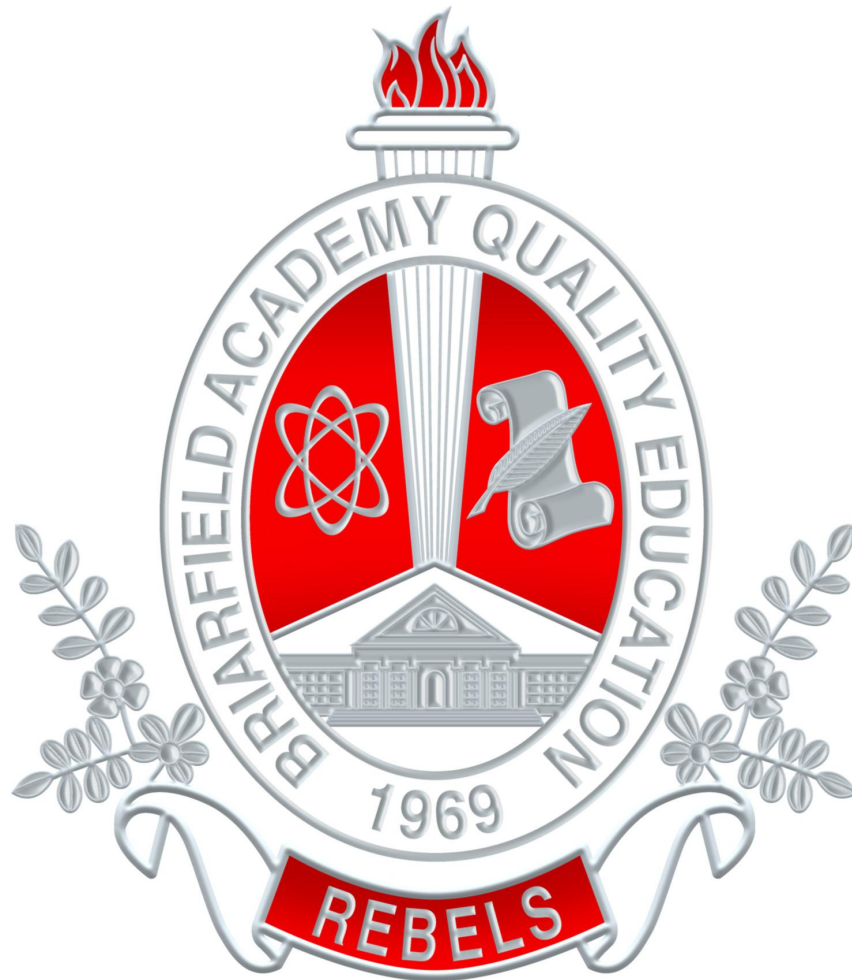


# **BRIARFIELD ACADEMY**

## **LAKE PROVIDENCE, LOUISIANA**

*A Tradition of Excellence*

**A Handbook for Students, Parents, and School Officials**



**[www.briarfieldacademy.com](http://www.briarfieldacademy.com)**

**Accredited by:**  
**Midsouth Association of Independent Schools**  
**Louisiana Department of Education**

# **BRIARFIELD ACADEMY HANDBOOK 2023-2024**

## **BOARD OF DIRECTORS**

Mr. Zach Payne, President

Mr. Lee Michael Fairchild, Vice President

Mrs. Katie Coullard, Secretary

Mr. Wade Condrey, Member

Mr. Bo Holt, Member

Mr. Lawson Keene, Member

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## **ADMINISTRATION**

Mrs. Lisa Walters, Head of School

Mrs. Rachel Frith, Assistant Principal

**Briarfield Academy**  
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**Lake Providence, Louisiana 71254**  
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*Last revised: 01/25/2023*

## **FORWARD**

This is your student handbook, it was created to provide meaningful continuous progress through academic excellence, the need to implement student concepts, their school-related organizations and activities with curriculum concepts, and the need for students to present themselves in an acceptable manner within the school and the community. The community sees a student, not as a singular self-presentation, but one who represents the entire student body. Be proud that you are a Rebel, and carry the school's name and spirit with you. Represent your school and student body as examples befitting you, your student body, and the student bodies you follow and precede.

## **POLICY OF NONDISCRIMINATION**

The Briarfield Academy Board of Directors adheres to a policy of nondiscrimination in educational programs, activities, and employment. The school affirms the general policy to admit students of any race color, national and ethnic origin, religion, or sexual orientation to all rights, privileges, programs, and activities generally accorded or made available to students at Briarfield Academy.

## **LOUISIANA STATE PESTICIDE LAW**

All schools are required to maintain a pesticide sensitive student registry. Parents must submit in writing their request to be pre-notified. Medical verification of a student's sensitivity is required.

## **ASBESTOS PLAN**

All schools are required to maintain an asbestos management plan. The asbestos plan is on file in the office. The community will be notified of any necessary concerns.

## **STUDENT ATTENDANCE**

### **SCHOOL DAYS**

The school day is from 7:55-3:00. **No student should be left at school earlier than 7:30 a.m. Unless a child is involved in school-sponsored, after-school activities, he/she should be picked up no later than 3:15 p.m.** School personnel cannot take responsibility for children before or after these times.

Students will not be permitted to wander around outside or inside the building before or after school. Students are not allowed to go home with other students unless the school has parental permission.

### **LOUISIANA COMPULSORY SCHOOL ATTENDANCE LAW**

Louisiana requires students to attend school for a certain number of days to be promoted to the next grade and earn credit for a course. Under the law, students must attend school from age 7 to 18 or until they graduate from high school. Students are required to attend school regularly and must attend at least 165 days to earn credit and be eligible for promotion to the next grade.

## **SCHOOL ATTENDANCE**

Students are allowed to miss 10 days for the school year. Absences due to illness require a doctor's note. These absences do not count toward the student's 10 days and work can be made up. Exempt absences do not count toward these days and the student will be allowed to make up missed work. Exempt absences require a doctor's note. Excused absences require a note, the student will be allowed to make up work but the days will count towards days missed.

Unexcused absences and suspensions count towards days missed. The student will not be allowed to make up work missed. Students missing class for a school-sponsored activity (academic, athletic, etc.) are responsible for getting their homework and classwork. To attend an extracurricular activity, a student must be in attendance at school for at least half the day.

**Prior notification** of a planned absence does not require a doctor's excuse. **ALL other absences REQUIRE a doctor's excuse.**

## **STUDENT REGISTRATION**

### **AGE FOR ENROLLMENT**

Briarfield Academy complies with age requirements for entry into Pre-School, Kindergarten, and Grade 1 as follows:

Pre-school	A child must have attained the fourth birthday on or before September 30th of the current year.
Kindergarten	The minimum age for kindergarten shall be one year beyond the age requirement for the child to enter Pre-School.
Grade One	A child must have attained the sixth birthday on or before September 30th of the current year.

Verification of age shall be made by a certified birth certificate. All minor students enrolling in Briarfield Academy must be accompanied by a parent or guardian. A certified birth certificate, Louisiana Certificate of Immunization Compliance, name and address of the former school attended, a social security card, and the legal home address of parent or guardian must be present at this time.

### **TARDY**

Students not in their classroom before the bell rings will be considered tardy. When a student meets the minimum allowable tardies (3), he/she will be subject to the Student Code of Discipline. Students with excessive tardiness will be subject to detention. If a student is over five minutes late for class or school he/she will need an admittance slip from the office. A student will not be eligible for perfect attendance if tardy one or more times.

### **CHECKING OUT OF SCHOOL**

Students will not be allowed to check out after 2:15 without prior notification or approval by the head of school.

Students will only be allowed to be checked out by approved persons. If a student is not to be checked out by any certain individuals, please ensure the office has their names on file. In the case where a natural parent is not allowed to see or pick up a child, the legal document stating this must be submitted to the school.

### **TRANSFER /WITHDRAWAL**

To this school---To register, a student accompanied by his/her parent should bring the previous report card and withdrawal slip to the office. School records will be requested by the school.

From this school---The parent should notify the teacher and principal in advance so that the school may help make the transfer speedy and efficient. Textbooks and materials must be returned before leaving. Any outstanding payments must be made before transcripts will be sent to the new school.

### **SCHOOL VISITATION POLICY**

No person other than students, teachers, and other school personnel of a particular school shall be permitted on the grounds of or to enter any part of the school building other than the office of the principal during school hours.

Parents or guardians of children enrolled may not interrupt the instructional day. Appointments must be scheduled through the office with the teacher's approval.

### **REQUEST FOR TRANSCRIPT**

The release of any information on the official school record shall be in accordance with regulations governed by the Louisiana Department of Education. Upon the request of a student or parent for transcripts, the transcript shall be sent to any designated college, training agency, or employment office.

### **CHANGE OF ADDRESS OR TELEPHONE NUMBER**

State law requires the school to have the correct address and telephone number of the students at all times. Students are requested to submit to the office any change of address or telephone number. The school district files need to contain accurate information. All parents must provide telephone numbers where they may be reached during the school day.

### **STUDENT INFORMATION**

Please make sure that your information card is on file in the office. It is very important that the office has current home and work phone numbers as well as the number of a responsible adult that could be reached in case of illness, accident, or emergency. In the event of a local emergency, a student can only be released to the adults listed on the information card. This card must be updated during the year as it becomes necessary. Please come by the office to make changes.

## **TELEPHONE**

The office phone may be used at break or lunch in case of an emergency or school business. Students are not allowed to use any school phone unless they have permission from a faculty member. Failure to adhere to acceptable phone etiquette will result in suspension of phone privileges.

## **CONFERENCES**

Teachers and the principal will conduct student conferences, as needed, to help students assess and evaluate their performance and their progress. Parents may secure an appointment for a conference with the teacher(s) and/or principal by calling the school office. Parents are urged to request a conference with each of their child's teachers. If there are any special circumstances that the school needs to know about regarding a child's health, family situations (custody/guardianship), learning or behavioral problems, arrangements should be made to discuss these with the principal and/or teacher early in the year.

## **STUDENT BEHAVIOR EXPECTATIONS**

Students must arrive at school at the designated time; report to all classes and/or school-sponsored student activities promptly; prepare to work and participate in learning activities as required by teachers, advisors, sponsors, and/or coaches; respect individuals and property; refrain from the use of profanity and obscenity in verbal, written, or gestural form; and, abide by school rules and regulations pertaining to all learning experiences and activities sponsored and/or sanctioned by the school, including the student transportation system and after-school events. Students are expected to conduct themselves in keeping with their level of maturity and act with due regard for authority vested by the Briarfield Academy Board of Directors in all employees. All employees of the school are expected to share the responsibility for supervising the behavior of students and seeing that students abide by the code and rules of student conduct.

The school looks upon discipline primarily as a means of building enlightened self-control within the students, and secondarily, as a force to secure external control of the student. The latter, while necessary for some students, is educative only as it promotes the development of self-control.

Discipline is also character education in that it develops worthy standards and habits of personal conduct. As an individual grows in character, he/she comes to understand more fully the consequences of decisions made and acts in accordance with that understanding. Discipline is predicated on the belief that all students must follow basic rules of behavior. Consequently, a violation of rules constitutes a willful and conscious act on the part of the individual.

Philosophically, the school believes that disciplinary actions should be minimized while assuring and guaranteeing the entire school community that an orderly learning environment is maintained. The rules and regulations impose no hardship on those who earnestly seek an education; the rules and regulations inconvenience only those who would confuse and disrupt the learning environment and thereby deny others their opportunity to obtain an education.

The faculty and staff will exert effort to maintain an orderly, educational atmosphere. The teacher, as the authority in classroom matters, shall have authority to recommend removal of a disruptive student from the classroom based upon evidence that the teacher has complied with the school's policies and regulations regarding student discipline and has attempted to correct the disruptive behavior. Final disposition of discipline resides with the administration. All procedures of due process will be observed in administering the school's rules and regulations.

## **CHEATING**

A student's work should be a reflection of that individual's knowledge and ability. Cheating and/or plagiarism is unacceptable. Students violating this policy will result in the following:

First Offense: Principal and parents will be notified. The student will be required to complete the work, receiving a grade **NO HIGHER than 50**.

Second Offense: The student will receive a **ZERO** grade on the work or test involved. Principal and parents will be notified.

Subsequent offenses may result in suspension/expulsion.

## **STUDENT DISCIPLINE CODE**

A discipline code has been established that applies to all students enrolled in the school. It is expected that this code shall be followed and enforced in the same spirit and manner throughout the school. Teachers and school administrators may consider any mitigating circumstances prior to disciplinary action and shall assure due process for each student, including but not limited to, the following factors:

- Age, health, maturity, and academic placement of the student,
- Prior conduct of the student,
- Attitude of the student,
- Cooperation of parents, guardian or custodian of the student,
- Willingness of the student and/or parent, guardian or custodian to make restitution,
- Severity of the infraction, and/or
- Compliance with state law(s).

In the event that a student is arrested and charged with a criminal offense for any reason other than minor traffic violations of the game and fish laws, or other misdemeanors, and if it is determined that the student is a threat to the safety of others, the student may be suspended from school. Any senior suspended within ten (10) days of graduation shall not be permitted to participate in the graduation activities.

## **SCHOOL PROPERTY**

When it is determined that a student has destroyed or caused damage that requires repair to any school property or equipment whether as an act of carelessness, neglect, or purpose, the student will be suspended until all costs for repair or maintenance are paid or parents have made arrangements for payment.

## **STUDENT CONDUCT OUTSIDE THE CLASSROOM**

Students are required to respect the authority of any and all school personnel whether or not under the supervision of that adult. The student conduct required in the classroom is expected of students outside the classroom, in hallways, cafeteria, library, on campus, parking lot, etc. Failure to recognize adult authority, even though the adult is not the student's teacher, shall result in the disciplinary action.

## **AFTER SCHOOL EVENTS AND ACTIVITIES**

Students traveling in private vehicles to after school activities will be the responsibility of their parents. However, once the students are in attendance at the event sponsored or sanctioned by the school, the students shall be under the jurisdiction of the school and all conduct will be subject to the rules and regulations of Briarfield Academy.

Students traveling under the school's supervision, regardless of the means of transportation, are subject to all the school's rules and regulations. Students should be aware that they and/or their personal property are subject to search before, during, and/or after any school-sponsored event/trip.

The Midsouth Association of Independent Schools (MAIS) stipulates that the superintendent, principal, coach, sponsor, or other school representatives of the school shall be responsible for the conduct of all individuals - students and adults - connected with their school, both at home and events conducted at other locations.

There are monetary consequences for students, parents, or other school supporters if they are reprimanded by the MAIS during MAIS approved activities. If a person is associated with Briarfield Academy and the school receives a reprimand or fine, the responsible person will be responsible for paying the personal and school assessed fines. This activity could also result in the responsible person not being allowed to attend activities.

## **DEFINITION OF CONSEQUENCES OF CODE VIOLATION**

### **DETENTION**

Students that violate the code of conduct are subject to disciplinary Saturday detention. If they do not attend their detention session, this will result in suspension and **ZEROS** in all classes for the determined day.

### **SUSPENSION**

Suspension is defined as removal from the regular school setting for one (1) to ten (10) school days for an infraction of the school's Code of Conduct. A suspension cannot exceed 5 school days without prior approval by the Board of Directors. The student shall be afforded due process.

Suspension results in the forfeiture of participation in all school activities, including extra-curricular activities and programs, for no more than 10 school days. For all suspensions, the student must appear before the principal, or designee, and be informed of the violation, the basis of the accusation, and the consequences of behavior. The principal shall investigate the allegations to the most reasonable extent possible including, but not limited to, interviewing other students or employees. In all instances of suspension, parents/guardians will be notified in person, by phone, or by letter. The parents/guardians will be given a copy of the discipline report.

If a student under suspension comes to campus or attends a school-sponsored activity, he/she may be suspended for an additional day(s) and/or may be prosecuted for criminal trespassing.

When the resources of the school cannot correct unacceptable behavior, the board authorizes the school principal, or designee, to suspend any student for violation of any published rule or regulation or for any act of misconduct or insubordination as a final effort to influence the student's behavior.



## **EXPULSION**

Expulsion is the total exclusive of the student from participation in or attendance at any school-related activity for a grading period, semester, school year, or calendar year. Prior to expulsion, in compliance with the concept of due process, a meeting of the Board of Directors will be scheduled to review the allegations and administrator's recommendations and determine appropriate action. Requests for readmission, after the terms of the expulsion have been met, must be submitted to the President of the Board of Directors for review to determine if the student has complied with and to determine the appropriate educational placement. Tuition will still be required. Transfer policy will apply.

## **DUE PROCESS**

Students who violate the Code of Student Conduct shall receive oral and written notice of the alleged violation(s) and the consequence(s) by the principal or designee. If students deny the allegations, the principal will give an explanation of the evidence against them and afford the students an opportunity to rebut the allegations.

When deciding the consequences of code violations, the principal considers the students' explanation and may consult with others before making a final determination. Whenever possible, parents, guardians, or custodians of student violators are notified immediately of the Code violation and consequences either in person, by telephone, or by written notice. In all cases of suspension, the parent, guardian, or custodian appointed by the Court, shall be notified in writing within 24 hours of the violation of such suspension, giving the reason(s) thereof.

Suspension in excess of five (5) days may be administered only by action of the Board of Directors and then only after such student has been afforded notice, the opportunity of a hearing, and other procedural rights consistent with state and federal due process requirements.

Students on suspension for five (5) or more days must return to school accompanied by a parent or guardian before the student will be readmitted to school.

## **INTERROGATIONS AND SEARCHES**

Interrogations and searches of students will be conducted in accordance with federal and state laws, statutes, and school board policies.

## **DESKS AND LOCKERS**

Desks and lockers are school property and remain under the control of the school. However, students are responsible for whatever is contained in desks and lockers issued to them by the school. School authorities may conduct periodic general inspections at any time for any reason related to school administration. Inspection of individual lockers or desks may occur when there is a reasonable basis to do so and, in those cases, the student or a third party shall be present.

## **VEHICLES**

The school retains authority to inspect students' automobiles used as transportation to school whether on or off school property. When a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside a student vehicle, the student may be required to open the automobile, including the trunk, for further inspection.

## **SEARCH OF STUDENTS**

A student's person and/or personal effects may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a pat-down search of a student's person is conducted, a school official of the same sex will conduct it in private with an adult witness of the same sex present.

## **NOTICE OF POLICY**

Students will be provided notice of the School Search Policy by having the policy placed in the student handbook, which is distributed to all students. A copy of the policy will also be posted in the principal's office or other prominent place in the school. All individuals that come on a campus are subject to being searched, audiotaped, and/or videotaped.

## **USE OF POLICE**

While every effort will be made to handle student discipline violation issues in-house, the building level administrators will not hesitate to call the local authorities and initiate arrest and prosecution proceedings when deemed necessary.

## **DISCIPLINE PROCESS**

Notification of misbehavior shall be noted on the appropriate discipline form by the teacher and given to the principal or designee for disposition. The school utilizes discipline forms whenever a student violates any of the rules and regulations of the school. It is the responsibility of the student to deliver the parental notification to his/her parent or guardian.

## **PERSONAL POSSESSION**

Items not considered part of the instructional program are not allowed at school without permission from the student's teacher. The school does not assume responsibility for loss or damage to such items. Upon the use or detection of such devices, the appropriate disciplinary actions will be taken.

## **STUDENT TRAVEL POLICY**

Any violation of school rules while traveling under the school's supervision will carry the same disciplinary action, including restrictions, to participate in the student transportation program. Students who are participating in school-sponsored activities must ride the school bus or seek the permission of the coach, teacher, or sponsor to ride in a vehicle driven by a responsible adult. If the driver is a person other than the parent, the student's parent must give permission. If a school-sponsored event should require overnight stay, an adult chaperone ratio of 1 to 5 student must be maintained for the duration of the event. Students attending off-campus, school-sponsored activities are required to

check out with their coach, sponsor, or teacher if they are leaving with their parent. If the student is checked out, they are no longer the responsibility of the school.

## **DRESS CODE**

The dress code applies to all students on campus and off campus, school-approved activities. Teachers may at any time counsel with students about attire that is not acceptable. Where there is doubt that students are not observing the standards of dress, the principal or his/her designee will render the final authority. The following rules will serve as general guidelines for appropriate dress and personal appearance. These guidelines apply at all times when a student is on school property or on school trips.

### **SHIRTS:**

1. Polo style: Must be Traditional Uniform with 3 buttons (short or long sleeve).
2. No Tight or Slim Fitting shirts.
3. Undershirts, if worn, must be solid in color with only the top button unbuttoned.
4. All shirttails must be long enough to remain tucked into pants, shorts, or skorts at all times.
5. Briarfield spirit shirts may be worn only on Friday.
6. All outerwear must be worn over a dress code shirt. No political statements or offensive language may be written on outerwear. No obscene, suggestive, or profane printing.

### **PANTS, SHORTS, AND SKORTS:**

1. Khaki, navy, or blue jean pants, skorts, or shorts.
2. No oversized or tight fitting.
3. No holes, no tights, no jeggings.
4. Shorts/skorts must be no shorter than three inches above the knee in length.
5. Pre-K and Kindergarten may have elastic waist pants with or without belt loops.
6. First Grade through High School student's pants must have belt loops and belts are mandatory.

### **SHOES:**

1. Tennis shoes, hard sole, or closed-toe shoes are allowed.
2. No cleats, turf, lighted, wheels, sandals, high heels or crocs are allowed.
3. Pre-K thru 6th grade must have a strap on the back.
4. Boots may be worn with pants only.
5. Socks must be worn.

## **PERSONAL APPEARANCE**

### **STUDENTS SHALL NOT WEAR:**

1. Tattoos.
2. Males may not wear earrings/any other type body-piercing jewelry. Females may only wear one pair of earrings in the traditional manner.
3. Caps inside the building, including the cafeteria.
4. Extreme hairstyles or colors, headbands, bandanas, or sweatbands.
5. Males: Hair must be clean and neat. "Neat" is defined as out of the eyes in the front, no longer than the bottom of the ears on the side, and may not extend below the shirt collar. Ponytails, braids, and extreme hair colors are not allowed. A clean-shaven appearance is mandatory.
6. Females: Extreme hair colors, styles, rollers, curlers, bandanas, hats, caps, and sweatbands are not allowed.

## STUDENT HEALTH AND SAFETY

### HEALTH SERVICES

Health needs of the students are referred to the office by student personnel. Immediate first aid is administered by the teacher, principal, or office staff, and parents are notified. Current phone numbers are required for proper notification. **Parents of a student with special health needs/problems should notify the child's teacher(s) and the principal at the beginning of each school year or upon registration.**

### ADMINISTERING MEDICINE TO STUDENTS ADMINISTRATIVE REGULATION

**All medications** must be brought to the office upon arrival at school. The student may come to the office at the proper time to take the medicine. It is encouraged that medication, whenever possible, should be administered at home before and after the school day. A record of medication administration will be kept in the office. Possession or use of any such medicines must be pursuant to a current prescription for the particular student and for no other person or family member.

### FIRST AID

Whenever accidents happen at school, the principal should be immediately notified. If the accident is considered to be of a serious nature, the parents should be called. If an accident or serious illness requires immediate hospitalization, students are sent to the hospital, but the school does not assume any responsibility for expenses incurred for the hospitalization or transportation to the hospital. Hospital authorities are informed when the patient enters that the school is in no way responsible and that they must look to the parents of the patient for fee payment.

### IMMUNIZATIONS

Louisiana law requires that for any child to attend school, he/she must first be vaccinated against the following diseases: measles, mumps, rubella, diphtheria, tetanus, whooping cough, poliomyelitis, meningococcal disease, and haemophilus influenzae Type B invasive infections.

### CERTIFICATE OF COMPLIANCE

Parents must secure a Certificate of Compliance for each child. This certificate can be obtained from a private physician or Health Department. All students must present the Certificate of Compliance when registering. This requirement includes all students in grades K through 12. Enforcement of this law will require the removal of children from classes if they do not have this certificate. If the child's certificate is on file and all required immunizations are current and complete, it will not be necessary to present a new certificate.

### COMMUNICABLE DISEASES

A child with communicable diseases will be excluded from school for a required number of days until cleared by a health agency. Parents must secure a release from the local health agency or their family physician prior to returning to school. Students who are sick and have a doctor's appointment scheduled are to not come to school.

### MINIMUM TIME BEFORE RETURN TO SCHOOL

Conjunctivitis (Pink Eye)	24 hours AFTER the treatment has begun
Measles	7 days minimum from appearance of rash
Meningitis	24 hours after start of chemotherapy

Mumps	9 days after onset of swelling or until swelling of salivary glands have subsided
Streptococcal infection (STREP)	24 hours AFTER beginning a prescribed treatment
Scabies (itch)	24 hours AFTER beginning a prescribed treatment
Chicken Pox	7 days minimum from appearance of blisters
Ringworm	Evidence of medication required and continuous treatment
Fever/Flu	Must be at least 24 hours fever free without the use of fever-reducing medicine.
Pediculosis (LICE)	AFTER treatment with an approved pediculicidal(louse-killing) product for removal of nits (eggs) from the hair. Designated personnel shall be responsible for checking students to be certain that hair is free of all lice and nits before readmittance to school.

**\*\*\*For ANY symptoms or illness, a doctor's excuse is REQUIRED before you will be allowed to return to school. Your child MUST be fever free for 24 hours without the use of fever reducing medicine.**

#### **ACCIDENTS**

Every incident in the school building, on school grounds, at practice sessions or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the principal. A record of the incident will be kept in the office.

#### **FIRE AND DISASTER DRILLS**

A copy of the crisis policy will be kept in the office and in every classroom. The following rules have been established:

#### **FIRE DRILLS**

- The signal for the drill will be one long, continuous sounding of the fire alarm system.
- The teacher will lead the students out of the classroom in an orderly manner.
- The teacher will remind the students of the door to exit and will accompany the class assuring an orderly evacuation of the school.
- Groups will file out in columns at a quick walk, no running. Do not push a student in front of you.
- Each teacher will indicate all students are accounted for by displaying the appropriate signal.
- The end of the fire drill will be given by sounding a very long ring on the regular bell system. This will be the signal for students to return to the place from which they came at the time of the alarm. This should be done with as little confusion and delay as possible.

## **DISASTER DRILLS**

- The signal for the drill will be three short rings on the regular bell system.
- Faculty members will be responsible for students under their direction and open all windows and doors in the room.
- Students are to sit facing the walls of either their classroom or the hall adjacent to their room (to be designated by the administration). They are to sit with their heads on their knees. Stay as far away as possible from doors or windows to avoid flying glass.
- Principals will check the buildings before anyone is to move from the designated places of safety.
- The signal for the end of the drill will be an extended ringing of the regular bell system.

## **CHILD NUTRITION**

Lunches are served each day in the cafeteria. All students who attend Briarfield Academy are required to participate in the lunch program daily. Breakfast participation is optional.

## **CAFETERIA CHARGE POLICY**

Extra sales will be paid for through [myschoolbucks.com](https://myschoolbucks.com). If you don't have an account please create one.

## **FREE AND REDUCED-PRICE MEALS**

Free and reduced-priced lunch is available for those students who qualify and complete the proper free and reduced application form. Applications for free and reduced-price meals must be filled out completely and returned immediately. Students applying for free or reduced-price meals are expected to pay full price until approval notification is received from the Cafeteria Manager.

Lunch will be limited to the cafeteria. Students are not permitted in the parking lot or in the halls of the building during the lunch hour.

## **CONDUCT IN THE CAFETERIA**

Students shall be courteous and practice good table manners in the cafeteria. At the scheduled time, the teacher will dismiss his/her students to the cafeteria. The following rules will be strictly enforced:

1. Walk (do not run) when going to or coming from the cafeteria.
2. Do not break ahead of other students.
3. Do not carry any food out of the cafeteria.
4. Refrain from talking loudly, moving from seat to seat, and playing in the cafeteria.
5. Leave the table and floor clean. Place all trash in the appropriate receptacles.
6. Students must respect their peers and the supervising teacher while in the cafeteria.

## **SOCIAL MEDIA/GOSSIP POLICY**

The purpose of Facebook, Twitter, Instagram, Snapchat, etc, is to encourage safe, positive, and engaging social contacts with people locally and throughout the world. Any message posting that runs contrary to this purpose (whether intentionally or not) will be subject to disciplinary scrutiny, even if such a case has not been specifically outlined in our school handbook. We, at Briarfield Academy, want to be fair to students, school employees, and parents, but we simply cannot turn our heads when individuals flagrantly post embarrassing and detrimental statements on the internet for the world to see. Employees, students, and parents must understand that material posted online may be viewed by virtually anyone, including parents, school administrators, teachers, college officials, potential employers, and people with harmful intentions. Anyone who posts pictures or comments that cast Briarfield

Academy, teachers, or students in a negative, scandalous way will not be tolerated and will be cause for disciplinary action or removal from school. Any teacher or student who spreads negative information about Briarfield Academy, staff members, or students by way of gossip will be held to the same standard.

## **CELL PHONES AND SMART WATCHES**

Briarfield Academy is not responsible for lost or stolen cell phones or smart watches. Cell phones and smart watches should remain out of sight and only used with explicit permission. Any violation of this rule is subject to disciplinary action and can result in the cell phone or smart watch being confiscated. Headphones, photographs, and videos are not allowed.

## **ACADEMIC REGULATIONS**

### **INSTRUCTION**

Briarfield Academy provides a challenging program of instruction for all students. Teachers develop the basics for each subject while taking into account the individual needs of each student.

### **DRUG EDUCATION**

A comprehensive drug education program is incorporated into the curriculum. Community resources personnel and organizations may be utilized.

### **HOMEWORK**

Homework is for reinforcement, review, and practice, rather than new learning. Homework usually will not be assigned during exams, achievement tests, or during holidays. However, make-up work after an extended absence, incomplete classwork, etc., may need to be done during these times.

### **MAKE-UP OPPORTUNITIES**

Students will be allowed to make up assignments only in the case of excused absences. Upon return, the student will have 3 days to get assignments from the teacher(s). It is the student's responsibility to ask for assignments and to be sure that all make-up work is completed. Teachers are encouraged to assist students in this effort.

### **TEXTBOOKS**

The school furnishes textbooks for students. Parents are required to assume full responsibility for the books and their proper care until they have returned to school. A fine will be charged for any textbook that shows unnecessary wear. In the case of a lost book, the replacement price of the book must be paid before another book will be issued. Damage done to a book by persons other than the student who has been issued the textbook is the responsibility of the student who has been issued the textbook. Textbooks not turned in by the last day of attendance are deemed lost.

### **STUDENT RECORDS**

Student records are kept in compliance with requirements of the Family Educational Rights and Privacy Act of 1974 which guarantees to parents and students the right of access to educational records and imposes limits upon the release of educational records to others.

## STUDENT RECOGNITION

### ALL "A" HONOR ROLL

The student must have an average of 93 or above in each subject in Elementary. In High School, students must have an average of 90 or above in each subject.

### "A/B" HONOR ROLL

The student must have an average of 85 or above in each subject in Elementary. In High School, students must have an average of 80 or above in each subject.

## GRADING AND REPORTING

### ELEMENTARY GRADING SCALE

LETTER GRADE	NUMERICAL RANGE
A	93-100
B	85-92
C	76-84
D	70-75
F	0-69

### HIGH SCHOOL GRADING SCALE

LETTER GRADE	NUMERICAL GRADE	QPA	PERFORMANCE
A	90-100	4	Superior
B	80-89	3	Good
C	70-79	2	Average
D	60-69	1	Poor
F	0-59	0	Failure

### NINE-WEEK GRADES

The nine-week grade should reflect the overall effort of the student and is determined by the teacher of the subject. In averaging grades, any criteria (homework, daily tests, special projects, etc.) will be considered in the overall grade averaging procedure. Report cards will be issued every nine weeks.

### PROGRESS REPORTS

Midterm progress reports will be sent home for all students.

### SEMESTER GRADES

Semester tests shall be given in each subject in grades 7-12 at the end of each semester. A student who deliberately or willfully cheats, evades, or fails to take a test will receive a failing grade for the semester test. At the end of the second semester, students who have earned all As including the midterm exam will not be required to take the final exam.

### HONOR GRADUATE

A student must have a 3.5 unweighted GPA to be considered an Honor Graduate. A student must have attended Briarfield Academy more than one full year in grades 9-12 and maintained these standards to be so designated. The



## **RANK IN CLASS**

The academic rank in the class is determined by a weighted GPA based on all course work taken by the student.

## **VALEDICTORIAN/SALUTATORIAN**

Valedictorian is the senior with the highest weighted GPA in the class. The Salutatorian is the senior with the second highest weighted GPA in the class. In the event of the same weighted GPA for more than one student, each student will receive the honor.

## **PROMOTION/RETENTION FOR ELEMENTARY**

### **KINDERGARTEN**

When a student demonstrates mastery of 70/D or higher in reading on the report card, it will be recommended that the student be promoted to the first grade.

### **GRADES 1-3**

The student must receive an average of 70/D or higher in reading, math, and language arts.

### **GRADES 4-6**

The student must receive an average of 70/D or higher in reading, math, language arts, and either science or social studies.

## **STUDENT VEHICLES AND PARKING**

### **DRIVING ON CAMPUS**

Only students with a valid driver's license and proof of insurance will be allowed to bring a vehicle to campus. Parking permits will be issued by the office and must be visible through the windshield. There is a \$5.00 replacement fee for the permit.

### **PARKING LOT**

Students shall not go to the parking lot or their vehicles during the school day without permission from the principal. Students are expected to drive safely, slowly, quietly, courteously, and carefully when entering, on, and leaving the school campus. Failure to do any of the above will result in a student losing campus-driving privileges and any other punishment deemed appropriate by the Head of School.

### **LIABILITY**

The school assumes no responsibility for damage to vehicles or item(s) stolen from vehicles while they are on campus. Students are responsible for securing their vehicles and valuables before leaving the parking lot.

### **DESIGNATED PARKING**

Only seniors may park along the guardrail in front of the gym. Never park in spaces reserved for the handicapped. Students illegally parked will be called to move the vehicle and will receive a tardy and a warning. A second offense will result in a loss of parking privileges for two weeks. A third offense may result in a permanent suspension of the parking privilege.

### **VEHICLE INSPECTION**

The school retains the authority to inspect student vehicles used as transportation to school whether on or off school property. When a school authority has reasonable suspicion to believe that illegal or unauthorized materials are

contained inside a student vehicle, the student may be required to open the vehicle, including the trunk, for further inspection.

### **SCHOOL PRANKS**

School pranks will no longer be acceptable on the Briarfield Academy campus. If there is a prank, authorities may be called depending on the severity of the prank. School sanctions such as suspension may be given.

If a student participates in a prank that includes going into any school building, that student will not be allowed to participate in the graduation celebration. If this occurs, parents may request the School Board of Directors to allow their child to participate in the graduation celebration and must pay a \$1,500.00 fee.

### **INTERSCHOLASTIC ACTIVITIES**

The school participates in interscholastic activities governed by the Midsouth Association of Independent School (MAIS). These include baseball, basketball, football, track, softball, golf, tennis, and powerlifting. To be eligible for participation a contestant must be a bonafide student as described in the MAIS Athletic and Activities Handbook, carry four major subjects, and have a satisfactory department record.

To be eligible for athletic competition or any interscholastic activities for the current year, a student must present a certificate of birth, participate in a the school insurance program for athletes, have a physical examination, must have earned four (4) units that count toward graduation and be promoted to the next grade level for classification.

To be eligible for the first semester of a school year, a student must have accumulated four (4) major units (credits) the previous academic year.

To be eligible for the second semester, a student athlete who is ineligible the first semester could become eligible the second semester if he or she passed four (4) major subjects during the first semester of that same academic year.

Courses taken in summer school shall be considered as an extension of the school year and credits earned this way may be used in determining the scholastic eligibility of students. Students failing to meet the standards will become ineligible for participation in extracurricular activities for one semester but could regain eligibility by attending summer school and passing the required coursework.

Accredited correspondence courses started in the spring or summer may be accepted for establishing athletic eligibility for the first semester of the school year (eligibility beginning on completion date). Accredited correspondence courses started after the beginning of the first semester may be accepted for the second semester (eligibility beginning on completion date).

### **CO-CURRICULAR PROGRAMS**

#### **HONORS**

The school recognizes students who have exemplified excellence in academics and those who have displayed discipline and leadership in extracurricular activities. A Faculty Honors Committee determines the recipient of honor awards and reviews candidates' eligibility into the Briarfield Honor Society.

## **ELECTED OFFICES OF LEADERSHIP**

Membership into the student council and candidates for office in homerooms, classes, and clubs are reserved for students who have been in attendance at Briarfield Academy a minimum of one semester prior to service in these organizations. In addition, the student must have maintained a minimum 2.2 GPA and the student must have an excellent department record. Candidates for the office of president or vice-president of the student council must submit to the student council sponsor a written notification from the counselor verifying that they meet the required GPA qualifications.

## **STUDENT ORGANIZATIONS, ACTIVITIES, AND SPECIAL ROLES**

Briarfield Academy sponsors an activity period whereby students can affiliate with the various clubs and organizations recognized and sponsored through the school. These clubs are subject-oriented, special interest, and honor-based. Students are encouraged to actively participate in the co-curricular and extracurricular programs of the school. Social fraternities and sororities for students are not permitted. School-sponsored organizations shall not use hazing or degradation of individual dignity as a form of initiation. All money and financial matters of a club or organization must be properly recorded with the office in a timely manner.

## **STUDENT COUNCIL**

The purpose of the Student Council is to develop attitudes of and practice in good citizenship, create concern for democratic government, promote good relations throughout the entire school, improve the student-faculty-administration relationship, and improve school morale and spirit. The qualifications of representatives of the Student Council are an overall grade point average of 2.5 with no grade in any class being lower than a C. The student must have been in attendance in Briarfield Academy for one semester prior to the election.

## **HONOR SOCIETY**

The main purposes of the Honor Society are to stimulate scholarships, to endeavor to place secondary education on a high level, and to establish a spirit of learning within the school and to promote volunteerism. Candidates for membership must have spent one semester in Briarfield Academy. Specific guidelines for participation in the Honor Society have been established and must be met in order to maintain membership.

## **HOMECOMING COURT, YEARBOOK, WHO'S WHO, ETC.**

Students must have been in attendance at Briarfield Academy a minimum of one semester prior to selection/election. Students must have and maintain a 2.0 GPA (on a 4.0 scale). Students must have an excellent department record.

## **ACT 20 AND ACT 30 CLUB**

The ACT 20 and ACT 30 club is for students who score a composite 20 or above on the ACT. A monthly luncheon is held with the principal.

## **PHILOSOPHY OF THE GUIDANCE PROGRAM**

The guidance service exists to facilitate the growth and development of students as they progress through school. The counselor's goal is for the student to mature as an individual who understands the responsibility for making decisions and for living with the consequences of those decisions.

The services of the counselor go beyond that of providing one-to-one counseling although this is considered the "heart" of the program. Other activities include:

1. Individual and group guidance

2. Administering tests and interpreting test results
3. Working with faculty members and parents in a consultative role
4. Working with students in planning a program of studies and in subject selection
5. Making necessary referrals to individuals within community agencies
6. Providing career information and assisting students in securing either part-time or full-time employment
7. Providing information to seniors concerning scholarships
8. Conducting evaluation and research on the total school program
9. Assisting students as they plan to leave high school

Through the counseling process, students are encouraged to plan for the future by surveying vocational and educational opportunities, which are in line with their own abilities and interests. Emphasis is placed upon the ability of students in making their own decisions wisely and of solving their problems independently.

### **TESTING PROGRAMS**

There are a number of tests that students will take during their high school career. Information will be shared with parents as the time approaches for each test.

### **COURSE REQUIREMENTS FOR GRADUATION**

Twenty-four (24) Carnegie Units of Credit are required for graduation. While the requirements set forth permits one to graduate from high school, the requirements for college enrollment are more specific. Each Junior and Senior should meet with the counselor to make sure all required coursework is accounted for.

	Units		Units
English	4	P.E.	2
Math	4	Electives	6
Science	4	Minimum Requirements	24
Social Studies	4		

### **DROP POLICY**

A student may drop a course without penalty if this is done within ten days after the semester begins. This is subject to the recommendation of the counselor and parents and the approval of the Head of School.

For year-long courses, the drop request must be made within the first ten days of the beginning of school. For a semester course, the drop request must be made within the first ten days of the beginning of the semester in which the course is taken.

### **CORRESPONDENCE COURSES**

Only two units of work through correspondence can be taken. The principal must approve correspondence courses before a student may enroll. They are allowed when a course has been failed and schedule conflicts will not permit the student to take the class again at Briarfield Academy.

No senior shall be allowed to register for a correspondence course after the first day of the third quarter of the senior year. It shall be the responsibility of the student's counselor to ensure the student's academic schedule is sufficient to

meet graduation needs by the spring of the graduation year, depending upon successful completion of each course in which the student is enrolled. The correspondence test shall be administered by the school counselor/designee.

All written assignments associated with a correspondence course, and the examination that must be taken for that correspondence course, must be successfully completed so that grades will arrive at the school at least 5 days prior to the date of graduation; otherwise, the student **WILL NOT BE ALLOWED TO PARTICIPATE IN FORMAL GRADUATION EXERCISES.**

Correspondence courses accepted by Briarfield Academy shall comply with the requirements established for such courses by MAIS and the Louisiana Department of Education. Students may be allowed to apply a maximum of one unit of correspondence credit toward graduation. Students shall not be allowed to use correspondence courses in a manner that brings discredit to the standard curriculum offering of the school, or to the quality of instruction that is expected therein.

### **SUMMER SCHOOL**

If a student elects to attend a summer school program sponsored by a school other than Briarfield Academy, prior approval for the course must be secured from the principal before the credit is recognized and counted toward meeting the minimum requirements for graduation. A maximum of two units may be earned during the summer.

### **TUITION OPPORTUNITY PROGRAM FOR STUDENTS (TOPS)**

Louisiana Tuition Opportunity Program for Students (TOPS) is a comprehensive program of state scholarships and one of the most innovative and progressive student assistance programs in the nation.

To apply for TOPS award:

- You must submit the Free Application for Federal Student Aid (FAFSA) for the academic year following the year you graduate from high school.
- You must enter the name of a Louisiana post-secondary school.
- File the FAFSA before April 15th for priority consideration and not later than July 1st to avoid penalties.
- Must have a 2.5 core curriculum GPA.
- Score a composite of 20 on the ACT.

TOPS core curriculum requirements may be requested of the counselor.

### **WITHDRAWAL FROM SCHOOL**

The student should report to the principal's office to secure the necessary withdrawal forms. No teacher should accept a textbook from a student who is withdrawing from school unless that student has the proper withdrawal forms. Records will be withheld if the student unofficially withdraws from school or has any outstanding debts with the school.

### **SENIOR RESPONSIBILITIES**

#### **PARTICIPATION IN THE COMMENCEMENT CEREMONY**

The following regulation is state policy:

“A school shall not deliver a diploma, signed or unsigned, or any substitute for a diploma, to a pupil who fails to meet the requirements for graduation, nor shall such a pupil be permitted to participate in the graduation exercise.”

The school does not assume responsibility for money spent on class rings, invitations, etc., because a student does not meet the requirements for graduation. While participation in the graduation exercise is not a requirement for graduation, seniors who plan to participate in commencement must attend practice and must be on time. A schedule will be given to each senior explaining all details. Graduates who choose not to participate in the graduation ceremony may pick up their diploma at school the day following the ceremony.

### **GRADUATION EXPENSES**

There are many expenses associated with one's senior year -- class ring, invitations, graduation attire, and senior portraits -- which can accumulate. The school does emphasize, however, that it cannot predict nor can it assume responsibility for a senior's performance in coursework. Therefore, it is the student's responsibility to determine one's own status relative to graduation and the purchase of any of these items. The purchase of invitations, class rings, etc. will not guarantee graduation from high school. The senior will be permitted to order these materials if it is possible to complete graduation requirements; whether the senior graduates is based on successful completion of the year's program.

### **ALCOHOL AND DRUG TESTING**

The Board of Directors and Administration has instituted a random drug-testing program for grades 7-12, including students, staff, and administration. We do not have any reason to suspect a drug problem and have taken steps to prevent the occurrence of such. Furthermore, experts have informed us that students appreciate having an "out" to say no to peer pressure. Students and their parents must, as a condition of their enrollment, agree to follow the policy and to support the testing procedure and searches provided herein.

### **DRUG TESTING FOR ATHLETES AND OTHER EXTRACURRICULAR GROUPS**

All athletes and extracurricular groups can be tested as a group in a unified manner at any time during the duration of that sport's season. It is the position of the school that participation in these groups is a special privilege that carries added responsibility of representing the school in a unique way. Therefore, these tests will be mandatory since the parents/guardians have freely chosen to allow their sons/daughters to participate in these groups.

All students must have the signed consent of both parents to be subjected to these tests before they are allowed to participate in any extracurricular activities. By signing, the parent(s) and the student acknowledge that they consent to the drug testing and waive any claim of an invasion of privacy and waive any objection to the necessary action in the furtherance of these safety procedures. The refusal of a student/parent to allow tests to be administered shall serve as an acknowledgement that the student has voluntarily chosen not to participate in the special group for that year.

### **POLICY**

The use, consumption, possession, sale, or distribution of or being under the influence of illegal drugs or alcohol on campus or at any school activity is prohibited and will result in disciplinary action as described below:

- Students and staff will be chosen on a random basis for drug and/or alcohol testing. The testing process utilized will be a urine sample taken at school and sent to the laboratory for analysis. A numbering system known only to the administration will be used for identification purposes. If positive results on a student's test are returned to the school, a conference will be arranged with the parents. In the case of a selected person refusing to take a drug test, they have the choice of being assumed positive and subject to the applicable

disciplinary actions or withdrawing or resigning from Briarfield Academy for the remainder of the school year. The Administration may require that a student submits to mandatory drug testing.

- The use, consumption, possession, sale, or distribution of illegal drugs on campus or at any school-sponsored activity could result in three (3) days suspension from school and suspension from all extracurricular activities until they provide the school with a clean drug test. The student could be assigned up to forty (40) hours of campus service. In addition, he/she must undergo professional counseling and will be subject to regular testing as determined by the administration at the expense of the parents. A second offense during the remainder of the student's enrollment at Briarfield Academy could result in immediate dismissal from school.
- If a student possesses or uses alcoholic beverages on campus or at any school-sponsored activity, he/she could be subject to suspension from school for three (3) days and suspension from the extracurricular activity in the season for two (2) weeks. In addition, he/she could be assigned up to forty (40) hours of campus service. A second offense during the remainder of the student's enrollment at Briarfield Academy could result in immediate dismissal from the school.

The Briarfield Academy administration and staff have the right to search the student's purse, locker, desk, vehicle or other possessions when deemed necessary. Items may be seized if necessary.

### **ACCEPTABLE USE OF TECHNOLOGY AND INTERNET**

Briarfield Academy is committed to the use of technology in the academic program as a tool to expand learning opportunities. All network access is expected to support education and to be consistent with the educational goals of Briarfield Academy. All students and faculty shall be required to use such equipment and resources in a responsible and legal manner. Briarfield Academy retains the right to monitor all computer usage and files for compliance with all regulations and/or procedures.

The internet is a vast global network that provides access and information for billions of sources. Briarfield Academy has established appropriate guidelines for exploring and using internet resources to enhance learning and teaching activities. Briarfield Academy shall consider sites as unacceptable if they offer access or exposure to any harmful materials or information, such as sites that contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing information or material. Sites that contain information on the manufacturing of any incendiary devices shall also be prohibited. Briarfield Academy promotes compliance with the Children's Internet Protection Act (CIPA) and all student activities must meet the requirements and restrictions of their local school districts. However, Briarfield Academy encourages the use of internet resources approved by the instructors for legitimate scientific and educational purposes.

Technology can be a wonderful education tool when used properly. Responsibilities accompany privileges of using any tool. It shall be the policy of Briarfield Academy that any use of the internet that adversely affects its operation in the pursuit of teaching and learning or jeopardizes its use or performance for other community members is prohibited and may result in loss of internet privileges, suspension of the student, or other appropriate disciplinary action. Briarfield Academy does not condone the use of the internet for any illegal or inappropriate activities and shall not be responsible for any such use by students. Parents should be aware that filters only provide limited control of content. Briarfield Academy requires direct supervision by a teacher or other professional designated by the teacher for internet use during school hours. However, Briarfield Academy students may be required to access the internet outside of school. In this situation, the parent/guardian assumes all supervisory responsibilities.

## **REGULATIONS:**

1. Users must demonstrate honesty, integrity, and respect for others at all times. Appropriate etiquette and language shall be required.
2. If Briarfield Academy students are required to have an email account for classroom use, a school account will be set up for communication with their teacher. All correspondence through these accounts will be monitored by the school. Only appropriate teacher and student messages shall be allowed. Users are not allowed to check email accounts for other students.
3. Due to the danger posed by computer viruses on a local area network, students are not allowed to check non-school email accounts such as Yahoo or Hotmail on school equipment or during school hours.
4. No personal photographs, personal addresses, personal phone numbers, or last names will be permitted in student use of the internet.
5. Illegal activities, including copyright or contract violations, shall not be permitted. The internet shall not be used for financial or commercial gain.
6. Threatening, profane, or abusive messages shall be forbidden.
7. No activities shall be allowed which may damage or interrupt equipment or any networking system. Students may not change desktop settings, download any personal items, or change any other settings on individual computers.
8. Any attempt to alter, harm, or destroy the data or another use of the internet or any network on the internet shall be forbidden.
9. No user is permitted to upload or create a computer virus on the internet or any networking system.
10. A user shall not attempt to access any internet resources or entities not previously authorized by the teacher.
11. Invading the privacy of another user, or using their account shall not be tolerated.
12. Perusing or otherwise accessing obscene or pornographic material, or using profanity in messages shall be forbidden.
13. Perusing or otherwise accessing information concerning the manufacturing of bombs, weapons, or other incendiary devices shall be forbidden.
14. Product advertising, political lobbying, or sending messages about illegal activities shall not be permitted.
15. When a security problem is detected, it shall be reported immediately to the teacher. The problem shall not be demonstrated to other users.
16. Suspension from Briarfield Academy may result for a user who accesses, sends, receives, or configures electronically any profane or obscene language or pictures. The student shall also be held to local rules and consequences.