is an assignment of a work project to the student such as campus cleanup, etc. The amount of time assigned will be determined by the Administration according to the seriousness of the infraction.

Corporal Punishment

Corporal punishment may be used as a choice for other disciplinary sanctions (with parental/guardian approval).

Out-of-School Suspension

Students suspended for violation of a school rule, will be required to make up work missed during the suspension. Students assigned to OSS will receive a 1 point deduction from their nine-week grade in each class for every day of OSS served.

Expulsion

Any student who is a repeat violator of the rules and regulations of Brookhaven Academy or whose presence at the Academy is considered by the administration as not being conducive to the objective of learning and the aims of the Academy will face suspension or permanent expulsion.

**THESE ARE CONSIDERED MAJOR INFRACTIONS
THAT WILL REQUIRE IMMEDIATE ATTENTION
BY THE ADMINISTRATION**

- Possession and/or use of drugs or alcohol on campus or any school activity
- Damage to school property
- Use of Tobacco
- Skipping Class
- Flagrant violation of school rules
- Cheating on tests/any school assignment
- Plagiarism
- Drinking at school functions
- Use of Drugs
- Stealing
- Use of profanity or vulgar language
- Possession of firearms or weapons
- Gambling
- Fighting
- Public display of affection
- Leaving school without permission
- Violation of Internet rules
- Violation of any local, state, or federal law
(this includes but is not limited to, damage or vandalism of property on or off campus)
- A violation that does not comply/or is in conflict with the current BAEF Mission Statement and Code of Conduct.

DRUG/ALCOHOL POLICY

Brookhaven Academy does not approve of the use of alcohol, drugs, controlled substances, or intoxicants by the students. Students are not to engage in the drinking of any alcoholic beverages or the use of drugs, controlled substances, or intoxicants in the school building, on the school grounds, or at any school sponsored activity. Pupils who have in their possession any of the above mentioned items will be subject to referral to the legal authorities as indicated by law and will be categorized as having a first test positive and must comply with regulations as set forth in our drug prevention policy. Re-admittance of any student after suspension under this provision will be conditioned on the consent of the student and parents or guardian to allow testing of said student for drugs or alcohol at the school's discretion.

A student who has in their possession alcohol, controlled substances, or drugs at school, or uses alcohol, controlled substances, or drugs, on the school grounds, or at a school sponsored activity will automatically be suspended for a period of 5 days. Any test or homework missed during the suspension cannot be made up.

Drug dogs will be brought in at various times during the year without being announced to check cars and lockers.

Brookhaven Academy recognizes its students as present and future assets to our academic, sports, and leadership education process. Students, as role models for other students, are a key to our goal of providing the best possible education program for all students. To achieve our goal, and to maximize the skills and talents of our students, it is important that every student, as well as employee, of our school system understand the dangers of drug and alcohol abuse. This policy statement should clarify our position on student drug and alcohol use. The Board reserves the right to depart from these policies and procedures where it deems it is appropriate. Except where specifically prohibited by law, the guidelines contained within this document, may be changed by the Board at any time. Students covered by this policy and procedures will be informed of changes.

Policy Objectives:

1. To create and maintain a safe, drug-free environment for all students.
2. To encourage any student with dependence on, or addiction to, alcohol or other drugs to seek help in overcoming the problem.
3. To reduce the likelihood of incidents of accidental personal injury and/or damage to students, or property.
4. To minimize the likelihood that school property will be used for illicit drug activities.
5. To protect the reputation of the school system and its students.

Substance abuse can be a serious threat to the school system, its students, visitors, and employees. Though the percentage of substance abusing athletes may be relatively small, practical experience and research indicate that appropriate precautions are necessary. It is the belief of the Administration and Board that the benefits derived from the policy objectives outweigh the potential inconvenience to students. The Administration and Board earnestly solicit the understanding and cooperation of all students and parents. The Administration and Board require that all students report to school, sport practices, and competitive events without any alcohol or illegal or mind altering substances in their systems. No student shall use alcohol or other mood altering substances while participating in any school activity, practices, or competitive events or while under the care and supervision of the school system. Further, outside conduct of a substance abuse-related nature which affects a student academic or sports performance or reflects badly on the school is prohibited.

Students must inform their headmaster, principal, coach, or assistant coach when they are legitimately taking medication in order to avoid creating safety problems and violating this Drug and Alcohol Policy.

Enforcement

In order to enforce these rules, the Administration and Board reserve the right to require all students to submit, at any time while under the supervision or care of this school system, to drug tests to determine the presence of prohibited substances. The Administration and School Board have developed this student testing program to follow, as appropriate, the process of 49 EFR Part 40 and the Omnibus Transportation Employee Testing Act of 1991.

Pursuant to Board policy and regulations, students applying to participate in athletics (defined as any student, male or female, in grades seven through twelve, who is a member of any Board sponsored sport or cheerleading squad) may be tested prior to beginning the sport or sports of their choice. All current students may be required to undergo testing at scheduled physical examinations, and/or where the Administration has reasonable suspicion to believe a student has violated the school's Alcohol and Drug Policy, and/or on a random basis without advance notice.

Violation of these rules, including testing positive, will subject the student to discipline, including suspension and/or expulsion. Refusal to cooperate with the school in any test investigation will result in discipline, including immediate suspension and/or expulsion.

All information, interviews, reports, statements, memoranda, and test results, written or otherwise, received through the drug and alcohol testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings except in the following:

- (a) As directed by the specific, written consent of the student authorizing release of the information to an identified person.
- (b) To a covered student decision maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual.

Any questions should be directed to the person assigned as the school's Drug Problem Coordinators.

Release of Test Results

All information, interviews, reports, statements, memoranda and test results, written or otherwise, received by the Administration through its drug and alcohol testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings except in accordance with the Policy Consent/Release Form.

However, all students will be required to execute a consent/release form permitting the release of test results and related information to the school officials who have a need to know.

The Headmaster or Board designee will inform parents or guardians of confirmed positive test results.

The MRO shall retain the individual test results for five (5) years.

Consequences

The Administration will discipline, including suspension from school and extra-curricular activities, students for any violation of the policy including refusing to submit to screening, to execute a release, or otherwise cooperate with an investigator or search by the administration.

All students who test positive in a confirmative substance test will be subject to discipline up to and including immediate suspension. For violations of using illegal drugs and alcohol that can be detected by a drug test, the following penalties, which will be cumulative from Grade 7 through Grade 12 shall be administered.

- **First Violation** - Upon the first violation, the student will be suspended from school for five (5) days, receive mandatory counseling, and fulfill requirements dictated by the Headmaster. A student may be reinstated once a negative drug test and a letter from the alcohol/drug counselor is received in the headmaster's office.
- **Second Violation** - Upon the second violation, the student will be indefinitely suspended from Brookhaven Academy.

No student may be returned to regular student activities after any rehabilitation or testing positive unless certified as safe and not using drugs by having a negative result on a return-to-participation screen. Any student returning after violating the policy or testing positive will be subject to aftercare and random testing as set out in a written Probation Agreement which he or she will be required to execute.

Student Assistance Program (EAP)

The school's EAP shall include education and training for teachers, coaches, and school officials who are authorized to determine reasonable suspicion testing. These adults must receive a minimum of 60 minutes on alcohol abuse and an additional 60 minutes of training on controlled substance use and abuse.

The training shall cover the physical, behavioral, speech, and performance indicators of probable use and misuse of alcohol and controlled substances. Documentation of training attendance must be maintained. The Drug Program Coordinator should be contacted for further guidance.

Investigation/Searches

Where a school official has reasonable cause to suspect that a student has violated the substance abuse policy, he or she may inspect vehicles which a student brings on the school's property, lockers, purses, book bags, or other belongings, and at locations where school related activities are being conducted without prior notice in order to ensure a environment free of

prohibited substances. A student may be asked to be present and remove a personal lock. Where the student is not present or refuses to remove a personal lock, a school official will do so for him or her.

Detection of prohibited substances from authorized searches will be communicated to the Drug Program Coordinator.

DUAL ENROLLMENT PROGRAM

Brookhaven Academy and Copiah-Lincoln Community College provide a Dual Enrollment Program for our students. The purpose of this program is to provide the opportunity for advanced high school seniors to earn college credit prior to graduation from high school.

Only students with at least a 3.0 grade point average on a 4.0 scale on all high school courses are eligible for dual enrollment. Credits earned by students enrolled in the Dual Enrollment Program are held until regular admission status is obtained at some college or university. To be admitted to the Dual Enrollment Program, students must have the following:

1. A minimum of fourteen (14) core high school units;
2. Application for admission to Copiah-Lincoln Community College;
3. Minimum ACT composite score of sixteen (16) or the equivalent SAT score;
4. An overall 3.0 grade point average on a 4.0 scale, or better, on all high school courses, as documented by an official high school transcript, and
5. Recommendation form, completed by their high school principal or counselor, stating ACT score and GPA.

Courses offered at this time are English Comp. I, English Comp. II, and College Algebra. To qualify for English Comp, a student must have an ACT English score of 16 and for College Algebra, an ACT Math score of 19 or above.

ELIGIBILITY FOR ATHLETICS

The Brookhaven Academy Athletic Department strives to uphold the high ideals of success in academics, self-discipline, sportsmanship, morality, and respect for law and authority in all extracurricular activities. Therefore, the following guidelines are in effect for all students participating in extracurricular activities at Brookhaven Academy.

The administration, coaches, and teachers at BA strongly believe that student athletes and performers should remain drug, alcohol, and tobacco free. Use of these substances not only hinders performance, but also threatens the health and welfare of the student. Any athlete who is caught violating the policy on the use of drugs, alcohol, and tobacco will be required to appear before the Administrative Council and/or Board of Directors.

- Students using or found in possession of illegal drugs will face severe disciplinary action by the administration.

- Students who must leave school early due to an inter-school event are expected to take any regularly scheduled tests before they leave. They are also expected to turn in any assignments due on that day.
- Students representing the school in extra-curricular activities are expected to be at school on the day of the event and the day following the event. Any student missing a majority of the school day on the day of the event for any other reason other than a doctor's appointment, dental appointment, or funeral, will be ineligible for participation in that event.
- No student will be permitted to participate in inter-school contests for more than four years after entrance to high school.
- A student will not be permitted to participate in inter-school contests if he or she has reached the age of 19 prior to August 1.
- Students are not allowed to have 2 or more failing grades if they are to remain eligible for extracurricular activities, athletics (cheerleader included), chorus, and dancers. Student averages will be checked at 4 ½ week intervals (middle of grading period) and at the end of each 9-week grading period. Any student with 2 or more failing grades, at the aforementioned intervals, will be placed on probation. Any student on probation and failing 2 or more subjects during the next grading interval will be ruled ineligible for games. Students will be allowed to continue to practice with the team. Eligibility can be regained by not failing more than 1 class.

EXAMINATIONS

All students are required to take examinations at the end of the first semester in Grades 9-12. Examinations are required to be comprehensive in grades 7-12 and should include material from the entire semester.

Students failing a course will not be allowed a re-exam to pass the course. An exception to this rule may be made with the approval of the Headmaster for graduating seniors.

Exams will be given as scheduled each semester.

Exemptions:

1. Perfect Attendance: To be exempt from one exam, a student must have perfect attendance with an 80 or above average, and no ISS or OSS. Perfect attendance is defined as no absences or tardies in any class.
2. Students may be exempt from exams with the following conditions:
 - A. Minimum average of 85 with only 1 absence.
 - B. Minimum average of 90 with only 2 absences.
 - C. Minimum average of 95 with 10 or less absences in a yearly course (1.0 credit) and 5 or less absences in a semester course (0.5 credit)
 - D. No ISS or OSS

Seniors may be exempt from 2nd semester exams if they have a 90 or above average with 10 or less absences in a yearly course (1.0 credit) and 5 absences

or less in a semester course (0.5 credit) with no ISS or OSS. Seniors may also be exempt with the following conditions listed above.

Perfect Attendance is defined as: being at school every day, on time and staying all day. No late check-in or early check-out. This exemption is offered as an incentive (reward) for perfect attendance. No exceptions will be made for this exemption.

FOOD SERVICES

1. The cafeteria serves hot lunches, short orders and snack items at break.
2. Students may bring their lunch from home at 8:00a.m. if they choose not to eat in the cafeteria. Lunches may not be brought to students after 9:00 a.m. If a student forgets his/her lunch, they will be allowed to eat the school provided lunch.
3. Lunches **MAY NOT** be brought on campus from an outside food vender, restaurant, etc.
4. During the lunch period, students must remain in designated cafeteria areas under the supervision of faculty.
5. A student will not be allowed to leave campus for lunch (disciplinary actions will be taken if this rule is violated)
6. The cost of food service will be set by the Board each year and this information provided to patrons.

GRADING SYSTEM

Grades for the year in each subject are determined by the grades for each of two nine weeks grading periods and a final exam for each semester. The grade for each semester is determined by counting each of the two nine weeks as three-fourth and the exam as one-fourth. The final grade for the year is the average of the two semester grades.

<u>Grading Scale:</u>	A	90-100
	B	80-89
	C	70-79
	F.....	Below 70

- Daily grades will count 25% and test grades 75% - this will determine 9 weeks average.
- 1st and 3rd nine weeks will consist of nine weeks average (75%) and nine weeks test (25%).
- The 2nd and 4th nine weeks averages will consist of daily and test grades.
- All Grade Point Averages are based on grades earned in Carnegie Units (Academic Classes).
- GPA's are calculated using the semester averages.
- Numerical averages are used to determine:
 1. Admission to National Honor Society
 2. Class Ranks
 3. Valedictorian & Salutatorian
 4. Honors and Special Honors Graduates

5. Eligibility for class elections, homecoming candidates etc.

Semester Average:

The following example may be used to determine the semester average:

$$\begin{array}{r} 85 \text{ 1}^{\text{st}} \text{ 9 weeks average (or 3}^{\text{rd}} \text{ 9 weeks average)} \\ + 90 \text{ 2}^{\text{nd}} \text{ 9 weeks average (or 4}^{\text{th}} \text{ 9 weeks average)} \\ \hline 175 / 2 = 87.5 \end{array}$$

$$87.5 \times 4 = 350 + 95 \text{ (Exam Grade)} = 445 / 5 = 89 \text{ Semester Average}$$

Yearly average is obtained by adding the 2 semester averages together and dividing by 2.

The formula for calculating GPA's on a 4.0 scale is as follows:

Total # of A's x 4= x

Total # of B's x 3= y

Total # of C's x 2= z

Total # of D's x 1=zz

Total # of F's x 0 = zzz

x+y+z+zz+zzz divided by total # of grades

Progress Reports: A student's progress may be monitored by his/her parent at any time through Information Now (the school's on-line system).

Report Cards: Report cards will be posted on-line at the end of each nine-week grading period. Parents will be notified by e-mail when report cards are posted. Report cards may also be mailed upon request for those parents with no internet access.

GRADUATION REQUIREMENTS

Students are required to complete 24 Carnegie Units for graduation. These 24 Carnegie Units must include the requirements listed under Curriculum Requirements. Grade Point Average will be computed only on Carnegie Units. Electives such as Driver's Education, Athletics, etc. will not be figured in the Grade Point Average.

- 20% of Carnegie Units for graduation must be earned at Brookhaven Academy.
- Students will begin earning Carnegie Units in the 9th grade, with the exception of Algebra I, a Foreign Language, and a Computer course taught in the 8th grade.
- Any exceptions to this must be approved the administration.

GYM POLICY

There will be absolutely no food or drinks allowed in the gym. Any student caught with food or drinks in the gym during or after school will be disciplined. This does not apply to athletic events in the gym.

HONOR GRADUATES

Graduating Seniors with a 95.00 through 100.00 Grade Point Average on all Carnegie units attempted in grades nine through twelve will be classified as "Special Honor Graduates". Graduating seniors with a 90.00 through 94.00 Grade Point Average in all Carnegie units attempted in grades nine through twelve will be classified as "Honor Graduates". To be considered for Valedictorian, Salutatorian, and Hall of Fame, a student must be on the College Preparatory Track and have attended Brookhaven Academy for their Junior and Senior years.

HONORS PROGRAM

The Honors Program is for academically oriented students who would like a more comprehensive education. The Honors courses will begin in the 9th grade. The class work for the Honors Program will be outside the regular classroom.

The incentives for participation in the honors program discussed are as follows:

1. Participants will be the only eligible individuals for academic honors such as Valedictorian, Salutatorian, and Special Honor Graduates.
2. Participants must complete at least 5 of the following courses to be eligible for Valedictorian or Salutatorian: Calculus, Physics, A & P, Chemistry II, College Algebra, College English I, College English II, Public Speaking I.

HONOR ROLL

Honor Rolls for each nine weeks and each semester will be determined as follows:

- Honor Roll - 85-89
- Principal's List - 90-94
- Headmaster's List - 95-100

A student must be taking a minimum of four (4) Carnegie Units to be eligible for either of the indicated honor rolls.

LIBRARY REGULATIONS

1. No students are allowed in the library during the librarian's lunch time unless an assistant is present.
2. Any student that needs to go to the library during class time must have a library pass from a teacher. Teachers should only give library passes to students who have legitimate reasons for using the library.
3. Students - Absolutely no food or drinks are allowed in the library.
4. Students - Unruly behavior or excessive loudness will not be tolerated in the library. The librarian has the authority to deny students admittance to the library to avoid problems of overcrowding.
5. Books may be checked out for a period of two weeks. These books are renewable if not on reserve.

6. Encyclopedias and special reference books may not be taken from the library without permission of the librarian. These books must be signed for at the desk.
7. Magazines/daily papers do not circulate and must be read and used in the library.
8. Books on faculty reserve may not be checked out.
9. Lost or damaged books must be paid for before report cards are issued.
10. Students must not cut, clip, or write in the books or periodicals belonging to the school.
11. All books must be returned and all records cleared before exams can be taken.
12. The student should always leave his/her work area neat and clean.

The library will be open Monday through Friday from 8:00 a.m. - 3:00 p.m. The only exception is when the librarian is at lunch. The Library is open on Tuesday and Thursday during break.

CHECK OUT PROCEDURES:

Books may be checked out of the library Mondays through Fridays. When a student completes the use of a book, he/she should return it to the library immediately so other students may have access to the book. New check out and book return procedures will be noted in the library.

REFERENCE WORK

When students are in the library for reference work purposes, they are under the same regulations that apply in class. If a student wishes to leave the library for any reason while he/she is doing reference work, he/she should receive permission from the librarian. If a student desires to return to class before the end of the period, he/she should get an admittance slip from the librarian on which the time of his/her departure will be designated.

LOST BOOKS AND FINES:

The Library has a fine policy on overdue books. For the convenience of others, students are encouraged to return books promptly, within the two-week check-out period, if possible.

PERIODICAL REGULATIONS:

Students are not to go into the magazine area to seek material but are requested to ask the librarian or the library assistants to secure the needed material for them. Periodicals needed for reports may be checked out overnight.

The Library at Brookhaven Academy is designated to be a functional and meaningful part of the entire academic program. If these objectives are to be met, students must remember that when checking books in or out, or doing reference work, they should conduct themselves in an orderly manner at all times.

LIFESTYLE CHOICES

As a School based on Christian principles, we strongly believe in each student developing and maintaining a strong sense of moral responsibility.

- We believe in the sanctity of life and oppose abortion. (We strongly encourage students to accept their responsibility as parents.)
- A student who is married, previously married, pregnant, or a biological parent (male or female) will not be allowed to enter school or to continue as a student at Brookhaven Academy.
- Proper social, physical, and moral behavior is expected of all students related to the opposite sex, as well as the same sex.
- Lifestyles or behaviors that are in violation of Biblical teachings will not be tolerated and expulsion will result.

LOCKERS

Lockers will be assigned to each student during the first weeks of school. You are responsible for keeping your books or supplies in the places assigned and should report any unsatisfactory condition of the lockers to your class sponsor. Lockers are the property of Brookhaven Academy. The administration has the right to search lockers. Book bags and books are not allowed on top of lockers or on the hallway floors. Please hang book bags on the hooks provided.

Changing locker assignments without permission is not allowed. Nothing is to be taped or in any way attached to the outside of the lockers. (Exception – The cheerleaders may place spirit ribbons on the outside of the lockers.)

MAKE-UP WORK & TESTS

All missed tests must be made up on Tuesday or Thursday mornings at 7:00. Students will make up tests on the first available testing time. Example: If a student misses on Thursday Friday or Monday, he/she will make up the test on Tuesday at 7:00 a.m. If a student misses on Tuesday, or Wednesday he/she will make it up on Thursday @ 7:00a.m.

Any test scheduled prior to an absence will be given the day the student returns. Students checking in late, or leaving early, must take all scheduled tests upon arrival or before leaving.

Students attending scheduled sporting events, field trips, or school sponsored events are responsible for getting assignments from their teachers before their scheduled event.

Parents may request assignments for students who are sick by calling the High School office by 8:30a.m. Assignments will be ready for pick up at 2:30. Due to scheduled planning times, any parent picking up assignments before 2:30 may not receive all assignments.

MEDICATION

Students taking any form of medication should leave the medicine (along with permission from parents) in the office each morning and report to the office to pick up each dose.

PARENT-TEACHER CONFERENCES

Parents are cordially invited to visit the school and confer with the Counselor and or Principal at anytime concerning the work of their child. Conferences with teachers may be arranged during the teacher's planning time and must be arranged in advanced through the counselor's office. **PLEASE DO NOT CALL THE TEACHER AT HER/HIS RESIDENCE.**

SAFETY MEASURES

Fire drills are of importance in training students how to conduct themselves in an emergency situation. The fire signal will be explained to all students at the beginning of the school year and at regular intervals during the year. When the signal is given, teachers will inform students concerning immediate action to be taken.

Several weather drills will be conducted at the beginning of each school year and at regular intervals during the school year.

First aid materials are kept in the office. Students needing first aid should immediately report to a teacher or the office to receive assistance and instructions.

FIRE

CONTINUOUS RINGING OF THE BELL WITH THE INSTRUCTIONS OVER THE SPEAKER SYSTEM, "CLEAR THE BUILDING"

When the alarm sounds, the students are to leave the room in single file under the supervision of the teacher. The student is to take nothing with them except what they have in their hands when the alarm sounds.

TORNADO

SHORT RINGS OF THE BELL WITH INSTRUCTIONS OVER THE SPEAKER SYSTEM, "TORNADO POSITIONS"

When the alarm sounds, the students are to leave the room in a single file line under the supervision of the teacher.

Students are to sit down at the assigned area facing the lockers or wall with their heads down inside the knees with arms covering their heads. No one is to be up and moving about. Avoid looking up toward areas with glass.

When the “all clear” signal of multiple short rings sounds, return to class in an orderly manner.

LOCK-DOWN

Administration will make an announcement over the intercom. Lock our doors. Do not allow students to leave the room. Everyone should keep a low profile. Disregard all bells. You will be notified with further instructions as soon as possible.

SENIORS

All seniors are required to attend all practices for Vespers and Graduation. They must also obey all dress codes and rules set by the administration. Failure to obey these rules will result in the student not being allowed to take part in these activities.

SOLICITATION POLICY

Students or staff members are not to go into the community to solicit money in the name of Brookhaven Academy for use by an individual or group unless with prior approval from the school board. All monies that are collected in the name of the school for any activity will be turned into the school business office and will be disbursed through the business office.

STANDARDS OF DRESS AND GROOMING

Students are expected to wear conventional and appropriate dress to school. Since Brookhaven Academy is judged by the way its students look and behave, parents should make a special effort to see that their son or daughter conforms to the dress and grooming standards as established by the Board of Directors.

- * Cleanliness and good grooming should be practiced at all times.
- * Male students are not permitted to wear earrings or female apparel.
- * Hats or sunglasses are not permitted. These items will be confiscated and not returned.
- * No frayed, cut-off or torn clothing allowed.
- * No clothing with objectionable writing or graphics allowed.
- * Students will be allowed to wear blue jeans and B.A. t-shirts every Friday (Jeans must conform to dress code). Only B.A. t-shirts are allowed to be worn on Fridays.)

For Boys:

- properly-sized khaki slacks or khaki walking shorts – with belt
- collared polo/golf-type shirt – tucked in
- oxford button-down shirt with undershirt. (shirt must be fully buttoned with the exception of the collar and must be tucked in)
- sweatshirts, jackets and sweaters may be worn over a collared shirt (**Sweatshirts, jackets, and sweaters may not contain any area schools’ logo other than B.A.**)
- clean shaven (no mustaches, beards, or other facial hair) and no extreme haircuts (Hair should be cut at or above the bottom of the

collar and should not extend below the ear lobes. No “tails”, shaved, or extreme haircuts will be allowed.)

- No (exposed) tattoos will be allowed (permanent or temporary)
- Students are not allowed to wear T-shirts over collared shirts.

For Girls:

- properly-sized khaki slacks or knee-length khaki skirts (no low-rise, properly hemmed)
- properly-sized collared polo/golf-type shirts (tucked in or extending 4 inches below the waist line)
- sweatshirts, jackets and sweaters may be worn over a collared shirt **(Sweatshirts, jackets, and sweaters may not contain any area schools’ logo other than B.A.)**
- properly sized khaki Capri pants and knee length shorts are allowed.
- earrings in lower ear lobe only, no other piercing allowed
- No (exposed) Tattoos will be allowed (permanent or temporary)
- Students are not allowed to wear T-shirts over collared shirts

All dress codes will be enforced with the possibility of a disciplinary action taken by the Headmaster. Exam days are no exception. The Headmaster’s decision will be final in the event of questionable attire.

IF FULL COOPERATION IS NOT GIVEN, THE STUDENT WILL BE SENT HOME.

STUDENT ELECTION POLICY

Any elected position (excluding student council) at Brookhaven Academy will have the following guidelines in addition to those in the Handbook:

1. Must have an overall 75 average
2. Must have been a student at Brookhaven Academy the previous school year
3. Must not be on probation (academic or disciplinary)

TESTING PROGRAM

The purpose of the testing program at Brookhaven Academy is to help the individual student to better understand himself. The following tests are administered:

Grades K-8	Stanford Achievement Test
Grades 1-8	Otis-Lennon School Ability Test
Grade 9	EXPLORE
Grade 10	PLAN (optional: PSAT)
Grade 11	PSAT/National Merit Scholarship Qualifying Test Armed Services Vocational Aptitude Battery (ASVAB)
	ACT
Grade 12	ACT

Students are required to take the American College Test (ACT), which is a requirement for entering all Mississippi colleges. Students planning to attend out-of-state colleges are encouraged to take the Scholastic Aptitude Test (SAT).

TRAFFIC, RIDES, and PARKING

It is important that all persons drive slowly, carefully, and follow the flow of traffic requested by school officials. The operation of private cars, trucks, and motor bikes by students is a privilege. All drivers are urged to observe the rules of safe driving and courteous conduct. Driving privileges may be revoked for repetitive traffic violations. To operate a vehicle on the campus of Brookhaven Academy, a student must possess a valid driver's license.

All students who drive a vehicle are required to purchase a parking decal from Brookhaven Academy. Students will also be assigned to a designated parking space. Students found in violation of parking codes will be assessed detention. Repeated violations of parking or traffic codes will be dealt with in a more severe manner. Brookhaven Academy reserves the right to search any vehicle located on BA property.

TRYOUTS FOR AN ACTIVITY

Any student that is presently enrolled at Brookhaven Academy and has registered and paid next year's registration fee is eligible to participate in tryouts for a particular activity (cheerleader tryouts, dance team ,etc).

TOBACCO

Brookhaven Academy does not approve of the use of tobacco of any form (cigarettes, chewing tobacco, snuff, etc.) by its students. Students are not to engage in the use of tobacco products in the school building, on the school grounds, or at any school sponsored activity. "On the school grounds" means sidewalks, streets, or adjacent areas to Brookhaven Academy or on site of the school property or school activities. Students should not have in their possession any form of tobacco, lighters, matches, etc. Failure to adhere to this above regulation will result in disciplinary sanctions by the administration.

TRANSCRIPT OF SCHOOL RECORDS

Students must make a written request to the counselor to have a transcript sent to the appropriate school. Students must give Counselor at least a 2 day notice when requesting copies of a transcript. The cost of each transcript through Safe Script will be \$1.00.

VISITORS ON CAMPUS

Brookhaven Academy Policy for Campus Visitors

Brookhaven Academy Educational Foundation, Inc. encourages parents and other citizens to visit Brookhaven Academy and believes that there are many potential benefits which can result from increased interaction with the public. At the same time, the B.A. Board of Directors and Administrative Staff have a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the students and staff, and protecting the school's facilities and equipment from misuse or vandalism. A balance must be achieved between the potential benefits and risks associated with the presence

of visitors in our school buildings. Limitations may be placed on visitors to avoid disruption to school operations and to prevent visitors from receiving a distorted view of those operations. Building principals shall have the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. In exercising their discretion, the principals shall consider the purpose of the visit, the impact of the visitor's presence, and the relationship of any visitor to the students. School personnel shall seek to assure that parents and other visitors are courteously received and that sincere efforts are made to provide them with information as may be needed to foster a cooperative relationship between home, school, and community.

A. General Requirements for Visitors to Schools:

A visitor is defined as any person seeking to enter a school building who is not an employee of Brookhaven Academy, a student currently enrolled at Brookhaven Academy, or a member of the Brookhaven Academy Educational Foundation Board of Directors.

1. All visitors shall report to the school office when arriving or leaving the school premises. Notices shall be displayed in each building indicating that all visitors are required to register with the school office and obtain authorization from the building principal to remain on the school premises. All visitors shall be requested to wear an appropriate form of identification when on school premises.
2. Whenever possible, visitors should obtain authorization from the principal in advance. At the discretion of the principal, such prior authorization may be required.
3. Visits may be prohibited at certain times such as the first and last weeks of school, immediately before or after vacations or other breaks, and while standardized testing or other student assessments are being conducted.
4. If conflicts occur because of the number of visitor requests or other circumstances, parents of currently enrolled students will generally be given preference.
5. All school visitors must comply at all times with BAEF policies, administrative rules, and school regulations.

B. Exceptions to Visitor Requirements

Parents or Brookhaven citizens who have been invited to visit school as part of a scheduled open house, special event, scheduled performance by a class, team, or group, or other adult participation in organized and school approved activities during off-school hours are exempt from requirements in A. 1-5 above.

C. Visitors to Classrooms or Other Instructional Areas:

1. Access to particular classrooms or other instructional areas of the school may be restricted upon the recommendation of the teacher in charge or as otherwise deemed necessary by the principal.
2. Because classrooms and other instructional areas are the most vulnerable to disruption, specific conditions may be imposed upon visitors, including but not limited to:
 - a. remaining in a designated place or seat
 - b. refraining from speaking to students while the class or activity is in session

- c. refraining from entering or leaving the area while an activity is underway
 - d. requiring that the dress and grooming of the visitor be consistent with the dress code for the students and employees within the building
 - e. requiring that the visitor be chaperoned
 - f. limiting the duration of the visit to particular times or length of time
 - g. limiting the activities of the visitor to a particular purpose
 - h. designating particular routes of travel in the building or upon the school grounds
3. Visitors wishing to conference with teachers or administrators during the course of the school day are encouraged to make arrangements in advance.

D. Student Visitors

- 1. All requirements for visitors apply to students with additional considerations to be applied at the discretion of the building principal. Under most circumstances, student visitors are discouraged and, in any event, students must be age appropriate for the building they wish to visit.
- 2. Students from area schools must sign in to the age appropriate building they wish to visit and obtain a visitor's pass. This student will be escorted by B.A. staff to the appropriate location for the term of their visit.
- 3. The visiting student will immediately return the visitor's pass to the office and exit the B.A. campus at the completion of the visit.
- 4. Student visitors from other area schools must have written permission of their own parent or guardian to visit Brookhaven Academy and the nature of the visit must be indicated. Under no circumstances shall such student over the age of 18 be permitted to visit.
- 5. Designated visitor area seating will be provided for visiting students during special assemblies, programs, pep rallies, etc.
- 6. No student who is under suspension, expulsion, or other form of discipline from this or any other school district shall be permitted to visit Brookhaven Academy. Such students must have obtained expressed prior approval of the principal before entering and are restricted to the school office for the duration of their presence in the building.

E. Special Situations

Both custodial and non-custodial parents of a Brookhaven Academy student have rights to visit the child's school unless a court order exists restricting such contact. In the event that a non-custodial parent seeks permission to visit, the school shall make a good faith effort to notify the custodial parent in advance of the visit. The building principal has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the educational program. Any such individual shall be directed to leave the school premises immediately, and law enforcement authorities shall be called if necessary.

CONSTITUTION FOR THE STUDENT COUNCIL

PREAMBLE

Recognizing the need for preparing responsible citizens and future leaders to accept challenges in this rapidly changing society we, the students of Brookhaven Academy; in order to demonstrate a wholesome attitude toward citizenship, to create school spirit; and to promote an interest in higher education; to promote harmonious relations between teachers and students and among students themselves; do hereby establish this constitution for the Student Council of Brookhaven Academy in Brookhaven, Mississippi

ARTICLE I

Section 1 - The name of this organization shall be the Student Council of Brookhaven Academy.

Section 2 - The powers of this organization are making contributions to our school subject to approval from the administration and the school board.

Section 3 - Recommendations of this body shall be subject to review by the administration and school board if these recommendations suggest change in our school's policy.

ARTICLE II

Section 1 - Membership of this organization shall include: a President from the 12th grade, Vice-President from the 11th grade, a Treasurer from any grade 10 through 12, and a Secretary from any grade 10 through 12; also, two representatives from each class grades 7 through 12; and the Student Council Sponsor(s).

Section 2 - There shall be an advisor appointed by the administration whose duties include supervising the activities of the Student Council, advising the Council on suggested projects, approving the expenditure of funds, and giving necessary reports to the administration.

ARTICLE III

Section 1 - Student Body Officers:

- (A) The President shall preside at all meetings of the Student Council, represent the school on all occasions, call special meetings, make all appointments, serve as ex-officio member of all committees, conduct assemblies, and perform other duties associated with this office.
- (B) The Vice President shall supervise the work of all committees, assume the duties of the President during his absence, and perform other duties associated with this office.
- (C) The Secretary shall record minutes of all Student Council meetings, handle all correspondence, read the minutes, and maintain an attendance record.
- (D) The Treasurer will work with the sponsor(s) in maintaining all funds of the Student Council and make reports of expenditures.

Section 2 - Class Officers:

- (A) The President shall preside at all meetings of his/her class and direct the activities of the class.
- (B) The Vice President shall assist the President and assume his/her duties in his/her absence.
- (C) The Secretary shall record the minutes of class meetings and handle correspondence.

(D) The Treasurer shall maintain accurate records of class funds.

ARTICLE IV
Eligibility for Seeking Office

Section 1 - In order to be eligible to run for Student Council officer positions, a student must have an overall 85 average for President and Vice President and an overall 75 average for Secretary and Treasurer for the semester prior to the election and have attended Brookhaven Academy the previous school year.

Section 2 - All candidates for class officers must have an overall 75 average for the semester prior to the election.

Section 3 - Students seeking to serve as representative must have an overall 75 average for the semester prior to the election.

Section 4 - All candidates for membership in the Student Council shall have satisfactorily citizenship determined by the principal, Student Council sponsor, and President of the Student Council.

Section 5 – Must not be on probation (academic or disciplinary).

ARTICLE V
Election of Members

Section 1 - The officers of the Student Council shall be elected by a majority vote of the student body, grades 6 through 11.

Section 2 - Class officers shall be elected by a majority vote of the members of each respective class.

Section 3 - Elections shall be held during the last nine weeks of the school year to elect the Student Council officers and class officers.

Section 4 - The Vice President will automatically take over the office of President at the beginning of his/her senior year.

Section 5 - If the Vice President is unable to fulfill this office, a student body election will be held to elect a new President in accordance to the regulations and procedures established in Article IV, Section 1 and Article V, Section 1.

Section 6 - All officers of the Student Council shall be self-nominated with a petition signed by 25 eligible voters.

Section 7 - The election shall be held under the administration of the Student Council advisor, and authorized by the school principal.

Section 8 - Students may display 1 large banner or poster, 5 standard size posters, and as many handouts as they like during the campaigns for office.

ARTICLE VI
Removal from Office and Vacancies

Section 1 - An officer who does not remain in a good standing may be relieved of office by a 3/4 vote of the active membership of the Student Council and approval of the sponsor(s).

Section 2 - A Student Council member may be removed from office for actions which are detrimental to the welfare and best interest of the school, and for failure to carry out his duties as outlined in this Constitution.

Section 3 - All members are allowed three absences from the Student Council meetings. Upon the fourth absence the member will be dismissed from the position, except where the absences are looked upon by the Council as unavoidable.

Section 4 - Student Council officers must maintain a grade average as stated in Article IV, Section 2. Failure to do so results in a 9 week probationary period followed by dismissal for failure to bring up grades. Dismissal for a second probationary period will be allowed.

Section 5 - Vacancies among Student Council officers and class officers other than the Presidential position shall be filled by special election.

Section 6 - The special election will be held in accordance with Article V, Section 2 and Section 5, only after the candidates have met requirements for their proposed office established in Article IV.

ARTICLE VII

Ballots

Section 1 - All elections of students will be under the jurisdiction of the Student Council and all ballots must be submitted to the office and approved prior to the issuing of ballots.

ARTICLE VIII

Meeting

Section 1 - Special meetings of the Student Council can be called only by the President, Student Council Sponsor(s), or Principal.

ARTICLE IX

Committees

Section 1 - Necessary standing and special committees that are not approved in this constitution shall be appointed by the Student Council and Sponsor(s).

ARTICLE X

Homecoming

Section 1 - Homecoming elections will be the responsibility of the Student Council.

Section 2 - Each grade 7 through 11 shall prepare a ballot of all the girls in that class. All candidates must have an overall 75 average from the prior semester and must have attended Brookhaven Academy the previous school year. Students from the class will vote for one girl to serve as homecoming maid for that class.

Section 3 - After being marked, the homeroom teacher will count all ballots. A run-off will be held if needed.

Section 4 - The senior sponsors shall prepare a ballot of all the girls in the senior class. The class shall then vote for 3 girls to serve on the homecoming court.

Section 5 - After being marked, the senior sponsor(s) shall count these ballots. A run-off will be held if needed.

Section 6 - All varsity football players will vote to elect a girl from grades 10 through 12 as football maid. The football maid must meet the requirements as stated in Article X, Section 2.

Section 7 - During the night ceremony homecoming maids will be escorted by their father or elective relative.

Section 8 - The student council will make ballots for the elected senior maids for homecoming queen.

Section 9 - Classes 7 through 12 will then receive the ballots for homecoming queen. These classes will then vote for 1 girl for homecoming queen.

Section 10 - The ballots shall be turned over to the school counselor. The counselor, and faculty member appointed by the headmaster, shall count the votes.

Section 11 - The homecoming court will be announced immediately after the ballots are counted. The senior girl receiving the majority votes shall be Homecoming Queen. The identity of the homecoming queen shall be kept secret until announced homecoming night.

ARTICLE XI

Beauty Pageant and Who's Who

Section 1 - Any student who has been suspended from school cannot hold school honors during that current school year if the suspension was for 3 or more days. School honors include Who's Who, Hall of Fame, Beauty, Class Officers, etc.

Section 2 - Any girl who is a student at Brookhaven Academy can enter the beauty pageant sponsored by the National Honor Society.

Section 3 - All Who's Who winners must meet eligibility requirements of an overall 75 average from prior semester. Mr. and Miss B.A. in high school and junior high must have a 85 average for the prior semester and must have attended BA the previous school year.

Section 4 - Each class, 7 through 12, shall elect 1 boy and 1 girl for class favorites.

Section 5 - The Student Council shall prepare ballots with names of all the senior boys and girls that are eligible and distribute them to grades 10 through 12; for the election of Mr. and Miss Brookhaven Academy. Each person will vote on one boy and one girl for Mr. and Miss Brookhaven Academy. The boy and girl with the majority votes become Mr. and Miss Brookhaven Academy.

Section 6 - The procedure of electing junior high Mr. and Miss Brookhaven Academy is the same as for high school. Ballots will be distributed to grades 7 through 9.

Section 7 - An appointed faculty member, counselor, and administrator will count all votes associated with Who's Who.

Section 8 - A student may hold titles in two categories. If he/she wins more than two titles, he/she will choose which two titles he/she wants. The titles he/she leaves open will be filled by the student with the next highest number of votes in that category.

Section 9 - A student may hold two titles and that of Mr. or Miss Brookhaven Academy also. The class favorites may also hold two other Who's Who titles.

ARTICLE XII

Amendments to Constitution

Section 1 - All Amendments to this constitution must be approved by the Administration and/or Board.

Section 2 - Amendments, if necessary, may be proposed by any member of the Student Council.

Section 3 - An amendment must be approved by majority of the Student Council.

Section 4 - An amendment must be further approved by a majority vote of the Student Body. A majority vote being defined as 1 vote over half.

ARTICLE XIII

Section 1 - This Constitution constitutes from year to year until amended as described in Article XII.

Section 2 - It must be further ratified by a majority vote of the Student body. It should be changed or added to when necessary by a majority vote of the Student Council and majority vote of the Student body.

NATIONAL HONOR SOCIETY CONSTITUTION

ARTICLE I

Section 1 - The name of this organization shall be the Brookhaven Academy National Honor Society.

ARTICLE II

Section 1 - The purpose is to promote academic achievements; to create an enthusiasm for scholarship; to stimulate a desire to render service; to promote leadership; and to encourage the development of character in all students at Brookhaven Academy.

ARTICLE III

Section 1 - The officers shall be as follows: President, Vice President, Secretary, and Treasurer. The Vice President shall be a sophomore at the time of selection. He/she will serve as Vice President his/her Junior year and automatically become President as a Senior. All other officers shall come from the sophomore and junior classes at the time of the election.

Section 2 - All officers shall serve a one-year term and all officers shall be elected annually at the April meeting.

ARTICLE IV

Section 1 - National Honor Society Officers:

- (A) The President shall preside at all meetings of the Honor Society, call special meetings, make all appointments, and perform other duties associated with this office.
- (B) The Vice President shall assume the duties of the President during his/her absence, supervise all committees, and perform other duties associated with this office.
- (C) The Secretary shall record minutes of all Honor Society meetings, read the minutes, handle all correspondence, and maintain an attendance record.
- (D) The Treasurer will work with the sponsor(s) in maintaining all funds of the Honor Society and make reports of expenditures.

ARTICLE V

Section 1 - Membership in the National Honor Society is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character by which they were

selected. Ninth graders are not eligible for membership in the National Honor Society; membership is reserved for sophomores, juniors, and seniors.

Section 2 - Those eligible for membership in the National Honor Society must have accumulated an overall 90 GPA over the last 3 semesters.

Section 3 - Candidates become members when inducted at a special ceremony.

Section 4 - Members who resign or are dismissed are never again eligible for membership or its benefits.

Section 5 - The membership fee is \$10.00 for all members.

~NOTES~

CHANGING OF POLICIES, RULES AND REGULATIONS

This handbook is a summary of rules, policies and procedures of Brookhaven Academy Educational Foundation, Inc. The Board of Directors and administration reserve the right to add, modify, or delete any rule, policy or procedure contained herein without prior notice. This information is for the use of parents and students and does not constitute a legal contract or document.

.....

I have read this Student-Parent Handbook and fully understand and agree to abide by the rules and regulations as stated in this Handbook.

Student _____

Parent _____

(Please sign on appropriate spaces, cut along dotted line and turn in to First Period Teacher.)