

BRENTWOOD HIGH SCHOOL

“HOME OF THE SPARTANS”

Student Handbook 2010-2011

**Principal: Mr. Jason Olexa
Assistant Principal: Mr. David Radcliffe
Guidance Counselor: Mrs. Linda Capozzoli**

**3601 Brownsville Road
Pittsburgh, Pennsylvania 15227**

**412-881-4940
www.brentwoodpgh.k12.pa.us**

This handbook belongs to:

Name _____ Grade _____

Address _____

**PARENT/GUARDIAN
SIGNATURE PAGE**

Dear Parents/Guardians:

Please take time to review and discuss the information in the Brentwood High School Student Handbook with your son or daughter. Included in the handbook is important information regarding school district policies and procedures. Once you have read the handbook, please sign then tear out 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 Signature _____

Date _____

Student Signature _____

Date _____

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INTRODUCTION

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

VISION STATEMENT

Students in the Brentwood School District will possess lifelong learning skills, which will enable each student to become successful in fulfilling individual goals and meeting the challenges of a complex society.

MISSION STATEMENT

The Brentwood School District exists to challenge each individual child to achieve to his/her fullest potential and become lifelong learners and ethical citizens who understand and respect diversity and appreciate the freedom of democracy.

BELL SCHEDULE

7:30	Students permitted in building
7:55	Warning tone
8:00-8:59	Period 1
9:03-9:45	Period 2
9:49-10:31	Period 3
10:35-11:17	Period 4
11:21-12:03	Period 5
12:07-1:19	Period 6 A Lunch 12:03-12:33 B Lunch 12:49-1:19
1:23-2:05	Period 7
2:09-2:51	Period 8

ACADEMIC INFORMATION

Guidance Services: Counseling, Transfers, and Scholarships

At Brentwood High School, the Guidance 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 in school.

A student transferring to another school should notify the Guidance 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 Guidance 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 Guidance Department will assist any student in applying for scholarship aid.

Schedule Changes

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

Steel Center Area Vocational-Technical School

Sophomores, juniors, and seniors are eligible to take vocational-technical classes at Steel Center Area Vocational-Technical School. Those who choose this option will be bused to Steel Center AVTS for one half of the school day. There the student will receive lecture and laboratory work in one of 20 different fields. The remaining portion of the student's day is spent at Brentwood High School in pursuit of academic studies.

Graduation

Students must compile twenty-five (25) credits in order to graduate from Brentwood High School and be enrolled for an approved period. These credits are to be acquired in grades 9 through 12. The requirements for graduation include: 4 credits in English; 4 credits in mathematics and 3 credits in science OR 4 credits in science and 3 credits in mathematics; 4 credits in social studies; 2 credits in arts and humanities; 1 credit in physical education and health; 6 credits in elective courses; and 1 credit in the graduation project. **In addition, students must score at either the advanced or proficient levels on the writing, reading, and mathematics assessments of the Pennsylvania System of School Assessment (PSSA) or the local assessments in those areas.**

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 and/or do not obtain at least proficiency on the PSSA/local assessments in writing, reading, and**

mathematics will not receive a diploma nor be permitted to participate in graduation ceremonies.

Grading System		
A – Excellent	90-100 %	Honor Roll
B – Above Average	80-89 %	High Honors 3.5-4.0 GPA
C – Average	70-79 %	Honors 3.0-3.49 GPA
D – Below Average	60-69 %	
E – Failure	Below 60 %	

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, birthdate, 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 High School Principal annually.**

OBLIGATIONS AND RESPONSIBILITIES

Rules and Regulations Regarding Student Conduct

One goal of education is to teach discipline and responsibility. While these concepts do not appear in the curriculum, they underlie the entire structure of the educational system.

Students in Brentwood High School are responsible for regular classroom attendance, conscientious effort in class, and adherence to school rules and regulations. **No student has the right to interfere with the education of a fellow student.** Those who disregard the rights of others will be dealt with promptly, consistently, and fairly.

The Brentwood School Board has established a reasonable code of rules and regulations designed to balance the duty of the school to

provide an effective system of public education with the personal rights and freedoms of all pupils.

It is the intent of this code of conduct to hold students accountable for their actions, and to teach them that their acts result in natural consequences. Proper behavior results in positive rewards while improper behavior results in negative consequences, restricted privileges, and other penalties.

Adherence by both pupils and school personnel will not only create an atmosphere conducive to learning, but it also will protect the rights of all young people.

All persons attending Brentwood High School are expected to fulfill the following obligations:

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

Brentwood 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.**

**BRENTWOOD BOROUGH SCHOOL DISTRICT
DISCIPLINARY CODE/DEMERIT SYSTEM**

Level I Offenses

Level I offenses are violations of school rules and regulations that minimally hinder or disrupt the operation of the school and the delivery of the educational program.

Unexcused Tardiness to School

- | | |
|---|---|
| • 3 rd unexcused tardy | Warning letter sent home |
| • 5 th unexcused tardy | After school detention |
| • 7 th unexcused tardy | Saturday detention |
| • 10 th unexcused tardy | In-school suspension
(1 day) |
| • 15 th unexcused tardy | In-school suspension
(3 days) |
| • 20 th unexcused tardy | Citation and hearing
with the magistrate |
| • Saturday detention will be assigned for every 3 rd tardy after 20. | |

The Principal or Assistant Principal has the authority to make age appropriate adjustments to the above when deemed necessary.

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 assigned classroom, study hall, lunch period, etc., but not leaving the school building/grounds. Excessive class cutting may result in a citation and hearing with the magistrate.

Parking on School Grounds During the School Day

- 1 to 5 demerits

Public Display of Affection

- 1 to 5 demerits
- Engaging in display of affection in school, on school grounds, or at a school event.

Dress Code

- 1 to 5 demerits
- Wearing any attire that is in violation of the dress code. The administration reserves the right to take corrective action against students dressed inappropriately including sending the offender home to change clothes.

Possession/Use of Personal Communication Resources

- All personal communication devices must be turned off and placed in the student's locker during the school day.
 - 1st offense 5 demerits and student retrieves resource from office at end of school day
 - Subsequent offenses 10 demerits, suspension, and parent must come to school to retrieve item
 - Any student who attempts to disable a communication device when it is confiscated (for example, removing the battery of a cell phone) may face additional consequences and the device will only be returned to a parent or guardian
- Students are not to possess or use telephone paging devices (beepers), personal or laptop computers, personal digital assistants (PDAs), cellular or digital telephones, MP3 or other music players, personal cameras, video cameras, computer games, walkie-talkies, etc.

Level II Offenses

Level II offenses call for the assignment of up to 15 demerits. Depending on the incident, suspension and a citation may be involved. In some cases, expulsion may also be recommended.

Leaving School Grounds Without Permission

- First offense 10 demerits
- Subsequent offenses 15 demerits

Disruption of School and/or Class

- Up 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

- Up 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.

Profanity

- 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.
- Directed toward faculty: First offense 15 demerits and 1-3 day suspension
Second offense 30 demerits and 3-5 day suspension

Insubordination

- Up to 15 demerits
- A student shall not fail to comply with the directions of teachers, student teachers, aides, bus drivers, principals, or other authorized school personnel. He/she shall not fail to comply with the rules and regulations of the school.

Fighting

- 15 demerits for each offense, 3 day suspension, and citation issued

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

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

Smoking/Use of Tobacco Products

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

Possession of Tobacco

- 5 demerits, citation, and fine
- Students should not bring tobacco products to school. Tobacco products are not to be carried on a student nor stored in lockers.

Truancy

- First offense 10 demerits
- Second offense 10 demerits
- Third offense 15 demerits, citation and fine depending on age of student
- An act of truancy shall consist of a student being unexcused for a minimum of 4 periods of a full day.
- Student may also be required to make up time truant in Saturday detention.

Technology Code

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

Level III Offenses

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

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

- 10 day suspension plus 60 demerits
- A student shall not possess, use, transmit, distribute, or sell drug paraphernalia
- A student shall not possess, use, transmit, distribute, sell, or be under the influence of any drug or alcoholic beverage of any kind with the exception of the student who is taking prescription medication under the direction of a physician. Any prescription and/or over the counter medication must be registered through the school nurse and the administration of the medication must be supervised by the school nurse or their designee.
- A student shall not knowingly possess, sell, make offer to sell, give, package, or deliver a counterfeit controlled substance; nor shall he/she represent a counterfeit controlled substance by describing it as being the same physical or mental effect associated with use of a controlled substance; nor shall a student falsely represent a counterfeit controlled substance as a controlled substance.
- The restrictions noted above shall refer to:
The school grounds during, before, or after school hours
Off school grounds at a school activity
On school buses or rented carriers
Use prior to attending a school activity, function, or event

Assault

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

Dangerous Weapons or Instruments

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

Terroristic Threats and Acts

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

Breaking and Entering

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

Institutional Vandalism

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

Violations of PA Crimes Code

- 10 day suspension plus 60 demerits
- Any violation of the Pennsylvania crimes code not covered specifically in the disciplinary code.

- School or local police may also be involved with any situations that are a violation of the crimes code.

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

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

The Principal or Assistant Principal has the authority to make appropriate adjustments to any of the above corrective actions when deemed necessary.

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

Consequences Associated With the Accumulation of Demerits

- **1 to 14 Demerits:** Student will be counseled; Parent/guardian will be contacted after 8 demerits.
- **15 Demerits:** 1 to 3 day suspension; Letter to parent/guardian; Parent/guardian conference prior to student returning to school.
- **30 Demerits:** 3 to 5 day suspension; Letter to parent/guardian; Parent/guardian conference prior to student returning to school.
- **35 Demerits:** Phone call to parent/guardian.
- **40 Demerits:** Letter to parent/guardian.
- **45 Demerits:** 10 day suspension; Letter to parent/guardian; Parent conference prior to student returning to school; Psychological referral.
- **55 Demerits:** Letter to parents explaining the consequences of 60 demerits.
- **60 Demerits:** 10 day suspension; Hearing with Superintendent of Schools; Possible exclusion from extracurricular activities;

Possible action with the magistrate and recommendation for expulsion.

ATTENDANCE

Regular and punctual attendance is essential for a successful educational experience. Courses are planned and taught by progression with each day's work building on material previously completed. When a student is absent, one or more steps in this learning process are missed. **ABSENT STUDENTS CANNOT BE TAUGHT.**

Consistent attendance fosters a sense of responsibility, discipline, and good work habits.

The public school code lists the following reasons for which a student may be excused from school for all or part of a school day.

1. Observance of a recognized religious holiday.
2. Religious instruction not to exceed 36 hours per school year.
3. Educational trips that are not school sponsored-Parents may seek permission to have a student excused from school for a family trip where educational value is clearly evident. Such requests will be approved on an individual basis and will be contingent upon the student completing all assignments made during his or her absence. It is strongly recommended that only one trip be taken each year and that it be only one week in length.
4. Health care - Absence for a portion of the school day may be approved for medical or dental appointments that cannot be arranged after school hours. Such requests must be made in writing by a parent or legal guardian and taken to the office before 8:00 a.m. The dismissal time requested, the reason for dismissal, and a parent's signature must be included on all early dismissal requests.
5. Illness or other urgent reasons including sickness, recovery from accident, death in the immediate family, court appearance, or unavoidable family emergency.

If a student is to be absent from school, parents are asked to notify the office by 8:15 a.m.

Absence for any reason not defined in the official school district policy is not excused and constitutes truancy. Unexcused absences may result in course failure, suspension, or court action. After three days of illegal absences, the school is required by law to initiate legal proceedings that will result in a court hearing and fine.

Within five (5) school days of returning to school after any absence, a written statement from a parent or guardian must be submitted to the

office. It must include the exact date of the absence and the signature of a parent.

All absences are considered unexcused or illegal until a written excuse is submitted. "Blanket" excuses intended to cover absences that are weeks or months old will not be accepted and will remain on record as unexcused. When a student has been absent for ten days, a medical excuse will be required for any further absences.

If a student expects to be out of school for a prolonged period, assignments can be sent home and procedures arranged for homebound instruction. Homebound instruction can be arranged through the Guidance Office with the proper medical verification.

MAKE-UP WORK

A student who has missed school for an approved reason is required to make up all work assigned during his or 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, in order to make up the work.**

Make-up provisions vary depending upon the type of absence. Teachers are granted discretion in setting deadlines for make-up work within specific guidelines. For an unexcused absence, all work missed may be entered as zero credit. If make-up work is required in any class, the deadline may be set at whatever time the teacher feels is appropriate. For an excused absence, a student will have two days after the first day of absence and one additional day for each day of absence to hand in make-up work.

ACADEMIC INTEGRITY REGULATIONS

Students' grades reflect their individual efforts and achievements. It is the responsibility of each student to act in an ethical and responsible manner on all assignments. Therefore, cheating, plagiarism, and assisting others to do so are all violations of academic integrity.

This includes the following:

- Cheating, defined as using another individual's work as your own. This includes copying homework and assignments, sharing test information, using "cheat sheets", or prohibited texts or materials.
- Plagiarism, defined as representing the words, ideas, or creations of another person as one's own. This includes copying another person's work or ideas without giving proper credit, cutting and pasting from the Internet or other

database sources, copying from texts, or paraphrasing without giving credit to the original source.

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

Consequences of the above include:

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

UNLAWFUL HARASSMENT

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

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

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

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

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or

propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

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

Complaint Procedure:

1. The student shall report a complaint of harassment, orally or in writing, to the principal or a designated administrator, who shall inform the student of his/her rights and of the complaint process.

2. The principal immediately shall notify the Superintendent or other designated administrator and shall conduct an impartial, thorough, and confidential investigation of the alleged harassment.

3. Reported complaints shall be handled and investigated in a thorough, timely and, to the extent possible, confidential manner. Those individuals who are involved in any investigation shall not discuss information regarding the complaint outside the investigation. In determining whether alleged conduct constitutes harassment, the totality of the circumstances, nature of the conduct, and context in which the alleged conduct occurred shall be investigated.

4. The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, the Superintendent, and others directly involved as appropriate.

5. If the investigation results in a substantiated charge of harassment, the district shall take prompt corrective action to ensure the harassment ceases and will not recur.

Discipline:

1. A substantiated charge against a student shall subject such student to disciplinary action, consistent with the Student Code of Conduct, and may include educational activities and/or counseling services related to unlawful harassment.

2. If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the Student Code of Conduct.

SCHOOL DRESS POLICY

It is the practice of the Brentwood Borough School District not to interfere with the rights of students and their parents to make decisions regarding a student's appearance, except when their choices interfere with or negatively affect the educational process or programs of the district.

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

- No student shall wear spandex or other tight-fitting clothing.
- No student shall wear clothing that bares chests, midriffs, breasts, buttocks or appears provocative.
- Shorts and skirts must be fingertip length.
- Tops must be able to be tucked in.
- Undergarments shall not be exposed.
- No student shall wear pajama pants or other sleepwear.
- Basketball jerseys must be worn with a sleeved T-shirt or similar shirt underneath. Tank top straps must be at least 2 finger widths and must cover undergarments.
- No student shall wear sunglasses, hats, hoods raised, or other headwear within a school building. (An exception to the wearing of headwear may be granted to an individual student by the administration for medical reasons.)
- No student shall wear coats, jackets, or other forms of outerwear within a classroom.
- No student shall wear any clothing or jewelry that in any way promotes gang activity, profanity, sexual activity, violence, the use of drugs or alcohol, or demeans or degrades another because of race, sex, religious persuasion, national origin, handicap, or disability.
- No student is permitted to wear wallet or biker chains.

Students may be required to wear certain types of clothing and will be required to conform to posted safety requirements while participating in physical education classes, shop classes, extracurricular activities, and other situations where special attire may be required to ensure the health or safety of the student.

The administration has the right to object to any clothing or article worn that may cause a disruption to the educational process. All violations of the dress code shall be subject to disciplinary actions. 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.

TECHNOLOGY POLICY/CODE OF CONDUCT

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

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

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

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

use of copyrighted or non-copyrighted materials.

8. Use of the network to access obscene or pornographic material or child pornography.

9. Use of inappropriate language or profanity on the network.

10. Use of the network to transmit material likely to be offensive or objectionable to recipients.

11. Use of the network to intentionally obtain or modify files, passwords, and dates belonging to other users.

12. Impersonation of another user, anonymity, and pseudonyms.

13. Use of network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws and/or plagiarism.

14. Installation or use of unauthorized games, programs, applications, files, or other electronic media.

15. Use of the network to disrupt the work of other users.

16. Destruction, modification, abuse, or unauthorized access to network hardware, software, and files.

17. Quoting personal communications in a public forum without the original author's prior consent.

18. Engaging in spamming; i.e., an annoying or unnecessary message to a large number of people.

19. Use of chat rooms, message boards, guest books, Internet surveys, and other forms of direct electronic communications (e.g. instant message services) is prohibited.

20. Access by students and minors to material that is harmful to minors and students or is determined to be inappropriate for minors and students in accordance with Board policy.

21. Transmitting material likely to be offensive or objectionable to recipients.

The network user shall be responsible for damages to the equipment, systems, and software resulting from a deliberate or willful act. Illegal use of the network, intentional deletion or damage to files or data belonging to others, copyright violations, or theft of services will be reported to the appropriate legal authorities for possible prosecution. The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the district's computer system. General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use. Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another

user, Internet, or other networks. This includes but is not limited to the up-loading or creation of computer viruses. If a user unintentionally violates this policy, he/she should immediately notify the building or system administrator. This will protect users against allegations that they have intentionally violated district policy.

Student User Agreement:

As a user of the Brentwood Public Schools computer network, I hereby agree to comply with the statements and expectations outlined in this document and to honor all relevant laws and restrictions.

(Initial)

_____ agree to use the network responsibly

Student Signature _____ Date _____

Parent/Guardian Permission:

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

(Initial)

_____ access the Internet

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

Parent Signature _____ Date _____

BEFORE/AFTER SCHOOL USE OF BUILDING

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

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

HEALTH SERVICES

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

Students are not permitted to possess any types of medication, prescription or over the counter. All medications must be given to the school nurse where they will be kept in a locked medicine cabinet until needed by the student. For the safety of the students at Brentwood High School, medication will be administered to students by school personnel only under the following conditions:

- No medications will be given in the school until the correct form is completed and signed by a parent or guardian. This includes a full waiver releasing the school and school personnel from all liability.
- 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.

LOCKERS AND PERSONAL PROPERTY

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

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

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 do pose a threat, it may be searched without prior warning.

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

FIRE ALARMS

Pennsylvania state law requires periodic fire drills to provide practice in the event of an emergency situation. When the fire alarm sounds, classes are to leave the building immediately as a group and

remain together in a location at least 300 feet from the building.

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

BACKPACKS, BOOKBAGS, AND KNAPSACKS

Students are permitted to bring backpacks, book bags and knapsacks to school; however, those items must be secured in a locker upon arrival to school. When backpacks, book bags, and knapsacks are carried to classes, a safety hazard is created in the hallways and the classrooms.

PICTURES FOR LOCAL PUBLICATIONS

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.**

AGENDA/HANDBOOKS

Students are issued an agenda/handbook at the beginning of the school year. Students are expected to carry those books with them at all times. The book should be used as a personal organizer. If a book is lost or stolen, students can purchase another one in the office.

TEXTBOOKS

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

VISITORS

Students are not permitted to have friends, relatives, etc. visit the school and accompany them to classes. Persons coming to the school for a scheduled meeting or program must report directly to the office.

