

**BRENTWOOD HIGH SCHOOL**  
**Family and Student Handbook**  
**2022-2023**



**Principal:**

Mr. Jason Olexa

**Assistant Principal:**

Mr. Ted Ulmer

**High School Counselor:**

Ms. Linda Capozzoli

3601 Brownsville Road  
Pittsburgh, Pennsylvania 15227

412-881-4940

[www.bb-sd.com](http://www.bb-sd.com)

## **Introduction**

The purpose of this handbook is to give Brentwood High School students and families 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 (Policy – 101)**

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 (Policy – 101)**

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 21st century and achieve to their fullest potential as ethical citizens.

### **Brentwood Alma Mater**

*All hail to Alma Mater, Hail to Brentwood High.*

*A fountain of pure water, Rising to the sky.*

*We shall strive for you, sing praise to you,*

*And we'll e'er be true to the Gold and Blue.*

*With love and truth and honor, and God to be our guide,*

*Live on our Alma Mater 'till the end of time.*

## **Non-Discrimination Statement**

Brentwood Borough School District does not discriminate in its educational programs, activities or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, genetic information, or any other legally protected category. Announcement of this policy is in accordance with State Law including the Pennsylvania Human Relations Act and with Federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967 and the Americans with Disabilities Act of 1990.

## **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.

## **Pictures For Local Publications**

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.**

## **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**

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 people attending Brentwood High School are expected to fulfil the following obligations:

- Attend school regularly and always be on time.
- Complete the required course of study.
- Put forth conscientious effort in the classroom.
- Show respect for fellow students and all school personnel.
- Express ideas and opinions respectfully without slander, offensiveness, vulgarity, or profanity.
- 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 regarding dress.
- Help to maintain an orderly, clean, friendly, and safe environment.
- 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.

### **Enrollment in the District (Policy – 200)**

Students will be enrolled in the district when the parent/guardian has submitted proof of the student's age, residence, immunizations, and completed a Parent Registration Statement. Students may be enrolled the following school day, but no later than five school days, after submitting all required paperwork. Only district residents are permitted to enroll in the district and the office must be notified of all changes of address.

### **Financial Operations (Policy – 621)**

The Brentwood Borough School District annually develops a budget for the operations of the schools and district. Preliminary and final budgets are available for review per Board Policy 604. The district also employs an independent, certified public account to conduct district audits in conformance with prescribed and legal standards (see Policy 619). The school district is funded in part through local taxpayers. All local taxpayers are entitled to the Local Taxpayers Bill of Rights as outlined in Board Policy 621.

## **Public Complaint Procedures (Policy – 906)**

The Board welcomes inquiries, suggestions, and constructive criticism from families, district residents, or community groups regarding the district's programs, personnel, operations, and facilities. It is the intent that complaints, concerns, and suggestions be addressed or resolved at the lowest appropriate level starting with teacher or staff member then through building administrators and district administrators.

# **Academics at Brentwood**

## **Academic Integrity Regulations (Policies – 105, 106, 127)**

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.
- Possible 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.

## **Attendance (Policies – 101, 102)**

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:

- Observance of a recognized religious holiday.
- Religious instruction - Not to exceed 36-hours per year.
- Trips/vacations that are not school sponsored but are of 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 done 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.
- 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.
- 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 unexcused 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 contact the Attendance Office by 8:15 a.m. Email is preferred.**

Mrs. Kimberly Zaya – Attendance Secretary  
 (412) 881-4940 ext. 2114  
[kimberly.zaya@bb-sd.com](mailto:kimberly.zaya@bb-sd.com)

**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 for the student to be considered excused.** 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. (Policy – 204)** 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.

Please note – once a student has reached 10 excused absences, any further excuses must be signed by a medical professional. If not, additional absences will be considered unexcused.

## Bell Schedule

### Grade 6

Block 1	8:00-9:10
Block 2	9:15-10:15
Lunch	10:20-10:55
Block 3	11:00-12:00
Block 4	12:05-1:06
Adv (Tuesday)	
Period 7	1:10-1:52
PE/N/Ch/Tu	
Period 8	1:56-2:45
Cycle	

### Grades 7 and 8

Period 1	8:00-8:46
Period 2	8:50-9:32
Period 3	9:36-10:18
Period 4	10:22-11:04
Lunch	11:04-11:34
CNN (10 Mins)	11:38-11:54
Period 6	11:54-12:36
6B	12:36-1:06
B/Ch/Tu/Adv	
Period 7	1:10-1:52
Period 8	1:56-2:45

## Career Readiness Program

The Career Readiness course works in conjunction with the required 9th grade Career Planning and Life Management course. The Career Readiness course provides job shadow opportunities to assist students in meeting the Career Education and Work (CEW) Standards, a part of the State Board of Education's regulations of required education for all students in Pennsylvania. Students will earn a grade of pass/fail for this course. In order to earn a passing grade, during 9th, 10th, and 11th grades, students must complete three job shadows in a career area of interest and produce eight artifacts as proof that the student has met the CEW Standards. Each job shadow must be three hours in length. Students may take part in a job shadow that is offered through this course, or they have the option to complete an Independent Job Site Visit or Independent Phone or Virtual Job Shadow. Through this course and the Career Planning and Life Management Course, the student must produce eight artifacts in the following four areas of knowledge: Career Awareness and Preparation, Career Acquisition (Getting a Job), Career Retention and Advancement, and Entrepreneurship. Students have until the end of their Junior year to complete these graduation requirements.

## **High School Course Requirements**

Students must compile a minimum of twenty-five (25) credits in order to graduate from high school. These credits are to be acquired in grades 9 through 12.

Courses required by the Brentwood Borough School District are as follows:

Four (4) credits in English

Four (4) credits in mathematics AND (3) credits in science

OR

Four (4) credits in science AND (3) credits in mathematics

Four (4) credits in social studies

Two (2) credits in arts and humanities

One (1) credit in health and physical education (Physical education must be taken each year)

Six (6) elective credits

One (1) credit Graduation Project

Credits earned in the ninth grade are counted toward graduation from high school. However, some eighth-grade subjects may be offered to satisfy entrance requirements to certain colleges and universities.

## **Honors Program**

Brentwood High School provides Advanced Placement (AP) courses in Calculus, Computer Science, English, European History, German, Physics, Spanish, Statistics and United States History and honors level courses in Art, Band, English, Foreign Language, Mathematics, Science, Technology Education and United States History. In contrast to the regular high school courses, these programs offer extended content and additional workload.

## **Summer School**

Students who do not pass one or more required courses are encouraged to attend summer school to make-up the lost credit(s). Information regarding accredited summer schools in our area may be obtained from the Guidance Office in late April or May.

## **Summer School Grades**

Grades for repeated courses are placed on the transcript AND are used in the G.P.A. as well as the earned grade for the original course. They do not replace the original grade already on the transcript. For athletic eligibility purposes, the actual summer school grade will be placed in the fourth nine weeks and averaged accordingly.



## Grading Scale

		Honors Level	AP Level
		Quality Points	Quality Points
A (4 quality points) =	90-100 %	4.5	5.0
B (3 quality points) =	80-89%	3.5	4.0
C (2 quality points) =	70-79%	2.5	3.0
D (1 quality point) =	60-69%	1.5	2.0
E (0 quality points) =	0-60%	0.0	0.0

## Honor Roll

HIGH HONORS	3.5- 4.0
HONOR ROLL	3.0- 3.49

## Dropping a Class

Students have 20 school days at the beginning of the school year for first semester and yearlong classes, as well as the first 20 school days for 2nd semester classes to make an appropriate decision about dropping a class without penalty. If a student drops a class after the 20-day established deadline, but before the end of the respective 9-week grading period, a "Withdraw Pass" or a "Withdraw Fail" will be noted on the permanent grade record. Classes dropped after the end of the first grading period for 1st semester or yearlong courses (or third grading period for 2nd semester classes) will be noted as "Withdraw Fail" and will count as a credit attempted, therefore affecting the student's grade point average.

## Flexible Instruction Days (FID)

A Flexible Instructional Day (FID) is a program available to public school entities to be used as an alternative approach to delivering instruction if a circumstance arises that prevents instruction in the customary manner.

If an FID is called, the change will be communicated through our normal means including phone call, text message and email, posted on our website and social media, and shared by local TV stations KDKA, WPXI and WTAE.

All teaching and learning on an FID will be asynchronous through Canvas. Students will be required to confirm attendance and all work and assignments should be completed on the day of the FID and submitted as instructed by their teacher(s).

Students will complete an attendance question by 8:50 am and teachers/ staff will report in Skyward that day's attendance by 9 am. Students not logged in by that time will be marked as unexcused and

families will be notified. Please note, students who log in after 9 am and complete their schoolwork will be credited for that day's attendance.

If you need special accommodations or an extenuating circumstance arises, contact your child's teacher(s). Students who are absent on an FID will be required to make up missed work as assigned.

### **Graduation (Policy – 217)**

**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.**

Students who have not attained the appropriate number of credits to graduate with their class will not be permitted to walk in graduation ceremonies

### **Homework (Policy – 103)**

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.**

## **Make-Up Work**

A student who has missed school for an approved reason is required to do 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:

**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.

**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.

## **Report Cards (Policies – 212, 213, 214, 215, 216)**

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.

## **Schedule Changes (Policies – 100, 101, 102, 105, 106, 111, 112, 113)**

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.

# **Activities at Brentwood**

## **Activities (Policy – 122, 123, 137.1, 228, 229, 230, 231, 232)**

Brentwood High School has a broad program of extracurricular activities and clubs. Students are strongly encouraged to participate in this part of school life. Students must maintain a good standing academically and behaviorally in school to be eligible to participate in extracurricular activities.

The following activities are offered at Brentwood High School for grades 9-12:

Band	Chorus	Drama Club	Garden Club
Intramurals	Literary Magazine	Spring Musical	Student Council
Teens that Care (TTC)	Yearbook	Computer Club	German Club
Health Careers Club	Interact Club	National Honor Society	Yearbook

### **Assemblies and Field Trips (Policy – 810.2)**

Assemblies and field trips are considered an important part of the educational/extracurricular program at Brentwood. It is in this manner that children see firsthand items and places of educational significance that could enrich classroom teaching and enhance social maturation.

While taking part in these activities, students are expected to demonstrate appropriate behavior and maintain proper standards of personal hygiene, dress, and grooming. Please note that while on school buses video and audio recordings may occur.

There may be costs associated with some field trips. Parental consent forms for those trips requiring bus transportation are sent home with the students and must be returned with the signed consent of a parent or guardian.

## **Athletics at Brentwood**

### **Athletics**

Brentwood Borough School District is committed to providing a competitive sports program built upon the tenets of integrity, honor, good sportsmanship, and responsibility. The district is a member of the Pennsylvania Interscholastic Athletic Association (PIAA) District 7 and offers interscholastic middle school, junior high, varsity and junior varsity sports teams that compete in the Western Pennsylvania Interscholastic Athletic League (WPIAL). More in-depth rules governing interscholastic athletics can be found by visiting the PIAA website at [www.piaa.org](http://www.piaa.org)

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 their 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 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 at all times. The practice of booing, taunting, or targeting players and/or officials is unsportsmanlike and will not be tolerated.

The following sports are offered at Brentwood High School for grades 9-12:

Girls Volleyball	Boys Basketball	Girls Basketball
Co-ed Track and Field	Cheerleading	Co-ed Cross Country
Wrestling	Boys Swimming	Girls Swimming
Baseball	Football	Golf
Boys Soccer	Softball	

## **Physicals**

All students who choose to participate in the athletics program are required to have a yearly physical. These physicals must be given by a physician on or after June 1<sup>st</sup> of the current calendar year in which the school year begins. Physicals for interscholastic sports can be obtained at the school, free of charge on the assigned dates/times, or by an athlete's private physician. **These physicals must be completed on the approved PIAA/CIPPE form.**

## **Brentwood New Athlete Sports Medicine Information**

### **Register a Healthy Roster Account**

Healthy Roster is a free technology system that will allow parents or guardians to electronically upload athletic medical forms, know the student athlete's injury status, and keep an open line of communication between home and the certified athletic trainer here at Brentwood.

This system works as an app or a website and will allow individual access to student-athlete's medical information including required athletics paperwork, injury updates, treatments, appointment reminders, and direct access to communicate with our athletic trainer. Coaches and the athletic director have limited accessibility and can only see an athlete's injury status. This program is completely HIPAA compliant, and no outside entity can access your child's health information.

In order to connect to the student-athlete's account, an email invitation with a code will be sent from Healthy Roster upon creation of the account. If you are a new user to Healthy Roster, reach out to Sarah Nestico, ([sarah.nestico@ahn.org](mailto:sarah.nestico@ahn.org)) who is your AHN athletic trainer to register your student-athlete!

## Complete PIAA Mandated Paperwork in Healthy Roster

PIAA paperwork is accessible via the student-athlete's Healthy Roster account. State mandated forms and documents can be uploaded electronically by visiting the "Documents" section.

Section 6 of the PIAA forms titled "PIAA Comprehensive Initial Pre-Participation Physical Evaluation and Certification of Authorized Medical Examiner", will need to be completed by approved medical personal (found at the bottom of the section 6) and uploaded into the student-athlete's Healthy Roster account. Physical evaluations that were completed for school or other extracurricular activities will not be accepted for athletics. Evaluations must be completed on this form.

PIAA forms need to be completed before or on the start date of your student-athlete's first sport season of the school year. Failure to submit the above-mentioned documentation on the designated season start dates will result in an athlete's inability to participate. An athlete will continue to be withheld from season practices until all of forms are received.



## Baseline Concussion Testing

As a free service, Brentwood High School offers baseline concussion testing to athletes through its partnership with Allegheny Health Network. A software called C3 Logix is utilized to perform baseline assessments on student-athletes prior to participation in any in-season athletics.

The athletic trainer (ATC) will administer baseline testing before the start of all contact-sport athletes' first sport season. Re-tests are completed for any participating athlete bi-annually. Teams that are not tested include golf, cross country, tennis, and bowling; those athletes do have the opportunity to take a baseline concussion test with the athletic trainer upon request!

**To register a Healthy Roster account or if you have questions about C3 Logix testing, please email the athletic trainer: Sarah Nestico [sarah.nestico@ahn.org](mailto:sarah.nestico@ahn.org)**

## Eligibility

In order to be eligible to participate in extracurricular activities or school sponsored athletics, 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 on 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.**

## **Student Insurance (Policy – 211)**

**Those students who participate in interscholastic sports MUST have insurance or an appropriate waiver from their parent or guardian.** 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 x2345.

## **Food Service at Brentwood**

### **Cafeteria (Policies – 246, 808)**

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:

A Lunch 11:50 – 12:20

B Lunch 12:36 – 1:06

The 2022-2023 prices for meals at the high school are:

Breakfast:

Full Price \$1.55

Reduced Price \$0.30

Lunch:

Full Price \$2.90

Reduced Price \$0.40

Milk \$0.75

### **Free/Reduced Lunch Program:**

Students may be eligible for participation in the federally funded school lunch and/or breakfast program. Families can apply online at School Cafe for free/reduced meals at:

<https://www.schoolcafe.com>

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. Behaviors expected of students in the cafeteria include:

- Students are not permitted in the hallways leading to the cafeteria or outside the building without adult supervision.
- 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.
- 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.

## **School Safety at Brentwood**

### **Before and After Use of the School 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.**

### **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 at 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 ½" (about the size of a school issued tissue box). Depending on circumstances, the administration may permit certain exceptions to these regulations as necessary.



## **Emergency Drills (Policy 805)**

**Fire Drills** – 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.

**School Security Drill** - Planned exercises, other than a fire drill or natural disaster drill, are designed to practice procedures to respond to an emergency situation that may include but is not limited to an act of terrorism, armed intruder situation or other violent threat.

**Emergency Preparedness Drill** – District will complete one emergency preparedness drill within the first 90 days of school.

## **Lockers and Personal Property (Policy – 226)**

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 reserves 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.

## **Safe2Say**

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" BEFORE it is too late. With Safe2Say Something, it's easy and confidential to report safety concerns to help prevent violence and tragedies.

Here's how it works:

- Submit an anonymous tip report through the Safe2SaySomething system

- Crisis center reviews, assesses and processes all submissions
- Crisis center sends all submissions to school administration and/or law enforcement for intervention
- If needed, the crisis center may contact tipster anonymously through the app

## **Weather**

In the event of a weather mandated delay or closure, families will be notified via SkyAlert messages, email and phone calls. In addition to these notifications, delays or closures will be posted on WPXI, KDKA, WTAE and other local news websites. Superintendent, Dr. Amy Burch will also post updates via Twitter @AmyMBurchDEd

## **Visitors (Policies – 907, 907.1)**

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.

# **Student Services at Brentwood**

## **Child Find and Annual Notice to Parents**

(CFR 300.125)

In compliance with state and federal law, the Brentwood-Borough School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provision of services to protected handicapped students or eligible students, contact Dr. Christine Winiarski at (412) 881-4940 Ext 2215 or email [christine.winiarski@bb-sd.com](mailto:christine.winiarski@bb-sd.com).

Each school district, along with other public agencies in the Commonwealth, must establish and implement procedures to identify, locate and evaluate all children who need special education programs and services because of the child's disability. This notice is to help find these children, offer assistance to parents and describe the parent's rights with regard to confidentiality of information that will be obtained during the process. Each school district shall also conduct awareness activities to inform the public of gifted education services and programs and the manner by which to request these services and programs.

The content of this notice has been written in English. If a person does not understand any of this notice, he or she should contact the school district and request an explanation.

### **Identification Activity**

Child Find refers to activities undertaken by public education agencies to identify, locate, and evaluate children residing in the State, including children attending private schools, who are suspected of having disabilities, regardless of the severity of their disability, and determine the child's need for special education and related services. The purpose is to locate these children so that a free appropriate public education (FAPE) can be made available. The types of disabilities, that if found to cause a child to need services are: Autism, deaf-blindness, deafness, emotional disturbance, hearing impairment, intellectual disability (mental retardation), multiple disabilities, orthopedic impairment, other health impairment due to chronic or acute health problems, specific learning disabilities, speech or language, traumatic brain injury and visual impairment including blindness, in the case of a child that is of preschool age developmental delay. Screening activities are also conducted to determine students' need for gifted support services.

The Brentwood-Borough School District provides educational services for all eligible students either through district- operated classes, contracts with Intermediate Unit #3, or Approved Private Schools. Classes providing Learning Support, Life-Skills Support, Emotional Support, Physical Support, Multiple Disabilities Support, and Autistic Support are available for students at beginning school age through age 21, if necessary. Additional services include hearing, vision, and speech and language support. Students found to meet eligibility criteria as "mentally gifted" may receive services through the district's Gifted Support programs.

Each school district is required to annually provide notice describing the identification activities and the procedures followed to ensure confidentiality of personally identifiable information. This notice is intended to meet this requirement.

Identification activities are performed to find a child who is suspected of having a disability that would interfere with his or her learning unless special education programs and services are made available. Children suspected of being "mentally gifted" who need specially designed instruction not ordinarily provided in the regular education program also go through screening activities. The activities include: review of group data, conduct hearing and vision screening, assessment of student's academic

functioning, observation of the student displaying difficulty in behavior and determining the student's response to attempted remediation. Input from parents is also an information source for identification. After a child is identified as a suspected child with a disability, he or she is evaluated, but is not evaluated before parents give permission for their child to be evaluated.

The school district will follow procedures outlined in the special education regulations (Chapter 14) for determining eligibility and need for special education services. Chapter 16 regulations will be followed to determine eligibility and need for Gifted Support services.

### **Confidentiality (CFR 300.127)**

If after screening, a disability is suspected, upon your permission, your child will be evaluated. Written records of the results are called an education record, which are directly related to your child and are maintained by the school districts. These records are personally identifiable to your child. Personally identifiable information includes the child's name, the name of the child's parents or other family member, the address of the child or their family, a personal identifier such as student identification number, a list of characteristics that would make the child's identity easily traceable or other information that would make the child's identity easily traceable.

The school district will gather information regarding your child's physical, mental, emotional and health functioning through testing and assessment, observation of your child, as well as through review of any records made available to the school district through your physician and other providers of services such as day care agencies.

The school district protects the confidentiality of personally identifiable information by one school official being responsible for ensuring the confidentiality of the records, training being provided to all persons using the information, and maintaining for public inspection a current list of employee's names and positions who may have access to the information. The school district will inform you when this information is no longer needed to provide educational services to your child and will destroy the information at designated intervals, except general information such as your child's name, address, phone number, grades, attendance record and classes attended, grade level completed, may be maintained without time limitation.

As the parent of the child, you have a number of rights regarding the confidentiality of your child's records. The right to inspect and review any education records related to your child are collected, maintained, or used by the school district. The school district will comply with a request for you to review the records without unnecessary delay before any meetings regarding planning for your child's special education program (called an IEP meeting). Should you and your school district disagree about your child's special education supports and services and a due process hearing is requested, the school district will furnish you with the opportunity to inspect and review your child's records, within 30-days.

You have the right to an explanation and interpretations of the records, to be provided copies of the records if failure to provide the copies would effectively prevent you from exercising your right to inspect and review the records, and the right to have a representative inspect and review the records. This review is conducted with the assistance of an appropriate school district staff member.

Upon your request, the school district will provide you with a list of the types and locations of education records collected, maintained, or used by the agency. Additionally, the school district has a right to charge a fee for copies of records made in response to your request except, it will not charge a fee if doing so will prevent you from inspecting and reviewing your child's records. A current list of reasonable fees relative to records request is available in the district's central office. The district will not charge a fee to search or retrieve information.

You have the right to request in writing an amendment of your child's education records that you believe are inaccurate or misleading or violate the privacy or other rights of your child. The school district will decide whether to amend the records within 45 school days of receipt of your request. If the school district refuses to amend the records, you will be notified of the refusal and your right to a hearing. You will be given at that time additional information regarding the hearing procedures. Upon written request, the district will schedule and provide written notice of the hearing to challenge information in your child's education files.

Parent consent is required before personally identifiable information contained in your child's education records is disclosed to anyone other than officials of the Brentwood-Borough School District collecting or using the information for purposes of identification of your child, locating your child and evaluating your child or for any other purpose of making available a free appropriate public education to your child. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Additionally, the school district, upon request, discloses records without consent to officials of another school district in which your child seeks or intends to enroll.

A parent may file a written complaint with the Pennsylvania Department of Education at the address below alleging that the rights described in this notice were not provided.

**Pennsylvania Department of Education**

Bureau of Special Education

Division of Compliance

333 Market Street

Harrisburg, PA 17126-0333

The Department of Education will investigate the matter, issue a report of its findings and necessary corrective action within 60 days. The Department will take the necessary action to ensure compliance is achieved.

Complaints alleging failures of the school district with regard to confidentiality of personally identifiable information may also be filed with:

**Family Policy Compliance Office**

U.S. Department of Education  
400 Maryland Ave, SW  
Washington, DC 20202-4605

The Brentwood-Borough School District will provide ongoing screening services. If you wish to learn more, have questions, or believe your child may need to be identified, please contact Dr. Christine Winiarski at (412) 881-4940 Ext 2215 or email [christine.winiarski@bb-sd.com](mailto:christine.winiarski@bb-sd.com).

**In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials:**

- PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.
- PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

**Early Intervention Identification**

In Pennsylvania, a child between three years of age and the school district's age to begin school who has a developmental delay or one or more of the physical or mental conditions listed above, will be identified as an "eligible young child." The parents of these children have the same rights described above.

The Pennsylvania Department of Education is responsible for providing programs and services to eligible young children under Act 212 of 1990, the Early Intervention Services System Act. Screening for preschool children is available through the DART Program operated by Intermediate Unit #3. To schedule an appointment for the screening call Dr. Susan Sams at 412-394-5816. For additional information, contact your local school district.

**Potential Indicators of Weaknesses in the Developmental Domain Areas and Other Risk Factors That Could Indicate a Disability**

(Requirement of Section 14.212(b))

A developmental delay is determined by the results of a developmental evaluation. The results of one or more domain areas (adaptive, personal-social, communication, motor or cognitive) have to show at least a 25% delay or a score of 1.5 standard deviations below the mean (Standard Score of 77 or below). The delay results in the need for specially designed intervention/instruction (SDI) in order to participate in typical activities and routines.

Children with a developmental delay may show weaknesses in the following areas:

**Adaptive** – Pre-kindergarten aged children with a developmental delay may have difficulty dressing/undressing; using utensils to eat, removing shoes without assistance, distinguishing between nonfood/food substances, or have difficulty with toileting needs. One may have difficulty moving independently around the house, understanding that heat is dangerous, putting away toys when asked, indicating an illness or ailment to an adult, or demonstrating caution and avoiding common dangers.

**Personal-Social** – Pre-kindergarten aged children with a developmental delay may have difficulty responding positively to adult praise, rewards or promise of rewards; greeting familiar adults spontaneously, enjoying simple stories read aloud, helping with simple household tasks, initiating social interaction with familiar adults, expressing affection/liking for peers, playing cooperatively with peers, stating first name, last name, age, or whether he is a male/female; using objects in make-believe play, using 'I' or 'me' to refer to himself, or recognizing facial expressions of common emotions.

**Communication** - Pre-kindergarten aged children with a developmental delay may have difficulty following 2-step verbal commands, associating spoken words with pictures, recalling events from a story presented orally; engaging in extended and meaningful nonverbal exchanges with others, using words to get his needs met, responding to 'yes' and 'no' questions appropriately, or asking 'wh' questions.

**Motor** - Pre-kindergarten aged children with a developmental delay may have difficulty running without falling, kicking a ball without falling, walking up and down steps alternating feet without assistance, walking backward, imitating the bilateral movements of an adult, pointing with his index finger independent of the thumb and other fingers, scribbling linear and/or circular patterns spontaneously, using the pads of fingertips to grasp a pencil, holding a paper with one hand while drawing or writing with the other hand, fastening clothing without assistance, cutting with scissors, copying a circle, or imitating vertical and horizontal markings.

**Cognitive** - Pre-kindergarten aged children with a developmental delay may have difficulty attending to one activity for 3 or more minutes, reciting memorized lines from songs or TV shows, showing interest in age-appropriate books, matching/naming colors, responding to one and one more, giving three objects on request, matching shapes, identifying objects by their use, identifying items by size, identifying colors of familiar objects not in view, or identifying simple objects by touch.

### **Other Factors That Could Indicate a Disability**

Developmental disabilities are birth defects related to a problem with how a body part or body system works. They may also be known as **functional** birth defects. Many of these conditions affect multiple body parts or systems. Researchers have identified thousands of different birth defects. Birth defects can have a variety of causes, such as:

Genetic problems caused when one or more genes doesn't work properly or part of a gene is missing, problems with chromosomes, such as having an extra chromosome or missing part of a chromosome, environmental factors that the expectant mother is exposed to during pregnancy, such as Rubella or German measles or if she uses drugs or alcohol during pregnancy.

### **Factors Considered When Determining Mental Giftedness**

1. The child performs a year or more above grade achievement level in one or more subjects as measured by a nationally normed and validated achievement test.
2. The child demonstrates rates of acquisition/retention of content and skills reflecting gifted ability.
3. The child demonstrates achievement, performance, or expertise in one or more academic areas as evidenced by products, portfolios or research, as well as criterion-referenced team judgment.
4. The child demonstrates early and measured use of high-level thinking skills, academic creativity, leadership skills, intense academic interest, communication skills, foreign language aptitude, or technology expertise.
5. The child demonstrates that intervening factors such as English as a second language, disabilities, gender or race bias, or socio/cultural deprivation are masking gifted abilities.

### **Counseling Services (Policies – 112, 236)**

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.**

### **English as Second Language (ESL) Services**

The Brentwood Borough School District operates a K-12 English as a Second Language (ESL) Program which serves linguistically diverse students enrolled in the district. This program provides English Learners daily instruction in the areas of Listening, Speaking, Reading, and Writing in English by certified ESL teachers. Generally, this instruction is delivered to students by way of small group, pull-out instruction. Students are grouped with students of similar age, grade, and language proficiency level. They are provided with daily instruction which is aligned to PA Core Standards, PA English Language Development (ELD) Standards, and supported by a high quality, research-based language acquisition curriculum. Students are assessed annually with the WIDA ACCESS test to monitor growth in language proficiency and to determine the continued need for support with English language development. The amount and duration of ESL pull-out instruction may decrease as the student's language proficiency increases. Students have the opportunity to exit the ESL program annually and the Pennsylvania Department of Education requirements for exit are followed. Each child's ESL teacher collaborates with his/her classroom and content area teachers to monitor progress in the general curriculum. Information, strategies, and resources are regularly shared to assure that the child's language needs are met. Parents are informed of the child's progress in English language development through both grades on the school district report card as well as student performance on yearly WIDA ACCESS testing. Once a child is no longer in need of daily support with language development and they exit the ESL program, their progress is monitored for a period of 4 years.

Upon registration in the district, a Home Language Survey is completed by every parent/ guardian seeking enrollment of their child. The survey seeks to determine if the student speaks a language other than English or a language other than English is spoken in the home. Based upon this and other information, the school conducts a family interview to gather more information to determine if the student should be further screened to determine the need for services. The screening instrument assesses the student in the areas of listening, speaking, reading and writing to determine eligibility for placement in the English as a Second Language (ESL) program. The goal of our ESL program is to help students acquire the English necessary to attain language proficiency and access grade level content instruction for grade promotion and graduation.

Parents do have the right to opt out of specific, specialized ELD instructional programs. This right to opt-out does not include initial assessment and identification or continuing annual assessment of the

child's English proficiency. If you wish to consider exercising your right to opt your child out of specific ESL instruction, please contact your child's building principal to arrange a meeting. Individuals requiring further information regarding the ESL program at Brentwood Borough Schools are directed to Dr. Chris Winiarski, (412) 881-4940 ext. 2215 or christine.winiarski@bb-sd.com.

### **Foster Care (Policy – 255)**

Foster care means twenty-four (24) hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, childcare institutions, and pre-adoptive homes. Questions pertaining to students under foster care should be directed to our Homeless Liaison.

### **Health Services (Policies – 203.1, 209, 209.1, 209.2, 210)**

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.

### **Required Vaccines and Examinations (Policy – 203)**

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 prior to participation in any interscholastic sport. The school nurse annually checks each student's weight, height, vision, and hearing.

All students entering school for the first time are required to have the following immunizations as prescribed by the state regulations. Students who have not been immunized may risk exclusion from school. Students who are in foster care or who have transferred from out of state shall have provisional admission up to 30 days.

- A). 4 doses of tetanus, diphtheria, and acellular pertussis\* or more properly spaced doses of diphtheria/tetanus vaccine (1 dose on or after the 4<sup>th</sup> birthday)\*
- B). 4 doses of polio (4<sup>th</sup> dose on or after 4<sup>th</sup> birthday and at least 6 months after previous dose given)\*\*
- C). 2 doses of measles, mumps, rubella\*\*\*
- D). 3 doses of hepatitis B
- E). 2 doses of varicella (chickenpox) or evidence of immunity

\* Usually given as DTP or DTaP or if medically advisable, DT or Td

\*\* A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after previous dose

\*\*\* Usually given as MMR

**Communicable Diseases**

In order to prevent the spread of communicable diseases, the County of Allegheny has set forth the following guidelines for control:

<b>Measles</b>	exclude from school at least 4 days after the rash appears
<b>German Measles</b>	exclude from school for at least 4 days after the onset of rash
<b>Chicken Pox</b>	exclude from school for 6 days from the last crop of vesicles, or until vesicles become dry
<b>Mumps</b>	exclude from school until swelling is gone, or until 9 days after swelling occurs
<b>Strep Throat</b>	exclude from school until 24 hours after treatment is started
<b>Whooping Cough</b>	exclude from school until the student has received at least 5 days of a minimum 14-day course of antibiotics
<b>Conjunctivitis</b>	exclude from school until 24 hours after start of appropriate treatment, or until physician certifies as non-infectious
<b>Fifth Disease</b>	children with Fifth Disease do NOT need to be excluded from school since they are not contagious once the rash occurs
<b>Head Lice</b>	exclude from school until adequately treated and until judged non-infectious by the child’s physician or by the school nurse
<b>COVID-19</b>	exclude from school per Allegheny Health department regulations

**Unlawful Harassment  
(Policies – 236.1, 247, 249, 252)**

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**  
**(Policies – 103, 219, 236.1, 247, 249, 252)**

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 they are 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:

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 for Harassment**

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.

### **Student Assistance Program (SAP) (Policy – 236)**

The district has developed a Student Assistance Program which is operational in every school building. The Student Assistance Program (SAP) is a systematic team process used to mobilize school resources to remove barriers to learning. SAP is designed to assist in identifying issues including alcohol, tobacco, other drugs, and mental health issues which pose a barrier to a student's success. The primary goal of the Student Assistance Program is to help students overcome these barriers so that they may achieve, advance, and remain in school.

SAP Teams are comprised of a SAP liaison, school counselors, building administrator, members of the teaching staff, and the school nurse. The core of the Student Assistance Program is a professionally trained team, including school staff and liaisons from community drug and alcohol and mental health agencies. SAP team members are trained to identify issues and to make recommendations to assist the student and the parent. The SAP team will also assist the parent and student in accessing services within the community. SAP team members do not diagnose, treat or refer to treatment; but they may refer a student to a liaison who may screen or assess for further community-based services and support.

The Student Assistance Program (SAP) shall provide assistance in:

1. Identifying issues that pose a barrier to a student's learning and/or academic achievement.
2. Determining whether or not the identified problem lies within the responsibility of the school.
3. Informing the parent/guardian of a problem affecting the student's learning and/or academic achievement.
4. Making recommendations to assist the student and the parent/guardian.
5. Providing information on community resources and options to deal with the problem.
6. Establishing links with resources to help resolve the problem.
7. Collaborating with the parent/guardian and agency when students are involved in treatment through a community agency.
8. Providing a plan for in-school support services for the student during and after treatment.

There are four phases to the student assistance process:

1. Referral - Anyone can refer a student to SAP when they are concerned about someone's behavior -- any school staff, a student's friend, a family member or community member. The students themselves can even go directly to the SAP team to ask for help. The SAP team contacts the parent for permission to proceed with the SAP process.
2. Team Planning – The SAP team gathers objective information about the student's performance in school from all school personnel who have contact with the student. Information is also collected from the parent. The team meets with the parent to discuss the data collected and also meets with the student. Together, a plan is developed that includes strategies for removing the learning barriers and promoting the student's academic and personal success to include in-school and/or community-based services and activities.
3. Intervention and Recommendations – The plan is put into action. The team assists in linking the student to in-school and/or community-based services and activities. The team might recommend a drug and alcohol or mental health screening or assessment.
4. Support and Follow-Up – The SAP team continues to work with and support the student and their family. Follow-up includes monitoring, mentoring, and motivating students for academic success.

It is the parent's right to be involved in the process and to have full access to all school records under the applicable state and federal laws and regulations. Involvement of parents in all phases of the Student Assistance Program underscores the parents' role and responsibility in the decision-making process affecting their child's education and is key to the successful resolution of barriers. For students receiving treatment through a community agency, the student assistance team, in collaboration with parents and the agency, can assist in helping plan in-school support services during and after treatment.

**High School Counselor**

Ms. Linda Capozzoli

[linda.capozzoli@bb-sd.com](mailto:linda.capozzoli@bb-sd.com)

412-881-4940 x2120

**Notifications for the Brentwood Community**

**Title IX**

The Brentwood Borough Board of School Directors declares it to be the policy of this District to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools without discrimination on the basis; of race, color, age, creed, religion, gender (including gender identity or expression), sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability. The Board is further committed to maintaining high expectations for all students and eliminating persistent disparities among students based on race, ethnicity, language, or disability.

The District strives to maintain a safe, positive learning environment for all students that is free from discrimination. Discrimination is inconsistent with the educational and programmatic goals of the District and is prohibited on school grounds, at school-sponsored activities and on any conveyance providing transportation to or from a school entity or school-sponsored activity. The District shall

provide to all students, without discrimination, course offerings, counseling, assistance, services, employment, athletics, and extracurricular activities. The equitable distribution of District resources is one means the District shall use to ensure all students receive a quality education.

The District shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations. In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Superintendent to designate a Compliance Officer and to communicate that designation to all District schools as necessary and on at least an annual basis. All nondiscrimination notices or information shall include the position, office address, telephone number and e-mail address of the Compliance office. The Compliance Officer can be reached using the contact information below.

**Title IX Compliance Officer**

Dr. Christine Winiarski

Brentwood Borough School District

(412) 881-4940 ext. 2215

**McKinney-Vento Homeless Assistance Act (Policy – 251)**

The McKinney-Vento Homeless Assistance Act provides guidelines for school districts to assist students and families who find themselves in a situation where they are homeless. The act requires that students who qualify as homeless are able to remain at their current school or enables them to immediately register to attend school. The McKinney-Vento Act defines homeless children as "individuals who lack a fixed, regular, and adequate nighttime residence." The act provides examples of children who would fall under this definition:

- Children and youth sharing housing due to loss of housing, economic hardship, or a similar reason
- Children and youth living in motels, hotels, trailer parks, or campgrounds due to lack of alternative accommodations
- Children and youth living in emergency or transitional shelters
- Children and youth abandoned in hospitals
- Children and youth whose primary nighttime residence is not ordinarily used as a regular sleeping accommodation (e.g., park benches, etc.)
- Children and youth living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations
- Migratory children and youth living in any of the above situations

If you or someone you know is in a situation meeting these definitions, please contact the Brentwood Borough Homeless Liaison so that the District can assist and provide resources to assist the situation.

## **Homeless Liaison**

Mrs. Linda Capozzoli  
Brentwood Borough School District  
(412) 881-4940 Ext 2131  
[Linda.capozzoli@bb-sd.com](mailto:Linda.capozzoli@bb-sd.com)

## **Trauma Informed Schools**

Resolve Crisis Services 1-888-7696  
[www.upmc.com/services/behavioral-health/resolve-crisis-services](http://www.upmc.com/services/behavioral-health/resolve-crisis-services)

Nationwide Suicide Prevention Hotline 1-800-273-8255  
<https://suicidepreventionlifeline.org>

Safe 2 Say (Youth Violence Protection)  
1-844-SAF-2SAY (723-2729)  
<https://www.safe2saypa.org>

Crisis Text Line – Text START to 741-741

## **Immunizations (Policy – 203)**

All students shall be immunized against specific diseases in accordance with state law and regulations, unless specifically exempt for religious or medical reasons. A certificate of immunization shall be maintained as part of the health record for each student, as required by the Pennsylvania Department of Health. A student shall be exempt from immunization requirements whose parent/guardian objects in writing to such immunization on religious grounds or whose physician certifies that the student's physical condition contraindicates immunization. A student who has not been immunized in accordance with state regulations shall not be admitted to or permitted to attend district schools, unless exempted for medical or religious reasons, or provisionally admitted by the Superintendent or designee after beginning a multiple dose vaccine series and submitting proof of immunization or a medical certificate on or before the fifth school day of attendance, or in accordance with programs or guidance established by the PA Department of Health. Homeless students who have not been immunized or are unable to provide immunization records due to being homeless shall be admitted in accordance with the provisions of applicable law and regulations. Foster care students and students transferring into a school within the Commonwealth shall be admitted in accordance with law and regulations and shall have thirty (30) days to provide proof of immunization, a medical certificate detailing the plan to complete a multiple dose vaccine series or to satisfy the requirements for an exemption.



# Technology at Brentwood

## **Introduction (Policy – 815)**

We are pleased to offer students at Brentwood Borough Schools access to the district computer network resources, internet, and individual student devices. 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 student, 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 (Policy – 237)**

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 ensure 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.

## **Skyward Family Access**

Skyward Family Access (SFA) allows parents and guardians to use the Internet to keep track of important information that impacts your child's education. This is a free service to you and is intended

to make it easier for you to be involved in your child's daily educational activities. The information that will be available includes the following:

- A). Attendance information, shown by day or month
- B). Food Service information, including purchases and account balance
- C). Grading information
- D). Emergency contact information

If you registered for Family Access previously, the system will automatically be available to you with your existing login name and password. If you did not register or you are new to the Brentwood Borough School District, you must complete and return the Family Access Registration Form to take advantage of this free service. If you need your login information, please contact the main office.

### **Textbooks/Individual Student Technology Devices (Policies – 109, 110)**

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

### **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. Non-district provided laptops and tablets.

2. Use of the network to facilitate illegal activity.
3. Use of the network for commercial or for-profit purposes.
4. Use of the network for non-work or non-school related work.
5. Use of the network for product advertisement or political work.
6. Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication.
7. 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.
8. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted or non-copyrighted materials.
9. Use of the network to access obscene or pornographic material or child pornography.
10. Use of inappropriate language or profanity on the network.
11. Use of the network to transmit material likely to be offensive or objectionable to recipients.
12. Use of the network to intentionally obtain or modify files, passwords, and dates belonging to other users.
13. Impersonation of another user, anonymity, and pseudonyms.
14. Use of network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws and/or plagiarism.
15. Installation or use of unauthorized games, programs, applications, files, or other electronic media.
16. Use of the network to disrupt the work of other users.
17. Destruction, modification, abuse, or unauthorized access to network hardware, software, and files.
18. Quoting personal communications in a public forum without the original author's prior consent.
19. Engaging in spamming; i.e., an annoying or unnecessary message to a large number of people.
20. Use of chat rooms, message boards, guest books, Internet surveys and other forms of direct electronic communications (e.g., instant message services) is prohibited.
21. 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.
22. 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.

## **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.

# **Discipline at Brentwood**

## **Brentwood Borough School District Disciplinary Code/Demerit System (Policy - 218)**

### **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/or 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's 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 (Policy – 204)**

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.

- 5 unexcused tardies – warning letter sent home.
- 10 unexcused tardies – student given one day of In-school Suspension.
- 20 unexcused tardies – student given two days of In-school Suspension and will be added to the Restricted List for one calendar week. Parent meeting required.
- 30 unexcused tardies – students will be added to the Restricted List for 45 school days as well as a citation and hearing with the local magistrate and referral to community-based attendance improvement program.

### **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 5th (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. This includes misuse of hall pass. Any students in the halls during class time must carry the appropriate hall pass. 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 or In-School Suspension). If a student misses the assigned detention/suspension, they will be placed on the restriction list until they serve the assigned detention/suspension.**

### **School Dress Policy (Policy – 221 Dress & Grooming)**

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.

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 discipline 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 discipline, 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.

- No student shall wear clothing that bares chests, breasts, cleavage, midriff, ribs/ribcage, or buttocks.
- Shorts and skirts must be fingertip length.
- Holes that reveal skin or undergarments above the mid-thigh are not permitted.
- Tops must meet the top of the student's pants/shorts/skirt when student is in a standing position. Strapless tops are not permitted.
- Undergarments 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.)
- Any allowable headwear and hair must allow the eyes to be visible and not interfere with the line of sight to any student or member of the faculty or staff
- 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.

**The administration has the right to approve articles in question, or 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 leadership, encouragement and, when necessary, counseling, in working to achieve the goal of maintaining the appropriate and acceptable appearance of all students.

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, they 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.

### **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.

### **Cell Phones – High School**

The Board prohibits the use of any electronic devices by any high school student during instructional times during the school day (from the beginning of 1st period until the end of last period) except that student may use electronic devices during instructional times for instructional purposes if, and only if, they have the prior permission of the teacher and building administrator to do so.

Students in high school are permitted to use electronic devices during non-instructional times including lunch periods, before school hours, after school hours, and between classes so long as such does not:

1. Disrupt school activities or instruction.
2. Any other Board or school policies.
3. Violate state or federal law.
4. Violate any of the prohibitions set forth elsewhere in this policy.

If an electronic device is utilized on district grounds or in a district facility utilizing the district's internet connection, then the district's Acceptable Use Policy applies and is incorporated herein by reference.

Any electronic device that covers the ears or can be placed in the ears, such as headphones, ear buds, ect. are prohibited from being in use during the school day.

Advisors and coaches of extracurricular activities shall have discretion to regulate and limit the use of electronic devices by high school students while participating in sports or extracurricular activities and school-sponsored trips.



Nothing in this policy shall affect the ability of the building administrator or his/her designee to grant approval for the use of an electronic device by a student because of a student's urgent health or safety needs, or in the event of an emergency.

Nothing in this policy shall affect the provision or use of an electronic device as stated in an Individualized Education Program (IEP) or Section 504 Service Agreement.

### **Loss or Damage to Electronic Devices**

Students are solely responsible for the safe storage of any personal electronic devices that they choose to bring to school. The district shall not be liable or responsible for the loss or damage to any electronic devices that a student brings to school, extracurricular activities, school-sponsored events or trips, or from the confiscation of an electronic device as the result of a policy violation.

### **Student Responsibility for Data Charges**

No student shall be required to provide a personal electronic device as a condition of receiving educational instruction. If any student chooses to utilize such a device pursuant to this policy, the student and parents/guardians assume full responsibility for any phone or data charges that may result from such use.

### **Limitation on Technical Support**

District information technology staff may not provide technical assistance to students for their personal devices. However, this policy shall not prohibit district information technology staff from providing general instructions for the configuration of such devices to access or connect to district-owned technology resources.

### **Protocol for Violations**

- 1st offense – Confiscation of device. Returned to student at the end of that school day.
- 2nd offense – Confiscation of device. Parent must pick up device. Parent conference with administration. 1 day of In-School Suspension.
- 3rd offense – Confiscation of device. Parent must pick up device. 3 days of In-School Suspension. Students must turn in the device daily to the front office upon arrival. Refusal to turn device in or non-compliance will be considered insubordination.
- Subsequent offenses to be considered additional insubordination.

## **Level II Offenses**

Level II offenses call for the assignment of 10 to 15 demerits. The 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 (Policy – 224)**

- 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 (Policy – 224)**

- 10 to 15 demerits
- A student shall not misuse school building locations or hardware within the building, including lockers, rest rooms 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**

### **(Policies – 247, 249, 252)**

- 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/Possession of Tobacco, Vapes, or other Smoking Devices and Products (Policy – 222)**

- 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, use or possess 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.

### **Truancy (Policy – 204)**

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

- After 3 unexcused absences a student is considered truant. A letter will be sent home.
- After 6 unexcused Absences a student is considered habitually truant. A letter will be sent home, a Parent Attendance Improvement Conference will be scheduled as well possible referral to a community-based attendance improvement program, possible citation with the local magistrate, or child protective services.
- After 10 unexcused absences, a student will be added to the Restricted List for one week
- After 15 unexcused absences, a student will be added to the Restricted List for 45 days

### **Technology Code (Policies – 218, 815)**

- Engaging in any activity prohibited by the technology code may result in a student being assigned 10-15 demerits as well as additional discipline as determined by administration.
- Recording discipline offenses in the building and/or on school grounds will result in students being assigned 1-3 day suspension and between 10-15 demerits.

### **Level III Offenses (Policy – 216.1)**

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.

### **Assault (Policies – 233, 247, 249, 252)**

- 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.

### **Drugs, Alcoholic Beverages, Drug Paraphernalia and Look-a- Like Drugs (Policy – 227)**

- 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

**Dangerous Weapons or Instruments (Policy – 218.2)**

- 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 (Policies – 201, 216.1, 218, 218.1, 236.1)**

- 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.

## **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

**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 its 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. Merits awarded to students will count opposite of demerits when factoring in discipline. Students ending the school year with a positive number of merits will be recognized by administration.**

### **Restricted List**

Restricted 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.

### **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
- 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  
218.2. Terroristic Threats  
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  
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 PAGES

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 1st period teacher.

Thank you,

Brentwood High School Administration

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

Parent/Guardian Name \_\_\_\_\_

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

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

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

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

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. Violations may result in a loss of access as well as other disciplinary or legal action as outlined in the Discipline Policy. The following is a list, but not an exhaustive list of prohibited activities:

- I. -Sending or displaying offensive messages or pictures
- II. -Using obscene language
- III. -Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian
- IV. -Harassing, insulting or attacking others
- V. -Damaging or modifying computers, computer systems or computer networks
- VI. -Violating copyright laws
- VII. -Using others' passwords
- VIII. -Trespassing in folders, work or files other than that of your own
- IX. -Intentionally wasting limited resources
- X. -Employing the network for commercial purposes, financial gain, or fraud
- XI. -Installation of unapproved software --Chat instant message programs
- XII. -Modifying software settings
- XIII. -Permit student to create public e-mail accounts (Hotmail, Yahoo) – would be used for sending data to/from home and school.

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 Name \_\_\_\_\_

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 Name \_\_\_\_\_

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