



# **THE BRIARWOOD SCHOOL**

## **MIDDLE-UPPER SCHOOL STUDENT AND PARENT HANDBOOK**

**2018-2019**

**CAROLE WILLS – HEAD OF SCHOOL  
LINDA DECKER – ASSISTANT HEAD OF SCHOOL  
JANET TERLOUW – MIDDLE-UPPER HEAD  
TONI WHITE – MIDDLE-UPPER COUNSELOR**

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# **BRIARWOOD CORE VALUES**

**Trustworthiness**

**Respect**

**Responsibility**

**Fairness**

**Caring**

**Citizenship**

# **BRIARWOOD CLASSROOM POLICIES**

**SHOW RESPECT**

**BE PREPARED**

**DO ONE'S BEST**

**MAKE A POSITIVE CONTRIBUTION**

*KEEP THIS BOOK FOR REFERENCE DURING THE SCHOOL YEAR*

## **Board of Directors**

**Barbara Bellatti  
Norman Brinkman  
Michael L. Hall  
John Kiltz**

**Dea Larson  
Peggy McGaughy  
John Scales  
Vivian Streit Shudde  
David Streit**

**Yvonne Streit  
J. Scott Thompson  
Brad Tucker  
Thomas Wilson**

# THE BRIARWOOD SCHOOL

## STATEMENT OF PHILOSOPHY

We envision a world where all children with learning differences can enjoy the benefits of an education in an environment that meets their unique and collective needs and capitalizes on their many talents. Every student can learn, and every student has the right to be taught in the way he or she learns best.

Briarwood is committed to providing a quality education to meet the varied needs of our student body. Every student will have the opportunity to be challenged, to be successful, and to be prepared for the future as a responsible and productive citizen.

The Briarwood School will provide each student the opportunity to

- develop the ability to think logically, independently, and creatively
- communicate effectively
- become a functional and responsible member of society including local, state, national, and world communities
- develop an appreciation for other people and their differences

## STATEMENT OF OBJECTIVES

The objectives of the Briarwood School are to

- provide a positive learning environment for each individual student
- maintain a cooperative relationship between school, community, parent, and student
- develop a well-balanced curriculum program based on current research
- improve instruction by means of staff development and classroom observations
- emphasize the total development of each student - academically, vocationally, socially, emotionally, and physically
- offer a wide variety of activities that will meet the current and future needs of the individual student

**Respect is the cornerstone of all interactions and behaviors. We acknowledge the dignity and worth of one another and strive never to diminish another by our conduct or our attitudes.** - Mariner High School, Everett, Washington

**THE BRIARWOOD SCHOOL**

12207 Whittington Drive  
Houston, Texas 77077  
www.briarwoodschoool.org

**ADMINISTRATIVE OFFICES**  
**281-493-1070**

Executive Director Emeritus - Yvonne Streit  
Executive Director – Vivian Shudde

Head of School . . . . . Carole Wills	Dir. Of Admissions . . . . . Debbie Etheridge
Assistant Head of School . . . . . Linda Decker	Events, Asst. Dir. Dev. . . . . Kim Black
Business Manager . . . . . Richelle Hlawek	Dir. of Communications. .Katherine Schrock
Dir. Of Technology . . . . Nick Montesantos	Database Manager . . . . . Brynn Matherne

**MIDDLE-UPPER SCHOOL**  
**281-493-2494**

Head . . . . . Janet TerLouw	Attendance Secretary . . . . .Vicky Moscoso
Counselor . . . . . Toni White	Registrar /Admin. Asst. . . . . Judie Shelhamer

**LOWER SCHOOL**  
**281-493-2494**

Head . . . . . Lisa Landi	Registrar . . . . . Jenni Ferreira
Assistant Head . . . . . Allison Fernandez	Counselor . . . . . Jill Wiseman

**TUTTLE SCHOOL**  
**281-493-1070**

Director of Lower Tuttle School - Beverly Brinkmeyer	Director of Upper Tuttle School - Lauren Krocak
Receptionist/Secretary . . . . .Ruby Karimi	

**SPEECH AND LANGUAGE THERAPISTS**  
**281-493-1070**

Dir. of Speech/Language . . Phyllis Chancey	Therapist . . . . . Andrea Hanratty
Therapist . . . . . Ellie Buchmann	Therapist . . . . . Shelley Howard
Therapist . . . . . Stephanie Forman	Therapist . . . . . Jordan Lin
Therapist . . . . . Kirby Grigsby	Therapist. . . . . Melinda Skoller

## I. TUITION

Please refer to your copy of the Tuition Contract.  
Middle/Upper (Grades 7 – 12)

Book/Curriculum Fee	\$425.00	Due August 1, 2018
Activity Fee	\$425.00	Due August 1, 2018
Transportation Fee	\$150.00	Due August 1, 2018

Payment plans are as follows:

**Annual:** One (1) payment of \$22,000.00, due August 1, 2018

**Bi-Annual:** Two (2) payments of \$11,165.00, due Aug. 1, 2018 & Jan. 1, 2019

**Monthly:** Ten (10) payments of \$2,266.00, due 1<sup>st</sup> of each month, Aug 1, 2018 – May 1, 2019

The semi-annual and monthly payment options include a 3.0% service charge. Payments received over 30 days past agreed terms will be assessed a monthly finance charge.

**2018-2019 Tuition will be collected through Smart Tuition**

## II. DAILY SCHEDULE

Students should not arrive before 7:30 a.m. The school day is divided into 7 class periods, each 50 minutes in length, a 30-minute lunch period, and a 10-minute Homeroom period at the end of the day. Wednesday classes are shortened due to the noon dismissal.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:50	<b>1</b>	<b>1</b>	8:00 – 8:30 <b>1</b>	<b>1</b>	<b>1</b>
8:55 – 9:45	<b>2</b>	<b>2</b>	8:35 – 9:05 <b>2</b>	<b>2</b>	<b>2</b>
9:50 – 10:40	<b>3</b>	<b>3</b>	9:10 – 9:40 <b>3</b>	<b>3</b>	<b>3</b>
10:45 – 11:35	<b>4</b>	<b>4</b>	9:45 – 10:15 <b>4</b>	<b>4</b>	<b>4</b>
11:35 – 12:05 Lunch 12:10 – 1:00 Class	<b>5A</b>	<b>5A</b>	10:20 – 10:50 <b>5</b>	<b>5</b>	<b>5</b>
11:40-12:30 Class 12:30 – 1:00 Lunch	<b>5B</b>	<b>5B</b>	10:55 – 11:25 <b>6</b>	<b>5B</b>	<b>5B</b>
1:05 – 1:55	<b>6</b>	<b>6</b>	11:30 – 12:00 <b>7</b>	<b>6</b>	<b>6</b>
2:00 – 2:50	<b>7</b>	<b>7</b>	X	<b>7</b>	<b>7</b>
2:50 – 3:00	<b>HR</b>	<b>HR</b>	X	<b>HR</b>	<b>HR</b>

Dismissal time is 3:00 p.m. every day **except Wednesday** when all classes are dismissed at 12:00 p.m. Wednesday afternoons are used for teacher training. **There is no lunch period on Wednesday.**

### III. THE EDUCATIONAL PROGRAM

The Briarwood Middle-Upper School serves students from grades seven through twelve and is fully accredited by AdvancED (Southern Association of Colleges and Schools). Other affiliations include Council for Exceptional Children, Houston Association of Independent Schools, International Dyslexia Association, International Dyslexia Association – Houston Branch, Learning Disabilities Association, and National Association of Private Special Education Centers. The program is designed for students with diagnosed learning differences and is academic in nature.

We recognize that the social and emotional needs of our students are important. However, our focus is first and foremost academic. Students presenting otherwise will be recommended to a school more appropriately suited.

The Middle-Upper School curriculum provides remedial, basic, and college preparatory academic programs. The instructional program maximizes the growth of each student by providing realistic and challenging learning opportunities. While delivering course content at a student's grade level, Briarwood emphasizes the remediation of skills in the student's academic deficit areas, the development of compensatory skills to help overcome his/her learning differences, and an understanding of his/her needs and assertive self-advocacy skills to ensure that those needs can be met.

Instructional objectives and methods are adjusted to the needs of the student on the basis of extensive and ongoing assessment. **The psychoeducational evaluation for each student must be updated every three years.** This is used as a diagnostic tool to determine appropriate modifications and accommodations for each student; this is kept on file in the office with the student's cumulative record.

#### Character Education

Thanks to the Student Council's leadership, Briarwood has been designated a "No Place For Hate" school. The Student Council works to encourage acceptance of differences, to create a spirit of sharing and volunteerism, and facilitate social occasions during the school year.

#### A. CURRICULUM

The listing of a course description does not guarantee that a specific course will be taught during the 2018-19 school year. Decisions as to whether a particular course will be taught are based upon the number of students requesting that course and the availability of personnel. All core academic classes are taught using Texas adopted texts. Landmark School's organizational system will be incorporated into each class via assignment books and binder system.

Instructional level in academic classes is determined by each individual student's ability to function within the curriculum. The following factors are considered:

- Current (within 3 years) psychoeducational testing (Please contact the counselor to discuss)
- Diagnosis
- Other appropriate professional evaluations and recommendations
- National standardized achievement tests administered at Briarwood annually

- Modifications necessary for success
- Current and previous teacher recommendations
- Student motivation and self advocacy

**Grades 7 and 8:**

**Required Classes 7th:**

<b>English</b>	-two semesters
<b>Texas History</b>	-two semesters
<b>Math</b>	-two semesters
<b>Life Science</b>	-two semesters
<b>Language Skills</b>	-two semesters
<b>PE</b>	-one semester
<b>Middle School Tech</b>	-one semester
<b>Electives</b>	-one semester

**Required Classes 8th:**

<b>English</b>	-two semesters
<b>American History</b>	-two semesters
<b>Math</b>	-two semesters
<b>Earth Science</b>	-two semesters
<b>Language Skills</b>	-two semesters
<b>PE</b>	-one semester
<b>Health</b>	-one semester
<b>BCIS</b>	-one semester
<b>Electives</b>	-one semester

**Language Skills:**

Language skills classes utilize **Language! Live by Jane Fell Greene**, a structured language curriculum for students at risk for reading, spelling, and language difficulties. Curriculum strands focus on the improvement of writing, grammar, vocabulary, spelling, reading, decoding, fluency, and reading comprehension skills through direct instruction. Progress is measured by the individual student’s mastery of concepts at his/her own pace. Language! is a required course for all students in grades 7-12.

**Electives** for Middle School students include:

- Art
- Athletic Aide
- Home Economics
- Theatre Arts

**Grades 9 through 12:**

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**Required Classes 9th:**

<b>English</b>	-two semesters
<b>World Geography</b>	-two semesters
<b>Math -Algebra I</b>	-two semesters
<b>IPC</b>	-two semesters
<b>Language Skills</b>	-two semesters
<b>PE</b>	-one semester
<b>Choices</b>	-one semester
<b>Electives</b>	-two semesters

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**Required Classes 10th:**

<b>English</b>	-two semesters
<b>World History</b>	-two semesters
<b>Math - Geometry</b>	-two semesters
<b>Biology</b>	-two semesters
<b>Language Skills</b>	-two semesters
<b>PE</b>	-one semesters
<b>Public Speaking</b>	-one semester
<b>Electives</b>	-two semesters

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**Required Classes 11th:**

**English** -two semesters  
**U.S. History** -two semesters  
**Math – Algebra II or**  
**MMA\*** -two semesters  
**Chemistry/Chemistry Foundations**  
**Language Skills** -two semesters  
**Electives** -two semesters  
**Foundations** -one semester  
**Research Writing** -one semester  
**Research Writing** -one semester  
\*Math Models & Applications

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**Required Classes 12th:**

**English** -two semesters  
**Government** -one semester  
**Economics** -one semester  
**Math – Pre-Cal., Algebra II,**  
**or Financial Math** -two semesters  
**Physics / Physics Foundations**  
- two semesters  
**Language Skills** -two semesters  
**Electives** -four semesters

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**COMMUNITY SERVICE**

Briarwood students are required to complete 100 hours of documented Community Service prior to graduation. Beginning in the 2018-2019 school year, Briarwood high school students will be required to earn a minimum of 25 Community Service hours each year. They may begin earning Community Service hours the summer prior to 9th grade. Of course, students are welcome to earn more than the yearly minimum.

The documentation of these hours will be due to the M/U Registrar in January, on the date published in the Middle/Upper Student & Parent Handbook. **The 2018-2019 deadline for submitting documentation of hours is January 14, 2019.**

Students are expected to meet the following benchmarks each year:

- 9th grade—At least 25 cumulative hours
- 10th grade—At least 50 cumulative hours
- 11th grade—At least 75 cumulative hours
- 12th grade—At least 100 cumulative hours

If a student does not meet the cumulative Community Service hours benchmark for their grade, a plan will be made at the Winter Parent Conference for completing the hours. At the discretion of the administrative team, students who have not met the benchmark may have privileges revoked.

Community Service hours may not be earned during the school day, unless it is a school sponsored function and pre-approved.

If a senior has not turned in documentation of at least 100 hours of Community Service by the beginning of the second semester of the senior year, a plan will be made at the winter Parent/Student Conference for completing the hours. At the discretion of the administrative team, a student at risk of not graduating due to insufficient community service hours may have privileges revoked, such as off-campus lunch and/or participation in extra-curricular activities. **This year the deadline for submitting documentation of hours is January 14, 2019.**

**A student *will not participate in the Commencement ceremony* if the *entire* body of work, including the community service essay, evaluation forms, and all other supporting paperwork, is not completed by the date established each spring of the senior year. This year the deadline is Friday, March 29, 2019.**

## **Additional Requirements for Graduation:**

**Fine Arts** (Art, Drama, or Photography) – two semesters

### **Language Skills:**

Language skills classes utilize **Language! Live by Jane Fell Greene**, a structured language curriculum for students at risk for reading, spelling, and language difficulties. Curriculum strands focus on the improvement of writing, grammar, vocabulary, spelling, reading, decoding, fluency, and reading comprehension skills through direct instruction. Progress is measured by the individual student's mastery of concepts at his/her own pace.

**Electives** for Upper School students may be chosen from the following:

- Art
- Athletic Aide
- Home Economics
- Technology
- Theatre Arts
- Yearbook (by invitation)

## **B. HONOR CODE and ACADEMIC INTEGRITY**

The Briarwood School is founded on the belief that all students **can** learn and that each deserves to be taught in the manner that he or she learns best. A Briarwood education is not limited to academics, but includes the development and implementation of strong ethical values by all members of the school community.

Academic and personal integrity create an environment in which trust, scholarship and friendship will thrive, and require the principled practice of trustworthiness, respect, responsibility, fairness, caring and citizenship in all activities. All members of the Briarwood community are required to practice basic honesty in their work and interactions with others, and to adhere to the Briarwood School Honor Code.

## **THE BRIARWOOD HONOR CODE**

**As a member of the Briarwood School community, I pledge that I will not lie, cheat, steal, disrespect others or tolerate those who do.**

Personal accountability is at the heart of the Honor Code, and this accountability is applied to all actions of a student, even those beyond the stated requirements of the Code. Thus, a sense of honor should direct a student's conduct in all aspects of school life.

## THE BRIARWOOD HONOR PLEDGE

**As a student of integrity, I have neither given nor received any unauthorized aid on this assignment.**

The Pledge affirms that the student understands and has complied with the requirements of the assignment as set forth by the teacher. Any violations of the Honor Code and/or Honor Pledge (including, but not limited to lying, cheating, plagiarism, forgery, stealing, vandalism, or any other serious breach of ethical or moral behavior) will be directed to the office of the Middle-Upper School Assistant Head for action as outlined in Section VI of this *Handbook*.

The commitment of the Briarwood community to the ideal of the honor system will unify all participants in a bond of trust, fostering a richer, stronger, and more vibrant learning environment.

### C. GRADE ASSESSMENT AND CREDITS EARNED

The school year is divided into four quarters; one quarter of academic work is equivalent to one-fourth credit earned. Credit for semester courses will be based upon semester averages.

Grades are given relative to general academic expectations, individual abilities and skills, and/or failure to meet state requirements for attendance. (See Attendance Policies). Students may not retake a course for which credit has been denied while at Briarwood. The course must be repeated elsewhere whether it was attempted and failed or denied credit due to inadequate attendance. Briarwood will accept a transfer credit from any program provided it meets the standards for the Texas Education Agency (TEA) or other recognized, commensurate accrediting bodies.

Students receive both an Academic grade and an Effort/Attitude grade for each course taken during the school year.

#### 1. ACADEMIC

Briarwood's grading system is as follows:

90 -100	(A) Superior
80 - 89	(B) Above Average
75 - 79	(C) Average
70 - 74	(D) Below Average
Below 70	(F) Failure
I	Incomplete

Fall and Spring semester finals are given for Grades 7-12.

Semester exams count as follows:

- 10% of the final semester grade for 7<sup>th</sup> and 8<sup>th</sup> graders.
- 20% of the final semester grade for 9<sup>th</sup> -12<sup>th</sup> graders.

## **2. EFFORT / ATTITUDE**

Effort and attitude will be evaluated using the following letter grading system:

A	-	Excellent, Highly Commendable
B	-	Good
C	-	Satisfactory
D	-	Needs Improvement
F	-	Requires a Parent-Teacher Conference

### **CRITERIA FOR EFFORT AND ATTITUDE**

Accepts Responsibility	Relates Well with Authority Figures
Completes Class Tasks	Responds Appropriately to Suggestion
Completes Homework Assignments	Responds Well to Correction
Uses Organizational Skills	Relates Well with Peers
Pays Attention	Participates in Classroom Activities
Follows Directions	Exhibits Self-Control
Has Required Materials	Displays Courtesy
Exhibits On Task Behavior	Displays Appropriate Grooming Habits
Attends Classes Consistently & On Time	Fulfills School Standards & Expectations

### **D. PROGRESS REPORTS AND REPORT CARDS**

Formal progress reports will be written approximately midway through each reporting period for each student.

Report cards will be issued every nine weeks. If an Incomplete (I) appears beside a subject on the report card, the student will have two weeks to make up work in order to earn a grade.

Progress reports and report cards are emailed.

### **E. CLASS RANK**

The Briarwood School is a non-ranking school and does not calculate or publish a hierarchical, numerical rank based upon GPA or other qualification. This stance reflects the realities of both the small size of Briarwood graduating classes and the nature of individualized instruction and assessment practiced at Briarwood.

### **F. CLASSWORK**

1. All students will be required to keep an assignment notebook.
2. Tasks are assigned at the student's ability level. Students are expected to complete the tasks with a reasonable degree of success and understanding.
3. In order to pass a course for credit, students must attempt all assignments and perform them to the best of their ability.

4. If a student fails a course at Briarwood, he/she must repeat the course at another school in order to earn credit toward graduation.

## **G. HOMEWORK**

1. In the Middle and Upper grades, homework serves four essential educational functions:
  - reinforce and review skills and concepts being taught at school
  - develop student responsibility and learning independence
  - provide additional enrichment and exploration opportunities for the student
  - provide individual skill remediation as needed
2. Homework is assigned, at the discretion of the teacher, on a nightly basis. Enrichment activities such as research papers and science projects may be assigned as homework. Average total time allotments designated for homework activities each evening increase from 1 to 1-1/2 hours for seventh and eighth graders to 1-1/2 to 2 hours for ninth through twelfth graders.

The 20 Minute Rule/The 30 Minute Rule  
(Grades 7 and 8)      (Grades 9-12)

When a student has made a concerted effort on any homework assignment for 20/30 minutes, we suggest that the parent impose what we call 'the 20/30 minute rule'. The parent draws a line across the page under the completed portion of the work, signs it, and has the student move on to the next homework assignment. The student will not be penalized and the teachers can see what must be done to enable the student to complete subsequent assignments. It also helps the time spent on homework to remain within the timeframe we feel appropriate at each grade level.

3. In order to promote reading fluency, outside reading for a minimum of twenty minutes per day will be required as homework for all Language! classes. This assignment is referred to as a DRP – Daily Reading Practice. This outside reading is to be done orally. Parents are required to sign a calendar reading log to verify that they or another adult has listened to this nightly reading.
4. Additional homework may be assigned when class work is not completed during class.
5. Math and vocabulary flashcards will be assigned as needed.

## **H. MAKE-UP WORK**

1. Once a student returns from an absence, it is his/her responsibility to obtain make-up work assignments. Briarwood's policy is to allow one (1) day for make up work for each day of absence.
2. When a student has been absent **for two (2) or more days**, parents may request make-up work through the Middle-Upper School Office. Teachers will be notified, and assignments will be available for parents to pick-up 24 hours after being requested.
3. Make-up tests should be arranged with each individual teacher.

(FOR PLANNED ABSENCES SEE PAGE 19)

**I. MASTERY CENTER and TUTORIALS**

**Mastery Center**, a monitored, structured study hall, is offered every afternoon from 3:10 – 4:00 p.m. in the Middle-Upper Library. There is no Mastery Center on Wednesday due to noon dismissal. Any student is welcome to work and receive general assistance from the proctor during Mastery Center.

Generally, teachers are available for group or individual tutorial assistance in their classrooms from 3:00 – 3:45 p.m. with the exception of Wednesdays. Teachers, students, and/or parents may initiate a request for tutorial assistance. Scheduling appointments is the responsibility of the parties involved.

**Mandatory Tutorials** are assigned to any student who falls behind in academic requirements, or as a consequence for failure to fulfill classroom expectations including homework assignments. Teachers or office personnel will contact parents to schedule these appointments. Mandatory Tutorials are not detentions and are not tracked as disciplinary violations. However, if assigned repeatedly the student will be referred to the M-U Assistant Head for further action. In the event a student misses his/her mandatory, it will be rescheduled and a Detention will be added.

**J. FIELD TRIPS**

Briarwood is pleased to offer field trips throughout the school year for all students in grades 7-12. Field trips are school-sponsored activities that offer worthwhile and significant contributions to students' overall educational experience. Participation in field trips is a privilege, and students must meet certain attendance, academic, and behavioral standards in order to participate. Because they are considered an extension of the classroom, eligible students are required to attend field trips with their class barring extenuating circumstances.

**K. AWARDS**

Teachers and administrators are proud of the varied accomplishments of each member of the student body. Awards are given yearly in recognition of outstanding achievements.

1. **Breakfast of Champions** (February) and **Effort/Attitude Honor Roll** (May)

At the end of each semester, Briarwood recognizes students who maintain the highest standards exemplified through Effort/Attitude grades and daily citizenship.

2. **Outstanding Achievement Awards** (May)

Departmental awards for Outstanding Achievement may be given in May to students in each grade level who have achieved an **especially strong level of academic achievement** in relation to standard departmental norms and as determined by the department faculty in a given subject.

### 3. Outstanding Improvement Awards (May)

Departmental awards for Outstanding Improvement may be given in May to students in each grade level who have made **significant improvement** in relation to standard departmental norms and as determined by the department faculty in the mastery of material and concepts in a given subject.

### 4. Student of the Year (May)

The faculty selects one student per grade level based on the following criteria:

- Assertiveness
- Responsibility
- Goal orientation
- Self-advocacy
- Pride in self and school
- Motivation
- Availing him/herself of the opportunities for overall growth offered at Briarwood
- Citizenship in school and community
- Striving to the limits of abilities in academics
- Demonstration of good character
- Positive attitude
- Respect by others
- Determination

## L. CONFERENCES - PARENT / TEACHER

Every student is assigned to a homeroom teacher each year. One of the functions of the homeroom teacher is to serve as the student's conferencing teacher. This teacher stays fully informed of the student's overall progress in order to provide support and assistance where necessary. At least two formal Parent-Teacher conferences are scheduled during the school year. **All parents are expected to attend scheduled parent conferences.** At that time, parents, conferencing teachers, and other school officials will discuss the student's strengths, special learning needs, modifications, current performance and goals. **In addition, the staff welcomes conferences requested by parents whenever the need arises.**

Please call the school office for an appointment with any teacher. The Middle-Upper School Head, Assistant Head, and Counselor are aware of your student's performance and available to assist you with your concerns. When appropriate, the conferences may include the student. **Juniors and Seniors have the responsibility of attending all of their conferences.**

## M. COUNSELING SERVICES

In support of the Briarwood School's philosophy and objectives to educate the total person, a school counselor is on staff as part of the administration. The Middle-Upper counselor is available for consultation and brief counseling.

The goal of counseling services is to provide additional support to a diverse school population through individual, group, and/or family counseling or consultation. The counselor is available to help students deal with various issues, ranging from personal crises to day-to-day classroom difficulties. The object of the services is not to provide long-term counseling or therapy, but to help students cope with difficulties that might interfere with their learning. For student needs beyond the scope of the counseling available at Briarwood, referrals to other service providers

may be given. In the case of an emergency, please contact your child's physician or go to the nearest emergency room and ask for the psychologist or psychiatrist on call.

Confidentiality will be maintained within the limits of the law and the counselor's professional ethics. Suspicion of child or elder abuse or neglect, persons who pose a danger to themselves or others, and suspected violations of ethics codes by other licensed professionals will be reported to the appropriate authorities. When appropriate and in the best interest of the student, the counselor will consult with other Briarwood administrators, supervisors, or faculty to develop a plan of intervention. Permission from a parent or legal guardian is necessary for the school counselor to release information regarding a student to persons not employed by Briarwood, unless a release of information is court ordered.

Students may meet with the Briarwood counselor either by direct request, staff referral, or parental request.

## **N. POST-HIGH SCHOOL PLANNING**

Briarwood will facilitate ACT applications and payment through the Counselor's office. Briarwood will submit requests for accommodations and participate as an ACT test site when allowed by the ACT Board. The ACT will be offered once in the Fall and again in the Spring. The 'Counselor's Calendar' will be sent to all Juniors, Seniors, and their parents the last week in July or early August. This calendar documents important dates and events relevant to post-high school planning. Retain it for periodic references to eliminate surprises and/or disappointments.

Juniors and Seniors may visit the campuses of college or other training programs which they are considering. Juniors may take up to 3 days for this purpose without affecting their perfect attendance status. Seniors may take only 2 days without affecting their perfect attendance. However, these days are considered as extracurricular activities and will be applied to the 90% rule as detailed on page 17. College visit days will not be approved during Quiet Week and/or Semester exams.

Most colleges will provide visiting students with a note of verification to present to the Attendance Office upon return to school. Please ask for this documentation. If you are visiting an institution that doesn't provide one, we ask that the parent write a note to excuse any school absence verifying the college(s) visited and dates of those tours.

**Juniors:** Through the Counselor's office, Briarwood will administer an ACT Practice test.

For further detailed information, please refer to the Briarwood School publication, *Decision Time! A Guide for Post-High School Planning*. It is distributed to every 9th grade family and received by all incoming new sophomores and juniors.



## IV. BRIARWOOD ATTENDANCE POLICIES

Punctual and consistent attendance to school is a vital factor in academic success and does affect academic standing. Grades and achievement are usually negatively impacted when students are late or absent from a class. When students are out of class they miss important information, specialized Briarwood instruction, and may fall behind in required work. Briarwood's requirements of attendance and punctuality are designed to promote student success and are faithfully enforced.

The State of Texas requires an attendance rate of 90% to receive credit.  
Absences are reviewed periodically throughout the year.

The State of Texas requires written documentation for all student absences or late arrivals. No other technique will supercede this note. No calls to the school or notice before an absence may take the place of this requirement.

### A. ABSENCE POLICIES

#### 1. GENERAL INFORMATION

##### **THE 90% RULE**

Briarwood adheres to the Texas Education Code statute 25.092 that reads, "... a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered." Thus, at Briarwood, a student may not earn credit in a class in which he/she has not met the state standard. All absences (even excused, college visits, and all other planned absences) count when establishing each student's attendance rate.

Extracurricular activities can affect the 90% rule. A student is allowed to miss a class 5 times per semester due to extracurricular activities. Any additional absences due to extracurricular activities will count toward the 90% rule.

- a. Absences are tallied by period and by the day.
- b. **Students must be counted as present in order to participate in any extracurricular activities for the day.** Students must report to school by 10:00 a.m. in order to be counted as present for the day and therefore eligible to participate that day.

Although Wednesday extracurricular activities are rare, the same rule applies with the exception of the time. Students must report to school by 9:35 a.m. on Wednesday in order to be counted present for the day and therefore eligible to participate.

- c. When possible, all student appointments should be scheduled after school hours.
- d. If a student misses 15 minutes of a class, it will be counted as an absence. Because of the shortened schedule on Wednesdays, if a student misses 10 minutes of a class, it will be counted as an absence.

## 2. PLANNED ABSENCES

If you know of an absence ahead of time, please notify the Attendance Secretary in writing of the date(s) of the intended absence. The student will receive a Planned Absence Form and will be responsible for presenting it to each of his/her teachers. This will allow teachers to provide students with assignments to complete during this absence, set academic limits, and establish due dates. **Planned absences count as any other absence and will be reflected as such on the report card.**

## 3. AFTER A PLANNED ABSENCE

- a. No note is required unless the absence has extended beyond the dates stated in the original request.
- b. **All make-up assignments will be due and turned in on the first day the student returns to class unless otherwise noted by a teacher on the Planned Absence Form.**

## 4. AFTER AN UNPLANNED ABSENCE

- a. After an unplanned absence, students must present the Attendance Secretary with a dated and signed parental excuse describing the reason for the absence. **Parents should contact the school to notify the school of a student's absence; however, an excuse via written note or email is still required.**
- b. When presented with a valid excuse, the Attendance Secretary will record the received excuse, thereby meeting the state requirement.
- c. Students, as always, are responsible for making up all work missed.

## 5. EARLY DISMISSAL

A written parental request must be presented to the Attendance Secretary for permission to leave school during the day for any reason. This should be done as soon as the student arrives at school in the morning. In addition, students who leave school early must be signed out by a parent at the M-U attendance office. Student drivers must also sign themselves out prior to leaving campus.

## **B. PUNCTUALITY**

### **1. TARDY TO FIRST PERIOD**

- a. First period begins at 8:00 a.m. Students report to their first period class from the Field House.
- b. If a student is late to first period
  - i. Student **must** report to the Attendance Secretary for a Tardy Admit.
  - ii. When a student is tardy to 1<sup>st</sup> period due to late arrival, the student must provide a written parental excuse to the Attendance Secretary to receive a Tardy Admit to class.
  - iii. Students without a written parental excuse will be issued a Tardy Admit and reminded that written documentation is required from the parent for each late arrival to school.
  - iv. If a student has missed 15 minutes or more of 1<sup>st</sup> period it will be counted as an absence. On a Wednesday, an absence will be imposed at the 10 minute mark.
  - v. Excessive tardiness to school will be reviewed by the Middle-Upper Assistant Head. A parent conference may be required.

### **2. TARDY TO CLASSES DURING THE SCHOOL DAY**

- a. Students who are tardy to a class must report to the class presently in session.
  - i. Students with an Admit from any Briarwood staff explaining the delay will present their passes to their teachers.
  - ii. Students are responsible for any work missed.
- b. Students who have repeated tardies for any one class may be assigned a Detention by the teacher or referred to the Middle-Upper Assistant Head.
- c. Skipping class is an unexcused absence and not tolerated. Students who skip a class will receive a zero on any assignment or test missed and will be subject to administrative action.
- d. Again, students may not miss 15 minutes of a class for any reason in order to be considered present for that period. Because of the shortened schedule on Wednesday, if a student misses 10 minutes of a class, it will be considered an absence.

## **V. STUDENT BEHAVIORAL STANDARDS AND EXPECTATIONS**

The purpose of established standards and expectations of behavior at Briarwood is to support the worth and individual dignity of each person, to encourage a feeling of respect and trust between

student and school staff, and to provide an atmosphere in which students can learn and grow in independence and responsibility. The school's aim is to provide clear, consistent and fair guidelines in a positive, success-oriented manner.

The Briarwood School reserves the right to dismiss or decline to enroll, at any time, any student who in conduct, industry, or progress proves not to be in harmony with The Briarwood School's standards or policies as determined by The Briarwood School in its sole discretion. The student's conduct both on and off The Briarwood School campus will be considered as well as any activities on the Internet or other electronic media whether through The Briarwood School's systems or otherwise. The Briarwood School also reserves the right to dismiss or decline to re-enroll, at any time, a student whose parents or legal guardians are deemed by The Briarwood School, in its sole discretion, to not support The Briarwood School's mission, philosophy, expectations, and rules.

The Briarwood School is founded on the belief that all students **can** learn and that each deserves to be taught in the manner that he or she learns best. A Briarwood education is not limited to academics, but includes the development and implementation of strong ethical values by all members of the school community.

Academic and personal integrity create an environment in which trust, scholarship and friendship will thrive, and require the principled practice of trustworthiness, respect, responsibility, fairness, caring and citizenship in all activities. All members of the Briarwood community are required to practice basic honesty in their work and interactions with others, and to adhere to the Briarwood School Honor Code.

### **THE BRIARWOOD HONOR CODE**

**As a member of the Briarwood School community, I pledge that I will not lie, cheat, steal, disrespect others or tolerate those who do.**

Personal accountability is at the heart of the Honor Code, and this accountability is applied to all actions of a student, even those beyond the stated requirements of the Code. Thus, a sense of honor should direct a student's conduct in all aspects of school life.

### **THE BRIARWOOD HONOR PLEDGE**

**As a student of integrity, I have neither given nor received any unauthorized aid on this assignment.**

The Pledge affirms that the student understands and has complied with the requirements of the assignment as set forth by the teacher. Any violations of the Honor Code and/or Honor Pledge (including, but not limited to lying, cheating, plagiarism, forgery, stealing, vandalism, or any

other serious breach of ethical or moral behavior) will be directed to the office of the Middle-Upper School Assistant Head for action as outlined in Section VI of this *Handbook*.

The commitment of the Briarwood community to the ideal of the honor system will unify all participants in a bond of trust, fostering a richer, stronger, and vibrant learning environment.

#### **A. BRIARWOOD CORE VALUES:**

**Trustworthiness**  
**Respect**  
**Responsibility**  
**Fairness**  
**Caring**  
**Citizenship**

#### **B. STUDENT RIGHTS**

1. **Right to learn**
2. **Right to be treated as an individual**
3. **Right to basic security and respect**

#### **C. STUDENT PRIVILEGES**

1. **Privilege of attending classes at Briarwood**
2. **Privilege of participating in extra-curricular activities & sports**
3. **Privilege of participating in school trips**
4. **Privilege of assuming leadership responsibilities**
5. **Privilege of off-campus lunch (Seniors)**
6. **Privilege of driving to school**

#### **D. GENERAL RESPONSIBILITIES**

It is the student's responsibility to:

1. **Show respect**
2. **Be prepared**
3. **Do one's best**
4. **Make a positive contribution**
5. **Maintain good attendance**

#### **E. STUDENT'S SPECIFIC RESPONSIBILITIES**

It is the student's responsibility to:

1. **Uphold the Briarwood Honor Code at all times.**
2. **Respect the rights of others at all times.**
3. **Be in all scheduled classes on time.**
4. **Be prepared for class, ready to learn, with all necessary materials.**
5. **Secure and make up all work missed due to any absence.**
6. **Remain on school grounds while school is in session. Students who leave school for any reason must check out through the Attendance Secretary.**

7. Refrain from smoking or vaping on school grounds, at any school function, or whenever students represent the school as a participant or spectator. The possession of and/or use of tobacco, vaping devices alcoholic beverages, narcotics, drug paraphernalia, or any other illicit, unprescribed or dangerous drug is prohibited.
8. Respect, protect and maintain all school property.
9. Sign out properly for all books and/or materials from the library.
10. Refrain from chewing gum.
11. Follow the uniform code.
12. Move through the halls in a quiet and courteous manner.
13. Follow the rules and regulations for bus riders and student drivers.
14. Follow the rules and regulations set forth by the school.

Actions performed away from the school that are brought into the school and cause disruption to the learning process or that which might reflect negatively on Briarwood may be brought before the Middle-Upper Head, Assistant Head or Administrative Team for action.



*Mustang logo (Middle School) acquired only at Dennis Uniform.  
Mustang logos to be bought at Dennis Uniform: short sleeved polos, fleece jackets  
High School logo will be the initials 'BHS'*

## F. STUDENT UNIFORM

Briarwood's uniform is designed to look attractive, minimize distractions and avoid dress competition. Briarwood will interpret the uniform code and render final decisions regarding personal appearance. *It is the student's and family's responsibility to ensure that all clothing worn to school is appropriately sized, clean, neatly pressed and meets uniform requirements.*

Monogramming is allowed only on Briarwood jackets. Monograms will be located on the outside of the back of the jacket, just below the collar or hood seam. They should be clearly legible, 3 initials (first, middle, last), white, and ½" in height. Dennis Uniforms will be able to direct parents to the appropriate monogramming shop.

- **Dennis Uniform** located at 2687 Wilcrest (281.685.3854) is the only provider of uniform clothing for Briarwood.  
([www.dennisuniforms.com](http://www.dennisuniforms.com))

Dennis Uniform is selling only the monogrammed version of short sleeved polos and fleece jackets.

**Other approved apparel for Briarwood is available, but has not been monogrammed. Long sleeved and short sleeved, oxfords, and vests may be bought without our logo. These articles are approved and may be worn as is or monogrammed by Dennis for a nominal fee.**

- All shirts and blouses must be **worn tucked in**.
- T-shirts worn under the uniform must be a **solid color without visible designs**. Long-sleeved shirts may not be worn under short-sleeved shirts.
- **Dennis Uniforms** pants, shorts and skirts are khaki or navy blue.
- **Dennis Uniforms** shorts are “walking shorts” length (no more than **TWO INCHES ABOVE** the knee). Skirts must also be within **TWO INCHES ABOVE THE KNEE**.
- **A school appropriate belt worn within the loops of the garment is required. Ornamental buckles are permitted as long as they are not grossly oversized or contain a decoration inappropriate for school (vulgarity, drugs, alcohol, tobacco use, etc.)**
- **A variety of footwear is acceptable. If tennis or athletic shoes are worn, they must be neat and clean and worn with socks.** Students may not wear house shoes, slippers, moccasins, flip flops, or sandals. All footwear must have a protective toe box with a heel strap. Shoelaces must be tied.
- All non-uniform outerwear must be removed before proceeding to 1<sup>st</sup> period and stored in the student’s locker.
- Briarwood Letter Jackets **are** uniform.
- Briarwood athletic team warm-up jackets **are not** uniform and may only be worn as part of of the team competition attire.
- Girls’ optional tights or leggings should be solid white, navy blue, or black.
- Hats, caps, etc., must be stored in the student’s locker prior to 1<sup>st</sup> period.
- Any tattoos, including fake and temporary tattoos, must be covered.
- Piercings may be worn only in the ears. Tongue, nose, lip, chin, or belly button piercings are not allowed.
- Makeup and jewelry should be conservative and not cause a distraction.
- Sunglasses, key lariats, headphones or earbuds, and excessive or distracting accessories may not be worn. (See belts)

- All students must be well groomed and showered with clean hair that does not cover the brow. Hair must be of a natural color. For boys, hair should be no longer than to the top of the collar.
- ***Males must be clean shaven. Failure to comply will result in males having to shave at school before attending classes. Repeated failure to comply will result in disciplinary action.***

#### **G. NON-UNIFORM DRESS DAYS (NUD)**

Non-uniform dress days will be held only on special occasions. Dates will be announced.

##### **The following standards should be observed for non-uniform dress days:**

- Jeans are fine, but must not be tight fitting, overly baggy, or ride below the normal waistline. They must be clean, free of holes or frayed areas.
- Sweat pants and athletic clothing (e.g. silk basketball shorts, Nike shorts, etc.) are not allowed.
- Shorts may be worn, but must be no more than two (2) inches above the knee. Cut-off shorts are not permitted.
- Skirts may also be worn, but like shorts, must be not more than (2) inches above the knee.
- Belts must be worn if jeans, pants, or shorts have belt loops.
- Shirts must be free of inappropriate language, slogans, and/or pictures.
- Mustang Spirit Shirts may be worn
- Overshirts may be worn in or out, provided the shirt is not excessively big or long.
- Tops must be long enough so as not to expose the midriff area.
- Shoes must be closed-toed and if backless, have a strap to properly secure them to the foot.
- All footwear will be properly tied, buckled, or strapped to ensure safety when walking the halls or stairs.
- Any tattoos, including fake and temporary tattoos, must be covered.
- Piercings may be worn only in the ears. Tongue, nose, lip, chin, or belly button piercings are not allowed.
- Makeup and jewelry should be conservative and not cause a distraction.



*When in doubt whether clothing conforms to the Non-Uniform Dress Code, bring additional clothing. Parents will be called to bring clothes if their student is not dressed appropriately on a non-uniform dress day.*

*It is the student's responsibility to check the posted list of students who have not earned NUD day. Coming to school in non-uniform dress on NUD day when the privilege has not been earned will result in a consequence.*

## **VI. GENERAL DISCIPLINARY PROCEDURES**

Every feasible offense cannot be contained in the following lists. Therefore, the Administration reserves the right to determine the level and appropriate consequence for any infraction not listed under the levels of offenses.

### **A. LEVEL I OFFENSES AND DISCIPLINARY PROCEDURES**

#### **1. Level I Offenses include, but are not limited to:**

- Dress code violation
- Unauthorized drink container
- Chewing gum
- Coming to school unshaven
- Running inside the building
- Being in the hall without a pass
- Tardies
- Failure to report wrongdoing (as written in the Honor Code)

Level I offenses are dealt with directly by the teacher in most cases.

Repeated Level I offenses will be reported to the Middle-Upper School Assistant Head, who will visit with the student and contact the parent.

### **B. LEVEL II OFFENSES AND DISCIPLINARY PROCEDURE**

#### **1. Level II Offenses include, but are not limited to:**

- Repeated Level I Offenses
- Showing disrespect to peers or authority verbally
- Showing disrespect nonverbally (i.e., social aggression including, but not limited to, rolling eyes, glaring, whispering about others)
- Inappropriate display of frustration or anger (i.e., kicking desk, throwing backpack, slamming door, etc.)
- Disturbing class
- Disturbing or taunting other students/spreading gossips
- Gambling
- Unauthorized filming, photographing, or otherwise recording
- Unruly or disorderly behavior
- Inappropriate language or jokes
- Using profanity, obscene gestures
- Failing to respond to teacher or authority requests/insubordination/defiance

- Being in parking lot without permission
- Public display of affection (i.e., hand holding, hugging, kissing)
- Hazing
- Inappropriate physical contact or horseplay
- Unauthorized use of **Personal Electronic Devices**, including, but not limited to, cell phones, cellular Internet devices, audio devices, and laptops while on campus.
- Policy for use – see **Personal Electronic Devices** on page 52

### **Personal Electronic Devices Policy**

**Applies to all PEDs, including, but not limited to cell phones, smartphones, smart watches, tablets, laptops, other internet devices and audio devices.**

- Must be turned off while on campus; should not be seen or heard during school hours and must be stowed out of sight, unless under teacher direction for educational purposes
- Students are not allowed to make or receive cell phone calls, instant messages, text messages, or other electronic communication while at school.
- Students are not allowed to post photos, videos, comments, or other communication to any social apps or Internet sites while at school.
- The school will not be responsible for lost or stolen PEDs while at school.

**Parents will be called to pick up confiscated electronic devices.**

When inappropriate use of social media occurs between our students, faculty and/or staff off campus, it may negatively affect our ability to maintain respectful relationships with one another while at school. School Administration may respond to off campus inappropriate use of social media if the incident significantly disrupts the students' right to learn or causes disruption to the school's mission of creating a positive learning environment.

### **Internet Usage Policy**

The use of the Internet at Briarwood must be in support of education and research and consistent with the objectives of The Briarwood School. Therefore, the students are not allowed to access any social networking sites, conduct recreational researches, or visit any sites deemed inappropriate by the administration.

**Students violating the Internet Usage Policy are subject to disciplinary action.**

## **2. Disciplinary Procedure for Level II Offenses:**

- a. The teacher will send the student to the Quiet Room and submit a discipline notice to the Middle-Upper School Assistant Head. The student will not return to class until the situation is resolved. Consequences might include, but are not limited to, Lunch Detention, After School Detention, In School Suspension, Out of School Suspension, or any combination thereof. Parents will be contacted.
- b. Repeated Level II offenses will be treated as Level III offenses.

## **C. LEVEL III OFFENSES AND DISCIPLINARY PROCEDURE**

### **1. Level III Offenses include, but are not limited to:**

- Repeated Level II offenses
- Suspected violation of the Briarwood Honor Code or Honor Pledge (see pages 10-11). Violations include, but are not limited to, lying, cheating, plagiarism, forgery, stealing, vandalism, computer tampering, hacking, or any other serious breach of ethical or moral behavior
- Use of abusive or directed profane, rude, or insolent statements
- Participation in physical or verbal harassment
- Bullying (Refer to pages 58-59)
- Fighting
- Lewd acts involving obscenity or vulgarity – electronic or otherwise.
- Publishing or posting online without permission video or audio recordings made on campus or at a school-sponsored activity
- Destruction of property
- Suspected violation of the drug and alcohol policy\* (see page 29)
- Possession of drug or smoking paraphernalia (includes lighters), e-cigarettes, and vapes
- Possession or use of tobacco products
- Truancy
- Stealing/Theft
- Sexual harassment
- Sexting
- Making a verbal or written threat against any person
- Improper discussions, verbally or electronically, about possessing, using, dispensing, selling or engaging in drugs, gang talk, sex, harassment, and/or inappropriate peer language or gestures
- Speeding and/or reckless driving on school property
- Acts of anger resulting in verbally or physically aggressive exchanges, confrontations, or actions.
- Character Defamation
- Defiance of authority
- Any racist or anti-semitic behavior or language

### **2. Disciplinary Procedure for Level III Offenses:**

- a. The teacher will send the student to the Quiet Room and submit a discipline notice to the Middle-Upper School Assistant Head. The student will not return to class until the situation is resolved. Consequences might include, but are not limited to, Lunch Detention, After School Detention, In School Suspension, Out of School Suspension, or any combination thereof. Parents will be contacted.
- b. Repeated Level III offenses will be treated as Level IV offense

### More on Consequences

- The administration wants consequences that will exert change to unwanted behavior. Therefore, options that relate to the offense more directly may be employed as alternatives to the ‘standards’ listed as possibilities following Level II and Level III offenses.
- Level II and III offenses may also include;
  - Utilization of a Disciplinary Committee
  - Conditional Enrollment
  - Consideration of continued enrollment

### CONDITIONAL ENROLLMENT

Students who violate aspects of the disciplinary policy or State of Texas and/or Briarwood attendance standards may have conditions set for their continued enrollment at Briarwood.

A contract, drawn up by the Middle-Upper Administrative Team and Head of School, will be individualized outlining the specific terms, conditions, and expectations under which the student may remain at Briarwood.

A meeting will be held for the student, parent(s), and Administrative Team to discuss the terms of a Conditional Enrollment Contract, which is signed before the student may resume classes.

**Violation of any of the conditions for enrollment will result in a meeting of school personnel with expulsion pending.**

### \*REASONABLE SEARCH

- A. Briarwood, in order to ensure safety and promote the enforcement of law and School regulations, reserves the right to carry out reasonable searches of individuals and their personal effects, including, but not limited to, lockers, lunch boxes, purses, backpacks, and private vehicles. The school without prior announcement may initiate such searches.
- B. Briarwood contracts with Interquest Detection Canines, a Houston based, nationally recognized company providing scent discrimination trained detection canines to schools for over 20 years, to ensure the absence of illegal drugs, beverage alcohol, and weapons on school and campus grounds. Interquest is contracted to provide Briarwood with random, unannounced visits to campus several times a year. This program is intended to enhance Briarwood’s overall security, provide a tool for substance abuse prevention, and to send a message to students, parents, and the community that Briarwood has initiated a proactive position on the presence of prohibited items.

## 2. Disciplinary Procedure for Level III Offenses:

- a. The teacher will send the student to the Quiet Room and submit a discipline notice to the Middle-Upper School Assistant Head. The student will not return to class until the situation is resolved. Consequences might include, but are not limited to any consequences stated in Level II, and /or Out of School Suspension and Conditional Enrollment. Parents will be notified.
- b. Repeated Level III offenses will be treated as Level IV offenses.

## **D. LEVEL IV OFFENSES AND DISCIPLINARY PROCEDURE**

### **1. Level IV Offenses include, but are not limited to:**

- Repeated Level III offenses
- Possessing and/or using and/or being under the influence of a controlled substance
- Illegal use of a legal substance or use of an illegal substance
- Any substance presented as illegal or inappropriate for school possession will be dealt with as if it is just that, regardless of its authenticity
- Possessing a dangerous article\*
- Possessing obscene or other inappropriate materials
- Any action which violates a law
- Making a terroristic threat – making a verbal or written threat endangering the Briarwood campus and/or facility
- Committing assault or battery
- Explicit sexual conduct on school property or at a school sponsored event or activity
- Pulling a fire alarm

**It is the student's responsibility to observe the rules regarding NO SMOKING by students on the school grounds, at ANY SCHOOL FUNCTION, or WHENEVER STUDENTS represent the SCHOOL as PARTICIPANTS or SPECTATORS. The possession and/or use of tobacco, (including E-cigarettes and vaping devices), alcoholic beverages, narcotics, drug paraphernalia, and any other illicit, non-prescribed or dangerous drug are prohibited whether real or facsimile.**

**\*Dangerous articles include, but are not limited to, weapons such as BB or pellet guns or replicas of guns, or any type of ammunition, bullets, or explosive devices – live or otherwise; knives of any size or any objects that are designed to cut or puncture and are reasonably believed to be possessed for use as weapons, such as awls, “shanks,” razors**

### **2. Disciplinary Procedure for Level IV Offenses:**

The student is escorted to the office and a disciplinary notice is written. Parents will be notified and a conference set with expulsion pending. Offenses involving controlled substances are covered in the Statement of Policy on the Abuse of Alcohol and Other Drugs.

## **VII. GENERAL DISCIPLINARY CONSEQUENCES**

### **A. MANDATORY TUTORIAL**

**Mandatory Tutorials** are assigned to any student who falls behind in academic requirements, or as a consequence for failure to fulfill classroom expectations including homework assignments. Teachers or office personnel will contact parents to schedule these appointments. Mandatory

Tutorials are not detentions and are not tracked as disciplinary violations. However, if assigned repeatedly, the student will be referred to the M-U Assistant Head for further action. In the event a student misses his/her mandatory, it will be rescheduled and a detention will be added.

## **B. LUNCH DETENTION**

Lunch detention may be assigned by the Middle-Upper administration as a consequence for behavior violations of a lesser degree.

1. Lunch detentions are held daily except Wednesday during lunch.
2. Lunch detentions are held in the Middle-Upper Office area.
3. Students either bring their lunch or purchase one and then report to the office area to serve their detention.

## **C. AFTER SCHOOL DETENTION**

After school detention is assigned as a predictable, consistent and automatic consequence for a range of inappropriate choices made by students while at school.

1. Detention is held daily, except Wednesday, from 3:10 - 4:00 p.m. in a designated area, and is proctored by a school staff member.
2. *Late students will not be admitted into detention.* Any student scheduled for detention who is not present by 3:10 p.m. will be considered absent and required to serve two detentions the following two school days.
3. Students assigned to detention will receive notification at least one day in advance, and parents will be notified in order to adjust their schedules accordingly.
4. **Students who work after school or who are involved in school sports or activities, will not be excused from serving detentions.** Student athletes serving detention may participate in after school activities, but are responsible for obtaining their own transportation to away competitions.
5. Detentions take precedence over tutorials

## **D. IN-SCHOOL SUSPENSION**

In-School Suspension (ISS) is assigned as a consequence for major violations or an accumulation of other violations of Briarwood's standards of conduct. These assignments are made by the Middle-Upper School Administrative Team.

1. In-School Suspension requires the student to spend the day working alone in a supervised, private room.
2. The time spent in this environment will vary, depending on the violation or history of previous violations.

3. The student will report to the Attendance Secretary at 8:00 a.m. with all of his/her books and materials for the day. Tardiness will be handled as per normal school procedures.

**The student will not be allowed to eat in the cafeteria. If lunch was purchased for that day, staff will deliver it to the student in the ISS room.**

4. Completed assignments will be turned in to the Attendance Secretary for distribution to the teachers.
5. Students serving In-School Suspension are not eligible to participate in or attend as a spectator **ANY** Briarwood extracurricular activities for the term of the suspension. Students are, therefore, to leave campus at 3:00 p.m. and not return until 8:00 a.m. the next morning. **(All activities that could be construed as school-related are prohibited whether on-campus or off-campus.)**

#### **E. OUT OF SCHOOL SUSPENSION**

Suspension is assigned as a final step before expulsion. Suspended students have lost the privilege of participating, at any level, in the classes and activities of Briarwood for a set period of time.

1. Suspended students are barred from campus for the duration of their Suspension.

2. All assigned work must be completed during the term of the suspension.
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3. Failure to meet any assigned conditions of a suspension will result in a meeting of the Middle-Upper Administrative Team and the Head of School with expulsion pending.
4. Suspended students are not eligible to participate in or attend as a spectator **ANY** Briarwood extracurricular activities for the term of the suspension. **(All activities that could be construed as school-related are prohibited whether on-campus or off-campus.)**

#### **F. CONDITIONAL ENROLLMENT**

Students who violate aspects of the disciplinary policy or state and/or Briarwood attendance standards may have conditions set for their continued enrollment at Briarwood.

A contract, drawn up by the Middle-Upper Administrative Team and Head of School, will be individualized outlining the specific terms, conditions, and expectations under which the student may remain at Briarwood.

A meeting will be held for the student, parent(s), and Administrative Team to discuss the terms of a Conditional Enrollment Contract which is signed before the student may resume classes.

**Violation of any of the conditions for enrollment will result in a meeting of school personnel with expulsion pending.**

## **G. DISMISSAL**

The school reserves the right to exclude or dismiss, at any time, any student whose conduct, influence, or academic work is deemed undesirable or unsatisfactory.

# **VIII. LEADERSHIP AND EXTRA-CURRICULAR ACTIVITIES**

## **A. STUDENT COUNCIL**

The Student Council is an organization of student representatives elected by the student body for the purpose of governing activities of the entire student body. The Council functions as a voice of student opinion and action in an advisory role to the Middle-Upper School staff.

The Student Council expects to provide ways and means to promote honor and integrity among the student body, to develop a sense of loyalty and school spirit, to provide practice and experience in demonstrating leadership and citizenship, to foster academic excellence, to provide for cooperative action between staff and students and to promote the general welfare of the students and staff.

The Student Council meets with the Faculty Advisor to plan school activities. Special meetings are held when necessary. The Student Council may make recommendations for improving the school to the Middle-Upper School Head or Head of School.

The student who participates on the Student Council must demonstrate the following: (1) satisfactory performance in all academic studies; (2) adherence to Briarwood's Core Values and Honor Code; (3) good attitude, behavior and conduct, both in and out of school, a sense of responsibility, and a commitment to constructive, positive participation in the life of the school; (4) a healthy, enthusiastic school spirit; (5) willingness to give the time and the effort (attend all meetings, participate in all activities, contribute ideas and effort); (6) maintain good attendance; and (7) adherence to the Briarwood School's Student and Parent Handbook and the Statement of Policy on the Abuse of Alcohol and other Drugs.

## **B. ATHLETICS**

Each Briarwood student has the opportunity to participate in the after school athletic program. There are no tryouts. Students who will commit to attending practices and following the rules of the Athletic Program will be a part of the team.

Participation in after-school athletics is a privilege. Satisfactory academic standing conduct, attitude, effort, and good attendance must be maintained to be able to participate. Teacher and administrative input will be considered in determining student involvement in the program.



FALL SPORTS OFFERED  
AT BRIARWOOD\*  
(Season runs from August-October)

Cross Country – High School students, co-ed  
Flag Football – Junior High and High School – boys only  
Volleyball – Junior High and High School – girls only

Participation in competitions will be determined by ability, attitude, attendance, and effort demonstrated in practices.

\*High School students may participate in 2 Fall sports

WINTER SPORTS OFFERED AT BRIARWOOD\*  
(Season runs from October – February)

Basketball – Junior High and High School – boys teams and girls teams at each level

Soccer – Junior High and High School – both teams are co-ed

A minimum of 15 participants are needed for the Junior High soccer team.

Participation in competitions will be determined by ability, attitude, attendance, and effort demonstrated in practices.

\*Students may participate in one Winter sport

SPRING SPORTS OFFERED  
AT BRIARWOOD\*

(Season runs from February to April)

Golf – High School students – co-ed. Practice is off-campus.

Competitions require missing school time that may impact the student's attendance record and credits earned.

(See #8 under eligibility)

Track and Tennis – Junior High and High School – co-ed

Concerning competitions for High School Track – TAPPS rules mandate that only 3 entries per event for each gender will be allowed to compete at any track meet.

Concerning competitions for High School Tennis – TAPPS rules mandate that only 2 entries in singles and 2 entries in doubles for each gender may participate in District tournaments. More players may attend regular matches. However, as always, participation in competitions will be determined by ability, attitude, attendance, and effort demonstrated in practices.

\*Students may participate in 1 Spring sport

All athletic information (forms, schedules, directions, etc.) can be found on the Briarwood School Website at [briarwoodschoool.org](http://briarwoodschoool.org). The website should be checked every Sunday evening for weekly practice and competition schedules as revisions will be posted here weekly.

## I. Eligibility

1. Students must complete and turn in all the required forms before they can practice. These forms are on the Briarwood Sports Website. A physical is required every year before a student may practice.
2. High School students in grades 10 – 12 who are new to Briarwood must complete and turn in a transfer form before they can participate in any competitions. These forms are on the Briarwood Sports Website.
3. Students must maintain a grade of 75 or above in all their classes. Students who receive a grade below a C in any subject on their Progress Report or below a 75 on their Report Card will be ineligible to participate in athletic competitions for 2 weeks. The ineligible period will begin the first school day following the due dates for each reporting period. After 2 weeks of ineligibility, the ineligible student's grades will be checked. The student must have a 75 or above in all subjects in order to regain eligibility. If the student does not regain eligibility, they are ineligible until the next report card or progress report. Students who receive an Incomplete in a class on either the Progress Report or Report Card, will be ineligible until the Incomplete is changed to a letter or numerical grade. If the grade is above a C (Progress Report) or 75 (Report Card), the student will regain eligibility immediately. If the grade is below a C (Progress Report) or 75 (Report Card), the student is ineligible for participation and the above stated rule for ineligibility due to grades will apply.
4. **Students ineligible for athletic competition for any reason will be expected to participate in practices and attend home competitions. They will dress in uniform and sit on the bench for home competitions. Ineligible students will not attend away competitions.**
5. **Students must be in class by 10:00 A.M. (9:35 A.M. on Wednesday) in order to attend or participate in any school sponsored event for that day. This includes but is not limited to, competitions, practices, sports banquets, drama, student council, etc. Exception – students who have not adhered to the above policy - may stay to get their sports picture taken, but may not otherwise participate in any other school sponsored event for that day.**
6. Students who are not counted present for their first period class following an away competition will be ineligible to participate in the next competition unless, the absence is planned and a planned absence form was completed and turned in before the competition, or, if the student is ill, a doctor's note must be submitted when the student returns to school in order for them to be eligible.
7. Students who miss class for athletic competition must submit a Sports Activity Form completed by their teachers. Students receiving a grade below a C in any subject will not be allowed to attend the competition.
8. Once a student accumulates 5 absences for extracurricular activities (which would include athletic events) in one semester in a single class, then each subsequent extra-curricular absence would be subject to the 90% rule.
9. Students enrolled in Physical Education classes who do not participate due to injury or illness will not be allowed to participate in after school practices or competitions.

10. If an athlete texts, emails, posts words or images on any social media site or on any electronic device that is detrimental, hurtful, threatening, or embarrassing to any Briarwood student, Briarwood faculty, staff, or administrator, any relatives of a Briarwood student, or a student or school that participates against Briarwood in Athletic competition, that athlete could face possible expulsion from the Briarwood Athletic program.

## **II. Practices**

1. Practices are from 3 – 5 on Monday, Tuesday, Thursday, and Friday for all Junior High sports. Practices for High School sports will be from 3 – 5 or 4 – 5:30. Check the website for specifics.

Another exception is cross country practices. They begin each morning at 6:00 A. M. Students participating in Cross Country need to bring books and clothing needed for school. They also need to bring shower items and a snack for breakfast. Once students arrive at school for Cross Country practice, they are not allowed to leave campus.

Practice schedules for Golf and Track will be announced in the spring.

2. Students will not be allowed to participate in practices until they have completed and turned in the required paperwork. All required forms are on the Briarwood Sports Website.
3. Students will be issued 2 practice uniforms and a competition uniform. It is the responsibility of the student to bring the necessary uniform to practices and competitions. Students who do not have the required uniform for practice or competition will not be allowed to participate. An unexcused absence will be given for the practice or competition.
4. A student may quit a team within the 1<sup>st</sup> week of practice without consequence. Any student who quits after the 1<sup>st</sup> week of practice will be ineligible to participate in the next season of sports.
5. A student who returns to school after an extended illness or injury will be expected to attend practices. If this is not possible, or if the continued presence at practice and games of the injured or ill athlete is not beneficial to the team, the student may quit the team or the coach may remove the student from the team without any consequence.

## **III. Excused and Unexcused Absences**

1. If a student is at school, he/she is expected to attend practices and competitions scheduled for that day. If the student is at school and does not attend the scheduled practice or competition, an unexcused absence will be given for that practice or competition.
2. If a student needs to leave school during the day due to illness, etc., the student needs to notify the coach or attendance clerk that they will not be returning for practice or competition. An excused absence will be given.

3. Students are encouraged to attend doctor appointments, get their drivers license, etc., on Wednesday afternoons. However, we realize that all appointments cannot be scheduled on Wednesday afternoons. Coaches must be notified in writing that a practice or competition is going to be missed. The note must be given to the coach prior to the practice or competition that is going to be missed. **Please do not send emails.** Excused absences will be given for activities missed in which the coach has prior written notification. An unexcused absence will be given for missed activities in which the coach has not received prior written notification.

#### **IV. Consequences for Absences**

1. Excused absences from practices or competitions will result in reduced playing time. Excessive excused absences may result in removal from the team.
2. One unexcused absence from a practice or competition will result in a suspension from the next competition. Please refer to the section on Eligibility.
3. Two unexcused absences may result in removal from the team.
4. Any student removed from an Athletic Team will be ineligible to participate in the next season of sports.

#### **V. Mandatory, Detention, Tutorials, and Mastery Center**

1. A student who fails to complete assigned work in the classroom may be assigned a Mandatory Tutorial by the classroom teacher.
2. A student who has a discipline issue may be assigned a Detention by the classroom teacher or administrative staff.
3. Mandatory Tutorials and Detention assignments are from 3 – 4 on Monday, Tuesday, Thursday, and Friday. Detention assignments on Friday may be from 3 – 5. Students are to dress for practice or competition before attending Mandatory or Detention.
4. It is the responsibility of the student to notify the coach of an assigned Mandatory or Detention. The student must attend practice or competition after completing the Mandatory or Detention. Students will receive an excused absence for any athletic time missed from 3 - 4. Excessive Mandatory and Detention assignments may result in removal from the team.
5. If the team has an away competition and the team has already departed for the competition, it is the responsibility of the student or parent to find transportation to the competition after completing the Mandatory Tutorial or Detention assignment. Failure to attend the away competition will result in an unexcused absence.
6. When a student needs extra help with academics, the teachers and administrative staff may assign the student to attend tutorials in either the Mastery Center or the teacher's classroom. The coaches will work with all involved in order to develop a plan for practice and competition attendance.

## **VI. After Practice and After Competition Supervision**

1. Coaches will supervise players after practices. Practices are over at 5:00. A coach is assigned to supervise after each practice. The supervision schedule is on the web site. If you are going to arrive after 5:15 to pick up your child, please call the school and notify the coach in charge.
2. Coaches supervise players after home competitions and after away competitions. We encourage all parents to attend athletic competitions. If the competition is at Briarwood, plan on the competition to conclude 1 hour from the start time. If the competition is away and transportation is provided back to Briarwood after the competition, students will call home when the bus is 30 minutes from the school. If you plan to attend the away competition and you have not arrived when the bus is ready to return to Briarwood, your child will ride the bus back to Briarwood.

## **VII. Competitions at Briarwood**

1. Students will be supervised by their coaches after school for all competitions at Briarwood which begin at or before 5:00. They will complete homework and may eat. Parents may send food or send \$6 for Jason's Deli.
2. Juniors and Seniors may leave after school on the day of competitions scheduled at Briarwood if they have a written note from their parents giving them permission to either drive or ride with another Junior or Senior. Freshmen and Sophomores may leave campus with their parents only. Freshmen and Sophomores will not be allowed to leave campus with another student or in their own vehicle.
3. Students will be sent home after school for all competitions at Briarwood scheduled to start after 5:00. Students should return to school 30 minutes before the scheduled game time. This situation occurs only occasionally and in most cases at the High School level. We understand that distance and time may make this requirement difficult to meet. Finding a teammate who can provide the necessary transportation is an option that has always worked. The Coach can provide a list of teammates. If your child attends Mandatory, Mastery, or Detention after school on a competition day when the start time at Briarwood is after 5:00, the student will need to be picked up at 4:00. Coaches will not be available to supervise until 30 minutes before the scheduled competition.

## **VIII. Competitions away from Briarwood.**

1. Transportation will be provided to all competitions not at Briarwood that are scheduled to start at or before 5:00. Transportation will also be provided back to Briarwood after the competition. Parents will be notified before the scheduled competition if transportation is not going to be provided back to Briarwood.
2. When transportation is provided by the school to away competitions, Juniors and Seniors may drive to the away competitions if they have a written note from their parent or guardian. Juniors and Seniors may ride together if both parents or guardians write a note granting permission. Freshmen and Sophomores may not ride with the Juniors or Seniors. Freshmen and Sophomores may not drive their own vehicle.

3. Supervision will be provided after school by the coaches until the bus leaves for competition. Parents may send food or \$6 for Jason's Deli.
4. Parents are encouraged to attend all competitions. When the school provides transportation to and from athletic competitions, students may be picked up by a parent or guardian at the conclusion of the competition. If the parent does not pick up the student at the competition, the student must ride the bus back to the school. Someone other than the parent or guardian can pick up the student at the competition if the coach is given a note written by the parent or guardian stating which person the student has permission to ride home with. Phone calls will not be accepted.

Families choosing to use a ride-share service to transport their high school (16 or older) student to and/or from school or any school-sponsored activities must provide a signed permission form releasing the Briarwood School from liability for any risks or consequences of that choice. In addition, they must follow all relevant policies regarding carpooling, transportation, and athletics as outlined in the Student/Parent handbook. Students younger than ninth grade will not be permitted to use ride-sharing services.

5. Transportation will not be provided to competitions with start times after 5:00. Students will be sent home after school. Students should arrive to the competition 30 minutes before the scheduled start time.
6. Transportation is not provided to Saturday events, golf tournaments, and high school running track events.

### **Upper School Letter Jacket Policy**

**Athletics** - All male and female participants in Upper School Athletics are eligible to letter in the following sports: basketball, cross-country, flag football, golf, soccer, tennis track & field, and volleyball. Students pay for their own jackets and all patches on the jackets (student name, graduation year, jersey number, etc.).

A student may earn a letter jacket for one of the following achievements:

<b>Minimum Requirements</b>
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**Cross Country**

1. Team places 1<sup>st</sup> - 4<sup>th</sup> at State
2. Runner qualifies for the All State Team or All Academic Team

**Flag Football**

1. Team places 1<sup>st</sup> - 4<sup>th</sup> at State
2. Student is selected to All State Team

**Volleyball, Basketball, and Soccer**

1. Team qualifies for playoffs
2. Student is selected to All District or All Academic Team

### **Tennis**

1. Student qualifies for State Tournament
2. Student qualifies for All Academic Team

### **Golf and Track**

1. Team qualifies for Regionals
2. Student qualifies for Regionals

<b>Additional Requirements</b>
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1. Be approved by the Athletic Director (factors include: disciplinary record, eligibility, and practice and game attendance)
2. Be in good standing with the academic standards of Briarwood
3. Be in good standing with the school attendance requirements of the state.
4. Exhibit Briarwood's core values and adhere to the Honor Code and Honor Pledge.
5. Be approved by the Head of School and Middle-Upper School Head

## **C. THEATRE**

The Drama Department presents a Fall and a Spring production each school year. A nominal ticket fee is charged for admission. Auditions and rehearsals are held 2-3 months prior to a 2 day run of a theatrical production. Students also have the option of being part of the technical crews who work behind the scenes to ensure the success of the production.

<p><b>Students must be in class by <u>10:00 a.m. (9:35 a.m. on Wednesday)</u> in order to participate in any Drama Department event for that day. This includes rehearsal, performances, pictures, drama banquet, etc.</b></p>
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### **AUDITION and PARTICIPATION REQUIREMENTS:**

- Must be in Upper School: Grades 9 – 12
- Must be in good standing academically
- Must attend all scheduled rehearsals, performances and strike
- Commitment to Production: All students who are involved with the production must sign an Actor/Crew Contract stating they will comply with all rules of The Briarwood School as well as with the Theatre Department.

As of the August 2012 school year, any student who commits to participating in four consecutive Fall and Spring productions (a total of 2 years or more) may be eligible for a letter jacket. Letter jackets are awarded at the discretion of the Theatre Director and are subject to Administrative approval.

## D. YEARBOOK

Students are selected by staff to work on the yearbook because of their special ability or interest in journalism, photography, technology, or design. Briarwood students on the yearbook staff work with the faculty advisor on this year-long project. From the theme selection to the final delivery, students are responsible for every aspect of this complex process.

## E. SCHOOL-SPONSORED DANCES

In order to provide a safe, respectful, and appropriate environment for our students, Briarwood will impose and enforce the following expectations.

### 1. GENERAL POLICIES FOR SCHOOL-SPONSORED DANCES

- a. Since this is a school-sponsored function, all school rules will be in effect.
- b. Briarwood School dances are exclusively for Briarwood students and their pre-registered guests.
- c. Students may leave the dance at any time, but once they exit, they will not be readmitted.
- d. Loitering in the parking lot or near the dance will not be permitted. Students and guests must leave immediately after the conclusion of the dance.
- e. Chaperones will determine what is appropriate or inappropriate, and their decisions will be final.

### 2. DRESS CODE FOR DANCES

**For Dances sponsored by the Student Council,** all attire should be modest and appropriate for a school function.

**For the Junior/Senior Prom,** formal attire is required.

**Girls** will wear semi-formal, formal gowns, or outfits with pants. Strapless and spaghetti straps will be permitted, as long as they are modest.

The following will not be permitted: Extremely low cut dresses (front or back), two-piece formal gowns or pants and top that expose the midriff, see-through gowns, miniskirts, flip-flops.

**Boys** are encouraged to wear a suit or sport coat, but semi-formal wear, such as slacks, dress shoes, and a dressy shirt are also permitted. Ties are encouraged, but not required.

The following will not be permitted: Shorts, jeans, tennis or athletic shoes, torn clothing.

### 3. SUGGESTIVE DANCING AND PUBLIC DISPLAYS OF AFFECTION

Students need to be aware that some movements and dance styles portrayed in the entertainment industry and practiced in non-school settings may not be appropriate for school-sponsored dances. Students who do not maintain an appropriate style of dance will be asked to discontinue and if the problem persists will be escorted out of the dance without a refund. Determinations will be made at the discretion of the chaperone and all decisions will be final.



#### 4. DRUG, ALCOHOL, TOBACCO, E-CIGARETTE, AND VAPING DEVICE USE

Drugs, alcohol, tobacco, e-cigarettes and vaping devices will not be allowed at school-sponsored dances. This includes coming to the dance under the influence of drugs or alcohol or being in possession of controlled substances on dance premises. If a student is determined to be in possession or under the influence of controlled substances, the disciplinary consequences for a Level IV Offense will be imposed. Please see pages 29 for details.

### IX. OTHER POLICIES, GUIDELINES AND PROCEDURES

#### A. HEALTH, EMERGENCY, AND SEVERE WEATHER PROCEDURES

##### 1. HEALTH--IMMUNIZATIONS, MEDICATIONS, AND ILLNESS

A complete immunization report is required before entering school. All questions regarding immunizations should be directed to the clinic at Ext. 133.

**All medication taken at school will be dispensed through the clinic. No medication, prescription or over the counter, may be carried by the student.** Prescription medications must be brought by the parent or other designated adult to the clinic in the original bottle, with the student's name and correct dosage on the prescription label. Any dosage change must be accompanied by written permission from the doctor or parent. The clinic should be notified when there is a change in medication given at home.

Any non-prescription medication must be delivered by the parent or other designated adult to the clinic in the original container clearly marked with the student's name and accompanied by written directions from the parent/guardian giving permission and dosage. Students will not be given any medicines not specifically delivered by the parent and accompanied by specific dispensary instructions. The parent or other adult must pick up medication remaining at the end of the year. No medication will be sent home with the student. Any medications remaining in the clinic one week after the last day of school will be disposed of properly.

Students must obtain a pass from the teacher to visit the clinic. **No student will be allowed to remain in the clinic for longer than twenty minutes, except in a case of severe illness.** Ill students should report to the clinic where parents will be called and care administered until the parent arrives. **Parents of all students leaving due to illness must check out with the Attendance Secretary.**

##### 2. COMMUNICABLE DISEASES

If the student is sent home with fever or any contagious illness, he/she **may not return to school until at least 24 hours after the fever, illness, or condition subsides** and the child is back to his/her regular routine. At the discretion of administration, a physician's statement of wellness may be required before the student may return to school.

As further preventive measure against flu outbreak, Briarwood will continue to monitor guidelines and recommendations set out by the CDC, the Center for Disease Control and Prevention, as well as local public health officials.

School children are among the groups most vulnerable to illness and the flu. Parents are encouraged to have their children vaccinated when those vaccines become available. If your child becomes ill with an influenza-like illness (fever with a cough or sore throat), he/she should be kept home. If a child becomes ill with these symptoms while at school, parents will be called to pick up the child.

Briarwood teachers will be diligent about making certain that students follow good hygiene habits while at school. Hand washing and covering one's mouth or nose during a cough or sneeze will be emphasized.

Parents are encouraged to emphasize the importance of good hygiene and healthy lifestyle activities with their children at home. The CDC recommends the following activities to promote good health:

- Wash your hands often.
- Avoid touching your eyes, nose or mouth
- Cover your nose and mouth when sneezing or coughing
- Stay home from work, school, or errands when you are sick.
- Avoid close contact with people who are sick.
- Get plenty of sleep and exercise regularly.
- Drink plenty of fluids and eat nutritious food.

In view of the fact that it is difficult for many working parents to be away from work, families are encouraged to have a plan in the event a child gets sick and needs to stay home from school for several days. The CDC recommends having only one caregiver when possible, further limiting the spread of germs.

### **3. EMERGENCY CARD**

An up-to-date Emergency Card must be in the School Office file at all times. If you have a change of address or change of home, business, or cell phone number, please advise the Middle-Upper Attendance Secretary immediately. Additionally, medication and physician changes are essential for school reference in case of an emergency.

### **4. SEVERE WEATHER PROCEDURE**

Should severe weather conditions (flood, icing, etc.) necessitate the closing of the school, you will be contacted by telephone.

News Radio 740 AM has an emergency communications system. We will also have any information on that station if possible.

## 5. SHELTER-IN-PLACE

Shelter-In-Place is a procedure whereby The Briarwood School implements a “lock-down” of the school in accordance with the recommendations of federal, state and local authorities in response to an environmental or other catastrophic event outside of the school. Should the Shelter-In-Place procedure be implemented, the school will close and lock all doors, and no persons may enter or exit the building once the doors have been secured. All persons shall remain inside the building until such time as local emergency officials have issued an official “All Clear” notice, and the Head of School has terminated the Shelter-In-Place procedures.

Shelter-In-Place drills are conducted several times a year. Should a Shelter-In-Place occur, parents will be notified of the implementation via email messages.

## B. OUTSIDE COMMUNICATION

### 1. TELEPHONE CALLS AND MESSAGES

#### PARENT TO TEACHER

If a parent wishes to communicate with a teacher, a voice or email message may be sent, and the teacher will return the call or email as soon as possible. Please refer to the student directory for a list of teacher email addresses and voicemail extensions.

#### STUDENT TO PARENT

The telephones in our building are business phones; however, the ability for students to communicate with family members is important to us. We are liberal with students’ requests for phone use. We will encourage our students to make said calls during lunch or passing periods whenever possible.

Because of our liberal phone use policy, students are not allowed to make or receive cell phone calls, text messages, instant messages, or any other electronic communications while at school during instructional hours.
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#### PARENT TO STUDENT

**In emergency situations only**, messages will be relayed through the office to your child. To minimize classroom disruptions, students will not be released from class to receive a call. **The office is not able to deliver messages received after 2:30 p.m.** We appreciate your cooperation in this matter.

### 2. VISITORS

All visitors must sign in and obtain a visitor’s badge at the reception desk in the Main Office. The Briarwood School uses Raptor, a school visitor management system, in order to ensure student safety. Upon entering, visitors are asked to present their valid driver’s license or photo ID, which is scanned into the Raptor system. Once approved, the visitor receives a date/time-stamped, personalized ID badge. Parents who wish to visit classes are welcome, preferably after the first month of the school year. Please call and make an appointment with the office.

All other visitors must obtain permission from the School Office. Although the Briarwood Staff continues to remain interested in former students and those who have graduated, it discourages their visits during school hours because of the interruption to students and teachers. With the permission of the School Head, they may, however, visit during lunch periods. Any class visitation must have **prior approval** of both the School Head and the teacher involved.

## **C. SCHOOL SERVICES**

### **1. LOCKERS**

Students will be assigned lockers at the beginning of school for the purpose of storing their books, school materials and supplies. Students may use locks; however, a copy of the key or combination must be given to the Middle-Upper School Assistant Head. Lockers may not be shared. **Students must not open any locker other than their own.**

Lockers remain the property of the Briarwood School and are subject to inspection. Lockers should be kept clean and neat, and free of exterior decoration or other marking. Students whose lockers contain items in violation of school policy will be subject to disciplinary action.

### **2. HALL PASSES**

When it is necessary for a student to leave a class for any purpose, a Hall Pass from the teacher is necessary.

### **3. QUIET ROOM**

There are times when it may become necessary to remove a student from the classroom, either to provide the student with a cool-down period, complete work in a quiet environment, or wait to be seen by an administrator due to a disciplinary issue.

### **4. LOST AND FOUND**

The school cannot accept responsibility for locating lost articles including PEDs. Students should not bring valuable items or large amounts of money to school, and they are asked to leave any valuables with teachers, administrators, or in a locked room. Labeling of all personal items (clothing, backpacks, etc.) is encouraged. “Found” items that are brought to the upstairs office will be placed in the Lost and Found maintained by the Attendance Secretary. Any items not claimed within one week after school is released for the summer will be donated to a charitable organization.

### **5. PARTIES**

In order to maintain an academic environment free of distractions, holiday parties and birthday celebrations will not be held at school. Deliveries may not be sent to the classroom.

### **6. WATER BOTTLES**

Students may have water in clear bottles only for hydration during the day. Other drinks, bottles, or cups are not permitted.

## 7. LUNCHES

Students may bring their own lunch or may purchase a hot meal provided by the school lunch catering service, Sami's Cafeteria. Orders may be placed through their website (<https://lunchdirect.com/>) which can be found on The Briarwood School website ([www.briarwoodschool.org](http://www.briarwoodschool.org)).

### **NO OUTSIDE LUNCHES ARE TO BE DELIVERED.**

- Tables and individual seats are available on a first come basis. Seats may not be saved.
- NO CARBONATED DRINKS ARE ALLOWED
- Students share the responsibility for keeping the lunchroom and patio clean
- Students are expected to employ the same level of etiquette that would be appropriate for any public dining environment.
- No sharing food

JUNIORS may choose to eat on the patio. All standards, as outlined above, are expected to be met.

SENIORS have 3 choices for lunch :

- 1) Seniors may leave campus for lunch if written parent permission to do so is on file in the Middle-Upper School Office. The Middle-Upper School Assistant Head issues permission slips at the beginning of the year.
  - ❖ To maintain this privilege each senior must be in good standing behaviorally and academically.
  - ❖ Seniors will be dismissed from their 5<sup>th</sup> period class 5 minutes early – 12:25 p.m. This will help them to get lunch and be in 6<sup>th</sup> period by the time class starts at 1:05 p.m.
  - ❖ No food or drink may be brought back into the building for themselves or others.
  - ❖ Seniors are not allowed to eat or 'hang out' in the parking lot.
  - ❖ As with all Briarwood students, our Seniors are representing our school off campus. Each is expected to employ the same level of etiquette that would be appropriate for any public dining environment.
- 2) Seniors may choose to have lunch in 'the park' across the street from the school.
  - ❖ You may bring your own lunch or buy a lunch in our lunchroom and carry it across the street.
  - ❖ Take care of this convenient alternative.
  - ❖ Always leave the area void of food scraps and litter free.
  - ❖ Use the trash cans at the park or in our parking lot to throw unwanted items away.
  - ❖ To maintain this privilege each senior must be in good standing behaviorally and academically.
  - ❖ Seniors will be dismissed from their 5<sup>th</sup> period class 5 minutes early – 12:25 p.m. This will help them to get lunch and be in 6<sup>th</sup> period by the time class starts at 1:05 p.m.
  - ❖ No food or drink may be brought back into the building for themselves or others.
- 3) Seniors are welcomed to stay on campus and eat with the rest of the students in the lunchroom.

REMINDER: The patio is a Junior privilege.

## 8. TEXTBOOKS

1. Textbook fees cover the cost of only **some** of the issued texts.
2. Lost or damaged school-owned textbooks must be paid for by the party to whom they were issued. Lost texts (student owned) must be replaced at the student's expense.
3. Scholastic records will not be released until book and financial records are clear.

## 9. TUTORING

Teachers are generally available to assist students from 3:00 - 3:45 p.m. every day except Wednesday. A student, parent, teacher or administrator, as necessary, may make specific appointments.

## 10. MASTERY CENTER

**Mastery Center**, a monitored, structured study hall, is offered every afternoon except Wednesday from 3:10 – 4:00 p.m. in the Middle-Upper Library. Any student is welcome to work and receive general assistance from the proctor during Mastery Center.

## D. TRANSPORTATION

### 1. BUS SERVICE

Parent volunteers to whom we owe a great debt of gratitude coordinate our buses. Please cooperate in the fullest with them. Buses will run the first day of school.

- **Southwest Bus** (serving West U/Bellaire/Meyerland) hired by parents and managed by:  
**Lisa Malosky** – [lisamalosky@gmail.com](mailto:lisamalosky@gmail.com) 713.305.2101  
**Becky Carter** – [beckycarter0329@gmail.com](mailto:beckycarter0329@gmail.com) 713.705.1113
- **Katy Van** (pick up at El Rancho Restaurant, S. Fry and SH 99 – 7 a.m.) hired by parents and managed by:  
**Becca Nicholls** - [beccakr06@msn.com](mailto:beccakr06@msn.com)  
281.414.7043
- **“Kid Fit”** – 12674 Goar Rd. @ Dairy Ashford, 281.759.3488, provides pick-up and after-school care every day except Wednesday.
- **Samurai Karate** - 1570 S. Dairy Ashford - 281.920.9300, provides pick-up and afterschool care every day
- **Northwest SUV** – (Louetta & Hwy. 249) hired by parents and managed by:  
**Marilyn Feray** – [gigitomball@aol.com](mailto:gigitomball@aol.com) 713.825.1462

## 2. CAR POOLS AND TRAFFIC PATTERNS

It is the responsibility of Middle-Upper students and their parents to arrange all transportation to and from school. The Middle-Upper office does not set up or track carpools for its students. If a carpool includes a Lower or Tuttle School student, however, please give the Administrative Office a list of students involved and the drivers for specific days.

All Middle Upper students, other than student drivers, bus riders, those participating in after school activities or attending the Mastery Center, will be dismissed to the carpool line outside door 6 at 3:00 p.m. Parents are expected to pick up their student through the Middle Upper Carpool line. Parents who are unable to do so will need to park in a designated parking space and walk to the carpool line to retrieve their student. No student is to be picked up through the front office. Any student not picked up by 3:15 will be sent to the Middle Upper Mastery Center. Parents may text their student when they arrive to school.

Please do not block car pool lanes at any time. Park only in marked parking areas. Please do not park in spaces marked "Reserved". No parking is allowed in front of the bus barn or on either curb of the south driveway that runs parallel to the soccer field. This area is a designated fire lane and must remain unobstructed.

**During 3:00 p.m. dismissal all drivers must exit the campus via Whittington. No drivers should turn on Sugar Springs, as this street is reserved for carpool lanes.**

## 3. RIDE SHARING SERVICES

**The Briarwood School does not recommend or endorse the use of any ride-share company; further, the terms of service of many well-known ride-share services expressly prohibit their use by unaccompanied persons under the age of 18. It is the responsibility of parents to research the policies and terms of service of companies.** Families choosing to use a ride-share service to transport their high school student to and/or from school or any school-sponsored activities must provide a signed permission form releasing the Briarwood School from liability for any risks or consequences of that choice. In addition, they must follow all relevant policies regarding carpooling, transportation, and athletics as outlined in the Student/Parent handbook. Students younger than 16 will not be permitted to use ride-sharing services.

## 4. STUDENT DRIVERS

All student drivers must register with the Middle-Upper School Assistant Head any and all vehicles that are brought onto the Briarwood Campus and display their parking tags prominently on their rear-view mirrors. Additionally, students and parents must sign and date the Student Driver Acknowledgement form and turn it into the office. A \$10 fee will be assessed on all lost tags.

All vehicles parked on campus are subject to search by the drug dogs. These dogs have led to the discovery of lighters, hunting knives, guns, ammunition, cigarettes, medications, etc. in a vehicle, and this will result in disciplinary action for the student. Be careful of what you carry (or what family members leave).

Once on campus students may not leave campus until the end of the school day without written parent permission and office approval. This includes pre-school hours.

Any student arriving prior to 7:30 a.m. will enter the building through the front door and proceed to the Middle-Upper lunchroom. At 7:30 a.m. they will move to the Field House and students arriving at 7:30 a.m. or later will report directly to the Field House to wait for the opening bell of school.

Backing vehicles into parking spaces is not permitted.

Unaccompanied students are not allowed in the parking lot from 8:00 a.m. – 3:00 p.m.

**Student drivers must observe speed limits in the neighborhood and on campus.**

(5 MPH on campus, 20 MPH on surrounding streets). Drivers will refrain from creating excessive noise with alarm systems, stereos or other devices.

Students who have off-campus lunch privilege should go directly to their vehicles leave campus for lunch, and enter the building immediately upon their return via the front office door.

Failure to demonstrate responsibility with automobiles can result in suspension of driving privileges and other consequences as appropriate.

The parking lot is not an appropriate place to “hang out” or socialize. Students are asked to leave directly after dismissal from school or extracurricular activities.

Two permanent trash cans are located in the parking lot. Students are expected to keep the parking lot litter free.

During 3:00 p.m. dismissal all student drivers must exit the campus via Whittington. No drivers should turn on Sugar Springs, as this street is reserved for carpool lanes.

## **X. Computer Network Acceptable Use Policy**

The Briarwood School is pleased to offer to its students access to our computer network and facilities including access to the Internet and, in limited instances, to electronic mail (E-mail). The purpose of this document is to establish procedures and regulations for effective and ethical utilization of this resource. These procedures are applicable to all persons using Briarwood’s computer network and Internet resources.

The Briarwood School Acceptable Use Policy applies to all technology resources including, but not limited to: personal laptop computers, school computers, cell phones, video and audio equipment, copy machines, iPads and information storage devices. Briarwood School students are expected to use school resources in a considerate, ethical, moral and legal manner.

The use of any computer network must be in support of education and research and consistent with the objectives of The Briarwood School. Transmission of any material in violation of state or



federal regulation is prohibited. This includes, but is not limited to, the following: copyrighted materials, threatening or obscene materials, or material protected by trade secret. Use for commercial activities, product advertisement, or political lobbying is prohibited.

The Briarwood School reserves the right to examine any data or monitor any activity on the school network. Students should not have an expectation of privacy when utilizing the School's Ethernet network, Wi-Fi network, or electronic communication resources regardless if they are using their personal or school-owned devices.

Some sites accessible on the Internet may contain offensive material, which, if accessed or downloaded, violates Briarwood's Policy on Sexual Harassment. The Briarwood School has taken precautions to restrict access to controversial Web sites by implementing the Palo Alto Next-Generation Security Platform. However, on a global network, complete control is impossible. The availability of offensive material on the Internet does not imply that Briarwood approves or endorses its content. Briarwood's Policy on Sexual Harassment prohibits users from retrieving in any form questionable material on its computers. It is the burden of the user to avoid Internet sites, which violate Briarwood's Policy on Sexual Harassment.

Extensive use of the Briarwood School's technology resources for private or personal business is unacceptable.

## **SOCIAL MEDIA POLICY FOR STUDENTS AND FAMILIES**

Social media is considered any form of online communication, including social networks, photo sharing, e-mail, blogs, websites, gaming, wikis and text messaging. Examples of social media include, but are not limited to Snapchat, Facebook, Twitter, Edmodo, YouTube, Google+, Instagram, and Flickr.

It is important that children and adolescents be directly taught how to use social media safely, responsibly, and respectfully. Any use and exposure to social media should be under clear parental guidance and participation. It is incumbent upon parents to monitor their child's use of social media, as pre-adolescents and adolescents are developmentally ill-equipped to manage independently the complexity of communications in the social media realm. Each family's respect for the social media policy has a positive effect on the students' educational and social experience at school.

Since participation in social media is ultimately a family decision, inappropriate electronic communication originating off campus or associated with social networking is best dealt with initially in the family setting. When parents become aware of inappropriate or concerning statements via their child's social networking sites, they are to first contact the parents of the other student(s) involved prior to contacting the School. If someone is in immediate danger, please contact the parent or call 9-1-1.

The School is not responsible for any material (including photographs, videos, and audio recordings) posted on personal websites or social media sites or transmitted through other electronic means, such as text messaging or photo sharing websites, without permission from the School.

If families choose to use social media, please apply the following guidelines to posts involving the Briarwood School and the school community:

- Use a respectful tone and appropriate language when making social media posts or messages about the School or involving members of the school community.
- When posting pictures, videos, or audio recordings from Briarwood School events, use security settings and allow access only to family and other Briarwood School community members. Regardless of your privacy settings, assume that all of the information shared on your social network could become public information. Respect the privacy of other students and families.
- Avoid using names of students appearing in social media posts or messages and use only first names of adults.
- Keep your passwords private and do not disclose personal information online. Hacking into another person’s account is strictly prohibited.
- Do not use the Briarwood School logo or other intellectual property without prior written permission from the Head of School. Similarly, do not purport to speak on behalf of the School or mislead others into believing you speak with authority from the School unless you have prior written permission from the Head of School.
- It is inappropriate to substantially disrupt Briarwood School operations through the use of social media to disparagingly or disrespectfully discuss school-related activities.
- The Briarwood School prohibits employees and students from contacting each other through social networking sites, except when using educational programs previously approved by Administration for use in class. Communication with parents and students using other forms of electronic communication (texting, email, instant messaging) should center ONLY on school-related business. When it is necessary for an employee to text a student (ONLY on school-related business), the student’s parent must also be included as a recipient of the text.
- Employees must not initiate or accept social network ‘Friend’ requests from current students (of any age) or former students under the age of 18. Out of respect for family privacy, employees are discouraged from “friending” current parents on social media.
- Parents and students must use discretion and good judgment when communicating with school employees through e-mail, text messaging or social media. Assume that no communication is private or completely confidential. It is inappropriate to disclose personal information or share any photos of your child not in a public setting.

The Briarwood School will from time to time review publicly available social media posts and messages made by school community members, and the School may take action on any information learned from those reviews. Inappropriate use of social media, including violations of other school policies learned about via social media, will be handled through the School’s disciplinary procedures set forth in the Student-Parent Handbook. This can result in disciplinary action up to and including dismissal from the School or non-renewal of a student’s enrollment contract for future academic years.

Although inappropriate use of social media may occur among students off campus, it can negatively affect students and their ability to maintain respectful relationships with one another while at school. The School may respond to off campus inappropriate use of social media if the incident significantly disrupts the students’ right to learn or causes disruption to the school’s mission of creating a positive learning environment.

### **Acceptable Use of Technology Resources**

Students agree to the following terms as a condition of having network access:

1. **Appropriate Use:** Student use of the Briarwood School computer network and resources must be consistent with the philosophy of The Briarwood School and its educational goals. Misuse includes any Internet conduct on or off-campus that negatively affects the reputation of The Briarwood School including messages sent, posted or received that suggest harassment, racism, sexism and inappropriate language or symbols.
2. **Vandalism/Hacking:** Any unauthorized technology used for the purpose of bypassing security systems, including internet filtering is not permitted. This includes the use of Secure Shell (ssh), proxy-bypass software, remote desktop sessions, anonymizing websites/software and other technologies. Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the Briarwood School
3. **Unauthorized Entry:** Students will not access or try to make unauthorized entry to any machine accessible via the network or on remote networks. If a student notices a security problem, the student must notify school personnel immediately.
4. **Inappropriate Messages:** Students will not use their Briarwood access to transmit threatening, obscene or harassing materials, including chain letters, solicitations, inappropriate photos, or broadcast messages via our network or email system.
5. **Inappropriate Material:** The Internet contains certain material that is illegal, defamatory, inaccurate or potentially offensive to some people. Students will not knowingly visit sites that contain this material nor import, transmit and/or transfer any of this material to other computers.
6. **School Personnel:** Students should not email, post to websites or blogs, images, photos or video of employees of The Briarwood School. This includes the creation of fan pages or groups on social networking sites.
7. **Private Use:** Students will not provide their Briarwood access or password or share another student's password with any other student or non-student. Students may not use another individual's account or log onto the Internet as anyone else.
8. **Personal Privacy:** Students will not communicate their address, phone number or other personal information to any person or company on the Internet or through email.
9. **Unauthorized Programs or Computers:** Students may not use, copy, delete, or install any program on a school computer or save any executable program without the permission of school personnel.
10. **Copyright:** Students are not to post to websites or blogs any photos or logos that are the property (intellectual property) of The Briarwood School.
11. **Plagiarism** is a violation of the Briarwood school's AUP. Students must give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

All terms and conditions as stated in this document are applicable to The Briarwood School. These terms and conditions reflect the entire agreement of the parties and supersede all prior or written agreements and understandings. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Texas and the United States of America.

### **Personal Responsibility**

Students agree to not only following the rules in this policy, but are agreeing to report any misuse of any computer system to their teachers or administrators Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his or her property.

## **A. PERSONAL ELECTRONIC DEVICES**

**Possession of personal electronic devices (hereafter referred to as PEDs) are allowed under some circumstances. Our policy is as follows:**

1. **Use of devices on school grounds:** Students who possess PEDs may not turn on or use the devices while on campus unless authorized by staff.
2. **Text messaging is strictly forbidden. Taking pictures or movies using a PED is forbidden, unless authorized by a school official.**
3. **Use of devices on buses or during off-campus, school-sponsored activities:** Students may not use devices on the bus or while participating in a school-sponsored, off-campus activity (field trip, athletic event, etc.), **unless authorized by a school official.**
4. **Disciplinary action:** It is the responsibility of the students to ensure that their devices are turned off and stowed properly at unauthorized times. Any student who violates the above rules will have the device confiscated and turned in to the office, the Chain of Custody outlined below will be followed, and the student will be subject to disciplinary action as outlined in the General Disciplinary Procedures of the Student and Parent Handbook. The parent of a student whose PED is confiscated for improper use may reclaim the device from the office in person. Confiscated devices will only be released to parents. Those confiscated devices which remain unclaimed for 30 days after notification are subject to disposal without further notice.

### **5. Chain of Custody for Personal Electronic Devices**

When a personal electronic device (PED) is confiscated from a student, the following chain of custody will apply:

- a. The teacher or school official will label and secure the PED.
- b. The PED will be turned in to the Middle/Upper Assistant Head, who will store the item in a secure location.
- c. The Middle/Upper Assistant Head will notify the parent, who will be asked to pick up the PED.
- d. Repeated confiscations will result in loss of PED privileges, to be determined by the Middle/Upper Assistant Head.
- e. Bring electronic devices at your own risk. We are not responsible for lost or theft.

## **B. STUDENT-SPECIFIC RULES**

1. Students are not to be in the computer labs, or to use any computer, unsupervised.
  - a. **No food or drink** (including water) **in any computer lab** or **around any other computer.**
  - b. Students are not allowed to print from the Internet or any document over three pages in length without the permission of the teacher.
  - c. Students are not to access or be involved in the viewing or e-mailing of age-inappropriate material.

- d. All use of the Briarwood Computer Network and its resources must be for educational purposes only.
2. Students are to be advised and reminded: all computers and the data stored on them are the property of The Briarwood School. Even material erased may potentially be retrieved. Confidentiality and privacy of messages are not guaranteed.
3. Students who do not follow the guidelines will lose their computer privileges.

### **C. USE OF E-MAIL FACILITIES**

All computers and the data stored on them are and remain at all times the property of The Briarwood School. **All electronic mail messages composed, sent and received are and remain the property of Briarwood.**

The Briarwood School reserves the right to retrieve and read any message composed, sent or received. Please note that even when a message is erased, there are potential methods to recreate or restore the message; therefore, the ultimate privacy of messages cannot be guaranteed to anyone. Although E-mail allows the use of passwords for security, the reliability of password security for maintaining confidentiality cannot be guaranteed. You must assume that someone other than the intended or designated recipient may read any and all messages.

**Electronic messages may not contain material that may be considered offensive or disruptive to any other person.** Offensive content would include, but not be limited to, sexual comments or images, racial slurs, gender-specific comments, or any comments that might offend someone on account of his or her age, sexual orientation, religious or political beliefs, national origin or disability. The Briarwood School's Policy on Sexual Harassment applies to the use of E-mail facilities.

## **XI. Statement of Policy on the Abuse of Alcohol and other Drugs**

Every student has the right and ability to learn and become prepared for a future as a healthy, responsible, productive citizen. The Briarwood School endorses the following policy in order to safeguard the health, safety and welfare of our students, and to provide for their educational and emotional development in accordance with the overall goals of the school.

The use, possession, distribution or sale of alcohol, other drugs or drug paraphernalia is illegal under the laws of the State of Texas. The Briarwood School's policy is based on the belief that a student under the influence of alcohol or other illegal substances is not prepared to attend to academic, athletic, or extra-curricular endeavors. The school believes that the use of alcohol and illegal or inappropriate substances creates a state of mind that is incompatible with the attention and concentration needed for successful performance in academic, athletic, or extra-curricular activities. Also, use of alcohol and illegal or inappropriate substances, especially when used to excess, can seriously impair a student's judgment and lead to dangerous behaviors and outcomes, including serious injury to or even death of one's self and/or others.

The school, the family and the student share the responsibility of protecting the individual and the educational environment from the destructive influences of drug related behaviors. We must work together to prevent such behaviors and to intervene whenever such behaviors occur.

A. Briarwood, in order to ensure safety and promote the enforcement of law and School regulations, reserves the right to carry out reasonable searches of individuals and their personal effects, including, but not limited to, lockers, lunch containers, purses, backpacks, and private vehicles. The school may initiate such searches without prior announcement.

B. Briarwood contracts with INTERQUEST DETECTION CANINES, a Houston-based, nationally recognized company providing scent discrimination trained detection canines to schools for over 20 years, to ensure the absence of illegal drugs, beverages (alcohol), and weapons on school and campus grounds. INTERQUEST is contracted to provide Briarwood with random, unannounced visits to campus several times a year. This program is intended to enhance Briarwood's overall security, provide a tool for substance abuse prevention, and to send a clear message to students, parents, and the community that Briarwood has initiated a proactive position on the presence of prohibited items.

## **A. PREVENTION**

The purpose of the alcohol and other drug prevention program is to provide students with information, skills and alternatives to help prevent them from using these substances. The elements of the program are staff training, classroom instruction, parent education, school climate and community involvement.

### **1. Instruction**

Instructional programs will be implemented in grades kindergarten through twelve. All programs are age appropriate and incorporate current and accurate information, pro-social bonding, and social and decision-making skills, including issues related to self-esteem, setting goals, understanding feelings, problem solving, conflict management, refusal skills, and communication.

In Middle Upper School (7-12), instruction is incorporated into the Middle School (7-8) Health class, which is a required class for all students in grades 7-8. High School students receive instruction in prevention in a required ninth grade class, Choices, and again in a required junior-level class, Foundations.

Through extracurricular activities, such as sports, Student Council, and theatre, Middle Upper School students are also taught skills in social and decision making, setting goals, problem solving, conflict management, refusal skills, and communication.

### **2. Community Involvement**

Outside professionals who specialize in working with children with learning differences and who are experts in working with at-risk students provide education to teachers, staff and parents through quarterly Parent/Counselor groups and individual school meetings (grade-level appropriate).

Through Briarwood's memberships in the Houston Association of Independent Schools, the Houston branch of The International Dyslexia Association and The International Dyslexia Association, the school collaborates often with other non-profit schools to promote collegiality and to exchange information that is specifically related to drug awareness, education and prevention.

### **3. School Climate**

School administrators, faculty and staff meet each Briarwood student with respect and dignity to contribute to the student's positive attitudes about self, school, society and the future. All school staff project a clear message that the use of alcohol or other drugs cannot be part of positive development. Open communication, which encourages students to seek assistance in any area, and close monitoring of student behavior and performance are essential to Briarwood's prevention efforts. Professional resources may be utilized as necessary to assist the school, student, and family before a problem situation exists.

## **B. INTERVENTION**

The purpose of intervention is to provide the student with assistance, which will promote the drug-free pursuit of a quality education and a more secure environment in the present and the future.

### **1. Instruction**

Students will be guided toward disclosing problems with substance use through the instructional units in the prevention program.

### **2. Staff Training**

Staff members will be educated regarding chemical dependency, signs of student drug use, reporting procedures, intervention strategies, confidentiality and other issues. Positive methods of intervention to prevent a student from further harming him/herself will be emphasized. Staff members will also examine their own ideas and practices regarding the use of controlled substances, with the goal of enabling them to more effectively interact with students.

### **3. Parent Education**

Opportunities for parents to receive information and training in chemical dependency, signs of drug use in children and adolescents, intervention strategies, enabling behaviors and where to seek assistance will be available through the school, counselors, parent groups and community agencies.

#### 4. Community Resources

Various groups, agencies and individual professionals are available to assist school staff, students and families if drug use becomes an issue. These resources can also answer important questions that might arise before a problem situation exists.

#### 5. School Climate

A team approach involving the student, family, school staff and outside professionals is imperative. Open communication, close monitoring of student behaviors and performance, and appropriate, effective intervention support an environment in which students feel safe in seeking assistance, and where staff are trained in skills to act in the students' best interests.

### C. DISCIPLINE

"It is the student's responsibility to observe the rules regarding **NO SMOKING** by students on the school grounds, at **ANY SCHOOL FUNCTION** or **WHENEVER STUDENTS** represent the **SCHOOL** as **PARTICIPANTS or SPECTATORS**. The possession and/or use of tobacco, (**including E-cigarettes and vaping devices**), alcoholic beverages, narcotics, drug paraphernalia, and any other illicit, non-prescribed or dangerous drug are prohibited whether real or facsimile." (Student Conduct and Discipline, pgs. 25 - 32). The illegal or harmful use of any legal substance (such as inhalants) is also prohibited.

Any student who violates this rule will be immediately suspended in-house, and subject to out of school suspension, and expulsion from school.

The School reserves the right to carry out reasonable searches of individuals and their personal effects, including, but not limited to, lockers, backpacks, lunch containers, purses, and private vehicles. The school, without prior announcement, may initiate such searches. In addition, the School reserves the right to require a student to submit to a drug test. The Head of School will define the conditions of this test. Until the appropriate personnel review the results of the drug test, the student will NOT be allowed to return to class.

The following will result from a violation:

1. The student will be removed from classes immediately pending a parent conference.
2. Parents will be notified immediately and a conference will be set.
3. An expulsion recommendation is pending.
4. It is very unlikely that the student will be allowed to remain at Briarwood following a second offense.

#### **Distribution**

A student who gives or sells an illicit drug or facsimile to someone else commits a more serious offense since distributing often indicates a greater degree of involvement with a substance.

The following will result from a violation:



1. The student will be removed from classes immediately pending a parent conference.
2. Parents will be notified immediately and a conference will be set.
3. An expulsion recommendation is pending.
4. It is highly unlikely that a student will be allowed to remain at Briarwood following a second offense.
5. Law enforcement officials will be notified.

### **Self Disclosures**

A student who willingly discloses a problem with drug use will work with the Briarwood Administrative Team to determine levels of intervention, consequences, and treatment. School staff will, with the exception of parents and concerned others, keep the disclosure confidential and help the student secure assistance.

## **XII. Student and Employee Policy on Sexual Harassment**

The Briarwood School is firmly committed to an educational environment free of all forms of sexual harassment of any employee, applicant for employment, or student. The purpose of this policy is to promote respectful interaction between the members of the Briarwood School community. The Briarwood School endeavors to treat all employees and students with respect and dignity. Sexual harassment is unlawful, violates school policy, and will not be tolerated.

### **Student Policy Definition**

This definition applies to conduct between students and between students and faculty. Sexual harassment is defined as any and all sexual advances or innuendoes, requests for sexual favors, and other conduct of a sexual nature, which is either verbally or physically inappropriate, offensive, or unwelcome.

### **Responsibility of the School Community**

All members of the school community are responsible for their conduct and should treat others with respect and dignity. The recipient of any behavior that may constitute sexual harassment should make it known as soon as possible that the behavior is unwelcomed, and the recipient should report the behavior to any school administrator or counselor. Immediate action will be taken.

### **Complaint Procedure**

Any student, employee, or applicant for employment who believes that he or she has been subjected to or has witnessed sexual harassment, should immediately report the alleged act directly to his or her School Head, the School Counselor, or the Head of School at Briarwood. All complaints of sexual harassment will be treated seriously. The complaints will be immediately investigated in as discreet and confidential a manner as possible and with compassion towards all parties involved. Anyone who reports claims of harassment will be protected from retaliation.

**The Briarwood School**  
**Middle-Upper School Policy on Bullying**  
**2018-2019**

The Briarwood School is committed to providing a safe, civil and positive learning environment free from all harassment, intimidation, and bullying. We practice a pro-active approach to preventing bullying by establishing a positive school climate with support for students and recognition of positive actions. School rules and expectations are clear and consistent from class to class, and we strive to respond to incidents in a fair and consistent manner.

**Bullying** is an aggressive behavior that is repeated over time with the intention of hurting someone. It involves an imbalance of power or a perceived imbalance of power. Often bullying behavior involves intimidation or harassment. People often think of bullying as being **verbal aggression** (including name calling or insults) or **physical aggression** (including hitting, kicking, biting, pinching, pushing, or taking someone's possessions). However, bullying also occurs in several other ways. Forms of bullying include: physical, verbal, social, and cyber-bullying.

**Social Aggression** (relational aggression) harms others by damaging, threatening, or manipulating peer relationships; or by injuring one's feelings of social acceptance. This form of bullying uses lies, rumors, secrets, betrayals, gossip, taunts, social exclusion, silent treatment, isolation and cliques.

**Cyber-bullying** occurs when a person bullies another person using the Internet, cell phone, or other interactive digital technology. This includes social networking websites, e-mail, instant messaging, text messaging, voice mails, videos, and photographs.

**Reporting Bullying:** Students and parents are encouraged to report bullying incidents to the school. If your child is being picked on, teased, or excluded by another student, please let us know as soon as possible so that we can respond in a timely manner. We would like to resolve conflict between students before it reaches the level of bullying. Reports can be made to teachers, counselor, or any school administrator. Confidentiality is respected to the extent possible. Bus parents are also encouraged to continue to communicate with the Assistant Head of School regarding reportable incidents that occur on the bus.

**School Response:** Once a report of bullying has been received, the school will take steps to appropriately investigate and intervene accordingly. Our goals are to protect the target/victim, help the child doing the bullying to change his/her behavior, and to restore a safe and positive learning environment. Parents will be notified in order to elicit their support in resolving the situation. Collaboration between the student, parents, teachers, counselor, and school administration is important for responding to bullying in a productive manner.

<p>When inappropriate use of social media occurs between our students off campus, it may negatively affect our students and their ability to maintain respectful relationships with one another while they are at school. School Administration may respond to off campus inappropriate use of social media if the incident significantly disrupts the students' right to learn or causes disruption to the school's mission of creating a positive learning environment</p>
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Consequences for bullying behavior include but are not limited to: speaking with the Assistant Head of School, lunch detention, after school detentions, in-school suspension, and out of school suspension or expulsion. Students who intentionally provide false reports of bullying are subject to disciplinary action. Additionally, any form of retaliation is strictly prohibited. This is to protect any person who in good faith provides information regarding a bullying incident.

Responding directly with as much information as possible will enable us to more quickly and effectively resolve the bullying situation. When possible, we will work to reconcile the students involved. However, we are sensitive to a student's fear of retaliation for reporting an incident. There are times when it is not in the target/victim's best interest to directly confront the student doing the bullying. Referrals to professionals outside of the school will be made if additional support is needed.

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**OF SPECIAL NOTE**

The Briarwood School operates on tuition and gifts only. We hope that all parents will make genuine efforts to support the school by giving and soliciting special gifts whenever possible.

Cash or in-kind donations for the Endowment Fund, Scholarships, materials and equipment are welcomed and needed. Special occasions, such as memorials, birthdays and anniversaries, may be honored with gifts to the school.

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**MOTTO:**

**EVERYONE HAS THE RIGHT TO LEARN**

**COLORS:**

**RED AND BLUE**

**MASCOT:**

**MUSTANG**

**THIS HANDBOOK IS IMPORTANT! YOU ARE RESPONSIBLE  
FOR ALL OF THE INFORMATION, RULES AND  
REGULATIONS WITHIN.**

**KEEP THIS BOOK FOR REFERENCE  
DURING THE SCHOOL YEAR**