

BROOKHAVEN ACADEMY

ELEMENTARY STUDENT-PARENT HANDBOOK 2010-2011

A QUALITY EDUCATION IN A CHRISTIAN ENVIRONMENT



943 BROOKWAY BLVD. EXT.
BROOKHAVEN, MISSISSIPPI 39601

Telephone 601-833-4041

Fax 601-833-1846

www.brookhavenacademy.org

E-Mail: baacademy@cableone.net

juliebwright@cableone.net

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 enough to allow students to participate fully in the educational process and to achieve the educational objectives. Quality education is a major goal of the school. A high level of academic excellence and achievement necessary for education at a higher level and for vocational competence is stressed and encouraged. 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 classroom.
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.

Brookhaven Academy Enrollment/Admission/Transfer Policy

The following procedures will guide the evaluation of student applications for enrollment at Brookhaven Academy. If vacancies exist after the designated registration period is over, all new applications will be considered in chronological order based on the date and time of the application, payment of the registration fee, past school performance and attendance (if applicable), acceptable conduct, and successful completion of Brookhaven Academy's entrance testing process.

Enrollment Priorities:

1. Current students and kindergarten siblings—Have priority for registration during the designated registration period.
2. Children of Employees—Students whose parents are employed by Brookhaven Academy have priority for registration. (This also applies to step-children, if the children's primary residence is the employee's household.)
3. New Applicants—Students will be accepted as space becomes available based upon date and completion of the following guidelines:

Guidelines:

1. Applications will be accepted for review for enrollment in grades K3-12 when the form is completed, the registration fee is paid, and the assessment test is taken.
2. New students will be considered based on the dated receipt of a completed application and payment of the registration fee. Each application will be dated, initialed, and the time recorded to determine priority.
3. If students are not in good standing academically, or if they have previous attendance or discipline problems, they may not be accepted.
4. Each new family making application must bring their child/children for a personal interview/tour with the appropriate school administrator.
5. An assessment test will be administered to each new applicant in grades 2-12 to determine the student's grade placement.
6. Students will be placed on a waiting list when the maximum enrollment for each section of a grade or subject is reached. A waiting list for a new section will be started, but the students on this list will not be accepted until enrollment is sufficient to employ an additional teacher.
7. Families that are on the waiting list will be called when space becomes available and will be given **48 hours** from the time of the call to accept the position.
8. The registration fee is non-refundable.
9. When a student reaches a point where Brookhaven Academy can no longer contribute to the educational advancement of said student, and/or said student fails to take full advantage of educational opportunities offered to him/her, and/or said student continuously violates school regulations, the student will be requested to withdraw from Brookhaven Academy during the present year and will lose his/her priority for admission to Brookhaven Academy in the future. The B.A. Board of Directors will evaluate recommendations of the administration concerning each student's present and future enrollment at Brookhaven Academy.
10. The following documents must be provided to the school Guidance Counselor (junior high/high school) or the Elementary Principal (K3-6th) before the registration process may begin:
 - Copy of Immunization Compliance (certified by the State of MS)
 - Copy of Birth Certificate
 - Copy of Social Security Card
 - Copy of transcript (7th-12th) or most recent report card (K5-6th)
 - Copy of Discipline Report or statement of clear discipline record from last school attended

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, or activity programs.

ACTIVITIES

Athletics in the elementary school are handled by people outside of the school. These programs for upper elementary students include football, girls' and boys' basketball, and cheerleading. Other programs are available through the City Recreation Department and area churches.

AFTER-SCHOOL CARE

In an effort to serve the needs of working parents, an after-school care program is offered from 2:45-5:30 P.M. each school day. Supervised care of students in grades K3-6 is offered at a reasonable cost to parents.

Students who are enrolled in this program must report promptly at 2:45 P.M. to the supervisor for roll call. After-school care students are allowed to use the playground and snack facilities in the cafeteria after school, but will not be allowed to enter the elementary school or high school buildings. When picking up a student from after-school care, the parent (or other authorized person) must see an after-school worker to have the child signed-out.

ATTENDANCE

Absences: Ideally, a student attends school every day, for learning activities are planned for each day school is in session. However, if it is necessary for a student to be absent from school, make-up work becomes the responsibility of the student. Usually, the student will have one day for each day missed to make up work. Tests will be made up at the discretion of the teacher, but always within five days of the pupil's return to school. Work not made up within the time frame will be recorded as zero.

Assignments may be obtained through the classroom webpage, and books needed during a student's absence will be available for pickup **if the request has been made by 10:00 a.m.** These may be picked up from the elementary office after 12:00 p.m. **If a student is going to miss a week or more for any reason other than illness, approval of the headmaster must be requested in writing.** Some assignments can be done ahead of time while others may need to be completed after the teacher has explained new concepts. Parents must understand that while some work can be assigned as homework, a great deal of class time, discussion, and explanation will be missed by the student.

A doctor's excuse or a note from the parent explaining the absence should be sent on the day the student returns to school.

Students who miss more than 20 school days in a year cannot receive credit for the year, and the student will not be promoted to the next grade. 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, and if the academic objectives missed during the absences are mastered. The parent(s) must be able to produce valid reasons for the student's absences, along with a copy of any doctors' excuses. A note will be sent to parents when a student accumulates 7 absences, 15 absences, and 20 absences.

Students will be considered present for the day only if they remain at school at least sixty percent of the school day. However, **Perfect Attendance certificates will be given only to those students who are not absent, tardy, or leave school for any reason.** Participation in school activities is considered an extension of the school day and does not carry a penalty as long as the student is a participant and not a spectator.

In order to participate in school-related activities after school hours, a student must be present in school that day. If a student is too sick to attend school, he or she is too sick to participate in extra-curricular activities. (Example: Peewee sports)

Checkouts: Parents who find it necessary to check a student out of class before the end of the day must send a note of explanation to the teacher at the beginning of the day stating the reason and approximate time of checkout. Emergency checkouts will be handled by the office staff. Parents are required to complete a sign-out process in the office for all check-outs before a student will be called to the office.

Students who leave school early are responsible for all work missed. **Parents are requested to schedule medical, dental or other appointments after school hours so classes will not be missed.**

Tardies: We encourage promptness and regular attendance at Brookhaven Academy. Teachers and students have the right not to have instruction time interrupted by students who are tardy to class. Teachers will check roll promptly at the beginning of each school day, and students will be marked tardy if they arrive after the tardy bell at 8:00 A.M. Students may accumulate a total of two (2) tardies each nine weeks without action being taken. On the third (3rd) tardy, the student will miss one day of recess. On the fourth (4th) tardy, the student will miss one day of recess. On the fifth (5th) tardy, in-school suspension will be assigned. For each subsequent tardy, in-school suspension will be assigned.

BOOKS

Textbooks are the property of Brookhaven Academy and are rented by the student for the year. Books are returned at the end of the course, and book fines will be assessed for damage due to abuse. **Textbooks and workbooks will not be sent home at the end of the school year.**

CARE OF SCHOOL AND PERSONAL PROPERTY

COUGAR PRIDE is a slogan associated with Brookhaven Academy over the years. Pride in our school requires that students neither litter nor deface school property. As we strive to mold the character of useful, productive citizens, we expect our students to respect not only their personal property but the property of others as well.

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 suspension for one day.

CHEATING AND STEALING

Cheating and stealing are actions that are expressly forbidden at Brookhaven Academy. Students who are guilty of these actions will be suspended for one (1) day and any other measures deemed appropriate by the administration. A student involved in the acts of cheating or stealing will have the incident recorded as a permanent part of his/her disciplinary record.

A grade of "0" will be given on any assigned work or test for cheating, as well as one day suspension from school.

CHEWING GUM

Chewing gum is not allowed on our campus; therefore, gum should not be brought to school. Violators will be disciplined.

COMPUTER USAGE

All computers, supporting programs, and applications to include Internet, are provided as educational tools to afford students the opportunity of developing skills needed in today's world of technology. Opportunities will be maximized, where appropriate, for students to have dynamic experiences with this technology. However, computer usage by students will be in a manner solely supported by classroom learning objectives and/or school activities.

In this area, the safety and protection of the students while using school computers is paramount to all staff members of Brookhaven Academy. To the extent practical, steps will be taken to promote appropriate usage and access to computers, supporting programs, and applications to include Internet. The Brookhaven Academy staff will determine "appropriate", and the students will be accountable for violations of this policy. With the administration's approval, staff members may take steps to meet or exceed this policy where computer usage is concerned in their areas of responsibility.

CONFERENCES

We believe that a child's academic success can be furthered by a close home-school relationship. Parents are encouraged to contact the teacher if they feel there is a problem.

All conferences should be scheduled through the elementary school office at least one day in advance. Conferences will be scheduled after school hours or during the teacher's planning period, unless special circumstances require otherwise. Teachers will not be available for conferences while performing school duties.

DELIVERIES TO STUDENTS

No deliveries may be made directly to students in class. All items must be taken to the elementary office where they will be delivered to the student.

Please remember that we have very little room in our classrooms for balloons and flowers. Any such deliveries must be made the last hour of school.

DISCIPLINE

A major goal of Brookhaven Academy is to provide a quality education to its students in an atmosphere of firm and consistent discipline. Development of self-discipline is stressed, but it is the classroom teacher who, by individual techniques and positive approaches, controls the discipline of the classroom. At the beginning of each school year, each teacher will discuss disciplinary procedures with the class, and each student will receive a statement outlining rules, rewards and consequences. We expect proper conduct in all areas of school activities — classroom, lunchroom, playground, assemblies, and athletic events. Disciplinary measures will be recorded and kept on file in the Principal's office.

Brookhaven Academy Philosophy of Discipline

Discipline should not be interpreted 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/she becomes more aware of the consequences of his/her decisions. The administration of this school is based on the theory that students should be capable of conducting themselves in accordance with acceptable 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 and moral integrity are expected of every student at Brookhaven Academy.

Methods of Disciplinary Action:

- A. Teacher Initiated: The teacher has the authority and will discipline the student at the time of the infraction.
- B. Administrative Referrals: Students (at the discretion of the teacher) will be referred to the Principal's office for repeated offenses of deliberate violation of school rules or at any time a serious infraction occurs.

Types of Disciplinary Action:

The following disciplinary procedures will be utilized by the school as a deterrent against unacceptable behavior:

1. WRITE-OFFS (4th-6th grades)—When a student is given a "write-off", the student must go by the office before the end of the school day to receive a writing

assignment which will consist of copying a designated page from the student handbook. This assignment must be completed and returned to the office before attending classes the next day. Failure to return this assignment will result in a disciplinary notice.

2. **DISCIPLINARY NOTICE** (all students)—Students will be given disciplinary notices that will state the date of the infraction, the nature of the infraction, punishment assigned to the student, and the name of the assigning staff member. The student must return the disciplinary notice with parental signature to gain admission to detention. Failure to return the signed disciplinary notice will result in an additional detention notice. The punishment for accumulation of disciplinary notices during each nine-week grading period will be incremental in nature. The following punishments will result from students being assigned disciplinary notices:
 - First disciplinary notice will result in detention.
 - Second disciplinary notice will result in detention.
 - Third disciplinary notice will result in ISS (In-School-Suspension)
 - Fourth disciplinary notice will result in OSS (Out-of-School-Suspension)
 - Subsequent disciplinary notices will require students and parents/guardians to meet with the Board of Directors and may result in expulsion.
3. **DETENTION (STUDY HALL)**—Students may be placed in detention (Study Hall) during recess. Students will be under the supervision of a teacher on staff, and the students will be required to read, study, or complete some form of work detail.
4. **AFTER SCHOOL DETENTION**—Students may be placed in detention after school (2:45 p.m.—4:00 p.m.) under the supervision of the administration or staff. Students will be required to study or complete work detail during this time.
5. **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 is determined by the Principal or Headmaster according to the seriousness of the infraction.
6. **CORPORAL PUNISHMENT**-Corporal punishment may be used as a choice for other disciplinary sanctions (with parental/guardian approval).
7. **IN-SCHOOL SUSPENSION**-Students may be placed in In-School Suspension (8:00 a.m.—2:45 p.m.). Students will be required to complete class assignments while isolated from the students in his/her class. Students will receive a 1-point deduction from the nine weeks grade in each subject. **The parents of the students will pay the cost of supervision (\$40.00 per day).**
8. **SUSPENSION AND 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 school, will face suspension or permanent expulsion. Students suspended for a violation of a school rule will receive a 2-point deduction from the nine weeks grade in each subject.
9. **PROBATION**—Violations of a serious nature (such as automatic suspension from school as stated in 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, if 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.

DRESS CODE

Please remember that our school is often judged by the appearance of our students. Clothing should be clean and neat. No frayed, cut-off, or torn clothing will be allowed. Clothing with objectionable writing or pictures will not be allowed. Teachers will inform students or parents if their attire is inappropriate.

The elementary dress code for grades 1-6 is as follows:

For Boys:

- Properly-sized khaki slacks or khaki walking shorts—**with belt** (light/dark **khaki** is acceptable—**no dark brown or camouflage**)
- Collared polo/golf-type shirt—tucked in (long or short sleeve)
- Oxford button-down shirt with undershirt (Shirt must be fully buttoned with the exception of the collar and must be tucked in.)
- Socks and shoes at all times
- Sweatshirts, jackets and sweaters worn **over a collared shirt** on cold days
- Long or short-sleeve t-shirts **MAY NOT** be worn over collared shirts

For Girls:

- Properly-sized khaki slacks or capris, **knee-length** khaki skirts, or **knee-length** walking shorts (light/dark **khaki** is acceptable—**no dark brown or camouflage**)
- Leggings worn under khaki skirts (If leggings are worn, skirts are still required to reach the knee.)
- Properly-sized collared polo/golf-type shirts—tucked in or extending 4 inches below the belt line (long or short sleeve)
- Oxford button-down shirt with a crew-neck under-shirt (Shirt must be fully buttoned with the exception of the collar.)
- Sweatshirts, jackets and sweaters worn **over a collared shirt** on cold days
- Long or short-sleeve t-shirts **MAY NOT** be worn over collared shirts
- Earrings in lower ear lobe only, no other piercing allowed

Hair should be clean, combed and **out of the eyes**. Boys' hair should be no longer than the bottom of the shirt collar and should not extend below the earlobes. No "tails", shaved, or extreme hair-cuts will be allowed. Girls may wear conservative earrings. Boys will not be allowed to wear earrings or girls' apparel. Hats and sunglasses are not permitted. Cleats and "heelys" are not permitted. Toboggans and other warm hats are acceptable outerwear on cold days but must be removed when inside the building.

Fridays—Jean/B.A. t-shirt day (for a \$1.00 fee)

On "Football Game Fridays" girls may wear cheerleader suits and boys may wear B.A. jerseys with khaki shorts. (no fee)

EARLY ARRIVAL

Students should not arrive at school before 7:30 A.M. Duty teachers will be on duty beginning at 7:30 A.M. for early arrivals. If an elementary student rides to school with an older sibling, and the older sibling has to be at school before 7:30, other arrangements will need to be made for getting the elementary student to school at or after 7:30 A.M. Parents (or older siblings) should not leave students unattended.

K3, K4, and K5 students report to the kindergarten room designated for early care. Students in grades 1-6 sit quietly against the wall of their classroom until classroom teachers admit students at 7:50. Loud talking, running, or playing in the hall will not be permitted.

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; device may be reclaimed by the parent for \$20.00, and the student will be assigned detention.

2nd Offense: Device will be confiscated and held and may be reclaimed by the parent at the end of the year. The student will receive 1 day of in-school suspension.

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

ELEMENTARY OFFICE

The school office is a busy place. Because our staff has many important jobs to do each day, **only messages of extreme importance will be delivered to students.** Students should not go to the office without permission from a teacher. No medicine will be dispensed without a note from the parent. **Students are not allowed to use the telephone except in cases of emergency and only with written permission from the classroom teacher.**

EXTENSION CLASSES

Art: Art education begins in kindergarten and is extended through the sixth grade. The art curriculum is taught by a certified art instructor.

Computer: Brookhaven Academy's elementary computer lab is used for curriculum remediation or enrichment, and introduction to keyboarding and other age-appropriate computer skills.

Library: Brookhaven Academy's library/media center is an important part of our educational program and is open daily under the supervision of a professional librarian. Students go to the library on a regular basis for general library use instruction, story time, research, checking out books, and taking Accelerated Reader tests.

Music: Music education begins in kindergarten and is extended through the sixth grade. The music curriculum includes development of skills as well as music appreciation.

Through the presentation of musical programs, Brookhaven Academy music students are given opportunities throughout the year to perform for audiences.

Physical Education: All students are expected to participate in P.E. activities. A doctor's excuse or a parental note of illness must be given to the P.E. teacher to be exempt from activities.

Clothing worn for P.E. days should be loose, comfortable, and appropriate for running, jumping, hopping, and skipping. Athletic shoes, such as tennis shoes, should be worn for P.E.

FEES

All fees owed by the student (tuition, damaged book fees, charges in cafeteria, etc.) must be paid in full before grades can be recorded on school records.

FIELD TRIPS

Field trips provide a means of enrichment for our students. We consider them to be an extension of our curriculum.

Each elementary class will take at least one out-of-town field trip during the school year. Additional trips may be made locally with special permission from the administration. Kindergarten classes, because of the nature of their curriculum, may take several trips during the year. Parents often help with field trips, and we welcome their participation.

The conduct of our students should reflect the purposes and teachings of Brookhaven Academy. We expect our students to dress appropriately for field trips and to conduct themselves in a manner that will be a positive reflection of our school.

GRADING SYSTEM

<u>Grading Scale:</u>	A.....90-100
	B.....80-89
	C.....70-79
	F..... 0-69

Penmanship is graded with S-satisfactory, N-needs improvement, and U-unsatisfactory. These grades are based on correct letter formation, proper spacing, and neatness.

Art, music, computer, Bible, and P.E. are graded with S, N, and U on the student's report card. These grades are based on cooperation, conduct, enthusiasm and

participation. Talent and ability, while taken into consideration, are not necessary prerequisites for satisfactory completion of the courses.

Behavioral attitudes are graded with S, N, and U.

Homework: Homework is a vital part of our curriculum. Its intent is to reinforce concepts learned in school, to prepare for the next day's lesson, and to develop independent study habits. Elementary students may have daily homework assignments which will contribute to the student's grade.

Headmaster's List, Principal's List, and Honor Roll List: Students with a 9 weeks average of 95-100 in academic subjects are included on the Headmaster's List; those with a 9 weeks average of 90-94 are included on the Principal's List; students with a 9 weeks average of 85-89 are included on the Honor Roll List. These lists are published at the end of each grading period and include grades 1-6.

Progress Reports: Kindergarten students will receive a progress report at the end of each nine weeks. Students in first grade will receive progress reports for the first grading period. Thereafter, they will receive a standard report card.

All students in grades K5-6 will receive mid-nine weeks progress reports. Daily or weekly reports are issued in extreme cases, but must be directly requested of the teacher.

Report Cards: Report cards will be sent home at the end of each nine-week grading period. The report card should be signed by a parent and returned to school the following day. In the event the report card is not received, please contact the school.

Students who fail any two subjects for the year will not be promoted to the next grade. Students who fail any major subject (Reading, English, or Math) will be required to complete a summer tutoring program. This program must be approved by the administration.

HEALTH, WELFARE, MEDICINE & COMMUNICABLE DISEASE

Health Habits: Parents are urged to encourage their children in the development of the following good health habits:

1. Get adequate sleep.
2. Eat a well-balanced breakfast.
3. Avoid excessive amounts of sweets.
4. Play and exercise outdoors.
5. Wear appropriate clothing for the day's weather conditions.
6. Buy or bring a nutritional lunch.

Illnesses: If a student becomes ill at school, the parents will be notified. If the administration deems a child too sick to stay at school, the parent will be notified to pick up the child. We do not have facilities at school to care for a sick child, so parents are expected to pick up the student as quickly as possible. Children who are sick should not be sent to school. **Children must be free of fever for at least 24 hours before returning to school.**

Except in severe weather, a part of each day will be spent outside, so all students should be sent to school with sufficient wraps. Requests for students to be kept inside during recesses will be honored in case of illness, but the request must come from parents by written note. Arrangements will be made for those students to go with the study hall duty teacher to sit or work quietly until recess is over.

Medicine: We prefer parents give medications at home, but in cases of necessity, medicine will be given at school. All medicine must be kept in the elementary office and administered by the office personnel. **No prescription medicine will be given without a dated, signed note from a parent stating the child's name, the exact dosage, and exact time of day to be given.** Children will not be allowed to keep medicine in their possession. **Please do not send cough drops to school for your child (due to the risk of choking).**

Immunization Law: Mississippi Law provides that "it shall be unlawful for any child to attend school, kindergarten, or similar type facility intended for the instruction of children, either public or private, unless they shall first have been vaccinated against those diseases specified by the State Health Officer." **Enforcement of this law**

requires the removal of children from classes if they are not adequately immunized; therefore, students without a proper Mississippi Immunization certificate will not be allowed to attend school.

Communicable Disease: Any student returning to school after having a communicable disease will not be admitted to class without a note from a doctor or the Health Department.

IN-SCHOOL SUSPENSION

A student may be assigned to in-school suspension for a minimum of one (1) day. A student suspended for a violation of a school rule will receive a 1-point deduction from the nine weeks grade in each subject. The parent/guardian of the student must pay the cost of supervision (\$40.00 per day)

LIFE STYLE 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 behavior that is in violation of Biblical teachings will not be tolerated and will result in expulsion from school.

LUNCHROOM PROCEDURES AND BEHAVIORS

Students are expected to eat a nutritional lunch. Soft drinks will not be sold at lunch to students in kindergarten through third grades. Rather, milk or fruit juices will be available. Students allergic to milk may drink water, juice, or bring a beverage in a thermos. Please do not send canned or bottled drinks. Please do not send snacks or fruits in cans with metal tops that can be sharp when opened. For safety reasons, students in K3 through 3rd grades are not allowed to use the microwave, so please do not send foods that require the microwave with students in this age category. Students in grades 4 through 6 may purchase soft drinks at lunch. No candy, cookies or chips will be sold during lunch. All students may purchase snacks and soft drinks during snack time.

Students are expected to remain quiet and orderly during lunch period, whether in line or at the tables. The eating areas should be kept clean and neat. Lunch should be a pleasant experience for everyone, and unacceptable behavior will not be tolerated. Each class will sit together with its teacher.

Parents are welcome to eat lunch with their children for special occasions during the school year. Please inform your child's teacher in advance so that we can avoid having more guests than we can serve. Please notice the Brookhaven Academy Food Service Policy:

FOOD SERVICE POLICY

- 1. The cafeteria serves hot lunches, short orders, and snack items at break.**
- 2. Students may bring their lunch from home at 8:00 a.m., if they choose not to eat in the cafeteria. If a student forgets his/her lunch, it must be brought to the school office by 9:00 a.m. If the lunch cannot be brought by 9:00 a.m., the student will be allowed to eat the school provided lunch.**
- 3. Lunches MAY NOT be brought on campus from an outside food vendor, 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 of Directors each year, and this information will be provided to patrons.

PARENT-TEACHER LEAGUE (PTL)

Brookhaven Academy is fortunate to have an active and supportive PTL. This organization is made up of enthusiastic people who have a genuine concern for our school and its progress. We invite parents to become a part of this organization by attending its scheduled meetings and by joining the parent volunteer program. The PTL sponsors Fall Festival/Family Day, and other worthwhile programs.

PARTIES

School policy allows three parties per school year: Christmas, Valentine's Day and Easter. No gifts will be exchanged between students at school. Classes may choose to contribute items or money to charitable organizations as a service project instead of exchanging gifts (pet food to animal shelters, adopting from "angel tree", etc.) **All parties will be held on the school campus.**

No birthday parties may be given at school. Parents may send birthday refreshments to be served at snack time. Please contact the teacher before sending refreshments.

To avoid hurting feelings, no party invitations will be given out at school unless every student in the class is to get one. If you cannot invite all students to a party, please mail the invitations. If every student is not invited to a party, the school requests that the birthday girl/boy NOT pick up the fellow invitees from school. Children who are not invited to a party get hurt feelings when they see classmates leaving school together with presents in their hands, and they realize there is a party and they were left out.

PROHIBITION OF HARASSMENT, INTIMIDATION, AND BULLYING

BAEF is committed to a safe and Christian educational environment for all students, employees, volunteers, and patrons, free from harassment, intimidation, or bullying. "Harassment, intimidation, or bullying" means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic.

Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendo's, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other school policies or building, classroom, or program rules.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation, or bullying also constitutes violations of this policy.

REGISTRATION

Registration is held in the spring for children entering school in the fall. The registration forms and financial information may be obtained from the Business Office.

Students who meet the following criteria will be eligible for entry into kindergarten and first grade:

K-3... must be three on or before September 1 of current school year

K-4... must be four on or before September 1 of current school year

K-5... must be five on or before September 1 of current school year

1st Grade... must be six on or before September 1 of current school year

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:

1. FIRE ALARM- CONTINUOUS RINGING OF THE BELL WITH THE INSTRUCTIONS OVER THE SPEAKER SYSTEM, "CLEAR THE BUILDING"
2. When the alarm sounds, the students are to leave the room in single file under the supervision of the teacher. The students are to take nothing with them except what they have in their hands when the alarm sounds.

TORNADO:

1. TORNADO ALARM—SHORT RINGS OF THE BELL WITH INSTRUCTIONS OVER THE SPEAKER SYSTEM, "TORNADO POSITIONS"
2. When the alarm sounds, the students are to leave the room in single file under the supervision of the teacher.
3. Students are to sit down on the floor at the assigned area against the wall with their heads down inside the knees and arms over their heads. No one is to be up and moving about. Avoid looking up and toward areas with glass.
4. When the all-clear signal of multiple short rings sounds, return to class in an orderly manner.

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 Resource Development Committee. 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.

TRANSFER STUDENTS

Students who transfer to Brookhaven Academy with only letter grades on their transcripts will be assigned the following numerical grades:

A—95 C—75
B—85 D—69
F—67

TRAFFIC

Student Drop-off

When dropping off K-3 through 3rd grade students in the mornings, please use the covered drive at the south entrance of the elementary building. Students in 4th-6th grades may be dropped off at the south or front entrance of the elementary building. A teacher will be on duty to assist students in safely entering the building.

If walking your K-3, K-4, or K-5 student to class in the mornings, please park in the front parking lot of the elementary building or in the parking lot behind the gym. **PLEASE DO NOT PARK IN THE DROP-OFF LANES IN FRONT OF THE ELEMENTARY BUILDING OR BEHIND THE KINDERGARTEN BUILDING.**

Older students who drive elementary students to school must walk the elementary students through the parking lot and onto the school grounds before going to the junior high/high school building. **Elementary students should not be left in the parking lot to walk to the building unattended.**

Student Pick-up

The K-3 through 6th grade classes are dismissed each day at 2:45 P.M. All students (K-3 through 6th) will use the south entrance for pick-up. There are teachers on duty to assist the traffic directors. Please help us keep traffic problems to a minimum. Pick-up time is a very busy time for the staff and students. **To help the process run smoothly, please do not come inside the building and go to classrooms to pick up your child(ren).** This is a distraction to other children who are listening for their names to be called. **Please refrain from entering the building to ask the office staff to get your child(ren) from the classrooms.** The office intercom system is not in use during pick-up time, as it is being used to call students to load in vehicles.

The safety of the students is our primary concern. Students must wait until the traffic is stopped before they load. All students must be picked up at the end of the building where teachers are on duty. Under no circumstances will students be allowed to walk through traffic to find their rides. Once students have been loaded in a vehicle, they **will not** be allowed to cross through traffic to return to the school. If it is necessary for the student to re-enter the building, the vehicle must be parked in a parking space, and the student must be walked back into the building by an adult.

Elementary students will not be allowed to leave the classroom to meet parents or older siblings somewhere on campus. Students in elementary will be dismissed from their classroom (or elementary hall) only when the students' rides are on campus. **Elementary students will not be allowed to wait for rides outside the building with an older sibling.**

If you must leave your vehicle, or if you know you must wait longer than usual for your riders, DO NOT BLOCK TRAFFIC. At the south entrance, pull out of the loading lanes* and park on the right side of the street opposite the playground.

NEVER BLOCK TRAFFIC BY LEAVING AN UNATTENDED, PARKED CAR IN A LANE OF TRAFFIC. DO NOT PARK IN THE DRIVE BEHIND THE ELEMENTARY BUILDING. Follow the procedures described for afternoon traffic when unloading students in the mornings. With parents' cooperation, traffic will flow safely and as quickly as possible.

To ensure both speed and safety in loading students, there will be no playing on the campus (including playground) after school, with after school care being the exception. No elementary students will be allowed to go to the high school building before 3:00 P.M.

* IF IT IS RAINING, THERE WILL BE A SINGLE LANE FOR LOADING STUDENTS AT THE SOUTH ENTRANCE. THIS WILL BE ON THE EXTREME LEFT SO THAT STUDENTS MAY LOAD UNDER THE COVERED DRIVE.

VISITORS

Visitors are allowed on campus at Brookhaven Academy at appropriate times. All visitors, including parents, should use the front door of the elementary building and check in at the elementary office. Visitors are not allowed inside our classrooms; however, visitors requesting a tour of our facilities will be furnished a guide. Student visitors must be approved by the headmaster and granted admission to the campus.

Hallways should be kept quiet and clear of people during school hours. All parents and visitors must exit the hallway prior to 8:00 A.M. unless they are part of an official tour group.

Parents waiting to follow the bus on field trips should wait outside the building so that classroom instruction is not interrupted by the noise of excited parents!

WEATHER

On days when we have snow or icing conditions on the roads, OR ANY OTHER INCLEMENT WEATHER, the school's automated messaging system will notify you by

phone, e-mail, or text message. You may turn your radio or TV on at approximately 6:00 a.m., as 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 or other school officials.

~ NOTES ~

This handbook is a summary of rules, policies and procedures of Brookhaven Academy Educational Foundation, Inc. The Board of Directors and administrator reserve the right to add, modify, or delete any rule, policy, or procedure contained herein without prior notice. This information is for 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 space, cut along dotted line, and turn in to the office secretary. Thank you.)