

**BROOKHAVEN ACADEMY  
EDUCATIONAL FOUNDATION, INC.**

**STUDENT-PARENT HANDBOOK**

**2020-2021**



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***This handbook does not and cannot address every situation, question, or problem that may arise. Any situation, question, or problem raised, and is not covered in this handbook, will be left to the discretion of Administration.***

## **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, the primary 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 and deal with these changes by developing from within a sense of moral responsibility, social 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 trustees 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.

## **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.

## **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.

### **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 the student may have to go through and pass Brookhaven Academy's entrance testing process.

Each family applying for admission will be interviewed in order to verify that BA is the best educational option for their child. This meeting also enables us to personally answer any questions about BA. The admissions committee or Head Administrator conducts this one-time interview. It is within the discretion of the Head of School to determine whether or not the child and the child's family have the character, ability, and educational drive to be enrolled and succeed as a student at Brookhaven Academy.

### **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.)

### **New Applicants**

Students will be accepted as space becomes available based upon date and completion of the following guidelines.

The following documents must be provided to the school Registrar 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 (7<sup>th</sup>-12<sup>th</sup>) or most recent report card (K5-6<sup>th</sup>)
- \* Attendance Record
- \* Copy of the student's most recent state/standardized test scores.
- \* Copy of Discipline Report or statement of clear discipline record from last school attended.
- \* Withdrawal form from previous school (if applicable)

### **BA's Policy for Transferring Students**

1. New students will be considered based on the dated receipt of a completed application and payment of the registration fee.
2. If students are not in good standing academically, or if they have previous attendance or discipline problems, they may not be accepted.
3. An assessment test may be administered to each new applicant in grades 2-12.
4. 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.
5. 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.
6. The registration fee is non-refundable.
7. When the administration concludes that 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 BA Administration will evaluate each student's present and future enrollment at Brookhaven Academy.
8. Applications will be accepted for review for enrollment in grades K3-12 when the form is completed.

At Brookhaven Academy's discretion, if a student does not meet one of the listed requirements above, the student may be admitted, but only on a probationary status.

## BROOKHAVEN ACADEMY SCHOOL LOGO REQUEST FORM AND PROCEDURE

The Brookhaven Academy administration and Board of Trustees fully recognize the importance of the Brookhaven Academy brand and the image of Brookhaven Academy in our community. The image is portrayed through Brookhaven Academy and the Brookhaven Academy logos; therefore, the school's administration assumes the duty of approving the printing, displaying, and/or use of the logos and the words "Brookhaven Academy", "BA", or "Cougar" in reference to Brookhaven Academy Educational Foundation, Brookhaven, MS.

The steps to utilizing the logos or the wording "Brookhaven Academy" or "BA" are as follows:

1. Complete the request form and return to Head of School's office for administrator review.
2. If approved, the use of the logos or wording "Brookhaven Academy" can be utilized for the project indicated by the request form ONLY. The approval does not grant the user the right to utilize the logo or wording for projects not directly indicated on the request form.

Requestor: \_\_\_\_\_

On behalf of (business/self or class/organization): \_\_\_\_\_

Date of request: \_\_\_\_\_ Proposed date of logo/wording usage: \_\_\_\_\_

Describe the intended use of the logo/wording and which logo/wording will be:

Consequences of improper use of the BA logo:

1. Shirts cannot be worn on campus.
2. Additional disciplinary actions may be enforced by administration.

### 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.

#### 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-ups.

## GENERAL RULES AND REGULATIONS

1. School hours are defined as the time a student arrives at school in the morning (including during early morning detention) until 3:00 in the afternoon.
2. Teachers are on duty from 7:30 until ALL children have been placed. 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. Conferences with teachers will be arranged through the guidance counselor.
4. Conferences with the Head of School 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 (Parent Alert) 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](http://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:

### Elementary-

- Students that fail either reading or math for the year must remediate the course with a summer remediation program set up by the principal.
- Students that fail both reading and math will be retained to repeat the grade the following school year.

### Junior High-

- If a student fails one of the following: English, reading, or math, he must be remediated in that course by MAIS regulations.
- If a student fails three academic classes, he/she must repeat the entire grade.

### High School-

- If a student fails one of the following: English, reading, or math, he/she must be remediated in that course by MAIS regulations.
- If a student fails three academic classes he/she may:
  1. Repeat two classes in summer school and take the third class during the next school year. This is with the understanding that he/she may not have early dismissal or an activity (sports) period.
  2. Repeat the entire grade
- A student may only take 2 summer classes per subject. For example, if a student fails English 1 and 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.

## ACTIVITIES

Athletics in the elementary are handled by parent volunteers. The program offered for lower elementary students (1st-2nd) is cheerleading. Programs for upper elementary students (3rd-6th) include football and cheerleading. 4<sup>th</sup>-6<sup>th</sup> grade girls and boys are offered basketball. Other programs are available through 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 3:00 p.m.-5:30 p.m. each school day. Supervised care of students in grades K3-6th grade is offered at a reasonable price to parents.

Students who are enrolled in this program must report promptly to the supervisor at 2:45 p.m. for roll call. After-School care students are allowed to use the playground and snack facilities in the cafeteria after school, but they will not be allowed to enter the elementary school or high school buildings. When picking up student from after school care, the parent (or other authorized person) must see an after-school worker to have the child signed-out. It is important that students are picked up from after-school care no later than 5:30 p.m. **A fee of \$1.00 per minute will be assessed for every minute a child is left after 5:30 p.m.**

## ATTENDANCE POLICY

### COVID-19 STATEMENT:

As you all know, any interaction with the general public poses a risk of exposure to COVID-19. Individuals who show no symptoms can spread COVID-19 if they are infected. The CDC advises that older adults and individuals at any age who have underlying medical conditions are especially vulnerable to severe illness from COVID-19. By attending or visiting Brookhaven Academy, you voluntarily assume all risks related to exposure to COVID-19. Our policy concerning COVID 19 is subject to change as new information comes forward. See the Back to School Plan, located on the Brookhaven Academy website, for student information. We will update this policy as circumstances change.

### Illness

Brookhaven Academy does their part in minimizing the spread of illness by encouraging handwashing and the use of antibacterial gel. Routine cleaning is administered throughout the school day.

Colds, flu, strep, and COVID 19 are contagious diseases and a serious issue in a school environment. If your child is ill, please keep them home.

- **Fever-** If your child has fever of 100.4 or higher the evening before school or the morning of school, you are required to keep them home for 24 hours. They may return to school if fever free without medication during the 24 hours. If your child continues to run fever, see your physician ASAP.
- **Upset Stomach-** If your child vomits during the evening or morning of school; do not send them to school the next day. You should wait 24 hours since the last stomach incident to send them back to school.
- **Earache-** Never send your child to school with an earache. Contact your physician.
- **Strep Throat-** A strep condition requires a doctor's visit and medication. The child must be on medication and fever free for 24 hours before returning to school.
- **Contagious Conditions-** Impetigo, chicken pox measles, rubella, mumps, whooping cough, meningitis, conjunctivitis (pink eye), and etc. are contagious and must be treated and no longer contagious before your child may return to school.
- **Cold-** Your child may come to school if fever free. If your child exhibits severe symptoms such as persistent cough, or severe runny nose that distracts learning, keep them home.

IF YOUR CHLD BECOMES ILL AT SCHOOL, HE/SHE WILL BE BROUGHT TO THE OFFICE FOR A SYMPTOM AND TEMPERATURE CHECK. A PARENT OR GUARDIAN WILL BE CALLED AND EXPECTED TO PICK THE CHILD UP ASAP.

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

- A Student who accumulates more than 20 absences in a year course or more than 10 absences in a semester course will forfeit credit for that class. The administration 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 as verified by the course instructor.
- Attendance letters will be sent when a student reaches 7 and 15 absences.
- 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 Principal and/or Head of School. These names will be placed in the daily report as official school business for the instructor's information.
- If a student misses class, on the day he/she returns, the student must contact the instructor in order to get missed assignments. 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. Students may not be required to miss another class to make up a test.
- Documentation for excessive absences must be by a doctor's statement, parent's phone call, direct contact, or note from parent.
- If a student is going to miss a week or more for any reason other than illness, arrangements must be made with administration and teacher(s).

**ELEMENTARY:** 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 award 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 and does not carry a penalty as long as the student is a participant and not a spectator. In order to participate in a school sponsored event that occurs 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.

### Checkouts:

**ELEMENTARY:** Classwork continues until the dismissal bell at the end of each day. Unless a student is ill, full-day attendance is imperative. Checkouts will be handled by the office staff. Parents are required to check in with the office staff before a student will be called to the office for checkout. Students who leave early are responsible for all work missed. **Parents should schedule medical, dental, or other appointments after school hours so classes will not be missed.**

**SECONDARY:** Students may check out of school during the day with permission from a parent or guardian. A note shall be presented to the office 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.

A conference including parents, teacher, and principal will be held if early checkout has become excessive. Abuse of the early checkout policies after the initial conference may result in an assigned absence or other consequence as determined by administration.

#### **Tardies:**

**ELEMENTARY:** 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 promptly check roll at the beginning of each school day, and students will be marked tardy if they arrive after the tardy bell at 7:53 a.m. Students may accumulate a total of two tardies each nine weeks without action being taken. On the third tardy, the student will miss one day of recess. On the fourth tardy, the student will miss one day of recess. On the fifth tardy, In-School Suspension will be assigned. For each subsequent tardy, In-School Suspension will be assigned.

**SECONDARY:** 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.

1. Students are allowed three (3) minutes to move from one class to another.
2. A tardy bell will sound to signal the end of the class exchange. When the bell rings, the teacher will close the door.
3. Each student may accumulate a total of two (2) tardies each nine weeks with a warning from administration. This does not mean 2 tardies per class, but rather 2 tardies total.
4. On the third (3<sup>rd</sup>) tardy, early morning detention will be assigned.
5. On the fourth (4<sup>th</sup>) tardy, early morning detention will be assigned.
6. On the fifth (5<sup>th</sup>) tardy, ISS will be assigned
7. On the sixth (6<sup>th</sup>) tardy, ISS will be assigned
8. Each subsequent tardy, OSS will be assigned

#### **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 disciplinary action from administration.

#### **CAREER / COLLEGE DAY (SECONDARY ONLY)**

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, a request to the counselor 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.)

#### **CHANGING SCHEDULE (SECONDARY ONLY)**

All requests for schedule changes should be made in writing and submitted to the counselor. All schedule changes should be requested within the first week of school. Schedule changes will not be made after two weeks without permission from the Head of School.

#### **CHEATING AND PLAGIARISM**

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 daily work or test and referred to administration.

#### **COMMUNITY SERVICE**

All students are encouraged to earn as many community service hours as possible during their junior high and high school years. Twenty (20) hours of community service are required during the senior year for graduation. Only ten of these twenty hours may be earned at Brookhaven Academy. The other hours must be earned through service with non-profit organizations in the community.

Students graduating as a Mississippi Scholar must earn an additional 40 hours of community service. These 40 hours may be accumulated over 4 years of school, beginning in 9th grade. 9<sup>th</sup>-12<sup>th</sup> grade students may earn 10 hours from Brookhaven Academy.

All community service hours should be obtained by volunteering your time to an approved organization or activity. (Examples: churches, nursing homes, hospitals, and local clubs) All community service hours must be preapproved through the counselor's office.

### **COMPETING SPORTS POLICY**

In the case of two or more Brookhaven Academy athletic teams competing on the same day, the Administration will abide by the following policy:

If any Brookhaven Academy athletic team is competing in the South State semi-finals or finals, or the State semi-finals or finals, a reasonable effort will be made by the Brookhaven Academy Athletic Director or Assistant Athletic Director to reschedule the game of any other sport. If rescheduling that game is not possible, the Head of School reserves the right to cancel that game or allow it to be played as originally scheduled.

### **COMPUTER/TECHNOLOGY ACCEPTABLE USE POLICY**

#### **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.

#### **1. Who Is Covered by this Policy**

This Policy covers all "Users" – students, faculty, staff, & authorized guests.

#### **2. 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.

#### **3. 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, websites, 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.

#### **4. 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.

#### **5. 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.

#### **6. Unacceptable Uses**

a) Technology - No user may use any technology 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
- incite 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 website, is strictly prohibited absent the express authorization of the Head of School.]
- 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

7. 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.

8. 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, Instagram, Snap Chat, and Twitter 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 may be compelled to contact the appropriate authorities.

9. 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.

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, technology 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 technology 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 technology usage is concerned in their areas of responsibility.

## CONFERENCES

We believe that a student'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 Office or Counselor's 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.

**Any conference request concerning classroom work, conduct, athletics, or any other student concerns should be handled in the following hierarchical manner:**

1. **First by contacting the office for an appointment with the appropriate classroom teacher or coach. A school administrator or counselor will be present.**
2. **After meeting with the classroom teacher or coach, if further communication is desired, the parent should make an appointment to meet with the appropriate administrator or athletic director.**
3. **The final step in the hierarchy of communicating a situation/concern is to make an appointment to meet with the Head of School.**
4. **Any individual deviating from the steps described above will be directed back to the appropriate level before any further discussions will take place.**
5. **Administrators and teachers may not be available for a conference without an appointment.**

**Note: Parents are not allowed to go to the classroom to get their child or see the teacher. If this is necessary, report to the office and the appropriate arrangements will be made.**

## SUMMER SCHOOL

1. A student must receive permission from the administration to take summer school work or work by correspondence.
2. Brookhaven Academy will not accept school units or correspondence units for new credits to get ahead of a grade level.
3. 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.

## COURTESIES AT SCHOOL SPONSORED EVENTS

- \* Always display good sportsmanship when attending an event.
- \* Visiting teams and officials are guests and should be treated as such.
- \* BA fans are to cheer for the BA Cougars and not against anyone else.
- \* When attending school functions or school sponsored events, you will be expected to follow the same code of conduct that is applied during a regular school day.
- \* For the safety of your child; parents, please supervise your child carefully at all school related events.

## CURRICULUM REQUIREMENTS FOR JUNIOR HIGH

Required classes for 7<sup>th</sup> grade include: English, World History (Eastern), Math, Science, Reading/Spelling, PE, Health, Computer Technology, and Athletics.

Required classes for 8<sup>th</sup> grade include: English, History, Pre-Algebra, Physical Science, Reading/Spelling, Keyboarding/Computer Applications, and Athletics or Health/PE.

## CURRICULUM REQUIREMENTS FOR GRADUATION

Brookhaven Academy provides a college prep curriculum that meets the recommended curriculum for students entering a public institution of higher learning and the curriculum for MS Scholars.

- English** (4 credits) - English I, II, III, IV, or College English
- Math** (4 credits) - Algebra I, Geometry, Algebra II are required, Advanced Algebra, Statistics, Trigonometry/Pre-Calculus, Calculus or College Algebra
- Social Studies** (4 credits) - Mississippi Studies, Geography, World History, U.S. History, U.S. Government, and Economics are required.
- Science** (4 credits) - Biology I, Biology II, Chemistry are required, and A&P, Physics, Physical Science, or General College Biology I and II

- Required Electives:** Computer Applications, Spanish I, Spanish II, Arts (Music or Art), Senior Business Communications, and Bible

Twenty-four (24) academic credits are required for graduation. (Athletics and Driver's Education cannot be included in the 24.)

Students are required to be enrolled in at least 5 classes each semester.

Students are required to be enrolled in a math, science, and English class each year including their senior year.

Twenty (20) hours of community service are required during the senior year for graduation. These hours must be obtained while enrolled at BA

Sixty (60) hours of community service are required to be a MS Scholar.

The ACT is required for graduation.

**Students must complete at least 5 of the following courses to be eligible for Valedictorian or Salutatorian, or Special Honor Graduate:**

Calculus, Physics, A & P, Honors English I, II, III, College Algebra, College English I, College English II, Public Speaking I, College Biology I, and College Biology II.

**Electives (not required)** include: Accounting, Business Law, Art I, Art II, Music, Psychology/Sociology, Journalism I and Journalism II, Health, Physical Education, Financial Fitness, Computer I, and Computer II.

**Dual Enrollment Classes**—Juniors and Seniors—Must meet minimum requirements for enrollment. Courses include English Composition I, English Composition II, and College Algebra. Each Dual Enrollment class earns one (1) Carnegie unit and three (3) hours college credit. College General Biology I and II are available for juniors and seniors and each course is four (4) hours of college credit and one (1) Carnegie unit.

**MS Scholars** must meet the following requirements in addition to the required college prep curriculum.

- 60 hours of community service during 4 years of high school
- 18 ACT composite score
- 2.5 cumulative high school GPA
- 95 % school attendance during high school
- No out of school suspension
- No more than 4 in-school suspensions

### **DELIVERIES TO STUDENTS**

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

### **DISCIPLINE & CONDUCT**

**Under the discretion of administration, a student may be placed at any level of the disciplinary ladder deemed appropriate.**

#### **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 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 accepted standards of behavior.

We believe that discipline is the base of learning. 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.

Examples of such activities include but are not limited to any display of inappropriate content or any reference by name or disparaging remark about BA or anyone affiliated with BA on personal Internet blog sites (public or private) or chat rooms, participation in any group or organization whose reputation is not above reproach (e.g., gangs, some fraternal organizations, etc), as well as behaving immorally, such as public intoxication, lewd behavior, or physical altercations with others. BA will guard the reputation of the school and individual persons affiliated with the school by implementing appropriate discipline for behavior in violation of this policy.

**K3-6th grade teachers will display their discipline plan in the classroom and send a copy home to parents.**

### **7th-12th Grade Types of Disciplinary Action**

The following is the disciplinary ladder that will be used by the administration at Brookhaven Academy:

1. Detention
2. Corporal Punishment
3. Early Morning Detention
4. Work Duty
5. In-School Suspension
6. Out-of-School Suspension
7. Probation
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, loss of privileges, work detail, 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 concerning their child's behavior. This will include updating RenWeb/Facts accounts, phone calls, parent conferences, etc.

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:

1. **Detention-** Loss of morning break. Students who have detention will report to the library during break. Students must bring paper and pencil.
  - 3rd Detention in a 9-week period will result in Corporal Punishment
  - 4th Detention in a 9-week period will result in Early Morning Detention
  - 5th Detention in a 9-week period will result in Early Morning Detention
  - 6th Detention in a 9-week period will result in Work Duty
  - 7th Detention in a 9-week period will result in ISS
  - 8th Detention in a 9-week period will result in OSS
2. **Corporal Punishment-** Corporal punishment may be used as a choice for other disciplinary sanctions (with parental/guardian approval).
3. **Early Morning Detention-** Student may be placed in Early Morning Detention under the supervision of faculty members. Student will be required to study or work on class assignments during this time. Early Morning Detention will be held from 7:00 a.m.-7:55 a.m. on Tuesday and Thursday of each week. Students who fail to report to detention on time will be assigned an additional detention.
4. **Work Duty-**This method of punishment is a work project assigned 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.
5. **In-School Suspension-** A student may be assigned to ISS for a minimum of 1(one) day. The parents/guardians of the student will be required to pay the cost of supervision (\$50.00 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.
6. **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.

- 7. 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 BA Administration and Discipline Committee for a disciplinary hearing.
- 8. 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 or possession of tobacco on campus or at a school sponsored activity, including vaping products (such as juuls or any other similar product).
- Skipping class
- Flagrant violation of school rules
- Cheating on tests or 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
- Improper 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.

**DRESS CODE/UNIFORM POLICY**

Students at Brookhaven Academy are expected to wear conventional and appropriate dress to school. Since Brookhaven Academy is often judged by the way our 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 Trustees.

**BOYS' REQUIREMENTS:**

**Students are required to wear shirts (with BA logo) purchased exclusively from the school's designated vendor (Lands' End).**

- Polo shirts (short or long sleeved) in white, black, gray, or cobalt blue
- Oxford button-up shirt in white (short or long sleeved). Oxford shirts must be worn with a white undershirt and only the top button may be unbuttoned. All shirts must be tucked in.

**Pants and shorts may be purchased from Lands' End or other vendors.**

- Khaki slacks or khaki knee length walking shorts (light/dark khaki is acceptable—no dark brown or camouflage)
- Pants must fit at the natural waist.
- Boys must wear belts with all pants/shorts that have belt loops.
- NO cutoffs, overalls, wind suit pants, knit pants, sweatpants, or athletic shorts

**Hair:** Hair should be clean, combed and **out of the eyes**, no longer than the bottom of the shirt collar and should not extend below the earlobes. No "tails", shaved, or extreme hair-cuts or color will be allowed (For example: designs with lines and mohawks)

**GIRLS' REQUIREMENTS:**

**Students are required to wear shirts (with BA logo) purchased exclusively from the school's designated vendor (Lands' End).**

- Polo shirts (long or short sleeved) in white, black, gray, or cobalt blue
- Oxford button-up shirt in white (short or long sleeved) Oxford shirts must be worn with a white undershirt and only the top button may be unbuttoned. Shirts must be tucked in or extend 4 inches below the belt line.

**Pants and shorts may be purchased from Lands' End or other vendors.**

- Khaki slacks/capris or **knee-length** walking shorts (light/dark khaki is acceptable—**no dark brown, camouflage, or embellishments such as embroidery, rhinestones, sequins, glitter, lace, ribbons, etc.**)
- Pants and shorts must fit at the natural waist and may not be rolled at the waist.
- NO cutoffs, overalls, wind suit pants, knit pants, sweatpants, or athletic shorts

**Khaki colored skirts, skorts, and jumpers may be purchased from Lands' End or other vendors. (No dark brown, camouflage, or embellishments such as embroidery, rhinestones, sequins, glitter, lace, ribbons, etc.)**

**Plaid skirts, skorts, and jumpers must be purchased from Lands' End only.**

- Skirts, skorts, and jumpers must be **knee-length**. Skirts and skorts must fit at the natural waist and may not be rolled at the waist.
- Socks and tights are optional for girls. If worn, socks and tights must be in one of the following SOLID colors: white, navy, black, gray, or cobalt blue.**

**The BA Uniform logo (crest) is required for shirts and jumpers.**

**ALL STUDENTS:**

- Cleanliness and good grooming should be practiced at all times. ALL HAIR SHOULD BE KEPT OUT OF THE EYES WITH NO EXTREME COLOR OR STYLE. (For example: shaved lines and mohawks)
- All clothing items must be properly fitted and hemmed.
- Male students are not permitted to wear earrings, ponytails, or female apparel.
- Male students are required to be clean shaven. (No beards, mustaches, goatees, etc.) Side burns may be no longer than the bottom of the earlobe.
- No excessive facial piercings such as eyebrow, lips, etc.
- Hats or sunglasses are not permitted.
- No frayed, cut-off, or torn clothing is allowed.
- No visible tattoos
- Any clothing items, outerwear, shoes, jewelry, make-up, hair accessories or styles which draw undue attention or cause a distraction will be dealt with at the discretion of the administration.

**Shoes:**

- Tennis shoes are required for PE days.
- Heelys and cleats are not allowed.
- Slippers or "house shoes" may not be worn.
- Boys are not allowed to wear flip-flops or sandals.

**Outerwear:**

**Outerwear must be purchased through Lands' End or the Cougar Store ONLY, and must contain the BA Logo or the BA Athletic Logo in small font in pocket place. Teams that purchase outerwear with the BA Athletic Logo in small font and located in pocket place in an appropriate color (black, blue, or gray) may wear this outerwear daily. (Team outerwear that has large wording, large BA Logo, symbols, colors other than uniform and designs not in the designated pocket place are not to be worn daily, but may be worn on Friday only). The use of any BA logo is not permitted without approval from BA administration. The BA Athletic Logo is allowed for outerwear only (not daily shirts). High school students may wear their letterman jackets any day of the week.**

- Sweatshirts, jackets, and sweaters containing the BA logo are available through Lands' End in black, cobalt blue, and gray.
- Toboggans and other warm hats are acceptable outerwear on cold days but must be removed when inside the building.
- All garments worn underneath outerwear must meet uniform standards.
- Hoods may not be pulled up to cover the head during the school day.

**Fridays—Jean/BA t-shirt day (BA t-shirts only)**

The Dress Code/Uniform Policy will be enforced with the possibility of a disciplinary action taken by the faculty or administration. Exam days are no exception. The Head of School's decision will be final in the event of questionable attire. If full cooperation is not given, the student will be sent home.

**NOTE:**

**Brookhaven Academy reserves the right to specify certain student dress for special occasions. The Administration has the final authority to determine interpretation of the Uniform Policy. The Administration reserve the right to make changes and adjustments to these guidelines as needed.**

**Elementary students ONLY: On "Football Game Fridays" girls may wear cheerleader suits and boys may wear BA jerseys with khaki shorts.**

**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 his/her 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.

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 Head of School, 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 school 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 Head of School will inform parents or guardians of confirmed positive test results.

### **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 throughout the student's tenure at BA 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 Head of School. A student may be reinstated once a negative drug test and a letter from the alcohol/drug counselor is received in the Head of School'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 will be tested every time drug screening is scheduled on campus for the remainder of the student's time of attendance at Brookhaven Academy.

### **Investigation/Searches**

When 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 an 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 eighteen (18) 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, College Algebra, and Public Speaking I. To qualify for English Comp., a student must have an ACT English score of 18 or above and for College Algebra, an ACT Math score of 19 or above. College General Biology I & II are available for juniors and seniors.

### EARLY ARRIVAL FOR ELEMENTARY

Students should not arrive at school before 7:30 a.m. Duty teachers will be on duty beginning at 7:30am 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 a.m., 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 the student unattended before 7:30 a.m. K3, K4, and K5 students and students in grades 1-6 report to their classroom. Loud talking, running, or playing in the hall will not be permitted.

### ELECTRONIC DEVICE POLICY

Personal Cell phones, iPads, cameras, or video recorders 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 early morning detention) until 3:15 p.m. If special circumstances require a student to have a cell phone for after school use, the phone should be brought to the office upon arrival at school, and it may be picked up by the student at dismissal time.

Cell phones and iPads are not permitted on field trips that take place during school hours. This policy also applies to dual enrollment students. Those who violate this policy will be subject to the following:

- 1<sup>st</sup> Offense:** Device will be confiscated; the student may reclaim device for \$25.00 and student will be assigned early morning detention.
- 2<sup>nd</sup> Offense:** Device will be confiscated and held and may be reclaimed by parent for \$50.00. The student will also receive 2 days of early morning detention.
- 3<sup>rd</sup> Offense:** Device will be confiscated and held and may be reclaimed by parent for \$100. The student will serve 1 day of ISS.

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

### ELEMENTARY OFFICE

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

### ELEMENTARY 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. All parties will be held on school campus.

No birthday parties may be given at school. Parents may send birthday refreshment 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 then realize there is a party and they were left out.

### 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 Trustees.

- 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 9<sup>th</sup> grade.
- 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. Any student with 2 or more failing grades, at the end of a semester, will be placed on probation. Any student on probation and failing 2 or more subjects during the next 4 ½ weeks will be ruled ineligible for games. Students will be allowed to continue to practice with the team. Eligibility can be regained at the next 4 ½ grading interval if the student is not failing more than 1 class.

### **ELEMENTARY ENRICHMENT CLASSES**

Art- Art education begins in K3 and is extended through the 6th grade. Art students participate in the local BA Art Contest which allows for opportunities at the district and overall levels.

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

Library- BA's Library center is an important part of our educational program and is open daily under the supervision of a professional librarian.

Music- Music education begins in K3 and is extended through the 6th grade. The music curriculum includes development of skills as well as music appreciation. Through the presentation of musical programs, BA music students are given opportunities throughout the year to perform for audiences.

Physical Education- All students K3-6 are expected to participate in P.E. activities. Tennis shoes should be worn on PE days.

### **EXAMINATIONS**

**1st-12th students are required to take examinations at the end of the first semester with the exception of half-credit courses.**

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

Exams will be given as scheduled each semester.

#### **Secondary (7<sup>th</sup>-12<sup>th</sup> Grade) Exemptions for 2<sup>nd</sup> Semester:**

1. Students may be exempt at the end of the year with an 85 average and no more than 5 absences for the entire year.
2. Students may be exempt at the end of the year with a 95 average and no more than 10 absences for the entire year with no ISS or OSS. Students who have served ISS or OSS must take all exams.

As a senior privilege, seniors may be exempt from all 2<sup>nd</sup> semester exams if they have a 65 or above average with 10 or fewer absences in a yearly course (1.0 credit) and 5 absences or fewer in a semester course (0.5 credit) with no ISS or OSS. Seniors may also be exempt with the conditions listed above. **The administration reserves the right to revoke this privilege if a senior does not follow the guidelines for vespers and graduation practices and procedures (including attendance, punctuality, and dress code). Seniors who do not follow these guidelines will be required to take the exam of their lowest average class.**

## FIELD TRIPS FOR PRESCHOOL AND ELEMENTARY

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.

Parents often help with field trips, and we welcome their participation. Parents must provide their own transportation (only students and faculty are permitted to ride the bus). Preschool students are usually transported by parent volunteers and students are required to ride in booster seats. For elementary field trips using bus transportation, all students participating in the field trip must ride the bus to the destination. Students may be "signed out" to ride home from the field trip with a parent. The conduct of our students should reflect the purposes and teachings of BA. We expect our students to dress appropriately and conduct themselves in a manner that is a positive reflection of our school.

## FINANCIAL INFORMATION

Brookhaven Academy operates on a cash flow basis. It is imperative that we collect monthly tuition payments in a timely manner in order to pay our bills, including payroll, on time and maintain our reputation of fiscal responsibility. Failure on the part of our patrons to stay current with tuition payments places the entire school in financial jeopardy. All information and policies are intended for all student monies owed at Brookhaven Academy. Monies owed include, but are not limited to, tuition, lunch, co-curricular activities, field trips, and extra-curricular expenses. Account balances must be paid in full before students will be allowed to take exams or participate in Vespers or Graduation.

The educational well-being of each student, both academically and fiscally, is the primary responsibility of Brookhaven Academy. Therefore, if payment is received for a non-tuition expense for a student and the student's tuition payments are past due, the funds may be applied to the delinquent tuition account without prior notification to the payer, the student, or any person contractually responsible for the tuition. Notification that the redirecting of funds has occurred will be mailed to the contractually responsible party.

Lunches and drinks are purchased through a debit system only. A parent who eats lunch with a student will use the student's lunch card to purchase his/her lunch at the time of the meal.

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. Please see Brookhaven Academy's Enrollment Contract for details.

Students with accounts 30+ days past due cannot participate in school activities. Students with accounts 60+ days past due cannot attend school.

## 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 9:00am. 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 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. Lunches and drinks are purchased through a debit system only. When a student's lunch account reaches a zero "0" or negative balance, the parent will be notified through the School Messenger system, and the student will need to bring lunch from home until the account has a positive balance. Lunch money must be paid in \$25.00 (or more) increments at a time.

## 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 80% and the exam as 20%. The final grade for the year is the average of the two semester grades.

### Grading Scale:

A .....	90-100
B .....	80-89
C .....	70-79
D.....	65-69
F .....	Below 65

Elementary daily grades will count 34% and test grades 66%- this will determine 9 weeks average.

Secondary daily grades will count 25% and test grades 75% - this will determine 9 weeks average.

All Grade Point Averages are based on grades earned in Carnegie Units (Academic Classes).

GPA's are calculated using the yearly 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:

$$\begin{array}{l} \text{Total \# of A's} \times 4 = x \\ \text{Total \# of B's} \times 3 = y \\ \text{Total \# of C's} \times 2 = z \\ \text{Total \# of D's} \times 1 = zz \\ \text{Total \# of F's} \times 0 = zzz \\ x+y+z+zz \text{ divided by total \# of grades} \end{array}$$

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

Report Cards: Report cards will be posted on-line at the end of each nine-week grading period. 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.

### **GUM CHEWING**

Students are not allowed to chew gum on campus; therefore, gum should not be brought to school. Students caught chewing gum will be issued a write-up.

### **HEAD LICE AND NO NIT POLICY**

Head lice can be contracted by anyone at any time disregarding age, ethnicity, or gender. If a student is found at school with head lice, they must leave school immediately. Proper treatment must be administered before reentering the classroom. The student will be checked prior to coming back into the classroom to insure the matter has been handled adequately.

### **HONOR GRADUATES**

Graduating seniors with a 95.00 through 100.00 Grade Point Average on all Carnegie units attempted in grades eight 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 eight 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.

Valedictorian & Salutatorian: If after standard rounding of numbers, a difference of 0.1 point or fewer remains between the top 2 ranked students, co-valedictorian and/or co-salutatorians will be named.

### HONORS PROGRAM

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

#### Honors English

Students who have a 90 or above as a yearly average in English the previous year are eligible to enroll in Honors English. Honors English I, II, and III are not separate classes, but combine additional coursework to the existing class.

In addition to the normal course work, honors students will read the book assigned for the "Book of the Month Club", for a total of 8 books. The students will take a standardized test on each book, and the grade will be calculated into the students' average. The students will not have a choice of taking the test or whether or not to accept the grade made on the test. The teacher will also include discussion questions on the test that the non-honors students would not have on their test. An additional 3 points will be added to the student's final average at the end of the year. Students will not be allowed to opt out of the course after the normal time period for changing schedules.

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

Participants will be the only eligible individuals for academic honors such as Valedictorian, Salutatorian, and Special Honor Graduates.

### 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

Head of School'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.

### JUNIOR MS SCHOLARS (1st-8th Grade)

#### REQUIREMENTS:

- 90 (or above) average in each subject area (We will use the 1<sup>st</sup> semester average and the 2<sup>nd</sup> semester average to determine this.)
- Satisfactory Behavior/Character/Citizenship  
Students cannot have below an "S" in conduct and cannot have been suspended from school—(ISS or OSS)
- Community Service  
1<sup>st</sup> – 3<sup>rd</sup> graders—2 hours of community service per year  
4<sup>th</sup> – 6<sup>th</sup> graders—4 hours of community service per year  
7<sup>th</sup> – 8<sup>th</sup> graders—6 hours of community service per year  
Students may begin earning community service hours for the coming year on June 1<sup>st</sup> and all service hours for the year must be turned in to the appropriate person (homeroom teacher for elementary students and counselor for junior high students) by April 15<sup>th</sup>. All 7<sup>th</sup>-12<sup>th</sup> grade community service hours must be approved by the counselor
- Attendance—No more than 10 absences per school year

### 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.

## **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**

### **Secondary:**

All missed tests must be made up on Tuesday or Thursday mornings at 7:00 a.m. The teacher and the student may agree on another time to take the make-up test as long as that time does not require the student to miss another teacher's class. If a student has more than one test to make up, he or she will only be required to take 1 test per make-up day period (7:00 a.m.-7:55 a.m.). The student must take the earliest period test first and so on. The remainder of the make-up tests will be taken at the next available make-up day, unless the student and teacher agree on an additional time. If the student fails to show up for their make-up test time, the student may receive a 0 on that test. 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 @ 7:00 a.m.

Any test scheduled prior to an absence will be given the day the student returns (Contact teachers with issues such as sickness or other extended absence causes.)

If a student is absent the day before a pop quiz is given, that student may have the choice to take the pop quiz or not. If the student chooses to take the pop quiz upon returning to class, the student's grade will stand. If the student chooses not to take the pop quiz, the student will not be given a grade.

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

Elementary and secondary parents may request assignments for students who are sick by calling the high school or elementary office by 8:30 a.m. Assignments will be ready for pick up at 2:30 p.m. Due to scheduled planning times, any parent picking up assignments before 2:30 p.m. 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.

## 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.

In each bullying incident, the administration will interview all parties involved. The administration will then, based on their investigation, determine if in fact bullying has occurred. If the administration determines that bullying has occurred, proper discipline will be enforced. Counseling, suspension, expulsion, 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.

## PARENT-TEACHER LEAGUE (PTL)

BA 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 program. The PTL sponsors Fall Festival and other worthwhile programs.

## 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

#### **INSTRUCTIONS OVER THE SPEAKER SYSTEM, "CLEAR THE BUILDING"**

**When the announcement is made, 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 announcement is made.**

### TORNADO

#### **INSTRUCTIONS OVER THE SPEAKER SYSTEM, "TORNADO POSITIONS"**

**When the announcement is made, 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 is made, students are to return to class in an orderly manner.**



## **LOCK-DOWN**

**Administration will make an announcement over the intercom. Lock your 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.**

## **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 Head of School. 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.

## **STUDENT ELECTION POLICY**

### **SECONDARY**

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 from the prior semester
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	RENNAISSANCE
Grades 5-10	ACT ASPIRE
Grade 11	ACT, PSAT/National Merit Scholarship Qualifying Test Armed Services Vocational Aptitude Battery (ASVAB)
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).

## **TOBACCO and ELECTRONIC CIGARETTES**

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, vaping devices including Juuls, etc. Failure to adhere to this above regulation will result in disciplinary sanctions by the administration.

## **TRAFFIC, RIDES, and PARKING**

### **Drop Off:**

When dropping off K3-3<sup>rd</sup> grade students in the mornings, please use the covered drive at the south entrance of the elementary building. **(Drop off on the building side only.)** Students in 4-6 grades may be dropped off at the south or front entrance of the elementary building. **(Students must exit on the building side only)**. A teacher will be on duty to assist students in safely entering the building. Due to Covid-19, parents are not allowed to drop students off. All students will be dropped off and assistants will walk students to class.

Older students who drive elementary students to school must use the designated drop off sites only. Older drivers should not park and walk siblings through the parking lot.

K3-6th grade classes begin dismissal each day at 2:30 p.m. Students will use the south entrance for pick-up unless arrangements have been made for early preschool at 2:15 p.m. or 4th-6th front pick up.

There are teachers on duty to assist the traffic directors. Please help us keep traffic problems to a minimum. Use the designated protocol for pick up daily. Early check out ends at 2:15 p.m. The outside doors will be locked and reopen at 3:00 p.m.

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 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 your child is not picked up by 3:00 p.m., they will be sent to aftercare. There is no playing on the playground or campus after school unless your child is checked in at aftercare. **A child must have a note or a phone call from a parent to ride with a different rider on any day for any reason, or stay after school for any kind of organized practice.**

*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. Brookhaven Academy reserves the right to search any vehicle located on BA property.*

## **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 \$5.00.

## **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.).

## **VISITORS ON CAMPUS**

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 BA Board of Trustees 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 Trustees.

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, schedule 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 BA 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 BA 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.

### **WEAPONS**

Students, faculty, and visitors are prohibited from bringing guns, knives, or weapons of any kind on the Brookhaven Academy campus. The school and/or law enforcement officials will deal with violators. Students shall not possess, handle or transport razors, ice picks, explosives, fireworks, lighters, matches, or any other object that can be considered as a weapon or dangerous instrument.

## 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, a 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 satisfactory citizenship determined by the principal, Student Council sponsor, and President of the Student Council.

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

Section 6 - One student cannot simultaneously hold 2 of the following major offices: Student Council President, National Honor Society President, or Class President.

### 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 principal. The principal and or Head of School, and faculty member appointed by the Head of School, shall count the votes.

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

Section 12 - Students may be charged a maximum of \$10 for creation of Homecoming Tents.

Section 13 - During Homecoming week, students will not be allowed to wear hats, gym shorts, or sweat pants when dressing up for certain theme days. Students will be allowed to wear jeans and a BA t-shirt on any day of Homecoming week.

## ARTICLE XI

### Beauty Pageant and Who's Who

Section 1 - Any student who has been suspended from school may have to give up the right hold school honors during that current school. School honors include Who's Who, 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 BA in high school and junior high must have an 85 cumulative average and must have attended BA the previous school year.

Section 4 - High School Who's Who is for seniors only. Jr. High Who's Who is for 9<sup>th</sup> Graders only. This includes Most Courteous, Most Talented, Wittiest, Best School Spirit, Best Christian Character, Most Dependable, Most Athletic, and Most Outstanding.

Section 5 - Each class, 7 through 12, shall elect 1 boy and 1 girl for class favorites.

Section 6 - 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 of votes become Mr. and Miss Brookhaven Academy.

Section 7 - 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 8 - An appointed faculty member, and administrator(s) will count all votes associated with Who's Who.

Section 9 - 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 10 - 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 a 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.

Section 3 - One student cannot simultaneously hold 2 of the following major offices: Student Council President, National Honor Society President, or Class President.

## 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 a cumulative GPA of 90.0. Each student's GPA will be checked each semester to determine continued membership in the NHS. If a student's cumulative average falls below 90.0, the student will be placed on probation for the following semester. At the end of that semester, if the student's GPA is still below 90, the student will be dismissed from the National Honor Society.

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 - Members will be dismissed from the National Honor Society for "character violations". Character violations are defined as actions and conduct unbecoming of the National Honor Society members such as, but not limited to, plagiarism, forgery, truancy, cheating, drinking, or other behaviors which violate school policy.

Section 6 - The membership fee is \$20.00 for all members.

## **MAIS HONOR SOCIETY: QUALIFICATIONS FOR MEMBERSHIP INTO THE NATIONAL HONR SOCIETY AURTOMATICALLY QUALIFIES A STUDENT FOR MEMBERSHIP INTO THE MAIS HONOR SOCIETY. MEMEBERSHIP FEE IS \$5.00 PER YEAR FOR ALL MEMBERS.**

## PROM

Section 1 - It is the policy of Brookhaven Academy that the Jr/Sr Prom be a destination prom where all students are transported to and from the destination by charter buses only. Party buses will not be allowed.

Section 2 - Any BA student bringing a date from another school must fill out an event registration form and return to the senior sponsor no later than 2 weeks prior to the prom. The date must be of the opposite sex and must not be older than 20 years of age.

Section 3 - All school rules and regulations are in effect for the prom and will be enforced.

Section 4 - No music will be played that has profanity, vulgar language, etc.

Section 5 - No dirty or vulgar dancing will be allowed.

Section 6 - All students will arrive at the prom at the same time and will leave the prom at the same time.

Section 7 - BA students found with possession, consumption, or evidence of consumption of alcoholic beverages or illegal drugs will not be allowed to attend the prom. Non BA students found with possession, consumption, or evidence of consumption will be arrested and BA students will be suspended immediately. Either will also be required to immediately leave the prom with a parent or guardian.

Section 8 - If the administration suspects the use of alcohol, Portable Breath Test instruments may be used on all students. Violators will be dismissed from prom immediately and parents or guardians will be contacted.

Section 9 - Any vandalism to the facility will result in a fine and suspension from school.

Section 10 - Supervision will be provided by the BA administration, faculty, and board members.

Section 11 - Any changes to this policy must be approved by BA administration and the BA board of trustees.

Section 12 - There will be an advisory committee made up of student council representatives and class officers to document the ideas and wishes of students. This committee will present these ideas and wishes to the administration for approval.

**Brookhaven Academy Challenged Materials Policy**

Challenges of Materials

Any person having a complaint about textbooks, media center or other instructional materials shall meet with the principal. If the matter cannot be resolved, the principal shall notify the Head of School and ask the complainant to use a Request for Review form which is available through building principals. After receiving the completed form, the Head of School shall meet with the complainant to discuss the complaint.

**A Bill of Rights for Instructional and Library Materials**

Schools are concerned with generating understanding of American freedoms and with the preservation of these freedoms through the development of informed and responsible citizens. To this end, the Brookhaven Academy asserts that its responsibility for instructional materials and school library materials is as follows:

To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served;

- To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards;
- To provide a background of information which will enable students to make intelligent judgments in their daily lives
- To provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical reading and thinking;
- To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage; and
- To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

**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 Trustees 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.

Print Student's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

I give my permission for corporal punishment to be administered to my child.

Parent's Signature \_\_\_\_\_

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