

**Brentwood High School Student Handbook**  
2010-2011

Brentwood High School  
2221 High School Drive  
Brentwood, Mo. 63144

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Main Number 314-962-3837  
Fax Number 314-963-3166

Athletics: extension 1033  
Attendance: extension 1010  
Guidance: extension 1018  
Nurse's Office: extension 1022  
Principal's Office: extension 1039

This agenda belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**BRENTWOOD HIGH SCHOOL STAFF**

Dr. Donald Rugraff.....Principal  
Mr. Ed Johnson.....Assistant Principal/Athletic Director  
Mr. Keith Moyer.....Instrumental Music  
Mr. Tad Behrmann.....Student Support Supervisor  
Mrs. Cindy Branham.....School Nurse  
Ms. Laura Brown Scott.....Receptionist/Attendance  
Ms. Darla Cobb.....English  
Dr. Steve Cranston.....Science  
Ms. Patti Crawford.....Counselor, 9-11  
Ms. Wendy DuCassé.....Social Worker  
Mr. Jeff Gregorc.....Technology Dept.  
Ms. Robyn Haug.....Speech/Debate  
Mr. Jeffrey Heinrich.....Industrial Technology/Drivers Ed  
Ms. Debbie Stinson.....Choral Music  
Mr. Roy Hughes.....Social Studies  
Ms. Kelly Javier.....Mathematics  
Ms. Christa Jones.....Business  
Ms. Shannon Koster.....SSD Resource  
Ms. Patricia Laird.....Science  
Ms. Jennifer Lee.....SSD Resource  
Ms. Anita Lippman.....Drama  
Mr. Scott Long.....Social Studies/P.E.  
Ms. Mary Lipic.....English/Reading  
Mr. Todd McDonald.....Science  
Mr. Richard Niemann.....Science  
Mr. Shawn Parker.....Technology Dept.  
Ms. Reema Rahaman.....Mathematics  
Ms. Vicki Rees.....Health/P.E.  
Mr. Tim Rempel.....Art  
Ms. Carol Rhodes.....Family and Consumer Science  
Ms. Nancy Riemer.....SSD Resource  
Mrs. Julia Robertson.....Athletic Director's Secretary  
Mrs. Sue Roy.....Technology Dept.  
Mr. John Schalda.....English  
Ms. Kellie Smoller.....English/Journalism  
Mr. Jerome Schmidt.....Mathematics  
Ms. Christine Stevenson.....French  
Mrs. Wanda Stratton.....Registrar  
Mr. Bryan Swearngin.....Social Studies/Spanish  
Ms. Barbara Tait-Taylor.....Spanish  
Ms. Anne Teymouri.....Librarian  
Ms. Heather Wall.....German  
Mrs. Kathleen Walton.....Principal's Secretary  
T/B/A.....College and Career Counselor  
Mr. Ed Wright.....Social Studies

### 2010-2011 Calendar

July 29, 30	New Teacher Orientation
August 4 & 5	New Teacher Orientation
August 9, 10 & 11	Staff Orientation (all staff members)
August 12	Opening Day of School for Students
September 6	Labor Day Holiday (no attendance K-12)
September 24	No attendance K-12: Tech Day
October 4	No attendance K-12: Curriculum, Instruction & Assessment Planning
October 15	Records Day – Early Dismissal K-12 @ Noon 1 <sup>st</sup> Grading Period Ends
October 20 & 25	BHS Parent-Teacher Conferences 3:30 – 7:30
October 29	No School
November 24, 25 & 26	Thanksgiving Holiday (no attendance K-12)
December 10	Professional Development - Early Dismissal K-12 @ Noon
December 22	Records Day – Early Dismissal K-12 @ Noon 2 <sup>nd</sup> Grading Period Ends
December 23-Jan. 1	Winter Vacation-No School: School resumes January 4, 2011
January 3	No attendance K-12: Tech Day
January 4	Students return to school
January 17	Martin Luther King’s Birthday (no attendance K-12)
January 27	Professional Development - Early Dismissal K-12 @ Noon
February 21	Presidents’ Day (no attendance K-12)
February 22	No attendance K-12; Professional Development
March 4	Records Day – Early Dismissal K-12 @ Noon: 3 <sup>rd</sup> Grading Period Ends
March 7 & 14	Parent Teacher Conferences 3:30 -7:30
March 18	No Attendance K-12
March 21-25	Spring Recess—No School: School resumes March 28 <sup>th</sup>
April 4	Professional Development – Early Dismissal K-12 @ Noon
April 15	No Attendance K-12: Curriculum, Instruction & Assessment Planning
May 9	Professional Development - Early Dismissal K-12 @ Noon
May 20	High School Graduation
May 23	Last Day of School – Early Dismissal: @ Noon 4 <sup>th</sup> Grading Period Ends
May 24	Records Day

**If student attendance days fall below 178 due to inclement weather, make-up days will be 5/24 – 5/27**

## **WELCOME BACK!**

Welcome to the 2010-2011 school year. Throughout the summer Student Council has been working to make this year exciting and eventful for you. We invite you to join in the fun and look forward to your participation. Your positive attitude and support will energize our school spirit and create many memorable experiences. Have a great year!

BHS Student Council Sponsor, Officers and Cabinet

## **BRENTWOOD HIGH SCHOOL**

### **A Short History**

The 2010-2011 school year marks the 82<sup>nd</sup> anniversary of Brentwood High School. It was in the fall of 1928 when the first classes crossed its columned portal. As the number of pupils increased, it was necessary to add a south wing in 1930. In 1944, the small gymnasium was built. In 1954, more building took place with the addition of the north wing, the new gymnasium, and the football field. The school grew from a single building to a multi-building campus with the construction of twelve classrooms and an auditorium in 1961. The construction of the library, science labs, and additional classroom space was completed during the 1968-1969 school year.

### **School Emblem, Flag, Colors and Crest**

An American eagle serves as the emblem of the school and the athletic teams. Brentwood's own "Beaky" is the school mascot.

The school flag was purchased by Student Council in 1966. It was designed by two students, Kathy Willey and Jean Eves, who submitted the winning entry in a contest held by Student Council. The flag features the school colors of royal purple and new gold in two stripes separated by one of white. An eagle is in the center of the flag with the words "Brentwood High School" circling the eagle.

The school crest was designed during the 1988-89 year. Ideas from Darrel Sauer, Shannon Johnson, and Ms. Mary Beth Powell were used. The crest features the eagle (spirit), an open book with the lamp of learning (education), a heart with clasped hands (friendship and caring), and a lighted torch (leadership and citizenship). The words "Quest for Excellence" tie these symbols together. The shield is encircled by laurel leaves, the traditional symbol of victory and success.

### **Eagles' Spirit Song**

Eagles have the spirit.  
Eagles have the steam.  
Eagles have the power  
That makes a winning team.  
We'll stand behind you all the way.  
No team can put us down!  
We'll fight ... fight ... with all our might.  
Eagles Victory Bound!

### **The Alma Mater**

Brentwood High, our Alma Mater,  
Lies before our eyes.  
Gold and purple are her colors.  
They shall stand most high.  
While the eagle reigns supremely,  
And great fame he spies,  
In our hearts there swells the music  
For dear Brentwood High.

### **Room Numbers**

The room numbering system reflects the building and floor in which the room is found.

•**South Addition:** Cafeteria, Large Gymnasium, and Auditorium; First floor (133-151), Middle School Principal's Office; Second floor (224-242)

•**North Addition:** Lower floor (60-64), First floor (160-168), Lecture Room; Second floor (260-268) and Library

•**Main Building:** Lower floor (10-33), First floor (100-132), Small Gymnasium, High School Principal's Office, Guidance office; Second floor (201-223)

### **Eight-Block Schedule**

Students at Brentwood High School will register for eight classes each semester. Periods A1, A2, A3, and A4 will be taught on the A-Block day. Periods B5, B6, B7, and B8 will be taught on the B-Block day. Each of the four classes each day will be 86 minutes in length. Daily advisory is built into the schedule and is required for each student.

<b>Periods</b>	<b>Time</b>
Enter the buildings	7:45 a.m.
Announce first block	8:00 a.m.
Warning bell, first block	8:04 a.m.
A1 and B5	8:05 – 9:31 a.m.
Warning bell, second block	9:35 a.m.
A2 and B6	9:36 – 11:02 a.m.
Warning bell, Advisement	11:06 a.m.
Advisement time	11:07 – 11:20 a.m.
Warning bell, third block	11:24 a.m.
A3 and B7	11:25 – 12:51 p.m.
High School lunch	12:51 – 1:21 p.m.
Warning bell, fourth block	1:25 p.m.
A4 and B8	1:26 – 2:52 p.m.
Study hall/Detention begin	3:00 p.m.

**Extended Advisory Bell Schedule**  
(2<sup>nd</sup> & 3<sup>rd</sup> Thursday of Each Month)

<i>Periods</i>	<i>Time</i>
Enter the buildings	7:45 a.m.
Announce first block	8:00 a.m.
Warning bell, first block	8:04 a.m.
A1 and B5	8:05 – 9:20 a.m.
Warning bell, second block	9:24 a.m.
A2 and B6	9:25 – 10:40 a.m.
Warning bell, Advisement	10:44 a.m.
Advisement time	10:45 – 11:35 a.m.
Warning bell, third block	11:39 a.m.
A3 and B7	11:40 – 12:55 p.m.
High School lunch	12:55 – 1:37 p.m.
Warning bell, fourth block	1:36 p.m.
A4 and B8	1:37– 2:52 p.m.
Study hall/Detention begin	3:00 p.m.

In the event that a scheduled school day is (i.e. emergency, snow day etc.), we will continue with the A/B days as originally scheduled.

**Exam Schedule with Early Dismissal**

<b>Time</b>	<b>A Day</b>	<b>B Day</b>	<b>A Day</b>	<b>B Day</b>
8:05 – 9:31 a.m.	<b>Exam 1<sup>st</sup></b>	<b>Exam 5<sup>th</sup></b>	<b>Exam 3<sup>rd</sup></b>	<b>Exam 7<sup>th</sup></b>
9:31 – 9:36 a.m.	Passing Time	Passing Time	Passing Time	Passing Time
9:36 – 9:49 a.m.	<b>Advisory</b>	<b>Advisory</b>	<b>Advisory</b>	<b>Advisory</b>
9:49 – 9:54 a.m.	Passing Time	Passing Time	Passing Time	Passing Time
9:54 – 11:20 a.m.	<b>Exam 2<sup>nd</sup></b>	<b>Exam 6<sup>th</sup></b>	<b>Exam 4<sup>th</sup></b>	<b>Exam 8<sup>th</sup></b>
11:20 a.m.	Students Dismissed	Students Dismissed	Students Dismissed	Students Dismissed
12:00 p.m.	Buses Depart	Buses Depart	Buses Depart	Buses Depart

### **Building Hours - Student Safety**

In response to nationwide concerns about school security, a number of recommendations from school safety experts have been implemented across the District.

**Electronic Access Doors:** Doors on Moritz, the Commons, and the South Breezeway will now be accessible during the school day by students and staff using a magnetic key. Each student will be issued a magnetic key, which will work between the hours of 7:45 a.m. and 3:15 p.m. Students are responsible for keeping this magnetic key all year and for returning it at the end of the year. A \$5.00 replacement fee will be charged if the magnetic key is lost. (Each magnetic key is unique and may be de-activated if it is reported lost.)

**Identification Badges:** Although we pride ourselves on knowing each student, emergency responders (police and fire fighters) need to be able to determine which students belong in our school in the event of a crisis. Current cafeteria purchases and library checkout require student bar coded ID Cards. **For these reasons, all staff and students will be required to wear their ID's on campus during the day.** Lanyards with pouches will be provided to hold both the students' ID's and magnetic keys. Students who lose their cards or do not bring them to school must purchase a replacement card.

All students arriving between 7:30 a.m. and 7:45 a.m. may report to the cafeteria or the small gym, where supervision is provided. Students are not allowed in other buildings or hallways until 7:45 a.m.

All students must be out of the buildings by 3:10 p.m. unless they are under the direct supervision of a teacher. Students who ride the bus must have a pass from the teacher to ride a 4:00 p.m. bus. Students who board the 4:00 bus without a pass may be assigned disciplinary consequences on the following day if a teacher cannot vouch for the student's whereabouts after school.

Students will be expected to stay in class during the 86-minute period. Exceptions will require the teacher to issue the student a pass or utilize the student's passport. The student must sign in and out of the classroom on a classroom log sheet.

### **Cafeteria Debit Cards**

The cafeteria uses a cashless system. Students are to make deposits to their debit accounts by delivering checks, payable to Brentwood High School, to the Attendance Secretary in the Main Office. Checks received by 9:00 a.m. are credited on the day of delivery. Parents may monitor account balances on-line using the Infinite Campus system.

Each student must present his or her bar-coded ID card to make cafeteria purchases. Each student is responsible for keeping adequate funds in his or her account to cover expenses occurred in the cafeteria. Students will be notified verbally by cafeteria personnel at the time of purchase when their accounts fall below \$5.00. Students must then ensure that proper funds are deposited into their accounts before 9:00 a.m. the next school day. Students may continue to purchase lunch until the balance reaches \$0. If insufficient

funds are available after a student has picked up a lunch, the student's bar coded ID card will be retained by the cafeteria personnel.

Students who cannot afford lunch may be provided a sandwich and milk by cafeteria personnel for limited time. Students whose families are under financial stress are encouraged to seek assistance from a counselor regarding the free/reduced price lunch program or other options for assistance.

### **Lockers**

Each locker is equipped with a combination lock. Students should not share or reveal the combinations of their lockers to other students. In case of failure of the locker to work properly, the student should report to the Guidance Office for assistance. **Locks must be returned at the end of the school year, or students will be assessed a replacement fee of \$5.00.**

Each student is assigned to a locker in the halls for his or her books and other personal belongings. Each student is to use only the locker assigned to him or her. All students are responsible for maintaining the condition of their lockers. Students are not to use tape on the inside or the outside of the lockers. Students are not to slam, kick, or otherwise abuse their lockers. In addition, students are not to write on or paste pictures on, or in any other way deface, their lockers. Violation of these rules may necessitate disciplinary as well as monetary consequences.

**Lockers remain the property of the school district. Therefore, the district reserves the right to open and inspect lockers at any time.**

### **Lunch**

Senior and junior students with overall GPA's of 2.0 or better will be allowed to leave campus for lunch providing they have written **parent permission slips on file** with the office and maintain good behavior records. Students may lose this privilege for excessive tardies or poor citizenship. Students are not to sit in cars or loiter on nearby sidewalks or streets. **Freshman and sophomore students are to remain on campus.**

Students may eat lunch in the following areas from 12:51 to 1:21 p.m.:

- cafeteria
- courtyard
- Bistro
- North Wing-Courtyard
- Classrooms(for meetings) if preapproved by teacher

During inclement weather days, students may also spend lunch time in the small gym, whenever it is supervised by a staff member. However, food and drink are not allowed in the gym areas.

Junior and senior students returning from eating lunch off campus before 1:21 p.m. must report to one of the areas listed above.

Unless given prior permission from the teacher, students are not to bring lunch food to their 4A or 4B hour classes. Students who attempt to bring food to class may be denied admission to class and referred to office. Such absences from class are considered to be unexcused and make-up privileges are not

allowed for missed work. Additional disciplinary consequences may be administered.

### **Severe Weather Closing**

The decision to close school is normally reached between 4:00 and 5:00 a.m., after a survey of conditions has been made at each school site. If, in the judgment of the superintendent, the school should be closed, the Alert Now phone system will call each student household that is in the student data base. A notice of school closings will be given to the following radio and television stations: KMOX-1120 AM, WIL 92.3 FM, KHITS 96.3 FM, KTVI Channel 2, KMOV Channel 4 and KSDK Channel 5. The Brentwood School District web site ([www.brentwood.k12.mo.us](http://www.brentwood.k12.mo.us)) will also have closing information.

### **Visitors to Our School**

**Student:** In order to create a focus on academic learning, we discourage students from bringing visitors with them to school. In the event a student feels it is absolutely necessary to have a visitor, the following rules must be followed:

- Permission must be requested one day in advance. The parent of the Brentwood High School Student must contact the Principal's Office to make the request.
- The visitor must be from outside of the St. Louis metropolitan area.
- Near holidays, during exams, or other times during the year may be deemed inappropriate for visitors. This will be at the discretion of the principal.
- The length of the visiting time may be limited at the discretion of the principal.

Understanding that the primary function of a school is to provide for the academic education of the student, inviting visitors to school during the school day is generally discouraged.

**Non-student Visitors to School:** Parents, alumni, vendors, construction workers, etc., visiting the Brentwood High School. Students who are on break from another school may not visit Brentwood students during the instructional day. Visitors must report to the principal's office to receive permission to be on campus and to receive a visitor's name tag. This rule must be followed to ensure the safety of our staff, students, and school buildings.

### **Attendance Policy (Board Policy JED, JED-R1, JED-R2)**

Regular and punctual patterns of attendance will be expected of each student enrolled in the school district. Students should strive to maintain a good attendance record because there is a direct relationship between school attendance and grades, citizenship and success in school.

**In order to be eligible to attend/participate in school activities, students must be in attendance at least 2 periods of the day with no unexcused absences on that same day. Unique situations may warrant the discretion of the principal.**

### **Student Absences and Excuses**

For successful academic achievement, Brentwood High School stresses the importance of regular and punctual attendance. Regular attendance in each class is the first and most basic requirement of a quality education. The goal of our attendance policy is to help students succeed not only in school but later in life. Absences due to illness and circumstances beyond one's control are sometimes unavoidable. However, in order for a student to learn and succeed in school, it is necessary for him/her to be in class regularly. **Students failing to attend class regularly jeopardize receiving credit for the class or classes in which they are enrolled.**

### **School Attendance Reporting**

A school secretary is responsible for student attendance record-keeping. Attendance is monitored and recorded for each hour of attendance. Students are expected to be in the room prior to the bell or they will be considered tardy.

A comprehensive system of attendance records will be maintained for each student. Each teacher is responsible for the accurate reporting of daily attendance in the classroom. The assistant principal is responsible for providing information to parents/guardians in regard to student absences.

### **Reporting Absences**

If a student is absent, the parent or guardian should call the school (962-3837, Ext. 1033) to report the absence. The call should be made as early in the day as possible and no later than 8:30 a.m. If there is no call from the parent or guardian, the student must present a written note signed by the parent or guardian to the main office upon his/her return to school. The note needs to include a parent/guardian contact number and the reason for the student's absence(s). In order for an absence to be considered excused, a phone call or written note must be received within 24 hours of the student's return to school. Student absences not having parental excuse within a 24-hour time period will remain as unexcused absences, and appropriate consequences will be assessed, which may include after school detentions, in-school detentions, or loss of course credit(s). This policy applies to all students regardless of their age. **Absences beyond 5 in a single class in a single semester may require a doctor's note to be considered excused.**

### **Verifying Absences/Make Up Privileges**

In order for the student to be eligible to make up missed assignments due to absences, a parent must call the attendance office or provide a signed note with a contact number within 24 hours of the student's return to school and provide the reason for the student's absence. The telephone call must be made regardless of whether the absence would be considered excused or unexcused. If the parent phone call is not received within 24 hours of the student's return, the absence will remain unexcused, and class make up work privileges may not be allowed.

### Excused/Unexcused Absences

The building principal (or other designee) is the attendance officer for the school. Accordingly, the building principal has the authority to determine which absences/tardies are excused or unexcused. This determination may be made with parent input, but the final decision on excused/unexcused tardies/absences will be made by the building principal, subject to a formal appeal process. Pre-arranged off-campus college visits (allowed for juniors and seniors only) and school-sponsored field trips/activities will not be recorded as absences.

Absences may be considered excused for the following reasons:

- personal illness
- family emergencies
- death in the immediate family

The following absences may also be considered excused. For these absences, prior arrangements should be made through the Main Office:

- doctor or dental appointments
- authorized school activities
- post-high school visits (limited number)
- job interviews
- special church observations
- governmental/legal obligations

### Vacations

Because absences from school have a negative effect on learning, parents are strongly discouraged from asking to have their children excused from school for family vacations. Whenever possible, family vacations should be scheduled during school vacation periods. Requests for review for vacation absences should be presented in writing to the principal at least two weeks in advance of the proposed absence. The building principal will determine whether or not absences for vacations will be excused or unexcused absences. If absences are determined to be unexcused, the student will receive zero credit for class work missed during the time of the absence(s). **Only students whose prior daily attendance is 95% or better may request that absences be considered excused for vacations.**

### Unexcused Absences

Absences will be considered unexcused for the following reasons:

- failing to contact the attendance office in a timely manner
- cutting classes
- oversleeping
- car trouble
- missing the bus
- hair appointments

If the student has an unexcused absence, that student will be assigned one detention for each class period missed. The assignment will be made by the attendance supervisor. If a student does not report to the assigned detention:

- students are not allowed to participate in school activities until their consequences have been served.
- the originally assigned consequence will be increased.
- a deadline for making up the time will be established.
- If any of these criteria is not met, the student will be referred to the Principal's Office, where more serious consequences may be assigned. **Detention assignments take precedence over all other school activities.**

**Students will not be allowed to make up any work missed during an unexcused absence.**

### **Partial Absences**

Students are required to be in class on time. Students will be counted absent for late arrival for more than 30 minutes in any class. (Note: Students having unexcused tardies to class more than 5 minutes will be considered to be skipping part of the class and will be subject to appropriate consequences.)

### **Early Dismissals, Leaving Campus**

Because early dismissal deprives students of valuable instructional time, students are expected to avoid early dismissal whenever possible. Non-urgent medical and dental appointments should be scheduled during non-instructional hours unless absolutely necessary.

All students must have permission of the principal, Main Office, or school nurse to leave the campus during the school day. A telephone contact or written note with a contact number from the parent is required **in advance** for an early dismissal. Students who leave campus without permission will be considered truant (unexcused absence).

Students **must** sign out in the attendance office before leaving school at any time prior to the end of the school day. This rule must be followed even when a parent/guardian has called to excuse the student ahead of time, or the absence will not be excused. **In addition, students who have a parent or guardian call in the absence after the student has left campus, the absence will not be excused.**

If the student returns before school is over, he or she must report to the Main Office and sign in. Failure to sign in and out may result in disciplinary consequences being assigned. Consequences may include detentions, or in-school detention.

Teachers are not authorized to give students permission to go to their cars or leave campus.

### **Excessive Absences**

Absences due to illness and circumstances beyond one's control are to be expected. However, in order for a student to succeed in school, it is necessary for him or her to be in class. The intent of the following policy is to encourage students to recognize school attendance as a priority.

Absences beyond the 5<sup>th</sup> in any class in any semester may require administrative approval to be designated as excused. Parents or guardians are encouraged to notify a student's counselor or administrator of conditions

that contribute to excessive absences. Notification procedures are detailed below.

Students with excessive absences may be required to have a doctor's excuse in order to be allowed to have make-up privileges. **Students with absences that are determined to be unexcused may be given zeros for all work done/assigned on the unexcused day of an absence.**

#### **Five-Day Warning**

Parents/guardians of students will be sent a warning letter regarding their child's attendance and potential loss of credit for any course in which they have accumulated five (5) days of absence (excused or unexcused) in any one (1) class in a semester. If there are extenuating circumstances affecting a student's attendance, a parent or guardian should provide necessary details to the principal and/or counselor.

(Note: Failure to acknowledge and/or receive the five-day warning letter does not negate the implementation of the seven-day rule.)

#### **Seven-Day Rule**

When a student has accumulated seven (7) absences (excused or unexcused) in any one (1) class in a semester, the student and his or her parent/guardian will be sent a seven-day warning letter requiring a meeting with the principal or his or her designee which will be held at school. The meeting will be held to determine whether the student will continue to be eligible for credit in the course.

#### **Second Notification**

When a student has accumulated seven (7) excused absences or two (2) unexcused absences in any one (1) class in a semester, the student and his/her parents will be sent a seven-day warning letter and the principal will schedule a conference with the parents. The purpose of this conference is to determine why the student is not attending school regularly; to examine the student's academic performance; to communicate district attendance expectations; to provide information about compulsory attendance laws and educational neglect; to elicit suggestions from family members about increasing the student's engagement with school; and to create an attendance plan that includes specific intervention strategies designed to improve the student's attendance.

#### **Board Policy JED-R**

When a student has accumulated ten (10) excused absences or three (3) unexcused absences in a semester, a determination will be made as to whether there is a reason to suspect education neglect or whether the parent is violating the compulsory attendance laws. If so, the district will contact the Children's Division (CD) of the Department of Social Services or the local prosecutor.

More than ten (10) excused absences or three (3) unexcused absences in a semester will be a factor in determining whether the student may be retained, receive credit, or be required to attend summer school as a condition of promotion.

Students are expected to make up assignments from missed classes within the time period established by their teachers. Students who do not complete missed assignments in the required time may be required to attend academic support sessions outside of the regular school day.

Any conference may be waived by the principal if the absences were caused by a specific event or long-term illness. In cases where the district *is* aware that a student must be absent for an extended period of time, the district will arrange for the student to receive instruction by other appropriate means.

### **Attendance Contracts**

The following procedures must be completed for the student to continue to be eligible to receive credit for a course(s) if they accumulate 7 absences.

1. The student and parent are required to attend a conference with the assistant principal or his or her designee and, when appropriate, the classroom teacher.
2. A student who is absent for seven (7) or more class periods in the same course in a semester for a serious and/or lengthy illness/injury (or multiple illnesses/injuries) must submit documentation from a physician/health care provider verifying that the seventh absence (or earlier absences up to the seventh absence) occurred because of legitimate medical reasons. (Absences due to religious observance days and absences due to documented disabilities will be exempted from this rule.) Legitimate medical reasons are defined as illnesses or injuries that—because of severity, communicability or other risk of harm to self/others—require convalescence away from school because of the particular nature of the illness or injury. Elective surgeries should not be scheduled during school hours and generally will not be considered legitimate medical reasons. Students who fail to present a physician/health care provider’s excuse for any absence beyond seven (7) in a semester will receive an unexcused absence and will receive zeros for all class work that day and all work assigned during class periods. In addition, those students will be penalized participation points as established by the classroom teacher. If a student presents appropriate physician/health care provider documentation for the respective days of absence, then such days of absence may be deemed “excused,” and will not be counted against the student. The student will be allowed to make up work during that time.
3. If the student’s absenteeism is for reasons other than a legitimate medical reason, the student and parent will need to agree to an “academic contract” that outlines the requirements necessary to be reinstated to the class and to be eligible to earn credit for the class (es).
  - a. The contract will stipulate, among other requirements that the student will have to provide a physician/health care provider’s excuse for any absence beyond the seventh in order to receive an excused absence.

- b. The contract will also stipulate that students will receive a zero for all work completed and/or assigned on the day of any unexcused absence.
- c. The contract will also stipulate that a student with an unexcused absence will receive a zero for all participation points assigned by the teacher on the day of the unexcused absence.
- d. It will also be stipulated in the contract that if it is determined that a student cannot pass a course due to the loss of credit for work assigned and/or loss of participation points, it may be necessary to remove the student from the class with an “F” for the course before the end of the semester.

In view of our attendance policy and the amount of learning that is dependent upon a student’s presence and participation in class, it is unlikely that a student will receive credit in a class if he or she has been absent (other than for legitimate medical reasons) for ten (10) days or more in a semester.

#### **Exceptions**

The building principal and/or an attendance committee appointed by the principal have the authority to make exceptions to the rule. Exceptions may be given in instances involving serious illness, accidents or other extenuating circumstances, such as death in family, serious immediate family illness/injury, or other similarly compelling reasons. Requests for exceptions must be made in writing to the building principal. A request for an exception does not necessarily mean that an exception will be granted.

#### **Appeal Process**

A student who believes that his or her absence has inaccurately been designated by the assistant principal as unexcused, or who is otherwise aggrieved under this policy, is entitled to appeal the assistant principal’s decision as set forth below. During an appeal, the review will focus upon whether the assistant principal’s decision was erroneous and whether the assistant principal’s decision was supported by the facts. This formal appeal process is as follows:

1. Students are entitled to request an appeal before an attendance committee comprised of the principal and a teacher or counselor to be appointed by the principal. The student and his/her parent shall be permitted to appear before the attendance committee and to submit a verbal/written statement or explanation as to why reversal of the assistant principal’s decision is warranted. Verbal statements should be no more than ten (10) minutes in length.
2. A student who is dissatisfied with the attendance committee’s ruling may seek review of the decision by the superintendent or his/her designee. The superintendent/designee may, at his/her discretion, schedule a meeting in person or via telephone to discuss the matter with the student and/or parent.

3. If a student loses credit already earned in the class because of excessive, unexcused absenteeism (meaning that the student is withdrawn from the class or loses credit that has already accrued to date), the student is permitted to appeal the decision to the Board of Education. The appeal hearing shall be a “contested case” hearing and shall be subject to the same procedural protections that are set forth in Board of Education policies relating to long-term suspensions/expulsions. The Board of Education’s decision will be final.

#### **Withdrawal for Non-Attendance**

Students aged 16 or older whose average daily attendance falls below 75% (exclusive of administratively excused absences and suspensions) may be withdrawn from the rolls of Brentwood High School. Resident students may reapply for admission the following semester. Students who participate in the voluntary transfer program must reapply through VICC procedures.

Students under age 16 who miss more than 10 days in any semester (exclusive of administratively excused absences and suspensions) may be referred to St. Louis County or City Family Court for truancy.

#### **Appeal Process**

A student who believes that his/her withdrawal from school is unjustified or who is otherwise aggrieved under this policy is entitled to appeal the Principal’s decision as set forth below. During an appeal, the review will focus upon whether the principal’s decision was erroneous and whether the decision was supported by the facts. This formal appeal process is as follows:

1. Students are entitled to seek review of the decision by the superintendent or his/her designee. The superintendent/designee may, at his/her discretion, schedule a meeting in person or via telephone to discuss the matter with the student and/or parent.
2. If a student disagrees with the superintendent’s ruling, the student is permitted to appeal the decision to the Board of Education. The appeal hearing shall be a “contested case” hearing and shall be subject to the same procedural protections that are set forth in Board of Education policies relating to long-term suspensions/expulsions. The Board of Education’s decision will be final.

#### **Truancy/Non-Attendance**

A student who has five (5) consecutive unexcused absences will be considered truant or in non-attendance. A student who is under sixteen (16) years of age may be referred to the St. Louis County Juvenile Court. In addition, a letter will be sent to the parents notifying them of the student's absences and requesting them to contact the school. If no response is received within three (3) days, the student will be dropped from enrollment at Brentwood High School retroactively. The student may later return to school but must formally re-enroll. All books, materials and equipment must be returned and any outstanding fines or debts to the school must be paid.

### **Unexcused Tardies to Class**

Punctual attendance to class is the first citizenship duty of each student and models important workplace values. While unforeseeable circumstances may occasionally arise, timely arrival to class is expected of every student.

The responsibility for promoting prompt attendance is assigned to each teacher. While each teacher may set his or her own policy for dealing with tardiness as a class disruption, the following guidelines are suggested as a model. During the day, a student is considered tardy if he or she is not in class before the sounding of the tardy bell. Students who are more than 5 minutes late to class may be referred to an administrator. Any teacher who sets a policy different from the one below must have the policy approved by his or her evaluator in advance and must publish the policy in the course syllabus. Unexcused tardies to class are unexcused absences. The students' opportunity to make up work missed during the absent time is at the teacher's discretion.

### **Tardy Policy Guidelines (per quarter)**

- 1<sup>st</sup> tardy: Unless greater than 5 minutes, the tardy is recorded. Make-up work is at the teacher's discretion.
- 2<sup>nd</sup> tardy: 30-minute detention assigned by the teacher.
- 3<sup>rd</sup> tardy: 60-minute detention assigned by the teacher.
- 4<sup>th</sup> tardy: 60-minute detention assigned by the teacher; parent contacted by the teacher and documented on a referral.
- 5<sup>th</sup> tardy: Student will be sent to the office and assigned in-school detention for the remainder of the period. The teacher will contact the parent and document the impact of the unexcused absences on the student's course grade.

### **Unauthorized Deliveries to Campus**

In order to promote campus security, deliveries to school by restaurants, including pizza vendors, are generally discouraged. In order for such deliveries to be allowed, arrangements with the principal's office must be made in advance by a club sponsor who has a legitimate reason for bringing in outside food. Students, therefore, should not attempt to have food delivered to campus. Vendors who attempt to make unauthorized deliveries will be turned away from campus, and the student who made the delivery will be subject to appropriate disciplinary consequences.

### **Video Policy**

Brentwood School District recognizes videos or excerpts from videos can be used to enrich and or compliment classroom lessons. The district also recognizes the importance of teachers exercising appropriate discretion when using complete or excerpted videos for classroom instruction.

It is preferable for teachers to use videos with a rating of G, PG, or PG-13. Videos that have an R rating or appropriate excerpts of such videos may only be used if teachers:

- (1) Obtain approval from the building principal prior to student viewing.

- (2) Inform parents ahead of time and get their permission for their child to participate in the viewing.

\*An alternative activity will be provided for those students where parent permission is not granted.

### **Withdrawals**

A student who wishes to withdraw from Brentwood High School must have his/her parents notify the Guidance Office in person or in writing. A withdrawal form will be prepared and must be signed by all of the student's teachers. All books, materials, and equipment must be returned, and any outstanding fines owed to the cafeteria, library or school must be paid prior to the school releasing transcripts.

### **Student Discipline (Board Policy JG-R)**

The goal of every public school is to assist in the development of citizens who are responsible, respectful of the democratic process, and prepared to be successful in society. Toward that end, each student is expected to set personal goals that lead to responsible and acceptable behavior. The ideal personal accomplishment/goal is self-discipline. These goals should be based on the student's own expectations as well as those of his or her parents, the school, and the community.

It is not possible to specify consequences for every undesirable and unacceptable behavior, but we have attempted to set general guidelines for most incidents. However, the general guideline is to set such disciplinary consequences as are necessary to encourage responsible decision-making on the part of the student and to promote the safety and security of the school learning environment. Our goal and intention is to maintain a setting and atmosphere in which effective learning will take place. Consequently, we place a high value on respect for others and their property. In some cases, penalties are clearly specified. In other less predictable cases, referrals and procedures are based on the nature of the incident.

### **Consequence Scale**

The following is a general scale that the principals use to assess consequences for violation of school rules (conduct prejudicial to good order of the school).

- Less Serious: After School Detention (30/60 minute), In-School Detention, Out-of-School Suspension (1-10) days), Referral to Superintendent for up to an additional 180 days of suspension.
- Most Serious: Referral to School Board for consideration of expulsion.

A student may be suspended up to ten school days by the building principals. A student may be referred to the superintendent for up to an additional 180-days of suspension and may be referred to the Board of Education, who may expel a student from the Brentwood Public Schools permanently. In addition, students may be assigned to an alternative school, away from the main campus. Students assigned to an alternative school setting

due to disciplinary reasons are not allowed to participate in or attend school activities. (Exceptions are at the discretion of the building principal.)

Certain situations may also require students' participation in a conflict mediation program.

The principals have the authority to use their judgment and professional discretion when there are extenuating circumstances that make it necessary to vary from the guidelines in order to provide an equitable disciplinary consequence.

Repeating the same offense and/or multiple disciplinary infractions will result in escalating the disciplinary consequences.

### **Due Process**

Students who have been sent to the office for discipline can expect:

- To know what rules of behavior they have violated.
- Opportunity to state their side of the story and have it seriously considered.
- Opportunity to have witnesses.
- To know the details and reasons for the decisions that are made.

### **Make Up Work**

Students on Out-of-School suspension or In-School Detention are allowed to make up work for full credit if it is completed within the reasonable time frame set by the administrator. Exception will be for excessive tardies. (See tardy guidelines).

### **Common Expectations**

The following general regulations apply to all students:

- Students are expected to conduct themselves in a manner that exhibits proper respect and concern for teachers, staff members, and other students.
- Students are expected to follow staff directions. Failure to do so will be considered direct insubordination.
- Students are not to display inappropriate affection (necking, kissing, etc.,) on campus, at school activities, or in areas proximate to school grounds.
- Students are expected to come to class with textbooks and other materials required and designated by the teacher.
- Running in the halls is prohibited.
- To avoid fines, students must make sure that their lockers are clean at the end of the year. All stickers and pictures must be removed.
- When assemblies are held, students are expected to conduct themselves in a manner that shows proper respect towards the individuals who are presenting at the assembly program, as well as others who are viewing the program.

### **Prohibited Conduct**

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board Policy.

### **Academic Dishonesty**

#### **Cheating**

Behaviors that are considered cheating include, but are not limited to, the following: (Note: "Tests" or "testing" includes tests, exams, quizzes, or any other form of graded student assessments.)

- Copying work (homework or class work) assigned to be done independently,
- Looking at or copying from another student's paper or allowing another student to look at or copy from one's paper during testing,
- Using or attempting to use any kind of written, mechanical, electronic, or other unauthorized aids in cheating,
- Letting others copy one's work if the work was assigned to be done independently,
- Providing others with test information or receiving test information from someone else.
- Plagiarism (see below)

**Plagiarism** is defined as misrepresenting the work of others as one's own. To avoid accidental plagiarism, always err on this of crediting other's work. When in doubt, ask a teacher or librarian. Material that may be plagiarized includes, but is not limited to, writings, research, ideas, opinions, experimental data, and creative works. When a student wishes to make use of such materials, the student must give full credit to that source. This can be accomplished by means of a reference or attribution in the body of the text or speech, according to instructions provided by the teacher.

The following guidelines should be used in complying with this code:

- Students should assume that all written assignments are to be completed independently unless the teacher's instructions explicitly permit collaboration.
- All quotations of exact words must be enclosed in quotation marks, and the exact source from which they were copied must be indicated.
- The source of all summaries or paraphrases must be acknowledged.
- The sources of factual material beyond common knowledge must be indicated.
- Any assistance given to the student writer through books, films, lectures, Internet sources, computer programs, or direct interviews should be properly and clearly credited.

### **Consequences**

The consequences for any offense may be recommended by the referring teacher in conference with the school administration. The teacher will notify the parent/guardian of the nature of the offense. The following disciplinary guidelines may be applied.

- First Offense: The teacher will notify a parent/guardian of the nature of the offense. Credit may be withheld for all or part of the assignment. A letter, along with copies of the copied or plagiarized work, will be placed in the student's disciplinary file. Consequences for academic dishonesty may also include in-school detention, out-of-school suspension, loss of course credit, or other disciplinary measures.
- Second and Subsequent Offenses (cumulative for all classes and school years): Severe, blatant, or repeated incidents of cheating can lead to further disciplinary action, up to and including suspension from school and/or loss of course credit.

### **Arson**

Starting or attempting to start a fire or causing or attempting to cause an explosion.

- First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.
- Subsequent Offenses: 1-180 days out-of-school suspension or expulsion.

### **Assault /Fighting**

Hitting, striking or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

- First Offense: Principal/student conference, in-school suspension, 1-180 days out of school suspension, or expulsion.
- Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Attempting to cause serious physical injury to another.

- First Offense: Expulsion.

### **Automobiles/Students**

Students are allowed to drive automobiles to school, provided they drive responsibly, do not endanger others, and do not abuse school rules regarding automobiles. Students are not allowed to go to cars between classes without permission of the Principal's office. Students who are participating in a sport or activity are not allowed to drive automobiles to these activities unless permission is granted from the Principal's office.

Due to the limited parking available at Brentwood High School, only juniors and seniors will be allowed to park in spaces contiguous to the school grounds. Designated parking areas for Junior and Senior students will be identified on Moritz Avenue and High School Drive. Student parking will be allowed on White Avenue in a few spaces that may be identified immediately west of the corner of High School Drive and White Avenue. Seniors and

juniors may apply for parking tags, which must be displayed in any vehicle parked in assigned areas. **Any car without a student tag will be considered illegally parked.** Any student vehicle parked in a staff only assigned area will be considered illegally parked. Parking, which does not require a hanging tag (free), is available south of White Avenue on High School Drive at the McGrath practice field.

Students are not to loiter in automobiles or in the streets adjacent to school grounds before, during, or after school. Students are not to litter. Upon returning from lunch, students should return to campus promptly. This policy is essential in maintaining a good relationship with our neighbors.

#### **Consequences for Parking Violations**

- First offense: Warning and a detention.
- Second and subsequent offenses: Loss of parking privileges for a period of time set by the principal. Additional detention or in-school-detention.
- Repeated offenses: Vehicle will be towed at owner's expense. Out-of-school suspension.

Discourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.

- First Offense: Suspension or revocation of parking privileges, in-school suspension, or 1-10 days out-of-school suspension.
- Subsequent Offenses: Revocation of parking privileges, in-school suspension, or 1-10 days out-of-school suspension.

#### **Bullying (Board Policy JFCF)**

Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group.

- First Offense: In-school suspension, or 1-180 days out-of-school suspension.
- Subsequent Offenses: 1-180 days out-of-school suspension or expulsion.

#### **Bus Rider Expectations (Board Policy JFCC)**

Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at school. In addition, transportation privileges may be suspended or revoked.

- First Offense: After-School Detention, In-school suspension.
- Subsequent Offenses: In-school suspension, bus suspension or revocation of privileges, 1-10 days out-of-school suspension.

### **Bus Regulations/Bus Offenses**

- All students who ride the buses must wait in the gym hall until their bus is ready to load.
- Follow bus drivers' instructions.
- No eating on the bus.
- No use of tobacco on the bus.
- No standing while the bus is in motion.
- No profane language or loud noises.
- No horseplay or fighting.
- No throwing of any objects.
- All high school students who ride the buses must load only at the designated high school loading area.

### **Consequences for Bus Offenses**

- First Offense: Level One:(Minimal seriousness) Detention
- Second and subsequent offenses may necessitate Level Two and Level Three consequences.
- Level Two: (Serious) Detention and off the bus 1-3 days.
- Level Three: (Extreme seriousness) Up to 10 days off bus OR permanent removal from bus.

Students who ride the 4:00 p.m. bus must have a pass from a staff member. To ride the 6:00 p.m. bus students must be on a sports team at that time. Students not riding school buses are not to loiter in the bus loading area.

### **Cell Phones and Other Communication Devices**

Cell phones and other communication devices are permissible outside the building before school, during lunch, and after school only. Cell phones and other communication devices are permissible in the building after school. At all other times, they may not be used or visible. Display or usage of such a device will be considered a violation of this policy which will necessitate the following consequences:

- First offense: Confiscation of the device until the end of the day and a 60 minute after school detention.
- Second offense: Confiscation of the device and one day of In School Suspension. Device will only be returned to the parent.
- Third offense: Confiscation of the device and two days of In School Suspension. Device will only be returned to the parent.
- Fourth offense: Confiscation of the device and four days of In School Suspension. Device will only be returned to the parent.
- Fifth offense: Confiscation of the device and Out of School Suspension for a period to be determined by the administration. Device will only be returned to the parent.
- Sixth offense: Confiscation of the device and Out of School referral to the Superintendent. Device will only be returned to the parent.

Use of cell phones or other communication devices in a locker room or restroom at any time will result in confiscation of the electronic device and out-of-school suspension, the length of which to be determined by the Administration.

A student's failure to turn over a cell phone or other communication device upon request by any adult staff member will be considered insubordination and result in in-school-suspension or out-of-school suspension, will be determined by the administration

### **Dishonesty**

Any act of lying, whether verbal or written, including forgery.

- First Offense: Nullification of forged document, Principal/Student Conference, In-school suspension or 1-10 days out-of-school suspension.
- Subsequent Offenses: Nullification of forged document, In-school suspension or 1-180 days out-of-school suspension or expulsion.

### **Disrespectful or Disruptive Conduct or Speech** *(Board Policy if illegal harassment or discrimination is involved)*

Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is rude, vulgar, defiant, in violation of district policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

- First Offense: Principal/Student Conference, In-School Suspension, or 1-10 days out-of-school suspension.
- Subsequent Offense: In-School Suspension, 1-180 days out-of-school, or expulsion.

### **Dress Code**

Since dress and grooming have a direct impact on the effectiveness of the learning environment, students are expected to groom themselves and dress in a manner that will not detract from the focus on learning. Personal appearance, acceptable attire, and good grooming are expressions of self-respect. Therefore, appropriate dress is expected.

#### **Students should not wear:**

- Clothing which exposes midriffs, navels or cleavage.
- Clothing with holes that are in inappropriate positions.
- Clothing that drops below the waist or sags below the waistline, even if shorts or boxers are worn underneath.
- Clothing that references sex, alcohol, tobacco, drugs or other subjects which detract from the conducive learning environment, directly or indirectly.
- Hats, bandanas, wave caps, or other head coverings (except for religious garments that do not promote disruptive behavior) in the buildings from 8:00 a.m. to 2:52 p.m.
- Sunglasses in the buildings from 8:00 a.m. to 2:52 p.m.

### **Consequences**

- First Offense: Student warned and allowed to correct the error and attend class.
- Second Offense: Student given a detention. Parent called.

- Third Offense: Student assigned In-school Detention for one day or until a parent conference is held.

#### **Drugs, Prescription and Non-Prescription Drugs**

All prescription and non-prescription drugs must be delivered to the nurse's office upon arrival at school. **Students are not allowed to possess prescription or non-prescription drugs at school unless they are in possession in order to transport to or from the nurse.** Students are not to distribute any prescription or non-prescription drugs to any other student at school, to and from school, or at school activities. These rules are consistent with the rules imposed by the Missouri Safe Schools Act.

Consequences of failure to obey these rules is up to ten (10) days out-of-school suspension, and the student may be referred to the superintendent for additional days of suspension.

#### **Drugs/Alcohol (Board Policies JFCH and JHCD)**

Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

- First Offense: In-School Suspension or 1-180 days out-of-school suspension.
- Subsequent Offense: 1-180 day out-of-school suspension or expulsion.

Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances, look-alike drugs, items represented to be drugs, or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in Section 202 of the Controlled Substance Act.

- First Offense: In-School Suspension, 1-180 days out-of-school suspension.
- Subsequent Offense: Expulsion.

Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances, look-alike drugs, items represented to be drugs, or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in Section 202 of the Controlled Substance Act. Counterfeit drugs, imitation controlled substances, look-alike drugs, items represented to be drugs, or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in Section 202 of the Controlled Substance Act.

- First Offense: 1-180 days suspension or expulsion.

#### **Electronic Media Playing Devices**

Electronic media playing devices will include but not be limited to: MP3s, I-pods, PDAs, etc. NOTE THAT CELL PHONES ARE COVERED BY A SEPARATE SECTION. Electronic media playing devices will include but

not be limited to: MP3s, I-pods, PDAs, etc. NOTE THAT CELL PHONES ARE COVERED BY A SEPARATE SECTION. Electronic media playing devices may be used during passing time and lunch time. In addition, electronic media playing devices may be used during instructional times in the classroom at the teacher's discretion with appropriate guidelines. Use of such devices in violation of this policy will necessitate the following consequences:

- First offense: Confiscation of the device until the end of the day and after school detention.
- Second offense: Confiscation of the device until the end of the day and one day of In-School Suspension.
- Third offense: Confiscation of the device until the end of the day and two days of In-School Suspension. Device will be returned only to the parent.
- Fourth offense: Confiscation of the device and Out of School Suspension for a period to be determined by the administration. Device will only be returned to the parent.
- Fifth offense: Confiscation of the device and Out of School Suspension with referral to the Superintendent. Device will only be returned to the parent.

A student's failure to turn over such a device upon request by any adult staff member will be considered insubordination and result in in-school suspension or out-of-school suspension, to be determined by the administration.

#### **Extortion**

Threatening or intimidating any person for the purpose of obtaining money or anything of value.

- First Offense: Principal/Student Conference, In-School Suspension, or 1-10 days out-of-school suspension.
- Subsequent Offense: In-School Suspension, or 1-180 days out-of-school suspension or expulsion.

#### **False Alarms**

Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing or causing the evacuation or closure of school property.

- First Offense: Restitution. Principal/Student Conference, In-School Suspension, or 1-180days out-of-school suspension or expulsion.
- Subsequent Offense: Restitution. In-School Suspension, or 1-180 days out-of-school suspension or expulsion.

#### **Food and Drink**

With the permission of a teacher, students may occasionally bring a food and/or drink into the classroom if they do so without interfering with orderly classroom environment. Students are not to eat in the hallways.

### **Hazing (Board Policy JFCF)**

Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purpose of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

- First Offense: In-School Suspension or 1-180 days out-of-school suspension.
- Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

### **ID Badge Policy**

Students are required to have their student ID badges on when entering the building. ID badges are to be worn through out the school day and must be worn on a lanyard around the neck with the ID Badge visible (not under clothing) at all times. Failure to comply with this policy will result in the following consequences:

#### **Students Not In Possession of Their ID Badge**

- First offense: Student will be sent to the office to have another ID badge made and will be charged one dollar for the cost of the ID.
- Second Offense: Student will be sent to the office to have another ID badge made and will be charged one dollar for the cost of the ID. Parents will be contacted and informed that on the next offense their child will be assigned a 30 minute after school detention.
- Third Offense: Student will be assigned a 30 minute detention and parents will be notified of the incident and the consequences assigned.

#### **Students In Possession Of Their ID Badge But Not Wearing It**

- First offense: Student will be reminded to put their ID badge on prior to entering the building.
- Second Offense: Student will receive a second reminder that they need to put their ID badge on prior to entering the building. Parents will be contacted and informed that on the next offense their child will be assigned a 30 minute after school detention.
- Third Offense: Student will be assigned a 30 minute detention and parents will be notified of the incident and the consequences assigned.

### **Insubordination**

Failure to follow the directive of a staff member and or conduct prejudicial to the good order of the school.

- First Offense: Principal/Student Conference, In-School Suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: In-School Suspension, 1-180 days out-of-school, or expulsion.

### **Leaving Campus without Permission (lunch time)**

Juniors and seniors (as classified by credits earned) who have signed permission slips may leave campus for lunch on most days. When leaving campus might constitute a potential hazard (severe weather warnings or intruder lock-downs), the administration may close campus for lunch and direct that students remain under school supervision for that time.

Ninth and tenth grade students (as classified by credits earned) may not leave campus for lunch. Students who are found to have left campus during lunch or who attempt to do so may receive the following consequences. **Juniors or seniors who accompany underclassmen off-campus for lunch will receive the same consequences.**

### **Consequences**

- First Offense: After-school detention or in-school detention. The student may instead be assigned to detention during lunch time in the cafeteria for several days.
- Second Offense: After-school detention or in-school detention. The student will *also* be assigned to detention during lunch time in the cafeteria for at least 10 school days.
- Third Offense: Out of school suspension, 1- 10 days.
- First offense: A senior student with a parking permit who takes an underclassman off-campus must return the parking permit, which will be reissued to the next student on the waiting list.

### **Proximity Card Policy**

Students are required to have their proximity card with them at all times during the school day so they can access the buildings on campus. Proximity cards are issued to students to maintain a safe and secure environment. Failure to comply with this policy will necessitate the following consequences:

- First offense: Student will be reminded to carry their proximity access card with them during the school day and will be informed that there are disciplinary consequences (30 minute after school detention) on the third offense.
- Second offense: Student will receive a second reminder that they need to carry their proximity access card with them during the school day and will be informed that there are disciplinary consequences (30 minute after school detention) on the third offense.  
Parents will be contacted and informed that on the next offense their child will be assigned a 30 minute after school detention.
- On the third offense and following offenses the student will be reminded to carry their proximity access card with them during the school day and will be assigned a 30 minute after school detention. Parents will be contacted and informed of the incident and the disciplinary consequences assigned.

\*Students that lose their proximity card will be charged \$5 for each replacement and their previous proximity access card will be disabled for security purposes.

#### **Public Display of Affection/Sexual Misconduct**

Physical contact that is inappropriate for the school setting, including, but not limited to, kissing and groping.

- First Offense: Principal/Student Conference, after-school detention, In-School Suspension, or 1-180days out-of-school suspension.
- Subsequent Offense: After-school detention, In-School Suspension, 1-180days -of-school suspension or expulsion.

#### **Scuffling/Horseplay**

When both parties are involved in pushing, shoving, wrestling type behavior.

- First Offense: Principal/Student Conference, In-School Suspension, or 1-180 days out-of-school suspension.
- Subsequent Offense: In-School Suspension, 1-180 days out-of-school suspension or expulsion

#### **Sexual Harassment**

Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's or staff member's educational or work environment or creates an intimidating, hostile or offensive educational environment; or that constitutes sexually inappropriate behavior. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

- First Offense: Principal/Student Conference, After-School Detention, In-School Suspension, 1-180days out-of-school suspension or expulsion.
- Subsequent Offense: After-School Detention, In-School Suspension, 1-180 days out-of-school suspension or expulsion.

Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's or staff member's educational performance or creates an intimidating, hostile or offensive educational or work environment; or that constitutes sexually inappropriate behavior. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through or under clothing.

- First Offense: In-School Suspension, 1-180 days out-of-school suspension or expulsion.
- Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

**Technology Misconduct (Board Policy AC and regulation AC-R)**

Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer “viruses,” “hacking” tools, or other disruptive/destructive programs onto district technology; or to evade or disable a filtering/blocking device.

- First Offense: Principal/Student Conference, loss of user privileges, In-School Suspension, or 1-180 days out-of-school suspension.
- Subsequent Offense: Loss of user privileges, 1-180 days out-of-school suspension or expulsion.

Violations other than those listed in “a” of Board Policy EHB and regulation EHB-R, administrative procedures or netiquette rules governing student use of district technology.

- First Offense: Principal/Student Conference, In-School Suspension, or 1-180 days out-of-school suspension.
- Subsequent Offense: Loss of user privileges, In-School Suspension, 1-180 days out-of-school suspension or expulsion.

**Theft**

Theft, attempted theft, or knowing possession of stolen property.

- First Offense: Return of or restitution for stolen property. Principal/Student Conference, In-School Suspension, or 1-180 days out-of-school suspension.
- Subsequent Offense: In-School Suspension, 1-180 days out-of-school suspension or expulsion

**Threats**

Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

- First Offense: Principal/Student Conference, In-School Suspension, 1-180 days out-of-school suspension or expulsion
- Subsequent Offense: In-School Suspension, 1-180 days out-of-school suspension or expulsion.

**Tobacco**

Possession of any tobacco products on school grounds, school transportation at any school activity.

- First Offense: Confiscation of tobacco product. Principal/Student conference or In-School Suspension.
- Subsequent Offense: Confiscation of tobacco product. In-School Suspension or 1-10 days out-of-school suspension.

Use of any tobacco products on school grounds, school transportation or at any school activity.

- First Offense: Confiscation of tobacco product. Principal/Student conference After-School Detention, In-School Suspension or 1-3 days out-of-school suspension.
- Subsequent Offense: Confiscation of tobacco product. In-School Suspension or 1-10 days out-of-school suspension.

**Truancy (Board Policy JEDA)**

Students who are absent from school without the knowledge and consent of their parents/guardians and the administration, or students who leave school during any session without the consent of the principal, shall be considered truant. Students who absent themselves from any part of a class without the permission of the teacher of that class shall be truant whether they remain on campus or leave. Students may also be considered truant if they have accumulated excessive unjustifiable absences, even with the consent of parent/guardians.

- First Offense: Principal/Student Conference or 1-3 day In-School Suspension.
- Subsequent Offense: 3-10 day In-School Suspension.

**Unauthorized Entry**

Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

- First Offense: Principal/Student Conference, In-School Suspension, or 1-180 days out-of-school suspension.
- Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

**Vandalism (Board Policy ECA)**

Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

- First Offense: Restitution. Principal/Student Conference, In-School Suspension, 1-180 days out-of-school suspension or expulsion.
- Subsequent Offense: Restitution. In-School Suspension, 1-180 days out-of-school suspension or expulsion.

**Weapons (Board Policy JFCJ)**

In accordance with the Board Policy JFCJ, entitled Weapons in School, students shall not possess a weapon, including but not limited to firearms, weapons defined under 571.010, RSMo., and other items identified as weapons under Board Policy JFCJ. Students who bring a weapon to school or who possess a weapon on school property or at a school function shall be subject to the following discipline:

- First and Subsequent Offense: Long-term suspension or expulsion as articulated in Policy JFCJ.

## ACADEMIC PROGRESS

**A+ Schools Program** *New in 2010-2011 (The graduating class of 2012 will be eligible.)*

The A+ Schools Program is administered by the Missouri Department of Elementary and Secondary Education. While many Missourians see the A+ Schools Program as a scholarship program, it was created by the Outstanding Schools Act of 1993 as an incentive for improving Missouri's high schools. The primary goal of the A+ Schools Program is to ensure that all students who graduate from Missouri High schools are well prepared to pursue advanced education and employment.

### **Student Eligibility**

Students who graduate from a designated A+ high school may qualify for a state-paid financial incentive to attend any public community college or career/technical school in Missouri if the students successfully meet the following requirements:

- Enter into a written agreement with the high school prior to graduation
- Attend a designated school for three consecutive years immediately prior to graduation
- Graduate with an overall GPA of 2.5 points or higher on a 4-point scale
- Have an overall attendance rate of at least 95 percent for grades 9-12
- Perform 50 hours of district-supervised, unpaid tutoring or mentoring
- Maintain a record of good citizenship and avoid the use of drugs and alcohol.

The financial incentive is available only after the student has made a good faith effort to first secure all available federal financial aid through the Free Application for Federal Student Aid (FAFSA) that does not require repayment.

*For more information on the A+ program, check the following web site.*

**<http://dese.mo.gov/divimprove/aplus/proginfo/abtaplus.html>**

### **Eligibility for Activities**

1. Students must have a cumulative GPA of 1.5 or 1.5 from the previous semester. Summer school class will now count to meet grade and credit requirements, **AND**
2. Students must clear all fines or debts to the school, **AND**
3. Students must meet all of the MSHSAA requirements. **Effective 2008-2009, students must earn a minimum of 3.5 credits (seven classes or more) by the end of each semester to be eligible for the following season.**
4. Students must be present at least the last two (2) out of the four periods of the school day to be eligible to **participate in or attend** games,

practices, club activities, etc. (School field trips and certain other excused absences may be exceptions to this rule. Exceptions must be confirmed through the Principal's Office.) **Students who are ill the last two periods of the day and excused by parents are still not eligible for participation unless excused by the Principal's Office.**

5. Students must have no "Skips" or unexcused absences on the day of activities in order to be eligible to participate/attend.
6. Students on out-of-school suspension are not allowed to participate in extracurricular activities, be present on school grounds, or attend off-campus school activities on the day of suspension or during the period of suspension. (Example: Student on suspension Friday, Monday, and Tuesday may not participate in school activities on the Saturday and Sunday during the suspension.)
7. Students demonstrating poor behavior may lose the privilege of attending meetings, practices, or games on the same day. This will be at the discretion of the building principal or assistant principal.
8. Students assigned to in-school detention for 1/2 day or more are not allowed to participate in activities on that day.
9. Students with excessive absences or poor citizenship may be ineligible to attend or participate in activities per the discretion of the principal.
10. Athletes with a GPA of less than 2.0 are required to attend Tutor Study Hall at least two times a week until their GPA is 2.0 or above.

#### **Eligibility for Student Government or Court (Homecoming & Prom)**

In order for a student to be eligible or maintain eligibility for a student government position or Court (Homecoming and Prom), a student must be in good citizenship standing. The definition of good citizenship standing "The Student has not received an out of school suspension within one calendar year."

#### **Requirements for Graduation**

- 4 credits in Language Arts
  - 4 credits in Social Studies
  - 3 credits in Mathematics
  - 3 credits in Science
  - 1 credit in Practical Arts
  - 1 credit in Fine Arts
  - 1-½ credits in Physical Education
  - ½ credit in Personal Finance (**Class of 2010 and later**)
  - ½ credit in Health
  - 4 credits in Designated Electives (Fine Arts, Practical Arts, Foreign Language, Physical Education)
  - 5½ credits in Undesignated Electives
- A total of 28 credits are required to graduate.**

#### **Grade Point Average Calculation**

Beginning next year the GPA (grade point average) calculations for students will change to provide a more accurate depiction of student academic

performance and increase student opportunities. The **new** GPA calculation formula will not effect students that currently have a 4.0 GPA (their GPA will remain the same). The **new** GPA calculation formula will impact the GPA of students who currently have a GPA below a 4.0. This change will increase the GPA of students with higher percentages at each letter grade.

Example: a student that has earned 87% (B+) in a class will earn a 3.75 GPA instead of the current calculation of a 3.0 GPA and a student that earned 82% B- in a class would still earn the 3.0 GPA. By making this GPA change we will increase scholarship opportunities for students and increase the number of students eligible for National Honor Society.

<b>NEW</b>	<i>A=4.0</i>	<i>100-90%</i>
	<i>B+=3.75</i>	<i>89-86%</i>
	<i>B=3.5</i>	<i>85-83%</i>
	<i>B-=3.0</i>	<i>82-80%</i>
	<i>C+=2.75</i>	<i>79-76%</i>
	<i>C=2.5</i>	<i>75-73%</i>
	<i>C-=2.0</i>	<i>72-70%</i>
	<i>D+=1.75</i>	<i>69-66%</i>
	<i>D=1.5</i>	<i>65-63%</i>
	<i>D-=1</i>	<i>62-60%</i>
	<i>F=0</i>	<i>59-0%</i>

### **Grading System**

Reporting accurate scholastic achievement is the primary purpose of the Brentwood High School grading system. A grade of “A” indicates outstanding achievement, “B”, good/above average; “C”, average; “D”, below average; and “F” is failing with no credit given for the class. In addition the following marks are used to report academic progress: “I”, incomplete; “W”, excused; “CR”, credit; “AU”, audit; “WP”, withdraw pass; and “WF”, withdraw fail; “N”, no grade due to excessive absence.

### **Grade-level Classifications:**

In order to assist students and their families in keeping up with a student’s progress toward graduation, grade-level classifications are based upon the minimum number of credits a student must obtain each year in order to earn 28 credits after four years in high school. Students must also be aware the new rules from the state athletic board, MSHSAA, will require students to pass 7 classes every semester in order to maintain athletic eligibility.

Because certain privileges are associated with grade-level classification, students may be reclassified at the end of each semester or as soon as a student

provides evidence of course credits completed in summer school or through an accredited correspondence program.

To be promoted from:

	<u>at year-end</u>	<u>mid-year</u>
9 <sup>th</sup> to 10 <sup>th</sup>	7.0 credits	10.5 credits
10 <sup>th</sup> to 11 <sup>th</sup>	14.0 credits	17.5 credits
11 <sup>th</sup> to 12 <sup>th</sup>	21.0 credits	24.5 credits

### **Homework Policy**

Research studies indicate that extra studying and homework help students at all ability levels. By students conscientiously applying themselves to homework and extra studying, students sharpen their academic and leadership skills as well. Additionally, there are hidden values that will help students in all aspects of their lives:

- **Higher Level Thinking:** Experience in making judgments, comparisons, analysis, application, synthesis, and evaluation.
- **Responsibility:** The ability to set goals, to achieve them, and to be accountable for successes and failures.
- **Autonomy:** The ability to be in charge of one's own learning and thus govern and budget one's own time.
- **Perseverance:** The ability to continue on in one's work with determination in the face of opposition and discouragement.
- **Self-Motivation:** The ability to take the initiative and proceed with required action without rewards or recognition. Life long learner.
- **Creativity:** The ability to see various viewpoints and ways to solve problems.
- **Confidence:** The ability to trust one's self and demonstrate reliance on one's own abilities.

What should a student at Brentwood High School expect regarding homework? The answer varies according to the class, but most assuredly, homework and extra studying are expected for every class. Homework comes in many forms such as projects, writing assignments and papers, assigned readings, skills practice, applications of skills, note taking, etc. The response, "No homework tonight," is never justifiable, for if there are no specific assignments, then students should take time for extra studying, such as reviewing class notes from the day, self quizzing, studying with partners, expanded reading on the topic introduced or doing extra credit work.

As students refine their courses of studies, homework and extra study will increase, and one hour of home study for each class, especially for the college bound student, may not be unusual. The expectations are far more demanding in college, where for every one hour or in-class time, three hours of out-of-class study may be required. Encouraging students to develop proper study habits will go a long way in assuring their success in college and in the work world. If a student copies the work of someone else or allows a student to copy his or her own work, both are guilty of cheating. This is using an unfair, unethical tactic to receive credit. Such behavior is subject to academic and disciplinary action.

### **Honor Roll**

Students who distinguish themselves as outstanding scholars will receive recognition on the "High Honor Roll" (grade point average of 3.5 or higher) or "Honor Roll" (grade point average of 3.0 to 3.49).

### **High School Lab Report Format**

When writing a lab report, consider your audience to be a person in a far away lab who wishes to exactly reproduce your experiment based only on your instructions. Be clear and concise.

In research, other scientists must be able to determine what you did from your lab report. This includes mistakes. Many important discoveries were by accident (serendipity). Be neat. Just draw one line through anything you wish to redo.

To remain consistent with our 6+1 writing goals use appropriate word choice, concise ideas and good flow. Use normal conventions and follow the organization presented below. Each report should include:

- **Title:** Write a brief, appropriate heading for this activity.
- **Purpose:** In one or two sentences, state the purpose of the activities. What is the independent and dependant variable? Optional: Hypothesis in form of "It, then" statement.
- **Materials:** List the items necessary to complete the experiment.
- **Diagram:** This is needed if a special set-up is used. It doesn't have to be art. Label the equipment.
- **Procedure:** In paragraph form, explain how to set up and run the investigation. Remember, it has to be reproducible. Use the passive voice. Refer to diagram(s). Ex: "The rubber tubing was connected to the funnel," or "50 ml of water was added to the flask."
- **Data and Analysis:** This includes ruler-drawn tables of data collected. Include a graph and an interpretive paragraph. All columns/axes must to be labeled, and units must be included. Draw graphs to proper scale. Experimental error is calculated.  $[(\text{Observed}-\text{Actual value})/\text{Actual value}]$  Sources of error are listed.
- **Conclusions:** This is the most important section. Summarize what the lab demonstrated. Do not re-write the procedure. Discuss any relationships and applications you noticed.
- **Reflection:** This is not a part of the "formal" lab, but you may include a non-scientific reflection or reaction to the lab. You may evaluate our own work. What needs improvement?

### **National Honor Society**

Membership in the Brentwood Chapter of the National Honor Society is based on scholarship, character, leadership and service. Candidates for the society must be at least second-semester sophomores and have a minimum cumulative GPA of 3.50. Because the traditional year for entrance into the National Honor Society is the junior year, sophomores must show exceptional

service and school leadership for early entrance. Student eligibility is then considered in the areas of character, service, and leadership. Each eligible student's current teachers are asked to evaluate the student based upon the following criteria:

- **Character** - shows desirable qualities of personality; upholds principles of morality and ethics; cooperates by complying with school regulations; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others.
- **Service** - participates in activities; works well with others; volunteers dependable assistance; cheerfully and enthusiastically renders any requested service.
- **Leadership** - exemplifies positive attitudes; demonstrates academic initiative; demonstrates leadership in the classroom and in activities; is thoroughly dependable - inspires positive behavior in others.

The evaluations provided by the teachers are then reviewed by a Faculty Council. The Faculty Council takes into consideration both the ratings and the comments given by the teachers. The Faculty Council then determines by a majority vote the election of members to the chapter. At least two Faculty members must agree that a student is not ready for membership if the student is to be deferred or denied admission.

After being accepted to NHS, members are expected to continue to demonstrate scholarship, character, service, and leadership. Members are required to contribute a certain number of hours to NHS service projects each year. Members should be aware that semester grades and disciplinary referrals are reviewed by the NHS sponsor. NHS members who fall short in other areas may be placed on probation or dismissed by the NHS Faculty Council.

### **Report Cards**

Report cards are issued at the end of each quarter. At the end of the fifth week of each quarter, parents may be notified by letter of the academic progress of their child. Parents are encouraged to consult with the teacher at any time.

## **STUDENT SUPPORT RESOURCES**

### **Guidance Office**

The Guidance Office is established to help students, teachers, parents and administrators be successful in their educational endeavors. Important areas where assistance can be given are:

- Course selection and educational planning
- Career awareness and exploration
- Occupational information and vocational training selection
- College entrance information, and financial aid information, including scholarships and grants
- Personal problem solving, peer and family relationships, self-understanding and acceptance and interpersonal skill development

- Test administration and interpretation, research and data collection
- Curriculum input

The Guidance Office also operates a limited job placement service, and counselors are available for parent, staff, and administrative consultation.

#### **After School Study Hall**

Athletes with a GPA of less than 2.0 may be required to attend Afterschool Study Hall two times a week until their GPA is 2.0 or above. All Brentwood High School students with a GPA of under 2.0 are expected to attend Afterschool Study Hall two times a week until their GPA is 2.0 or above unless excused by a parent.

At the teacher's discretion, a student may be assigned to after-school study hall in order to complete an **important assignment**. Full or partial credit may be awarded at the teacher's discretion. A student given this opportunity is required to complete the assignment within the timeline set by the teacher.

#### **Health Center**

A Health Center is provided to serve the students in any way legally permissible in case of illness or injury. When the need arises to visit the Health Center, a student should get a pass from his or her teacher. The only exception to this procedure is an emergency situation.

Should it be necessary for the student to be sent home, the principal will be notified, and proper arrangements will be made.

All accidents must be reported to the Health Center and an accident report completed. This is important, not only for school records but also for any insurance claim that may be filed later.

#### **Teacher Advisor Program**

The purpose of the Teacher Advisor Program is to assure the success of students. Each teacher advisor meets with his or her advisees daily and for extended periods whenever a need arises. Through this personal contact, the backbone of the program, the teacher advisor is able to help his or her advisees with program planning, scheduling, post-high school planning, interpersonal relationships, goal setting, and decision-making.

#### **Notice of Nondiscrimination**

As a political subdivision, employer, recipient of federal funds and educational institution, the Board of Education is prohibited from, and hereby declares a policy against, engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, activities and with regard to employment. The Board is an equal opportunity employer.

To ensure that these obligations are met, the Board designates an individual to act at the district's nondiscrimination laws compliance coordinator, who shall also be the appointee for all laws specifically mandating such an appointment, and who shall have the duty of keeping the superintendent informed of the state of compliance with this policy district wide:

David Faulkner, Assistant Superintendent  
Brentwood School District  
1201 Hanley Industrial Court  
Brentwood, Mo. 63144-1631  
Phone: (314) 962-4507; Fax (314) 962-7302

Complaints and reports regarding discharge of the duties summarized in this policy should be addressed to the compliance coordinator. Any employee of the district or member of the Board of Education who becomes apprised of a possible violation of this policy must report the matter to the coordinator. In the event the compliance coordinator is the subject of a report that would otherwise be made to the compliance coordinator, reports should instead be directed to the superintendent, who will assume the coordinator's duties for the purpose of the complaint.

#### BRENTWOOD SCHOOL DISTRICT

##### **Services and Rights for Students with Disabilities**

Students with disabilities are protected by the Individuals with Disabilities Education Act (IDEA), the American students with disabilities Act (ADA), and/or Section 504 of the Rehabilitation Act of 1973.

Students with disabilities are entitled to a "free appropriate public education," which is defined by the student's Individualized Education Program (IEP) or similar document. The rights of students with disabilities and the responsibilities of the Brentwood School District and the Special School District (SSD) of St. Louis County are described in the SSD's Compliance Plan, the County Wide General Assurance Document, the Missouri Department of Elementary and Secondary Education's (DESE) Procedural Safeguards for Children and Parents brochure, and Brentwood policies. These documents are available at the Brentwood District Office. Copies of the DESE brochure also are available in the schools. Under the Family Educational Rights and Privacy Act (FERPA), parents have the right to inspect, review, request amendment of, and file complaints concerning personally identifiable information maintained on their children.

All individuals from 3 to 21 years of age residing in St. Louis County, as well as St. Louis City residents attending Brentwood Schools, are eligible for special education services to students diagnosed with any one of the following educational disabilities: learning disabilities, speech/language disorders, mental retardation, behavioral disorders/ emotionally disturbed, physically/other health impaired, hearing impaired, visually impaired, deaf/blind, multi-handicapped, autism, traumatic brain injury, or early childhood special education.

The SSD offers a variety of programs and related services for preschool and school aged children, most of who are served in Brentwood facilities. The SSD also provides audiological and special education evaluations hearing and speech/language screening services. Special Non-Public Access Program (SNAP), special education services for students in private/parochial schools,

and Homebound Instruction for home or hospital bound (both with and without disabilities). A variety of applied technology, vocational, adult education, and “transitional” services are available, including some for students without disabilities.

Staff, parents, or anyone who has significant educational concerns about a student or believes an individual may have a disability can initiate the special education and/or Section 504 “identification” process. When there are educational concerns about a student, the school is to begin considering and implementing intervention strategies. If the educational concerns about the student are not resolved or a parent requests a special education referral/evaluation, the staff is to document any concerns and interventions. The school’s Building level Team, which includes a representative of SSD, then determines if an evaluation is warranted or not. Parents are to be notified in writing of the decision, the reason for it, and their rights. Appeals of any disability related decisions should be submitted in writing to the Brentwood School District and/or Superintendent of Schools. Questions or requests for assistance/information should be directed to the school’s principal, one to the district’s parent special education representatives, or the districts Special School District Liaison who may be reached at 962-4507.

#### **Public Notice**

The Special School District of St. Louis County is required to provide a free and appropriate education to all students with disabilities, including those attending private/parochial schools, beginning on the child’s third birthday through age twenty (20), regardless of the child’s disability. This District assures compliance with a full educational opportunity goal, services for students three (3) through twenty-one (21) will be implemented by 1999. Disabilities include: learning disabilities, mental retardation, behavioral disorders/emotionally disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, autism, early childhood special education and traumatic brain injury.

The District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for Missouri’s First Steps Program.

Special School District is required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the District relation to their children.

Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the District to meet the requirements of the Family Rights and Privacy Act (FERPA).

The District has developed a Local Compliance Plan for implementation of Special Education and this plan is available for public review during school hours on days school is in session in the office of the Superintendent of Brentwood Schools. The Local Compliance Plan is a written narrative which

describes the District's plan for compliance with the requirement for the identifying and serving all students with disabilities. Included in this plan are the policies and procedures which the District must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurance that services are provided in compliance with the requirements of 34 CFR 76.301 of the General Education Provision Act.

Public schools in the state of Missouri are required to conduct an annual census of all children with disabilities from birth through age twenty (20) who reside in the District or whose parent/legal guardian resides in the District. This census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child; parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the District fail to submit an annual census, the State Board may withhold state aid until the census is submitted. If you have a child with a disability or know a child with a disability who is not attending public school, please contact your school district.

This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language as may be necessary.

#### **Directory Information**

The school District of Brentwood, pursuant to the U.S. General Provisions Act, declares the following as "Directory Information" as provided in said act, and that information relating to students may be made public, if said information is in any of the following categories:

- Student's Name, address, and telephone number
- Date and place of birth
- Pictures
- Participation in officially recognized athletic teams
- Dates of attendance
- Honors and awards received

This public notice is required by law before such information can be placed in yearbooks, student directories, or other student publications. Any parent or legal guardian of any student may notify the school where the student attends of the parent's or legal guardian's desire that none of the above be released without the parent's or legal guardian's consent, provided that such information is given within thirty (30) days of this publication.

#### **Special Education Census**

The Brentwood Board of Education annually takes a special census of the disabled and severely disabled children under the age of 21 who reside in the school district. The census includes the name of the child, date of birth, age of the child, the parent guardian's name and address, and the disability.

If you have a child in this category who does not receive services from the Special School District of St. Louis County, please contact Mr. David Faulkner at 962-4507 to provide the information outlined above.

Parents, guardians or eligible students (18 years or older) have the right to inspect all information collected pertaining to them or their child. Access is not granted to unauthorized persons without persons without prior consent. For questions please contact Mr. David Faulkner.

**Non-Discrimination**

The Brentwood School District does not discriminate on the basis of race, color, natural origin, sex, age, or disability, in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the District's compliance with Title VI, Title IX, or Section 504, should contact Mr. David Faulkner in writing at 1201 Hanley Industrial Court, Brentwood MO 63144 or telephone 962-4507.

**Asbestos Management Plan**

In October 1986, the Asbestos Hazard Emergency Response Act (AHERA) became public law. This law required all public and private elementary and secondary schools to:

- Inspect for friable and non-friable asbestos
- Develop an Asbestos Operations Management Plan
- Have the Management Plan on file
- Use trained and accredited personnel to inspect, develop the Management Plan, carry out response actions, and have a designated asbestos official

The Brentwood School District has complied with this law. Copies of the District's Management Plan and the results of the three year reinspections are on file in each school office. Harvey Walker, Building Engineer, has completed the required training and is the district's designated asbestos official.

**Addendum to the Family Educational Rights and Privacy Act (FERPA)**

**Notice:**

The District has determined that the Voluntary Interdistrict Choice Corporation (VICC) and its officers, employees and agents are school officials with legitimate educational interests because they act for and on behalf of the district with respect to transfer students and the transfer program, and because they seek to advance the interests of both. A transfer student's attendance records and other educational records relevant to the student's participation in the program or to the program itself may accordingly be disclosed to VICC without obtaining written consent from the parent/guardian or eligible student. August 2004.

August 2010				
Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
9	10	11	<b>12 A</b> <b>First Day of School</b>	13 B
16 A	17 B	18 A	19 B	20 A
23 B	24 A	25 B	26 A	27 B
30 A	31 B			

September 2010				
Monday	Tuesday	Wednesday	Thursday	Friday
		1 A	2 B	3 A
<b>6</b> <b>No School</b>	7 B	8 A	9 B	10 A
13 B	14 A	15 B	16 A	17 B
20 A	21 B	22 A	23 B	24 <b>No School</b>
27 A	28 B	29 A	30 B	

October 2010				
Monday	Tuesday	Wednesday	Thursday	Friday
				1 A
<b>4</b> <b>No School</b>	5 B	6 A	7 B	8 A
11 B	12 A	13 B	14 A	15 B Early Dismissal End of 1 <sup>st</sup> Q
18 A	19 B	20 A Conferences	21 B	22 A
25 B Conferences	26 A \	27 B	28 A	<b>29</b> <b>No School</b>

<b>November 2010</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
1 B	2 A	3 B	4 A	5 B
8 A	9 B	10 A	11 B	12 A
15 B	16 A	17 B	18 A	19 B
22 A	23 B	<b>24 No School</b>	<b>25 No School</b>	<b>26 No School</b>
29 A	30 B			

<b>December 2010</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
		1 A	2 B	3 A
6 B	7 A	8 B	9 A	10 B Early Dismissal
13 A	14 B	15 A	16 B	17 A Finals Early Dismissal
20 B Finals Early Dismissal	21 A Finals Early Dismissal	22 B Early Dismissal <b>End of 1<sup>st</sup> Semester</b>	<b>23 No School</b>	<b>24 No School</b>
<b>27 No School</b>	<b>28 No School</b>	<b>29 No School</b>	<b>30 No School</b>	<b>31 No School</b>

<b>January 2011</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
3 No School	4A School Resumes	5 B	6 A	7 B
10 A	11 B	12 A	12 B	14 A
<b>17 No School</b>	18 B	19 A	20 B	21 A
24 B	25 A	26 B	27 A	28 B
31 A				

<b>February 2011</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
	1 B	2 A	3 B	4A
7 B	8 A	9 B	10 A	11 B
14 A	15 B	16 A	17 B	18 A
<b>21 No School</b>	<b>22 No School</b>	23 B	24 A	25B
28 A				

<b>March 2011</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
	1 B	2 A	3 B	4 A End of 3 <sup>rd</sup> Quarter Early Dismissal
7 B Conferences	8 A	9 B	10 A	11 B
14 A Conferences	15 B	16 A	17 B	<b>18 No School</b>
<b>21 No School</b>	<b>22 No School</b>	<b>23 No School</b>	<b>24 No School</b>	<b>25 No School</b>
28 A	29 B	30 A	31B	

<b>April 2011</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
				1 A
4 B Early Dismissal	4 A	5 B	7 A	<b>8 B</b>
11 A	12 B	13 A	14 B	15 <b>No School</b>
18 A	19 B	29 A	21 B	<b>22</b>
25 A	26 B	27 A	28 B	<b>29 A</b>

<b>May 2011</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
2 B	3 A	4 B	5 A	6 B
9 A Early Dismissal	10 B	11 A	12 B	13 A
16 B	17 A	18 A Finals Early Dismissal	19 B Finals Early Dismissal	20 A Finals Early Dismissal Graduation
23 Finals <b>Last Day of School Early Dismissal</b>	24	25	26	27

**If student attendance days fall below 178 due to inclement weather,  
make-up days will be 5/24 – 5/27.**

