

# **BRENTWOOD MIDDLE SCHOOL**

## **Student Handbook 2020-2021**

**Principal:  
Mr. David Radcliffe**

**Assistant Principal:  
Mr. James Cassell**

**School Counselor:  
Mrs. Whitney  
Reynolds**

**3601 Brownsville Road  
Pittsburgh, Pennsylvania 15227  
412-881-4940  
[www.bb-sd.com](http://www.bb-sd.com)**

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## **INTRODUCTION**

The purpose of this handbook is to give Brentwood High School students and their parents or guardians an understanding of general information, rules, and guidelines that are necessary to promote a quality educational experience in our school. Students and parents should be aware that due to changes in board policy, law, or state and federal mandates, the handbook may be revised and/or amended as necessary at the discretion of the school administration.

## **VISION STATEMENT**

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.

## **MISSION STATEMENT**

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

## **FAMILY RIGHTS AND PRIVACY ACT**

The following information is intended to notify parents and students over the age of 18 of their rights under the Family Education Rights and Privacy Act (FERPA), a federal law that protects the confidentiality of student educational records. Student records contain the results of the district's standardized testing programs, scores received from academic aptitude tests, grades, attendance information, and general directory information (name, address, telephone number, birth date, etc.). Parents and students over the age of 18 have the right to see their school records and to obtain a copy of those records. If they believe that any information in those records is inaccurate, misleading, or in violation of their privacy, they have the right to request a change.

No information in a student's permanent record, except directory-type information, may be released by the school district without parental consent. Directory information will be released unless written notification refusing such release is made by the parent to the school principal annually.

## ATTENDANCE

Regular and punctual attendance is essential for a successful educational experience. Consistent attendance fosters a sense of responsibility, discipline, and good work habits. The public-school code lists the following reasons for which a student may be excused from school for all or part of a school day:

1. Observance of a recognized religious holiday.
2. Religious instruction - Not to exceed 36 hours per year.
3. Trips/vacations that are not school sponsored but are of an educational value. Requests must be made in writing and will be approved on an individual basis, and will be contingent upon the student completing all assignments made during his/her absence. It is strongly recommended that only one trip be taken each year, and that it be only one week (no more than five school days) in length.
4. Health care - Absence for a portion of the school day may be approved for medical or dental appointments that cannot be arranged after school hours. Such requests must be made in writing by a parent or legal guardian and taken to the Attendance Office before 8:00 a.m. The dismissal time requested, the reason for dismissal, and a parent signature must be included on all early dismissal requests.
5. Illness or other urgent reasons including sickness, recovery from an accident, death in the immediate family, court appearance, and unavoidable family emergency.

Absence for any reason not defined in the official school district policy is not excused and constitutes truancy. When a student accumulates three (3) or more unexcused absences, the school district will follow the guidelines outlined in Pennsylvania's truancy legislation that was signed into law in November 2016. **If a student is to be absent from school, parents are asked to call the Attendance Office at (412) 881-4940 by 8:15 a.m.**

A signed note or email from a parent or guardian stating the exact date and nature of the absence must be submitted to the Attendance Office in order for the student to be readmitted to school. Blanket excuses intended to cover absences that are weeks or months old will not be accepted and will remain on record as unexcused. **All absences (including tardiness) are considered unexcused or illegal until a written excuse or parent email is submitted. Written and e-mailed excuses must be submitted to the attendance secretary within three school days upon the student's return to school (five school days if the excuse is written by a medical professional).**

**Frequent or prolonged absences require medical verification.** Medical excuses must list the specific days of the absence. If a student expects to be out of school for a prolonged period, assignments can be sent home and/or homebound instruction can be arranged through the Guidance Office.

### **MAKE-UP WORK**

A student who has missed school for an approved reason is required to make-up work assigned during his/her absence. It is the responsibility of the student to see his/her teachers, to obtain the missed work, and to obtain help if needed. Make-up provisions vary depending upon the type of absence. Teachers are granted discretion in setting deadlines for make-up work within these guidelines:

1. Unexcused absence - All work missed may be entered as zero credit. If make-up work is required **by a teacher** in any class, the deadline may be set at whatever **date/time** the teacher **deems** appropriate. Teachers may wait until the attendance secretary has determined if an absence is excused before allowing the student to make up any work.
2. Excused absence - A student will have two days after the first day of absence and one additional day for each day of absence to complete make-up work (number of days missed plus one). If a student was expected to turn in work or complete an assessment on a day the student was first absent, and the student was in possession of the appropriate materials and/or information, a teacher may expect completion of such assignments or assessments upon the student's return to school.

### **SCHOOL DRESS POLICY**

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 fingertip length.
- 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.

## **HOMEWORK**

The administration and faculty strongly believe in the value and benefit of homework. Homework extends the knowledge and skills presented in the day-to-day instruction of each subject. It also provides experience for students to apply what they have learned in review or completion of subject-related tasks. Brentwood teachers will assign homework on a regular basis to improve skills in a basic subject, to review important items, to prepare for further classroom instruction, to teach proper study habits and skills, to teach students how to organize their time and activities, to teach responsibility and a sense of accomplishment, and to develop the skills for research.

A parent's continual inquiry about homework and monitoring of their child in doing his/her homework will contribute greatly to the development of good study habits. A teacher's effort to assign meaningful homework as an extension of classroom learning is futile without parental support. **Parents should encourage their child by showing an interest and setting helpful attitudes toward homework.**

## **SCHOOL RESPONSIBILITY**

**Brentwood High School is responsible for students:**

- **During the instructional hours of the school day in school.**
- **During the instructional hours of the school day on school district property.**
- **On school district vehicles (owned, rented, leased, or contracted).**
- **At school district events held before, during, or after school that are directly observed and supervised by school district staff.**



## STUDENT RESPONSIBILITIES

### Obligations Regarding Student Conduct:

One goal of education is to teach discipline and responsibility. While these concepts do not appear in the curriculum, they underlie the entire structure of the educational system. Students in Brentwood High School are responsible for regular classroom attendance, conscientious effort in class, and adherence to school rules and regulations. **No student has the right to interfere with the education of a fellow student.** Those who disregard the rights of others will be dealt with promptly, consistently, and fairly. The Brentwood School Board has established a reasonable code of rules and regulations designed to balance the duty of the school to provide an effective system of public education with the personal rights and freedoms of all pupils. It is the intent of this code of conduct to hold students accountable for their actions, and to teach them that their acts result in natural consequences. Proper behavior results in positive rewards while improper behavior results in negative consequences, restricted privileges, and other penalties. Adherence by both pupils and school personnel will not only create an atmosphere conducive to learning, but it also will protect the rights of all young people. All persons attending Brentwood High School are expected to fulfill the following obligations:

1. Attend school regularly **and always be on time.**
2. Complete the required course of study.
3. Put forth conscientious effort in the classroom.
4. Show respect for fellow students and all school personnel.
5. Express ideas and opinions respectfully without slander, offensiveness, vulgarity or profanity.
6. Maintain proper standards of personal hygiene, dress and grooming that is neither harmful nor disruptive to themselves or to others within the school. The school district has adopted a written dress code that sets the standards for all students with regard to dress.
7. Help to maintain an orderly, clean, friendly and safe environment.
8. Be aware of all rules and regulations for student behavior included in this handbook and in the Disciplinary Code/Demerit System and conduct themselves accordingly.

**BRENTWOOD BOROUGH SCHOOL DISTRICT**  
**Disciplinary Code/Demerit System**

**Level I Offenses**

Level I offenses are violations of school rules and regulations that minimally hinder or disrupt the operation of the school and the delivery of the educational program. Consequences for Level I offenses normally include various forms of detention (lunch/recess/etc., after school, or Saturday) and the assignment of up to 10 demerits. However, if the offense is deemed excessive or continuous or the student has ignored prior warning, the student may be suspended and assigned additional demerits.

**Parking on School Grounds during the School Day**

- Up to 5 demerits

**Public Display of Affection**

- Up to 5 demerits
- Engaging in egregious displays of affection in school, on school grounds, or at a school event.

**Profanity**

- Up to 5 demerits
- A student shall not use any form of profanity, written or verbal. Included in this prohibition would be the use of obscene gestures, signs, pictures or publications, obscene language, phrases, or partial phrases, or any language or comment deemed inappropriate for school.

**Disrespect to Teacher**

Disrespect involves expression rather than non-compliance which is a Level II offense (see Insubordination). A student is considered disrespectful when he/she begrudgingly complies with a teacher's request, ignores a teacher question or conversation, makes unwelcome, negative, or sarcastic comments to a teacher, or maintains a negative attitude. Disrespect also includes **any inappropriate behavior directed at other students or non-faculty staff members as well as the encouragement of** other students to break rules or behave disrespectfully.

### **Unexcused Tardiness to School**

A student is tardy unexcused to school when he or she does not arrive prior to the automatic locking of the doors at 8:00 a.m. and does not provide a written excuse within three days upon arrival. **If a student is tardy unexcused to school 10 or more times, the administration has the authority to administer any punishment deemed necessary thereafter, including Saturday detention and the assignment of demerits.**

- 20 unexcused tardies, a student will be added to the **Restricted List** for 45 school days as well as possible citation and hearing with the local magistrate and referral to community-based school improvement program.
- For every 10<sup>th</sup> unexcused tary after 20 unexcused tardies, a student will be added to the **Restricted List** for an additional 45 school days.

### **Unexcused Tardiness to Class**

Teachers are granted discretion within the first two minutes of a class as to what constitutes an unexcused tardy and in establishing their own punishments for violations. Teachers may inform the administration when a student's tardiness becomes continuous or when a student is deemed to be insincere in his/her effort to be on time. The administration may assign a Saturday detention and five demerits for every 5<sup>th</sup> (total) unexcused tardy to class. Any student who arrives after the first two minutes of a class may be considered to be cutting class and is subject to further punishment.

### **Skipping or Cutting Class**

- |                       |             |
|-----------------------|-------------|
| • First offense       | 5 demerits  |
| • Second offense      | 10 demerits |
| • Subsequent offenses | 15 demerits |

Skipping or cutting class is defined as not being in the student's assigned classroom, study hall, lunch period, etc., but not leaving the school building/grounds. Excessive class cutting may result in a citation and hearing with the magistrate.

**Students may also be required to make up ANY and ALL unexcused time in detention (including Saturday detention). If a student misses the assigned detention/suspension, they will be placed on the restriction list until they serve the assigned detention/suspension.**

### **Dress Code**

Students are expected to know the dress code and be in full compliance at all times. A student is in violation of the dress code when he/she wears at any time during the school day any item or attire that is NOT permitted by the school dress code and is subject to punishment and the assignment of up to 10 demerits. The administration reserves the right to take corrective action against students dressed inappropriately, including immediate removal from class, immediate punishment, sending the student to the restroom to change clothes, or sending the student home to change clothes. Students may not claim ignorance as an excuse to violate the dress code, and continuous violations will be construed as insubordination.

### **Physical Altercation**

A physical altercation is one in which a student engages another in physical aggression but does not throw a punch and/or excessive violence has not occurred. This is the judgment of the teacher or administration. If deemed an altercation, up to 10 demerits may be assigned. If deemed a fight, it is considered a Level II offense.

## **Level II Offenses**

Level II offenses call for the assignment of 10 to 15 demerits. Consequences are usually more severe than those for Level I offenses and may include temporary suspension of extra-curricular participation or other student privileges. In some cases specific punishments are outlined below. Depending on the incident, additional demerits may be assigned, a citation may be issued, and expulsion may also be recommended.

### **Leaving School Grounds without Permission**

- First offense 10 demerits
- Subsequent offenses 15 demerits

### **Disruption of School and/or Class**

- 10 to 15 demerits
- A student shall not engage in any conduct that may cause or create a substantial disruption or material interference with any school function or activity, or that creates a reasonable likelihood that it will interfere with the health, safety, well-being, or rights of other students.

### **Damage to Private or School Property**

- 10 to 15 demerits and restitution
- A student shall not steal, cause damage to, or destroy school property or private property during school, on school grounds, or at a school function.

### **Misuse of School Building**

- 10 to 15 demerits
- A student shall not misuse school building locations or hardware within the building, including lockers and other school issued materials.

### **Profanity Directed at Faculty/Staff**

- First Offense 15 demerits and 1-3 day suspension
- Second Offense 15 demerits and 3-5 day suspension

### **Insubordination**

- 10 to 15 demerits
- A student shall not fail to comply with the directions of teachers, student teachers, interns, aides, bus drivers, principals, or other authorized school personnel. He/she shall not fail to comply with the rules and regulations of the school especially in direct defiance of authorized school personnel. Repeat violations of any school disciplinary code as well as failure to heed warnings or comply with prior notifications will also be construed as insubordination.

### **Fighting**

- 15 demerits for each offense, 3 day suspension, and citation issued.
- A student is determined to be involved in a fight if he/she throws a punch or uses excessive violence against another student.
- If physical aggression is initiated against a student, that student must attempt to remove him/herself from the situation in order to avoid culpability in the fight or physical altercation.
- Any student found to be video recording a fight will also be subject to disciplinary consequences.

### **Harassing, Intimidating, Threatening, Bullying, Degrading, or Disgraceful Acts**

- 10 to 15 demerits and 1-3 day suspension or detention
- A student shall not engage in any act which harasses, intimidates, threatens, bullies, degrades or disgraces a teacher, fellow student, visitor, administrator, school employee, or member of the Board of School Directors by written, verbal, or gestural means.

### **Smoking/Use of Tobacco and Nicotine Devices or Products**

- First offense 15 demerits, 1-3 day suspension, citation and fine.
- Second offense 15 demerits, 3-5 day suspension, citation and fine
- Third offense 15 demerits, 10 day suspension, citation and fine
- Students shall not be permitted to smoke or use tobacco/nicotine products of any kind (including electronic nicotine delivery devices) in the school building or on school property, including on school buses, at school sponsored functions, during field trips, and other scheduled activities of the school.

### **Possession of Tobacco and Nicotine Products**

- 15 demerits, possible citation, and fine.
- Students should not bring tobacco products to school. Tobacco products (including electronic nicotine delivery devices) are not to be carried on a student nor stored in lockers.

### **Truancy**

An act of truancy shall consist of a student being unexcused for a minimum of 4 periods of a full day. **Students may also be required to make up any truant time in detention (including Saturday detention).**

- After 6 unexcused Absences, a student will be added to the **Restricted List** for 45 school days as well possible citation and referral to community-based school improvement or CYF.
- For every 4<sup>th</sup> unexcused absence after 6 unexcused absences, a student will be added to the **Restricted List** for an additional 45 school days

The school district will follow the guidelines outlined in Pennsylvania's truancy legislation that was signed into law in November 2016.

### **Technology Code**

- 10 to 15 demerits
- Engaging in any activity prohibited by the technology code.

### **Level III Offenses**

Level III offenses consist of acts that threaten the health, welfare, safety, and security of the Brentwood Borough School District community. Level III offenses call for an immediate suspension of 10 days and the assignment of 60 demerits. A hearing with the Superintendent of Schools and a possible expulsion hearing will result in cases involving Level III offenses. In addition, Level III offenses require a parental conference with the school administration and may result in legal action.

### **Drugs, Alcoholic Beverages, Drug Paraphernalia and Look-a-Like Drugs**

- 10 day suspension plus 60 demerits
- A student shall not possess, use, transmit, distribute, or sell drug paraphernalia
- A student shall not possess, use, transmit, distribute, sell, or be under the influence of any drug or alcoholic beverage of any kind with the exception of the student who is taking prescription medication under the direction of a physician. Any prescription and/or over the counter medication must be registered through the school nurse and the administration of the medication must be supervised by the school nurse or their designee.

- A student shall not knowingly possess, sell, make offer to sell, give, package, or deliver a counterfeit controlled substance; nor shall he/she represent a counterfeit controlled substance by describing it as being the same physical or mental effect associated with use of a controlled substance; nor shall a student falsely represent a counterfeit controlled substance as a controlled substance.
- The restrictions noted above shall refer to:
  - The school grounds during, before, or after school hours
  - Off school grounds at a school activity
  - On school buses or rented carriers
  - Use prior to attending a school activity, function, or event

#### **Assault**

- 10 day suspension plus 60 demerits
- A student shall not cause serious physical injury to any student, teacher, or other school employee or visitor on school grounds or during a school function or event.

#### **Dangerous Weapons or Instruments**

- 10 day suspension plus 60 demerits
- A student shall not possess, use, transmit, or conceal any object that might be considered a dangerous weapon or instrument of violence.
- This list is not totally inclusive, but some examples are: sharp instruments, cutting instruments, cutting tools, knives, pipes, guns, ice picks, switchblades, brass knuckles, nun chucks, handguns, BB guns, pellet guns, shotguns, rifles, firecrackers, explosive devices, chemicals, and gases including mace.

#### **Terroristic Threats and Acts**

- 10 day suspension plus 60 demerits
- A terroristic threat is a threat to commit violence communicated with the intent to terrorize another, cause evacuation of a building, or cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.



- A terroristic act is an offense against property or involving danger to another.

#### **Breaking and Entering**

- 10 day suspension plus 60 demerits
- Illegal or unauthorized entry into school facilities.

#### **Institutional Vandalism**

- 10 day suspension plus 60 demerits
- Intentionally defacing or destroying school property.

#### **Violations of PA Crimes Code**

- 10 day suspension plus 60 demerits
- Any violation of the Pennsylvania crimes code not covered specifically in the disciplinary code.
- School or local police may also be involved with any situations that are a violation of the crimes code.

**The school has the authority to take corrective action against any behavior, whether covered specifically in this written code or not, which is found to be disruptive to the educational process of school.**

**In addition to the above code, 1 to 15 demerits may be assigned by the administration, as judged necessary, in handling discipline problems in the school which have not been addressed in the discipline code.**

**The administration has the authority to make age appropriate adjustments to any of the above corrective actions when deemed necessary.**

**The administration, at his/her discretion, may award merits to students who have shown good citizenship and/or attendance for an extended period of time. The administration may determine to use earned merits in conjunction with the demerit system.**

### **Consequences Associated with the Accumulation of Demerits**

- **1 to 10 Demerits:** Student will be counseled and warned; parent/guardian will be contacted after 10 demerits or for all Level II or higher infractions.
- **15 Demerits:** 1 to 3-day suspension; parent/guardian notification and phone conference (or in-person upon request).
- **30 Demerits:** 3 to 5-day suspension; formal letter to parent/guardian explaining consequences of 45 and 60 demerits; parent/guardian conference prior to student returning to school; possible exclusion from extracurricular activities and other student privilege including, but not limited to, dances (prom) after school events, etc.
- **35 to 40 Demerits:** letter, email, or phone call to parent/guardian.
- **45 Demerits:** 10-day suspension; formal letter to parent/guardian explaining consequences of 60 demerits; parent/guardian conference prior to the student returning to school; psychological referral. The student will also be added to the **Restricted list** for all extracurricular activities.
- **55 Demerits:** final warning notification to parents.
- **60 Demerits:** 10 day suspension; hearing with the Superintendent of Schools; exclusion from extracurricular activities; possible magisterial action and recommendation for expulsion

### **Restriction List**

Restriction List shall be defined as exclusion from all extracurricular activities, such as, but not limited to athletics, clubs, dances (including prom), field trips, conferences, competitions, and or anything beyond the regular school day or curriculum.

## **Brentwood Borough School District**

### **Student Network/Internet User Agreement and Parent Permission Form**

### **Introduction**

We are pleased to offer students of the Brentwood Borough Schools access to the district computer network resources and the Internet. To use these resources, all students must sign and return this form, and those under age 18 must obtain parental permission. Parents, please read and complete this document carefully, review its contents with your son/daughter, and sign and initial where appropriate. Any questions or concerns about this permission form or any aspect of the computer network should be referred to your school's principal.

### **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.

#### **Brentwood Borough School District Student Network/Internet User Agreement and Parent Permission Form**

To use networked resources, all students must sign and return the **official copy** of this form, and those under age 18 must obtain parental permission.

The activities listed below are **not** permitted:

- 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
- Permit student to create 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.)**

Student User Agreement:

As a user of the Brentwood Schools computer network, I hereby agree to comply with the statements and expectations outlined in this document and to honor all relevant laws and restrictions. (Initial)  
\_\_\_\_\_ agree to use the network responsibly

Student Signature \_\_\_\_\_

Parent/Guardian Permission:

All students are provided with access to district computer resources. In addition to accessing our district computer network, as the parent or legal guardian, I grant permission for the above-named student to: (Initial)  
\_\_\_\_\_ access the Internet

These permissions are granted for an indefinite period of time, unless otherwise requested. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use and will set standards for my daughter or son to follow when selecting, sharing or exploring information and media.

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

## **TECHNOLOGY POLICY/CODE OF CONDUCT**

The Brentwood Borough School District supports the use of the Internet and other internal or external computer networks in the district's instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research and collaboration. **If a parent/guardian does not desire to have their child utilize the Internet at Brentwood High School, a written statement to that effect must be submitted by the parent/guardian to the principal's office annually.**

The use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students. To meet the requirements of the Children's Internet Protection Act, a commercially available filtering program has been applied across the district network. The district has taken available precautions to protect against access to visual depictions that are obscene, pornographic, or harmful to minors.

Students are expected to act in a responsible, ethical, and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Use of the network to facilitate illegal activity.
2. Use of the network for commercial or for-profit purposes.
3. Use of the network for non-work or non-school related work.
4. Use of the network for product advertisement or political work.
5. Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Use of the network to access material that advocates illegal acts, violence or discrimination unless such access is made by an adult for bona fide research or other lawful purposes; provided that student access to such information shall be permitted if in connection with school related work and such access has been pre-approved by the appropriate teacher and the student's parent.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted or non-copyrighted materials.
8. Use of the network to access obscene or pornographic material or child pornography.
9. Use of inappropriate language or profanity on the network.

10. Use of the network to transmit material likely to be offensive or objectionable to recipients.
11. Use of the network to intentionally obtain or modify files, passwords, and dates belonging to other users.
12. Impersonation of another user, anonymity, and pseudonyms.
13. Use of network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws and/or plagiarism.
14. Installation or use of unauthorized games, programs, applications, files or other electronic media.
15. Use of the network to disrupt the work of other users.
16. Destruction, modification, abuse, or unauthorized access to network hardware, software, and files.
17. Quoting personal communications in a public forum without the original author's prior consent.
18. Engaging in spamming; i.e., an annoying or unnecessary message to a large number of people.
19. Use of chat rooms, message boards, guest books, Internet surveys and other forms of direct electronic communications (e.g. instant message services) is prohibited.
20. Access by students and minors to material that is harmful to minors and students or is determined to be inappropriate for minors and students in accordance with Board policy.
21. Transmitting material likely to be offensive or objectionable to recipients.

The network user shall be responsible for damages to the equipment, systems, and software resulting from a deliberate or willful act. Illegal use of the network, intentional deletion or damage to files or data belonging to others, copyright violations, or theft of services will be reported to the appropriate legal authorities for possible prosecution. The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the district's computer system. General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use. Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or other networks. This includes but is not limited to the up-loading or creation of computer viruses. If a user unintentionally violates this policy, he/she should immediately notify the building or system administrator. This will protect users against allegations that they have intentionally violated district policy.

### **BEFORE/AFTER SCHOOL USE OF BUILDING**

Students are not permitted in the school building before 7:30 a.m. or after dismissal unless accompanied by a member of the faculty or a school-approved sponsor. For before or after school activities, students are only permitted in the area of the building where that activity is taking place. Food and beverages consumed during these activities must be consumed in the cafeteria only and not in hallways, classrooms, gymnasiums, auditorium, or other areas.

**If it is necessary for a student to return to school after dismissal in order to obtain items that were forgotten, a parent/guardian must accompany that student to the locker or classroom area.**

### **LOCKERS AND PERSONAL PROPERTY**

Lockers are assigned to students at the beginning of the school year. Those lockers are to be kept in a clean, orderly condition. **The school district is not responsible for personal articles that are lost or stolen from a student's locker.**

**The school does have the right to search individual lockers, and to seize any illegal materials when reasonable suspicion indicates the presence of materials that pose a threat to the health, safety, and welfare of students in the school.** Materials seized may be used as evidence against a student in disciplinary action.

Whenever possible, the student will be notified and given an opportunity to be present before a locker is searched. However, when school authorities suspect that a locker contains materials that pose a threat, it may be searched without prior warning.

Periodic inspections for cleanliness and safety will be made by school officials and announced in advance.

### **FIRE ALARMS**

Pennsylvania state law requires periodic fire drills to provide practice in the event of an emergency situation. When the fire alarm sounds, classes are to leave the building immediately as a group and remain together in a location at least 300 feet from the building.

**False alarms are extremely dangerous and a violation of both the Pennsylvania Crimes Code and school district policy.** Fire alarms in the middle/high school result in the response of three fire companies and create an extremely dangerous situation for the volunteer firemen.



### **BACKPACKS, BOOKBAGS, AND PURSES**

Students are permitted to bring backpacks, book bags, and purses to school, however those items must be secured in his/her locker prior to 8:00 a.m. or upon arrival to school. When backpacks, book bags, and purses are carried to classes, a safety hazard is created in the hallways and the classrooms. Students are permitted to carry ONE of the aforementioned items to their physical education class ONLY. Students are also permitted to carry at all times ONE small handbag or wristlet purse for the purpose of containing necessary items ONLY. Such bags must have only one wrist strap and may be no larger than 5" x 8" x 2 1/2" (about the size of a school issued tissue box). Depending on circumstances, the administration may permit certain exceptions to these regulations as necessary.

### **TEXTBOOKS**

Students have the responsibility for the care, upkeep and return of all textbooks. Any damage or loss is the responsibility of the student. Payment for lost or damaged materials will be expected.

### **BREAKFAST AND LUNCH**

The school cafeteria is managed by Nutrition Group, Inc. and aspires to provide each student with the opportunity to purchase a nourishing hot meal. Weekly menus for both breakfast and lunch are posted in the cafeteria. Breakfast is served each morning from 7:30-7:45 a.m. Lunch periods are as follows:

6A Lunch: 11:52 – 12:22

6B Lunch: 12:38 – 1:08

**Students with special financial problems may be eligible for participation in the federally funded school lunch and/or breakfast program. Information is available in the office and from the Food Service Director.**

Certain rules are necessary in order to maintain the efficient operation of the cafeteria. All students are to report directly to the cafeteria and remain there throughout their assigned lunch period. Students are not permitted in the hallways leading to the cafeteria or outside the building without adult supervision. Quiet conversations will be permitted. Loud, boisterous, and/or inappropriate behavior will not be tolerated and will result in removal from the cafeteria.

Each student is responsible for cleaning his/her place at the lunch table, depositing trash in the proper receptacle and returning his/her tray to the stacking area. Students are to remain seated at the end of the lunch period until their tables are personally dismissed by a cafeteria-supervising teacher. Supervising teachers are responsible for enforcing all cafeteria regulations. **All food and drink must be consumed in the cafeteria. Food and drink are not allowed in classrooms or hallways unless permission is granted by the administration for educational or fundraising purposes.**

## REPORT CARDS

Report cards are available on the Skyward student information system. Any parent who would like to request a paper copy of their student's report card should submit their request in writing. The request will be in effect for the remainder of the current school year.

## ACTIVITIES

Brentwood High School has a broad program of athletic teams and extracurricular activities. Students are encouraged to participate in this part of school life. Students must meet certain standards to participate in any school-sponsored activity. In order to be eligible to participate in extracurricular activities, a student must maintain a grade point average of 2.0, and not fail more than one credit hour per grading period. Failure to maintain this standard will make that student ineligible. A student's ineligible status will be reevaluated at the Interim Progress Report date. Any student who has been absent for 20 or more days during a semester without a doctor's excuse will also be ineligible for participation. **Also, students must attend at least four full classes on the day of any scheduled event in order to participate.**

Any student found possessing, using, or distributing alcoholic beverages, drugs, tobacco or snuff, or anabolic steroids will be suspended from his/her activity. A student who is caught stealing or vandalizing school or personal property will be suspended from his /her activity for a period of up to one school year.

Visiting teams are to be the honored guests of the home team and should be treated as such. Remember that a student spectator represents his/her school the same as does the athlete. Any spectator who continually displays poor sportsmanship will be barred from future contests. The decisions of the officials are to be abided by even when they seem unfair. The practice of booing is regarded as discourteous and unsportsmanlike.

## HEALTH SERVICES

Illness or injury should be reported to the school nurse or, in her absence, to the office. If the illness or injury requires that the student be sent home, the nurse or a school administrator will make every effort to reach a responsible adult before dismissing the student.

For the safety of the students of Brentwood, medication will be administered to students by school personnel only under the following circumstances:

- \* Medication must be prescribed by a physician.
- \* Medication must be properly labeled with the student's name and dosage.
- \* The physician's directions for administering the medication must be clearly stated.
- \* The parent's written permission for use in school, including a full waiver releasing the school and school personnel from all liability must be on file with the school nurse.

Pennsylvania law requires that children receive physical and dental examinations at various times during their school years. Examinations should be performed by your family physician or dentist. Physicals may also be arranged through the Allegheny Health Network. Physical examinations are required for eleventh graders and prior to participation in any interscholastic sport. The school nurse annually checks each student's weight, height, vision, and hearing.

### **UNLAWFUL HARASSMENT**

Harassment of a student consists of verbal, written, graphic, or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, disability, sexual orientation, or religion, when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening, or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

**Sexual harassment of a student shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:**

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive education environment.

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

When a student believes that he/she is being harassed, the student should immediately inform the harasser that the behavior is unwelcome, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the student shall follow the established complaint procedure:

**Harassment Complaint Procedure:**

1. The student shall report a complaint of harassment, orally or in writing, to the principal or a designated administrator, who shall inform the student of his/her rights and of the complaint process.
2. The principal immediately shall notify the Superintendent or other designated administrator and shall conduct an impartial, thorough, and confidential investigation of the alleged harassment.
3. Reported complaints shall be handled and investigated in a thorough, timely, and, to the extent possible, confidential manner. Those individuals who are involved in any investigation shall not discuss information regarding the complaint outside the investigation. In determining whether alleged conduct constitutes harassment, the totality of the circumstances, nature of the conduct and context in which the alleged conduct occurred shall be investigated.
4. The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, the Superintendent, and others directly involved as appropriate.
5. If the investigation results in a substantiated charge of harassment, the district shall take prompt corrective action to ensure the harassment ceases and will not recur.

**Discipline:**

1. A substantiated charge against a student shall subject such student to disciplinary action, consistent with the student Code of Conduct, and may include educational activities and/or counseling services related to unlawful harassment.
2. If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the Student Code of Conduct.

### **REST ROOMS**

Students should use the rest rooms between classes, and are urged to keep the rest rooms clean. Any students in the halls during class time must carry the appropriate hall pass.

### **STUDENT INSURANCE**

**Those students who participate in interscholastic sports MUST have insurance or an appropriate waiver from their parents.** School insurance is available to all students at minimum cost. Forms may be obtained in the office at the beginning of the school year. Students without health insurance may qualify for the Child Health Insurance Program, or C.H.I.P. For more information please contact the school nurse at 412-881-4940.

### **GRADING/MARKING SYSTEM**

90-100..... A  
80-89.....B  
70-79.....C  
60-69.....D  
Below 60.....E

### **HONOR ROLL**

<b>HIGH HONORS</b>	<b>3.5- 4.0</b>
<b>HONOR ROLL</b>	<b>3.0- 3.49</b>

### **STUDENT AGENDA BOOK**

The STUDENT AGENDA BOOK is provided for all students. The Agenda Book helps students (and parents) keep track of all assignments and is a great tool to use to improve organizational skills. Students are encouraged to record their daily assignments in their Agendas. It may also be used as a hall pass. Therefore, it should be kept in good condition for the entire year. Any student who loses the Agenda is required to purchase a new one from the school office.

## COUNSELING SERVICES

At Brentwood High School, the Counseling Department serves a valuable purpose in working with students both individually and in groups to help them plan for their futures and solve current academic, social, and personal problems as they relate to the student's success.

A student transferring to another school should notify the Counselor's Office at least two weeks before leaving Brentwood High School. This time is needed to process records that the student will need upon arriving at his/her new school.

During the school year, admissions officers from area colleges, as well as vocational, trade, technical, and business schools, and the military hold conferences at the high school. In addition, the Counselor's Office maintains a file of catalogs and literature on numerous institutions of higher learning, and on various careers and occupations. Students are encouraged to take advantage of these resources.

An increasing amount of financial aid is available to students for their education after graduation from high school. This is primarily awarded based on need, although such factors as academic performance, participation in sports and other activities, and prospects for the future are also considered. The Counseling Department will assist any student in applying for scholarship aid. **Included in the services of the guidance department are orientation, scheduling, career decision-making, standardized testing, group and individual counseling, and crisis intervention. Counselors are also available to act as liaisons between parents and teachers. Students are encouraged to initiate contact with their counselor to discuss areas such as academic difficulties, career planning, personal issues, and social relationships.**

### Schedule Changes

Subjects should be carefully selected so that schedule changes are not necessary. With rare exceptions, students will not be permitted to change classes after the school year has begun. Course selections are generally made in February, allowing students sufficient time to plan a course of study before the start of a new school year.

### Graduation

**Students must compile twenty-five (25) credits in order to graduate from Brentwood High School and be enrolled for an approved period.** These credits are to be acquired in grades 9 through 12. The requirements for graduation include: 4 credits in English; 4 credits in mathematics and 3 credits in science OR 4 credits in science and 3 credits in mathematics; 4 credits in social studies; 2 credits in arts/humanities; 1 credit in physical education and health; 6 credits in elective courses; and a 1 credit graduation project.

Students may graduate as much as one year in advance after satisfactorily completing all of the requirements prescribed by the Pennsylvania Department of Education and the Brentwood Borough School District. **Credits from non-approved sources, including non-approved summer schools, shall not be accepted for graduation purposes. Students that do not complete the required twenty-five (25) credits will not receive a diploma nor be permitted to participate in graduation ceremonies.**

### **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.

7:30	Students permitted in building
7:55	Warning tone
8:00-8:43	Period 1
8:47-9:29	Period 2
9:33-10:15	Period 3
10:20-11:06	Period 4
11:10-11:52	Period 5
11:56-1:08	Period 6
	A Lunch 11:52 – 12:22
	B Lunch 12:38 – 1:08
1:13-1:57	Period 7
2:01-2:45	Period 8

Sophomores, juniors, and seniors are eligible to take vocational-technical classes at Steel Center for Career and Technical Education. Those who choose this option will be bused to Steel Center CTE for one half of the school day. There the student will receive lecture and laboratory work in one of 15 different fields. The remaining portion of the student's day is spent at Brentwood High School in pursuit of academic studies.

**Please note:** On occasion, the school district receives requests for students to have their pictures or images taken for local publications or other types of media. **If a parent/guardian does not desire to have their child's picture or image taken for this purpose, a written statement to that effect must be submitted by the parent/guardian to the principal's office annually.**

Students are not permitted to have friends, relatives, etc. visit the school and accompany them to classes without prior approval from the school administration. Persons coming to the school for a scheduled meeting or program must report directly to the office.



### **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

#### 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

**Additional Brentwood School District Policies**  
**Continued**

- 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

**PARENT/GUARDIAN  
SIGNATURE PAGE**

Dear Parents/Guardians:

Please take time to review and discuss the information in the **Brentwood High School Student Handbook** with your son or daughter. Included in the handbook is important information regarding school district policies and procedures. Once you have read the handbook, please sign and return this form to your child's 1<sup>st</sup> period teacher.

Thank you,  
Brentwood Middle/High School Administration

I have read and understand the policies and procedures outlined in the **Brentwood High School Student Handbook**.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

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

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**PARENT PERMISSION AND STUDENT COMPUTER NETWORK/INTERNET  
USER AGREEMENT:**

Dear Parents/Guardians:

All students are provided with access to district computer resources. In addition to accessing our district computer network, as the parent or legal guardian, I grant permission for my student

(name)\_\_\_\_\_ to access the Internet.

These permissions are granted for an indefinite period of time unless otherwise requested. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use and will set standards for my daughter or son to follow when selecting, sharing, or exploring information and media.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

As a user of the Brentwood School District computer network, I hereby agree to comply with the statements and expectations outlined in the **Brentwood Borough School District Student Network/Internet User Agreement** and to honor all relevant laws and restrictions. I also agree to use the network responsibly.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

