

# BRENTWOOD ONLINE



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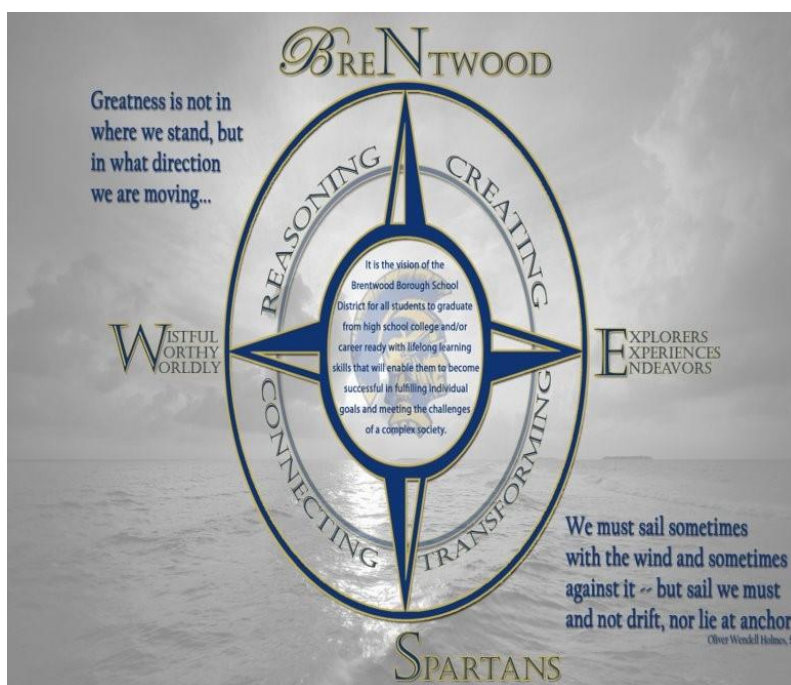
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## Mission

The mission of the Brentwood Borough School District is to develop in all students the skills to think critically by reasoning, creating, connecting, and transforming in order to meet the challenges of the 21st century and achieve to their fullest potential as ethical citizens.

## Vision

It is the vision of the Brentwood Borough School District for all students to graduate prepared to meet the challenges of a complex society through lifelong learning skills that will allow them to be successful in college, career, and their individual life goals.



## About Brentwood Online

The purpose of Brentwood Online is to offer Brentwood students access to a flexible and innovative learning opportunity that prepares students for life in the 21<sup>st</sup> century.

Through a partnership with Seneca Valley Academy of Choice, Brentwood students can complete online courses taught by Seneca Valley teachers utilizing the Edgenuity Online Curriculum. All online courses provided to students who participate in Brentwood Online align to the PA State Standards, ensuring that Brentwood students are receiving the best in online learning.

Brentwood Online students are considered full-time students of the Brentwood School District; therefore, they are eligible for all activities and events offered to Brentwood students working in the traditional brick and mortar school environment.

## Program Options

- **Blended** – students learn via online asynchronous courses as well as traditional face-to-face teaching with Brentwood teachers
- **Full-Time** – students complete all courses in an online asynchronous learning environment
- **Credit Recovery** – students who are credit deficient have the opportunity (with district approval) to complete accelerated online courses at the end of the school year

## How to Enroll in Brentwood Online

If you are interested in enrolling in Brentwood Online, please contact the Brentwood Online Learning Contacts listed on page 4 of this document. All student enrollment must go through administrative review before a student can be enrolled in online courses. Upon course completion, Brentwood Online student grades will be uploaded to their Brentwood School District Report Card.

## Brentwood Borough Cyber Learning Academy Program Contacts

- **Mr. James Cassell**  
Assistant Principal Middle/High School  
412-881-4940  
[cassellj@bb-sd.com](mailto:cassellj@bb-sd.com)
- **Mrs. Linda Capozzoli**  
High School Counselor  
412-881-4940 ext. 2120  
[capozzolil@bb-sd.com](mailto:capozzolil@bb-sd.com)
- **Mrs. Whitney Reynolds**  
Middle School Counselor  
412-881-4940 ext. 2119  
[reynoldsw@bb-sd.com](mailto:reynoldsw@bb-sd.com)

# Navigating Brentwood Online

After approval through Administrative Review a student is now eligible to start working on their assigned online courses.

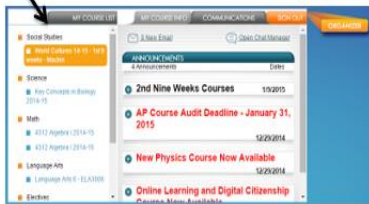
- 1. Log-in Information** – all students enrolled in Brentwood Online will receive a welcome letter providing their username and password. The welcome letter will also list step-by-step instructions for course completion.

Welcome to the Brentwood Cyber Program! Please use the information below to help make your online experience a success.

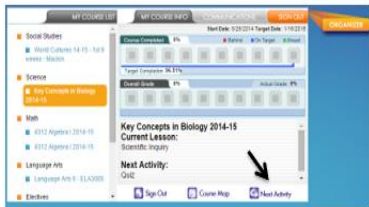
Web Address – <http://student.edgenuity.com>  
 Name – [REDACTED]  
 Username – [REDACTED]  
 Password – [REDACTED]

**To Begin your Course:**

1. Select the course from "My Course List"



2. Select "Next Activity"



**To Send /Check Email**

1. Select "Organizer"



2. Select "Communications"



3. Select "Email" (from here you compose and read email communications)



**Organizer**

In addition to Communications, this area also contains "Reports" and "Resources," which makes all of your information easily accessible. In the Organizer under Reports you will see the Assignment Calendar which will show you what you need to accomplish today to stay on target. If having technical difficulties, the Resources section provides you with a way to check that you have the required plugins to fully run the program.

**Sign Out**

Please make sure you log off by clicking on the "Sign Out" tab and then click the word "Yes". Please do not "x" out of the program by closing the window. If you do so, you will receive a "WARNING!" the next time you log in that you did not log off correctly. If this occurs, please just click "Continue" to log back in and then please follow the "Sign Out" tab for the remainder of your cyber experience.

Be sure to refer to the syllabus that you will receive from your teacher through Edgenuity. Best wishes!

2. When a student first logs into their online course, they will be prompted to complete a tutorial of Edgenuity. Work in online courses cannot begin until the tutorial is complete.
3. Brentwood Online parents will receive instructions on how to create their Family Portal Accounts.

### Welcome to the Brentwood Cyber Family Portal!

To the Parent/Guardian of: Joe Smith

The Family Portal allows you to keep track of a child's progress in their Edgenuity courses. You will be able to view a range of information such as how much time they have spent working on their courses, current grades, and if they are on track to finish their courses on time.

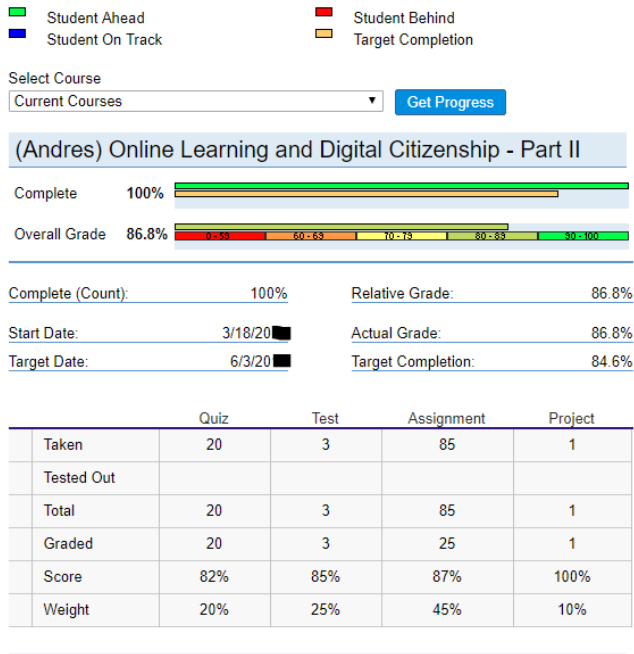
Attached is a document with detailed instructions as to how to log into the Family Portal. Below is your activation pin number that you need to enter the Family Portal for the first time. You should also receive daily emails from Edgenuity entitled "Progress Report." These emails may go into your junk mail at first. Once you trust the sender, you should receive them daily usually very early in the morning.

Activation Pin: 0000 with your primary email address: [brentwoodstudent@bbb.com](mailto:brentwoodstudent@bbb.com)

We look forward to working with you during your Cyber experience.

- Students and parents always have access to course information through easy to follow student progress charts.

Student Progress For [REDACTED]

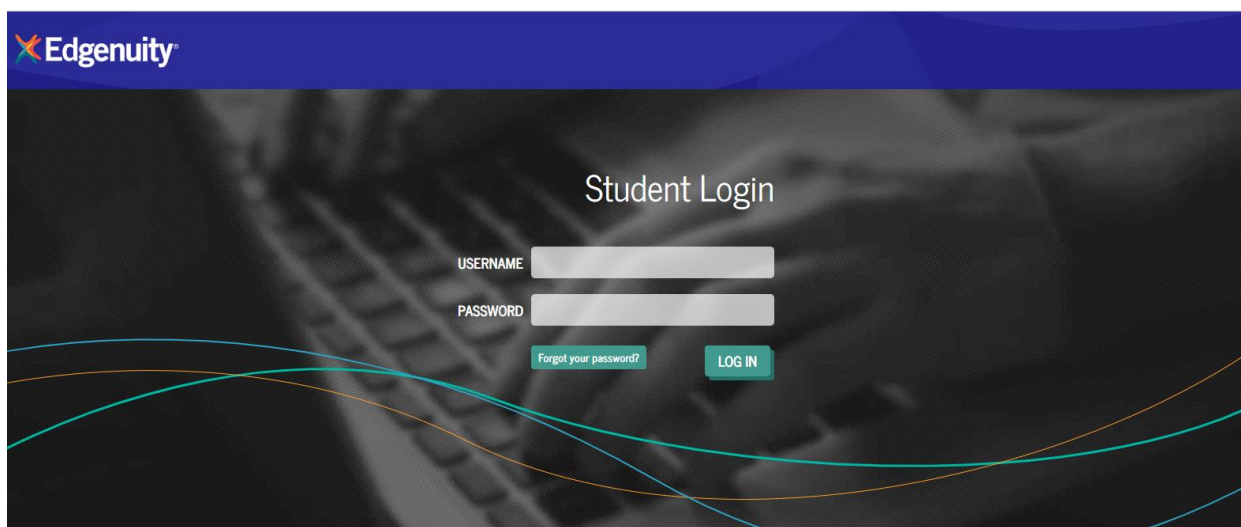




## About Edgenuity

Since 1998 Edgenuity has been bridging the gap between education and technology to help learners achieve success. With over 2 million students across the United States utilizing Edgenuity curriculum in a wide variety of online learning programs, it is easy to see why Edgenuity is one of the top choices for online learning in most public school districts.

[www.edgenuity.com](http://www.edgenuity.com)



## **Brentwood Borough School District Policies**

### **Attendance- Policy 200**

Regular attendance is necessary to ensure your best performance in school and is also required by state law. Each student's attendance record at school is critical.

Students in Brentwood Online are expected to spend approximately three (3) hours working online per course each week. At minimum students are required to spend 40 minutes per school day on each cyber class or 2.5 hours per week on each course in which they are enrolled. Instances of truancy (habitual non-attendance at school) will be handled according to the Brentwood Borough School Board Policy and applicable state laws.

The chart below will assist in determining the minimum number of hours per week required by the Brentwood Online Program:

<b>1 Cyber Class =</b>	<b>2.5 hours per week</b>
<b>2 Cyber Classes =</b>	<b>5 hours per week</b>
<b>3 Cyber Classes =</b>	<b>7.5 hours per week</b>
<b>4 Cyber Classes =</b>	<b>10 hours per week</b>
<b>5 Cyber Classes =</b>	<b>12.5 hours per week</b>
<b>6 Cyber Classes =</b>	<b>15 hours per week</b>
<b>7 Cyber Classes =</b>	<b>17.5 hours per week</b>
<b>8 Cyber Classes =</b>	<b>20 hours per week</b>

### **Extracurricular Eligibility**

Students must maintain passing grades and attend school to be eligible to participate in Brentwood School District extracurricular activities. Grades are reported to the Athletic Director and factored into eligibility requirements. Students must remain up-to-date with their cyber assignments. Questions regarding eligibility can be directed to the Brentwood Online contacts.

**Procedures for students not working 2.5 hours a week on each cyber course:**

- Cyber contacts will call or email to inform parents.
- Cyber contacts will initiate a truancy report after three unexcused absences.
- If the student continues to not work consistently a parent/student/teacher conference will be held with the cyber staff.
- The student may be required to return to the traditional school setting.
- Alternate education placement may be considered, if deemed necessary.

**Grading Policy- Policy 217**

All marks or grading district-wide shall be designated with the following letters:

A	Excellent	90-100%
B	Good	80-89%
C	Average	70-79%
D	Below Average	60-69%
F	Not Passing	0-59%
I	Incomplete	
P*	Pass	*No QPA applied to credit recovery- student does earn credit for graduation
F*	Fail	
<b>W</b>	<b>Withdrawn with a passing grade with no credit towards graduation</b>	
<b>WF</b>	<b>Withdrawn with a failing grade with no credit towards graduation</b>	

Cyber students will receive a letter grade and percentage on their report card

**Quality Point Averages (Q.P.A.)**

Students who enroll in Brentwood Online receive credits from the Brentwood Borough School District. Students will receive a letter grade for each course completed. Students have 24/7 access to their grades and course progress when they log into their Edgenuity accounts. Any student that is taking a semester course all year will have their grade recorded during the third and fourth marking period.

## District Wide Policies

### Computer and Network Use

For Brentwood Online students that are working onsite, there are computers available throughout the Middle High School for student use. All enrolled students have an account on the network system for file storage and software access. All student accounts are password protected. These passwords are to be kept confidential to protect unauthorized use.

### Cyber Lab Rules and Regulations

The labs are a privilege provided for the students to enhance the academic curriculum. Games that are not specifically used in the curriculum are not allowed on the system. Individual files are NOT considered to be personal property. These files may be accessed at any time by teachers, administrators, or the system managers. Students are not permitted access to other students' files. Tampering with files, or copying of copyrighted software, will be considered theft. Tampering with any hardware or equipment or violating policies and or guidelines governing the use of networks, Internet, or software programs are also considered offenses and will be dealt with according to the discipline policy. Violators may also be prosecuted under applicable local, state, and federal civil or criminal law.

### Dress Code/Grooming Policy 221

**For students participating in the Blended Learning program option**, it is the practice of the Brentwood Borough School District not to interfere with the rights of students and their parents to make decisions regarding a student's appearance except when their choices interfere with the educational mission of the district.

Consequently, the following dress code shall apply to every student within the district:

- No student shall wear clothing that bares chests, breasts, cleavage, navel, midriff, ribs/rib-cage, or buttocks or appears provocative in any way.
- Shorts and skirts must be mid-thigh range.
- Holes that reveal skin or undergarments above the mid-thigh are NOT permitted.
- Tops must be able to be tucked in, and "tube" tops are NOT permitted.
- Undergarments including bra straps shall NOT be exposed.
- No student shall wear pajama pants or other sleepwear.

- No student shall wear sunglasses, hats, hoods raised, or other headwear within the school building. (An exception to the wearing of headwear may be granted to an individual student by the administration for medical or religious reasons.)
- No student shall wear or carry coats, jackets, or other forms of outerwear within a classroom (exceptions include sweaters, sweatshirts, “hoodies” without the hood raised, cardigans, and suit-jackets).
- No student shall wear any clothing or jewelry that by words, signs, pictures, colors, or any combination thereof appearing on said clothing or jewelry, advocates or promotes gang activity, profanity, sexual activity or violence, or the use of alcohol or drugs, or demeans or degrades another because of race, sex, religious persuasion, national origin, handicap, or disability. The third prohibition shall be in effect not only during school hours but also at any school-sponsored event whether on or off school premises.
- No student is permitted to wear any type of chain, metal device, or any item that can potentially be used as a weapon.

While participating in workshops or classes involving artistic or industrial materials or equipment, science classes, physical education classes, extra-curricular activities or other situations, students may be required to wear certain types of clothing or special attire to ensure the health and safety of all participants and to facilitate the completion of the activities therein.

When a student is representing the school as a participant in an extracurricular activity, he or she will dress according to the guidelines specified by the teacher, coach, or sponsor of the activity and approved by the Principal or the Board of School Directors for the duration of that activity.

The administration has the right to object to any clothing or article worn that may cause disruption to the educational process. All violations of the dress code shall be subject to disciplinary action. School officials, administrators, teachers, and students shall provide the leadership, encouragement and, when necessary, counseling, in working to achieve the goal of maintaining the appropriate and acceptable appearance of all students.

## **Academic Integrity Regulations**

Students are expected to be independently familiar with the Brentwood Borough Academic Integrity Regulations. Students' grades reflect their individual efforts and achievements. It is the responsibility of each student to act in an ethical and responsible manner on all assignments. Therefore, cheating, plagiarism, and assisting others to do so are all violations of academic integrity.

This includes the following:

Cheating, defined as using another individual's work as your own. This includes copying homework and assignments, sharing test information, using "cheat sheets", or prohibited texts or materials.

Plagiarism, defined as representing the words, ideas, or creations of another person as one's own. This includes copying another person's work or ideas without giving proper credit, cutting and pasting from the Internet or other database sources, copying from texts, or paraphrasing without giving credit to the original source.

Violating federal copyright laws by using images downloaded from the Internet or other sources for personal use, except for classroom assignments.

### **Consequences of the above include:**

- Failure on the assignment
- Failure for the course for major assignments such as term papers, culminating projects and presentations, and those assignments designated as required in a course of study
- Possible disciplinary action

### **General Computer Use**

The computers are provided for students to participate in computer-based learning, conduct research and complete assignments. Access to computers is given to students who agree to act in a considerate and responsible manner. Access is a privilege - not a right. As such, general school rules for behavior and communications apply and users must comply with district standards. Students are prohibited from using or installing software purchased or downloaded for home use. The use of this software violates copyright laws.

### **General Network Use**

The network is provided for students to conduct research, complete assignments, and store data. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege - not a right. As such, general school rules for behavior and communications apply and users must comply with district standards. Beyond the clarification of such standards, the district is not responsible for monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private. Unapproved or inappropriate material will be removed by the technology staff.

### **Internet**

Access to the Internet will enable students to use thousands of libraries and databases. Within reason, freedom of speech and access to information will be honored. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Brentwood Borough Schools support and respect each family's right to decide whether or not to apply for access.

### **Policy Violations**

Violations of this policy by students will be handled within the guidelines of the student code of conduct/demerit policy. Multiple offenses may result in the loss of all district computer privileges.

The following are some examples of inappropriate behavior:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian
- Harassing, insulting, or attacking others
- Damaging or modifying computers, computer systems, or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work, or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes, financial gain, or fraud
- Installation of unapproved software --Chat instant message programs
- Modifying software settings
- Creating public e-mail accounts (Hotmail, Yahoo) --would be used for sending data to/from home and school

Violations may result in a loss of access as well as other disciplinary or legal action (as outlined in the Discipline Policy)

**Bullying and Cyber Bullying Policy 249**

Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent, or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education
2. Creation of a threatening environment
3. Substantial disruption of the orderly operation of the school

Bullying, as defined in this policy, includes cyberbullying. Students who act as bullies will be disciplined according to the discipline code.

**Building Student Handbook**

Brentwood Online students are additionally expected to comply with the student handbook published for their building. Each building's handbook is available on [www.bb-sd.com](http://www.bb-sd.com) and can be obtained by calling the guidance office at 412-881-4940 ext. 2131 or 2120.

**Additional Brentwood School District Policies**

Please visit the Brentwood School District Policy page at <https://go.boarddocs.com/pa/bren/Board.nsf/Public> for more information on each of the policies listed below.

- 006. Meetings
- 103. Nondiscrimination in School and Classroom Practices
  - 103.1. Nondiscrimination – Qualified Students With Disabilities
- 104. Nondiscrimination in Employment Practices
- 105. Curriculum
  - 105.1. Review of Instructional Materials by Parents/Guardians and Students
- 113. Special Education
- 114. Gifted Education
- 123. Interscholastic Athletics
  - 123.1. Concussion Management
  - 123.2. Sudden Cardiac Arrest
- 138. Language Instruction Educational Program for English Learners
- 142. Migrant Students
- 143. Standards for Persistently Dangerous Schools
- 144. Standards for Victims of Violent Crimes
- 146. Student Services
- 200. Enrollment of Students



**Additional Brentwood School District Policies Continued**

- 203. Immunizations and Communicable Diseases
- 204. Attendance
- 209. Health Examinations/Screenings
  - 209.1. Food Allergy Management
  - 209.2. Diabetes Management
- 210. Medications
  - 210.1. Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors
- 216. Student Records
- 218. Student Discipline
  - 218.1. Weapons
- 222. and 323. Tobacco – Students and Employees
- 226. Searches
- 235. Student Rights and Responsibilities
  - 235.1. Surveys
- 237. Electronic Devices
- 246. School Wellness
- 247. Hazing
- 249. Bullying/Cyberbullying
- 250. Student Recruitment
- 312. Performance Assessment of Superintendent/Assistant Superintendent
- 604. Budget Adoption
- 619. District Audit
- 621. Local Taxpayer Bill of Rights
- 705. Safety
- 707 Use of School Facilities (Boy Scouts Act)
- 816. Integrated Pest Management
- 806. Child Abuse
- 808. Food Services
  - 810.2. Transportation – Video/Audio Recording
- 904. Public Attendance at School Events
- 906. Public Complaint Procedures
- 918. Title I Parent and Family Engagement

**School Board Members**

**Mr. Robert Kircher, President**  
**Mr. Roger Gaughan, Vice President**  
**Mrs. Donna Werner, Secretary**  
**Mr. Gary Topolosky, Assistant Secretary**  
**Mr. Richard Briner**  
**Mrs. Amy Hayden**  
**Mr. Dale Johnson**  
**Mrs. Kristie Kraeuter**  
**Mr. David Schaap**

**Superintendent, Amy M. Burch, D.Ed.**  
**High School Principal, Jason Olexa**  
**Middle School Principal, David Radcliffe**  
**Assistant Principal, James Cassell**

## Brentwood Online Enrollment Verification

By signing below, each party agrees to abide by the policies and procedures of Brentwood Online as set forth by this document.

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

District Administrator Name: \_\_\_\_\_

District Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Brentwood Online Equipment Agreement

**Equipment Being issued:**

**Computer**

**Model:** \_\_\_\_\_

**Serial Number:** \_\_\_\_\_

**Date Issued:** \_\_\_\_\_

**Date Returned:** \_\_\_\_\_

<b>Charger</b>	<b>Yes</b>	<b>No</b>
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If Brentwood School District computer equipment is not returned, or returned to the District damaged, the student will be responsible for replacement of damaged equipment at the following rate:

- Laptop \$350.00
- Laptop Charger and Power Cord \$30.00

I, parent or guardian of \_\_\_\_\_, understand that the equipment listed above is the property of Brentwood Borough School District. I understand that the equipment listed above is to be returned in good working condition to Brentwood Borough School District upon completion of my enrollment with Brentwood Online.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_