

Brentwood Borough School District Elementary Handbook

2018 – 2019

Elroy Elementary School
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Moore Elementary School
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Kindergarten through Fifth Grade

School Hours

Pupils Admitted	8:20 a.m.
Tardy Bell	8:30 a.m.
Dismissal	3:00 p.m.

Office Hours

8:00 a.m. – 3:30 p.m.

Table of Contents

District Information	1
Mission of the Brentwood School District	1
Vision of the Brentwood School District	1
Central Office Administration	1
Arrival Information	2
Tardiness	2
Attendance	2
Absence	3
Make-Up Work	3
Emergency Closing / Delay	4
Assemblies and Field Trips.....	4
Curriculum	4
Physical Education	4 Fire
Drills / Tornado Drills	5 Report
Cards and Progress Reports.....	5 Skyward
Family Access	5 Food
Policy	6 Lunch
Service	6 Health
Services	7
Communicable Diseases.....	8
School Insurance.....	8
Student Insurance	8
Parent Teacher Association.....	8
Pupil Services.....	9
Visitors.....	9
No Smoking.....	10 No
Animals.....	10 No
Solicitation	10 Child
Study Review.....	10 Dress
Code.....	11 Demerit
Policy.....	12 Level I
Offenses.....	13 Dress Code
.....	13

Possession/Use of Personal Communication Resources.....	13	Public Display of Affection.....	13
Cutting Class.....	13	Skipping or Cutting Class.....	13
Tardiness to School.....	13	Level II Offenses.....	14
Regulations.....	14	Academic Integrity Regulations.....	14
School Property.....	14	Damage to Private or School Property.....	14
Class.....	14	Disruption of School and/or Class.....	14
Intimidating, Threatening, Bullying, Degrading, or Disgraceful Acts.....	15	Fighting.....	14
Insubordination.....	15	Harassing, Intimidating, Threatening, Bullying, Degrading, or Disgraceful Acts.....	15
Leaving School Grounds without Permission.....	15	Possession of Tobacco.....	15
Profanity.....	15	Profanity.....	15
Profanity Directed Toward Faculty.....	15	Profanity Directed Toward Faculty.....	15
Smoking/Use of Tobacco Products.....	15	Smoking/Use of Tobacco Products.....	15
Technology Code.....	15	Technology Code.....	15
Truancy.....	15	Truancy.....	15
Level III Offenses.....	16	Level III Offenses.....	16
Assault.....	16	Assault.....	16
Breaking and Entering.....	16	Breaking and Entering.....	16
Dangerous Weapons or Instruments.....	16	Dangerous Weapons or Instruments.....	16
Drugs, Alcoholic Beverages, Drug Paraphernalia and Look-a-Like Drugs.....	16	Drugs, Alcoholic Beverages, Drug Paraphernalia and Look-a-Like Drugs.....	16
Institutional Vandalism.....	17	Institutional Vandalism.....	17
Terroristic Threats and Acts.....	17	Terroristic Threats and Acts.....	17
Violations of PA Crimes Code.....	17	Violations of PA Crimes Code.....	17
Disciplinary Measures.....	17	Disciplinary Measures.....	17
Consequences Associated With the Accumulation of Demerits.....	18	Consequences Associated With the Accumulation of Demerits.....	18
Threats / Bullying.....	18	Threats / Bullying.....	18
Weapons Policy.....	19	Weapons Policy.....	19
Technology Policy.....	19	Technology Policy.....	19
/ Code of Conduct.....	20	/ Code of Conduct.....	20

Please Note: This handbook is meant to be a guide for students and parents. It is not all-inclusive of every rule, regulation, activity, and procedure that is followed at school. Students may receive other information either verbally or in written form. This handbook is reviewed with students on the first day of school, and is given to entering students upon enrollment.

District Information

Brentwood maintains a district website that can be accessed at <http://www.bb-sd.com>. Please visit the website for building and district information and resources.

Mission of the Brentwood School District

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.

Vision of the Brentwood School District

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.

Central Office Administration

Dr. Amy Burch	Superintendent
Mrs. Lindsay Klousnitzer	Director of Curriculum, Instruction, and Professional Development
Mr. Joseph Kozarian	Director of School Police & Facilities Management
Mrs. Jennifer Pesanka	Business Manager
Dr. Christine Winiarski	Director of Special Education

Arrival Information

We encourage parents or guardians to plan for the arrival of their son or daughter at school between 8:20 - 8:30 a.m. as there is no supervision of students prior to 8:05 a.m. We cannot guarantee the safety of children who arrive before the school day officially begins as such students will not be admitted to school prior to 7:30 a.m. and only then will they be admitted if they are participating in the school's breakfast program. Students should not be dropped off prior to 8:05 a.m. if they are not getting breakfast.

When the students arrive to school in the morning, they will wait in the gymnasium with their respective grade levels until the bell rings.

For admittance, the following pattern will be used:

ELROY ELEMENTARY SCHOOL

All students will enter the building using the doors by the school office on Elroy Avenue. **Traffic Alert:** Elroy Avenue and East Francis Avenue become one-way streets, heading towards Brownsville, from 7:00 - 8:30 AM and 2:15 - 3:15 PM daily.

MOORE ELEMENTARY SCHOOL

All students will enter the building using the lower doors, by the school office, on Dalewood Street.

Tardiness

When a student is tardy to school a written excuse from a parent or guardian explaining the tardy must be provided. **Tardy excuses must be received no later than the next school day the student is present.** Failure to provide this type of excuse will result in the tardy being entered as unexcused.

The following disciplinary measures will be enforced as a result of an accumulation of unexcused tardies:

- 3rd unexcused tardy- warning letter sent home
- 5th unexcused tardy- two (2) days of recess detention
- 7th unexcused tardy- five (5) days of recess detention
- 10th unexcused tardy- one (1) day of in-school suspension
- 15th unexcused tardy- three (3) days of in-school suspension •
- 20th unexcused tardy- citation to Magistrate

Attendance

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

1. Observance of a recognized religious holiday.
2. Religious instruction, not to exceed 36 hours per school year.
3. Educational trips that are not school sponsored, but are of an educational nature. 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. Absence for a portion of the school day for medical or dental appointments that cannot be arranged after school hours. **Early dismissal requests must be made in writing by a parent or legal guardian and taken to the office before 8:30 a.m.** The note should state:
 - a. the dismissal time requested
 - b. the reason for dismissal
 - c. the parent's/guardian's signature
5. Illness or other urgent reasons including sickness, recovery from accident, death in immediate family, court appearance, and unavoidable family emergency.

Absence

Any time a student is absent from school, he or she **MUST** provide a written note from a parent or guardian explaining the reason for the absence. The legal reasons for absences are located in the Attendance Section of the student handbook, see above, but include situations such as illness, doctor's appointments, or family emergencies.

All absences will be entered as unexcused and unlawful until the school receives a written excuse explaining the absence. Written excuses must be submitted within three (3) school days after the absence. If a written excuse is not received within the three (3) day period the absence will remain as unexcused.

All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts. Three illegal absences during the course of a school year may result in a citation with the Magistrate for violation of the compulsory attendance regulations.

It is our goal for all students to maximize their academic potential and we feel that good attendance habits can go a long way in helping students achieve that goal. We thank you in advance for your support in encouraging your son or daughter to understand and abide by this attendance policy. 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.

Make-Up Work

A student who has missed school for an approved reason is required to make-up all work assigned during his/her absence. It is the responsibility of the student to see his/her teachers for the missed work, and to obtain help, if needed, in order to make up the work. Work must be made up immediately upon returning from a normal absence, unless other arrangements have been approved by the teacher. All make-up work due to absence must be completed within ten (10) days of the close of the grading period, or the student will receive a failing grade.

When students are ill and parents wish to pick up their work, we require that the office be notified by 9:00 a.m. Work may then be picked up in the office at the close of the school day.

Emergency Closing / Delay

Only in the event of severe weather conditions or another type of emergency situation will there be a change in the established daily schedule.

For information on schedule changes, listen to the following:

Radio stations: KDKA (1020 AM), KQV (1410 AM or Froggy (FM 104.3)

Television stations: KDKA, WTAE, and WPXI.

If no report is heard, it can be assumed that school will be in session. Parents and students are reminded not to call the radio station. You may also check the district website, www.bb-sd.com, or www.pittsburghchannel.com.

Assemblies and Field Trips

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.

The cost of transportation for field trips is provided by the Parent Teacher Associations. 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. Teachers will have one (1) chaperone for every five students, not to exceed the number of students in attendance.

Curriculum

The curriculum in the Brentwood elementary schools includes all experiences of the child for which the school assumes responsibility. The function of the curriculum is the development of basic skills through which each child can achieve self-realization, and learn how to function in and contribute to a democratic society. The teacher-learning process is child-centered and permits each child to achieve at his or her level of capacity.

The subjects which serve to develop these matters constitute the basic curriculum – integrated language arts (reading, language, spelling, and handwriting), science, social studies, mathematics, physical education, library, art, and music.

Cooperative study and continuous evaluation by teachers and administrators provide for an updated, meaningful curriculum, appropriate to the needs of our children.

Physical Education

The Department of Education requires that all students in grades first through fifth participate in physical education classes at least twice weekly. Any student who is unable to participate in regular classes must submit a written excuse to the Physical Education teacher prior to class.

No standard uniform is required. However, students must wear suitable attire (girls are not permitted to wear tops which reveal midriffs) and gym shoes acceptable for athletic use (no platform tennis shoes or flip flops).

Fire Drills / Tornado Drills

Pennsylvania state code mandates that there be at least one fire drill each month and one emergency weather alert drill a year to educate students as to what they are expected to do during evacuation drills. Procedures for exiting the building are posted in each classroom. All teachers will instruct their classes on the proper exit routes and the behavior expected during these drills.

Report Cards and Progress Reports

Report cards are issued at nine-week intervals for grades kindergarten through five. Progress reports are issued for students who are not attaining the level of achievement expected in a given subject area; they may be mailed midway during the nine-week grading period. The intent of the progress report is to alert parents that a problem exists, and that a conference with the instructor is needed. Conferences may be scheduled before or after school.

All students shall be graded according to the following table:

A	Excellent	90 - 100%	3.6 - 4.0
B	Above Average	80 - 89%	2.6 - 3.5
C	Average	70 - 79%	1.6 - 2.5
D	Below Average	60 - 69%	0.6 - 1.5
E	Failure	Below 60%	0.0 - 0.5

Any damage to or loss of library books or textbooks will require financial restitution before a student will receive his or her report card.

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:

1. Attendance information, shown by day or month
2. Food Service information, including purchases and account balance
3. Grading information
4. 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. You may request a registration form from your school or download one from the Brentwood Borough School District web page at www.bb-sd.com and http://10.10.1.254/pdf_files/Brentwood_Fam_Access.pdf.

Food Policy

Many school age children have food related allergies. For these children even casual contact can cause a severe allergic reaction.

For the general health of our school community, students will not be permitted to bring food as birthday treats. We are suggesting nonfood items to share with the class on or close to their actual birthday. Here are a few suggestions:

- Items such as decorative pencils, erasers or trinkets from the Dollar Store.
- A board game or other item for use during recess.

Though we have made changes to the school cafeteria menu regarding peanut and tree nut foods, students may still bring peanut butter and jelly sandwiches and other nut related foods in their bagged lunches from home.

Our School Community has a rich tradition of considering the best interests and safety of our students. Thank you, in advance, for your cooperation in this matter.

Lunch Service

Both elementary schools serve breakfast and hot lunches each day. The cost of breakfast is \$1.55. The cost of lunch is \$2.50. The cost of milk is .75¢.

Menus are sent home each month, posted in the schools and can be found on the Brentwood website.

The breakfast period runs from 7:30 a.m. - 8:00 a.m.

The lunch periods for Moore Elementary are:

11:10 a.m. – 11:40 a.m. Kindergarten, First and Second Grades

11:40 a.m. – 12:10 p.m. Third, Fourth and Fifth Grades

The lunch periods for Elroy Elementary are:

11:00 a.m. – 11:30 a.m. Kindergarten and First Grades

11:30 a.m. – 12:00 p.m. Second and Third Grades

12:00 p.m. – 12:30p.m. Fourth and Fifth Grades

Those who do not wish to buy their lunch may purchase milk.

PLEASE NOTE there will be no lunch service on half-days/in-service days.

Free or reduced price meals are available to pupils whose families meet certain federal guidelines.

Applications and further information about this program are sent home during the first week of school.

Please note that the application forms must be completed annually. If you need an application after the start of the school year, they can be downloaded from the website. The Director of Food Services manages the cafeteria accounts; please contact her at 412-881-4940 ext. 2500 with any questions or concerns.

The Brentwood Borough School District has implemented a point of sale program for school lunches. With this program you are able to deposit money into your child's account. The District will accept cash or checks (*make checks payable to the Brentwood Cafeteria – Point of Sale, and note your child's first and last name and homeroom number on the memo line of the check*). Please be aware that the District will deposit the entire amount of the check into your child's account; we will not deposit a portion and return the extra to your child. Payments can be sent in with your child any day of the week and should be turned in to their homeroom teacher. If your check is returned for insufficient funds, you will be charged a \$25 fee.

Health Services

Should your child become ill or be injured during school hours, he or she should report to their teacher who will then refer the student to the Nurse's Office or, if she is unavailable, the Principal's Office. Parents or guardians will be advised if any follow up medical attention is necessary. A child will not be allowed to leave the building unless a parent or designated guardian accompanies them. By law, a school nurse is not permitted to diagnose, prescribe, or dispense any type of medication.

When the health of a child requires that medication be given during school hours, special arrangements must be made. No medication will be given in school until the proper paperwork is completed and signed by a parent or guardian. This ruling applies to both prescription and over-the-counter medications. Medication must be in the original container and clearly marked with the child's name and the physician's directions for administering the medicine. Long-term medications (those to be given for more than a two week period) require a physician's signature.

Pennsylvania law requires that children receive physical and dental examinations at various times. Such examinations may be conducted by the child's family physician or dentist, or by the school's medical examiner. Physical examinations are required in kindergarten, and dental examinations are required in grades one and three. First graders also need to be given a Tine test.

The school nurse annually checks each child's weight, height, and vision. In addition, hearing examinations are administered in kindergarten and grades one, two and three.

All students entering school for the first time at kindergarten or first grade must have the following immunizations completed prior to entering school.

- Four or more properly spaced doses of diphtheria/tetanus vaccine (One dose must be on or after the fourth birthday)
- Three properly spaced doses of polio virus
- Three properly spaced doses of hepatitis B vaccine
- Two properly spaced doses of measles vaccine, preferably as MMR vaccine
- One dose each of mumps and rubella vaccine administered at 12 months of age or older, preferably as MMR vaccine
- Two doses of varicella (chicken pox) vaccine or documentation that child had disease

Since 1983, Allegheny County Regulations have allowed provisional status only for students who transfer from another state. Students transferring from out of state may be enrolled provisionally

provided there is evidence of having received at least one dose of each antigen and provided there is a plan to complete the required immunizations within eight months.

Communicable Diseases

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

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

Additional health information may also be found on Moore's and Elroy's websites.

School Insurance

Student accident insurance is available for all children at a nominal fee. This insurance covers medical, dental, and hospital expenses resulting from accidental injury which may occur at school.

Student Insurance

Those students who participate in interscholastic sports MUST have insurance or an appropriate waiver from their parents.

School insurance is available to all students at minimum cost. Forms may be obtained in the office at the beginning of the school year. Students without health insurance may qualify for the Child Health Insurance Program, or C.H.I.P. For more information please contact Kristi Thieshen at 412-881-7776.

Parent Teacher Association

The Elroy and Moore School PTAs annually sponsor cultural and recreational activities designed to enrich the educational life in the elementary schools. Their efforts are aimed at bringing the home and school into a closer relationship by involving parents and teachers in programs of benefit to children.

Your cooperation and participation in the activities of the PTA will be in the best educational interest of your son or daughter. You will be alerted to PTA activities through their monthly newsletter.

Pupil Services

The Brentwood Borough School District seeks to meet the needs of all pupils by employing specialists with a wide range of expertise. Some of the services provided by these specialists are guidance, speech and vision therapy, remedial reading instruction, enrichment instruction, and instruction for students with learning disabilities. These services are available either directly from the school district or through the Allegheny Intermediate Unit. In addition, other contracted services may be provided to the students through outside agencies. These services are available to large groups, classrooms, small groups, and individual students. Parents are notified before any pupil services are provided for their child.

Visitors

To ensure the safety and security of our students and staff and the orderly operation of the Brentwood School District educational programs, all parents and guardians and other individuals planning to visit our schools during the school day are required to follow the district registration and check-in/check-out procedures. Please take time to review the visitation procedures below.

- When planning to visit a classroom or another area of the school building, during the school day, please call the main office and pre-register for an appointment prior to the date of the visit. Absent an emergency, requests to meet with a classroom teacher or other staff member should be made at least 48 hours in advance to allow the school sufficient time to make arrangements for substitute coverage.
- School policy does not permit children (students from other schools, friends, relatives) to visit the classroom for the day.

Upon arrival at the school building, visitors must: •

- Have photo identification ready
- Press buzzer
- Show photo identification into camera
- State reason for visit
- Report to the main office window

Please note that parents and guardians dropping off items for a student may do so at the window without going into the office.

As part of the registration process at the office window, all visitors will be asked to provide their driver's license or other state-issued photo-identification prior to you entering the school for any reason. The secretary, will scan the ID through the **Raptor Visitor System**. A visitor pass will be printed and will include a picture of the visitor, name, date, and time of entrance to the building.

- Visitor pass must be worn in a visible place.
- All visitors must have a pass before proceeding to any other part of the building.

- Visitors must remain in approved areas only and at all times and act in a manner appropriate to the safe functioning of the school environment. Any individual who engages in uncooperative or disruptive behavior will be required to leave the premises.
- Upon conclusion of the visit, the visitor must return to the building office, and sign-out by returning your visitor badge. Once the visitor has signed-out, they must leave the school building immediately.

These procedures are implemented pursuant to Board Policy 907, which is available for review on the district's website, www.bb-sd.com. These procedures apply to all Brentwood School District buildings.

The district reserves the right to deny an individual entry to any school building, when there is reason to believe that such individual's presence would be detrimental to the operation of the school and the learning environment.

For the safety of your child and in order to maintain the proper learning environment, **no person will be permitted in the building without a visitor's pass.** Upon arriving at either elementary school, all visitors must register with the secretary and receive a visitor's pass before proceeding to their destination.

No Smoking

Smoking is prohibited on all school grounds and within fifty feet of school buildings.

No Animals

Students are not permitted to bring animals to school for visitation without authorization from the principal's office. Parents are to refrain from bringing animals on the school property during school hours.

No Solicitation

Unless authorized by the Elementary Principal or Superintendent, no advertisement of any material containing advertising, whether free or otherwise, is to be distributed to students in the school. There will be no selling of promotional items to staff and/or students unless directly related to the Parent Teacher Association fund raising activities.

Under no circumstances should an individual or outside agency be given the names, addresses, or telephone numbers of students, their parents, or staff.

Child Study Review

What is the Child Study Team?

The Child Study Team (CST) goals are to maximize individual student success in the regular classroom, while at the same time serving as a screening process for students who may be in need of special education services. CST is a positive, success-oriented program which uses specific assessment and intervention techniques to help remove educational, behavioral, or affective stumbling blocks for all students in the regular classroom.

The program shifts the critical question in education from asking "What's wrong with the student?" to asking "What resources can we use to increase the student's chances for success?" CST answers this question through a team approach that provides for greater cohesiveness, coordination, and instructional continuity, and complements existing curriculum and instructional programs. Any elementary student who experiences consistent academic or behavioral problems may be a candidate for a Child Study Review. This includes students beginning to display problems in regular education, as well as students with disabilities who are included in regular education programs. Students are identified for Child Study services by the classroom teacher, other educators or parents.

Who are the Members of the Child Study Team?

Although members of the CST may differ from school to school, the team always includes the building principal or principal designee, the student's classroom teacher, and a teacher trained in integrated strategies. The parents are encouraged to participate as active partners in the process. The school psychologist, Title I teacher, speech clinician, and school nurse may also serve on the CST, depending on the needs of the student.

The Child Study Team determines what strategies should be implemented to help the student achieve success in the regular classroom. The CST concept is based on team work. Collaboration and joint planning occur throughout the entire process. Each member of the team has equal input and decision-making power to determine what methods, learning strategies, special techniques, or programs best address the student's area(s) of weakness.

How Does the Child Study Review Work?

The CST process involves three steps:

1. Identifying a student's need for academic or behavioral support
2. Determining the strategies needed to assist the student
3. Implementing intervention strategies through a continuum of services

After an initial assessment of the student's academic, behavioral, and/or coping skills, the Child Study Team recommends strategies to be implemented to help the student achieve success in the regular classroom. The team determines what support is needed for the student to maintain a level of success in the classroom. These strategies are evaluated by the team after 30 days, based on the goals set for the student. If the student's teacher reports a positive change, the strategies are continued. If there is no progress, the student is referred for an Evaluation Report (ER) which may recommend special education services.

The Child Study Review process in elementary schools represents a system of problem-solving driven by students' needs. At the core of the process is the belief that all students can learn and that all students matter. Child Study Review maximizes the teaching resources within schools by incorporating the best of regular and special education in A SYSTEMATIC SEARCH FOR WHAT WORKS!

Dress Code

It is the practice of the Brentwood Borough School District not to interfere with the rights of students and their parents to make decisions regarding a student's appearance, except when their

choices interfere with the educational mission of the district. Consequently, the following dress code shall apply to every student within the district:

- No student shall wear clothing that bares chests, midriffs, breasts, and buttocks or appears provocative.
- Shorts and skirts must be four inches above the knee or longer (mid-thigh range). • Holes that reveal skin or undergarments above the knee are NOT permitted.
- 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.
- Sleeveless tops must measure three inches across shoulders. (Post-it® note size)
- 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 reasons.)
- No student shall wear coats, jackets, or other forms of outerwear within a classroom.
- 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 wallet or biker chains.

When a student is representing the school as a participant in an extracurricular activity, he/she will dress according to the guidelines of the teacher, coach, or sponsor.

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, shops, extra-curricular activities, or 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 disruption to the educational process. All violations of the dress code shall be subject to disciplinary action. School officials, administrators, teachers and students shall provide the leadership, encouragement and, when necessary, counseling, in working to achieve the goal of maintaining the appropriate and acceptable appearance of all students.

Demerit Policy

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

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

The 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 may determine to use earned merits in conjunction with the 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.

Dress Code

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.

- 1 to 5 demerits

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.

Students are not to possess or use telephone paging devices (beepers), personal or lap top computers, personal digital assistants (PDA's), cellular or digital telephones, MP3 or other music players, personal cameras, video cameras, computer games, walkie-talkies, etc.

- 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

Public Display of Affection

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

Skipping or Cutting Class

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.

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

Unexcused Tardiness to School

- 3rd unexcused tardy - Warning letter sent home
- 5th unexcused tardy - After school detention
- 7th unexcused tardy- Saturday detention

- 10th unexcused tardy - In-school suspension (1 day) •
15th unexcused tardy - In-school suspension (3 days)
- 20th unexcused tardy - Citation and hearing with the magistrate •
Saturday detention will be assigned for every 3rd tardy after 20

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

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.

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 for the above include an automatic failure on the assignment, test, project, etc. In addition, demerits may be accumulated at the Principal's discretion.

Damage to Private or School Property

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.

- Up to 15 demerits

Disruption of School and/or Class

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.

- Up to 15 demerits

Fighting

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

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

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.

- 15 demerits and 1 – 3 day suspension

Insubordination

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.

- Up to 15 demerits

Leaving School Grounds without Permission

- First offense - 10 demerits
- Subsequent offenses - 15 demerits

Possession of Tobacco

Students should not bring tobacco products to school. Tobacco products are not to be carried on a student nor stored in lockers.

- 5 demerits, citation, and fine

Profanity

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.

- 5 demerits

Profanity Directed Toward Faculty

- First offense - 15 demerits and 1 – 3 day suspension
- Second offense - 30 demerits and 3 – 5 day suspension

Smoking/Use of Tobacco Products

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.

- 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

Technology Code

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

Tuancy

An act of truancy shall consist of a student being unexcused for a minimum of 4 periods of a full day.

- First offense - 10 demerits
- Second offense - 10 demerits
- Third offense - 15 demerits, citation and fine depending on age of student

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.

Assault

A student shall not cause physical injury to any student, teacher, or other school employee or visitor on school grounds or during a school function or event

- 10 day suspension plus 60 demerits

Breaking and Entering

Illegal or unauthorized entry into school facilities.

- 10 day suspension plus 60 demerits

Dangerous Weapons or Instruments

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, nuchakus, handguns, BB guns, pellet guns, shotguns, rifles, firecrackers, explosive devices, chemicals, and gases including mace.

- 10 day suspension plus 60 demerits

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

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. The office and teachers must be informed in regard to prescription medication.

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
- 10 day suspension plus 60 demerits

Institutional Vandalism

Intentionally defacing or destroying school property.

- 10 day suspension plus 60 demerits

Terroristic Threats and Acts

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.

- 10 day suspension plus 60 demerits

Violations of PA Crimes Code

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.

- 10 day suspension plus 60 demerits

Disciplinary Measures

Should a student behave in the unacceptable ways indicated in this discipline code, the school district administration may enforce any of the following disciplinary measures:

1. Student conference
2. Parent phone call/parent conference
 - Prior to a problem becoming quite serious, the parent(s)/guardian(s) will often be asked to come to the school to work with school officials. Many times a student will begin to show progress upon the involvement of the parent(s)/guardian(s) in the problem.
3. Assignment to detention
 - This may be assigned before school, after school, or on Saturday. The parent(s)/guardian(s) will be notified in advance when detention is assigned.
4. Work assignments beyond the regular course load when determined to be appropriate and practical
5. In-school suspension
 - When an adequate place is available within the building, the Principal may assign students to in-school suspension, which allows a student to remain in school, but isolates the student from the rest of the students in attendance.
6. Suspension from school

- Serious violations and continued offenses may lead to a suspension from school. Unless it involves an emergency removal, the parent(s)/guardian(s) will be notified in advance that the student is being suspended from school.
7. Referral to juvenile authorities or police
 - When a serious offense is involved, outside authorities may be called for assistance.
 8. Removal from school by the parent(s)/guardian(s) on a temporary basis
 - For the protection of the children involved, pending investigation of a situation that may be disruptive to the school program. This allows school officials to solve a potentially serious problem with the least amount of confusion.
 9. Hearing with the Superintendent of Schools and possible expulsion
 - Expulsion must be taken very seriously by the student and by the parent(s)/guardian(s). Students cannot remain in the school if they are a continuous threat to the health, safety, and well-being of the other students and staff.

Consequences Associated With the Accumulation of Demerits

- 1 to 14 Demerits - Students 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/guardian conference prior to student returning to school; Psychological referral.
- 55 Demerits - Letter to parent/guardian 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.

Threats / Bullying

Ethnic intimidation, terroristic threats, terroristic acts, and bullying will not be tolerated. Bullying includes systematic name-calling, teasing, extortion, physical abuse, and purposefully excluding individuals from social opportunities through cliques.

The Brentwood Borough School District strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

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 or 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. Each student shall be responsible to respect the rights of their fellow students and to ensure an atmosphere free from all forms of unlawful harassment.

Students shall be informed that they may choose to report harassment complaints to any building principals, teachers, counselors, nurses and administrators.

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

A substantiated charge against a district 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.

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

Weapons Policy

The Brentwood School District recognizes that the possession of weapons on school property or at school-sponsored activities is a criminal offense in the Commonwealth of Pennsylvania and also presents a serious legal, safety and welfare problem to the community. Therefore, the Brentwood School District emphasizes that the possession of a weapon or knowing of and not reporting the possession of a weapon on school property or at school activities is a serious violation of the District's rules and regulations.

DEFINITIONS

- A. "Weapon" shall include, but may not be limited to, any knife, cutting instrument, cutting tool, explosive device, nunchaku, firearm, BB gun, pellet gun, shotgun, rifle, and/or any other tool, instrument, or implement, including mace, capable of inflicting serious bodily injury. The term "weapon" shall also include objects, which have the appearance or characteristics of weapons as defined above, or objects, which are intended and capable of producing bodily injury. Weapons also include look-a-like or replica weapons which are not necessarily operable.
- B. "Possession" an individual possesses a weapon in violation of this policy when the weapon is found on his or her person. Additionally, an individual will be deemed to be in possession of a weapon if the weapon is found in his or her personal property (for example, book bag, gym bag, purse) or in a place where the individual exercised control (for example, in a vehicle or locker).
- C. "School Property" shall mean all buildings and grounds owned or controlled by and utilized by the Brentwood School District, and includes, but is not limited to school buses, other school vehicles, and any public conveyance providing transportation to a school or school-sponsored activity.

- D. "School-Sponsored Activity" shall mean any activity, regardless of the location, sponsored by the School District or a student or parent organization.

PROHIBITED ACTIVITY

THIS POLICY PROHIBITS STUDENTS FROM BEING IN POSSESSION OF A WEAPON ON ANY SCHOOL PROPERTY, AT A SCHOOL SPONSORED ACTIVITY OR ON ANY PUBLIC CONVEYANCE PROVIDING TRANSPORTATION TO A SCHOOL OR SCHOOL-SPONSORED ACTIVITY.

PENALTY

- A. A student found in violation of this Policy shall be expelled for at least one (1) year. The Superintendent may recommend discipline short of expulsion on a case-by-case basis. In addition, students may be subject to criminal prosecution under 18 Pa. C.S.A. 912, which provides that possession of a weapon on school property constitutes a misdemeanor of the first degree.
- B. Students subject to disciplinary action shall retain all rights of due process under the Pennsylvania School Code, the regulations of the Pennsylvania Department of Education, and/or the Individuals with Disabilities Education Act.
- C. The Superintendent shall report all incidents relating to expulsions for possession of a weapon to the Department of Education.

AUTHORITY

This policy is adopted in accordance with the Gun Free School Act of 1994 and Section 1317.2 of the Pennsylvania School Code.

Technology Policy / Code of Conduct

Introduction

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

General Computer Use

The computers are provided for students to do 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 and honor the agreements they have signed.

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 and honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for monitoring or controlling the communications of individuals utilizing the network. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private. Unapproved or inappropriate material will be removed by the technology staff.

Internet / World Wide Web

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 Public 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 elementary discipline policy. Multiple offenses may result in the loss of all district computer privileges, and or, school suspension.