

Brentwood High School Student Handbook
2021-2022

Brentwood High School
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This planner belongs to:

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City/Town _____ Zip Code _____

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BRENTWOOD HIGH SCHOOL STAFF

Dr. Edward Johnson	Principal
Dr. Stephen Ayotte	Asst. Principal/Athletic Director
Mr. James Abshier	Physics
Ms. Elizabeth Biever	Family & Consumer Science
Ms. Laura Brown	Registrar/Attendance
Ms. Erin Carmody	English/Drama
Ms. Julie Cohen	English/Journalism
Ms. Emily Diaz	College & Career Advisor
Mr. Lu Garcia	Spanish
Mrs. Jackie German	Health/P.E
Ms. MaryBeth Glasgow	SSD
Mrs. Michelle Grasshoff	Principal's Secretary
Mr. Jeff Gregorc	Technology Department
Mr. Zeyad Hamdan	Biology
Mr. Jeffrey Heinrich	Industrial Tech
Ms. Cynthia Hood	French
Mr. Roy Hughes	Social Studies
Dr. Kaitlynn Jansen	Mathematics
Ms. Kelly Javier	Mathematics
Mrs. Christa Jones	Business
Mr. Grant Krener	Instrumental Music
Mr. Tim Kuhn	Weight Training/P.E.
Mr. Scott Long	Social Studies/P.E.
Mrs. Jessica Musterman	Chemistry
Mr. Brian Nikodym	Project Lead the Way
Ms. Jessica O'Brien	SSD
Mr. Shawn Parker	Technology Department
Mr. Tim Rempel	Art
Mrs. Julie Robertson	Asst. Principal/A.D. Secretary
Mrs. Sue Roy	District Data Coord./Secondary Tech
Ms. Tracy Russo	Nurse
Ms. Mary Seal	English/Reading
Mr. Jerry Schmidt	Mathematics
Mrs. Kelly Smoller	English
Mr. Bryan Swearngin	Social Studies
Dr. Melody Tamakloe, Ed.D.	Counselor 9 - 12
Ms. Heather Wall	German
Mrs. Libby Wilson	Librarian

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2021-2022 Calendar

August 16	All Staff return
August 23	First Day of School
September 3	Early Release - Professional Development
September 6	Labor Day Holiday (no attendance K-12)
September 24	No attendance K-12: CIA Day
October 15	Early Release - Records Day - End of 1st Qtr
October 21	BHS Parent-Teacher Conferences 3:30 – 7:30
October 27	BHS Parent-Teacher Conferences 3:30 - 7:30
October 29	Early Release - Professional Development
November 1	No attendance K-12: Conference Comp
November 24, 25, 26	Thanksgiving Holiday (no attendance K-12)
December 10	Early Release - Professional Development
December 21	Early Release - Records Day End of 2nd Qtr
December 22-Jan. 3	Winter Break - No School: School resumes January 5, 2021
January 3	No attendance K-12: CIA Day
January 4	Students return to school
January 14	Early Release/Professional Development
January 17	Martin Luther King Day (no attendance K-12)
February 18	No attendance K-12 - Professional Development
February 21	Presidents' Day (no attendance K-12)
March 4	Early Release - Conference Prep/End of 3rd Qtr
March 10	BHS Parent - Teacher Conferences 3:30 - 7:30
March 16	BHS Parent - Teacher Conferences 3:30 - 7:30
March 18	No School (Conference Comp)
March 21 - 25	Spring Break—No School
April 15	No School - Professional Development
May 6	Early Release - Professional Development
May 26	Last Day of School – Early Dismissal: End of 4 th Qtr
May 27	Teacher Work Day (Snow Make-up Day)
May 27 - 31	Snow Make-up Days
May 30	Memorial Day - No School
June 1 - 3	Snow Make-up Days

WELCOME BACK!

Welcome to the 2021-2022 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 2021-2022 school year marks the 93rd anniversary of Brentwood High School. It was in the fall of 1928 when the first classes crossed its column. 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 buildings 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 were 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 the 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 the 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 school year. Ideas from Darrel Sauer, Shannon Johnson, and Mary Beth Powell were used to create the crest. 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.

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.

Identification Badges: Although we pride ourselves on knowing each student, emergency responders (police and firefighters) 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 at the cost of \$1.00.

All students arriving between 7:30 a.m. and 7:45 a.m. may report to the cafeteria or the library, where supervision is provided. Students are not allowed in other areas of the building 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 failing to comply with this safety rule will lose after-school privileges. 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 the entire class 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 Main Office. Checks received by 9:00 a.m. are credited on the day of delivery. Parents may monitor account balances online 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 that 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 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 a 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.

Course Withdrawal Policy & Procedures

Each year the master schedule is created based upon student needs and interests. There is a lot of time and effort put into the building of the master schedule. We do our best to take care of student needs, interests, and the balancing of course enrollment numbers. Students are expected to select their courses with great care to eliminate the need for course changes at the start of the school year and at the semester. At the beginning of school, counselors will make changes to student schedules to correct any oversights on the part of the school and to accommodate

students with unique and/or medical situations with medical documentation. Below you will find the schedule change policy for students that do not have unique and/or medical situations.

Course Changes

A course change occurs when a student drops a class and adds another in its place during the first two "A" and two "B" days of each semester or at the approval of the administrative team.

Parent or student initialed scheduled changes will be allowed before school starts and the first two "A" and two "B" days each semester. Students enrolling in full-year courses are expected to complete the entire course to earn full credit.

Adding and dropping a course after the first two "A" and two "B" days each semester will be at the discretion of the administration. If administrative approval is obtained, the student will be allowed to enter another BHS course in place of the dropped course. If the request is not approved, the student may stay in the class or may request to withdraw. After the first two weeks of each semester, no requests for course changes will be granted

Course Withdraw

A student withdraws from a course when the course is dropped, and no course is added in its place.

If a student decides to withdraw from a course, he or she will receive a 'WF' on his or her transcript, and NO class or credit will be offered in its place. Students will be placed in a supervised setting for the rest of the semester. GPA will be negatively impacted.

Lockers

Each student is given a combination lock for their assigned locker. Students should not share or reveal the combination of their locker to other students. In the event the student lock does not 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 charged with 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. Also, 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

All students will eat lunch in the cafeteria from 1:00 pm to 1:30 pm. **No deliveries from vendors will be allowed.** Parents are welcome to drop items off for their students at the main office.

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 School Reach phone system will call each student household that is

in the student database. 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 website (www.brentwoodmoschools.org) will also have closing information.

Students Staying After School

Students must be under the direct supervision of a staff member after 3:10 to be on campus. All students planning on attending after-school events may arrive 30 minutes before the event but must report to the event site.

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 or athletic director.

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 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, 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

Attendance calls should be made as early in the day as possible. A note or email, including a parent/guardian contact number and the reason for the student's absence(s) from the parent, is also an accepted form of communication regarding an absence. For an absence to be considered excused, a phone call, email, or written note must be received within 24 hours of the student's return to school. **Absences beyond 6 in a single class in a single semester will require a doctor's note to be considered excused.**

Excused/Unexcused Absences

The Assistant Principal (or another designee) is the attendance officer for the school. Accordingly, the Assistant 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.

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 classwork missed during the time of the absence(s).

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

Partial Absences

Students are required to be in class on time. Students will be counted as absent for more than 30 minutes in any class. (Note: Students having unexcused tardies to class for 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 the permission of the principal, attendance 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. **Also, 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 attendance 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 6th 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.**

Four-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 four (4) 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 four-day warning letter does not negate the implementation of the seven-day rule.)

Six-Day Rule

When a student has accumulated six(6) absences (excused or unexcused) in any one (1) class in a semester, the student and his or her parent/guardian will be sent a six-day warning letter requiring a meeting or phone conference with the assistant 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.

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 10 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 ten (10) 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 tenth absence (or earlier absences up to the tenth 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 risks 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 ten (10) in a semester will receive an unexcused absence and will receive zeros for all classwork 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.

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 on 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 composed 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 the 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 on whether the principal's decision was erroneous and whether the decision was supported by the facts. Students are entitled to seek a 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.

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. It is monitored and recorded by every teacher for each hour of attendance. Students are expected to be in the room before the bell, or they will be considered tardy.

A comprehensive system of attendance records will be maintained for each student by the attendance office and reported to the Assistant Principal, as well as the State of Missouri. The attendance office and the assistant principal work together in providing information to parents/guardians about student absences.

Contacting the Attendance Office

If a student is absent, the parent or guardian should call the school (314-262-8513) to report the absence.

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)

- 1st tardy: Unless greater than 5 minutes, the tardy is recorded. Make-up work is at the teacher's discretion.
- 2nd tardy: 30-minute detention assigned by the teacher.
- 3rd tardy: 60-minute detention assigned by the teacher.
- 4th tardy: 60-minute detention assigned by the teacher; parent contacted by the teacher and documented on a referral.
- 5th tardy: Students 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, NO deliveries by vendors will be allowed. 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 parental 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 the 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 for 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.

Makeup 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. Exceptions will be for excessive tardies. (See tardy guidelines).

Common Student Expectations

The following general expectations 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:

- Copying work (homework or classwork) assigned to be done independently,
- Allowing another student to look at or copy from one's paper or assessment
- Using or attempting to use any kind of written, mechanical, electronic, or other unauthorized aids in cheating,

- Providing others with test information or receiving test information from someone else.
- Plagiarism (see below)

(Note: “Tests” or “testing” includes tests exams, quizzes, or any other form or graded student assessments.)

Plagiarism is defined as misrepresenting the work of others as one's own. To avoid accidental plagiarism, always err on the side of crediting others' 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 and the classroom consequences. Credit may be withheld for all or part of the assignment. The principal will notify the parent/guardian of the disciplinary consequences. Consequences may include detention(s). A letter, along with copies of the copied or plagiarized work will be placed in the student’s disciplinary file.
- **Subsequent Offenses:** The teacher will notify a parent/guardian of the nature of the offense. Consequences for subsequent academic dishonesty include a two (2) day in-school suspension, possible loss of credit, and or other disciplinary consequences. A letter, along with copies of the copied or plagiarized work will be placed in the student’s disciplinary file.

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, students will not be allowed to park in spaces contiguous to the school grounds. Any student vehicle parked in a staff-only assigned area will be considered illegally parked. Parking will be discretionary throughout the neighborhood areas surrounding the school.

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. This policy is essential in maintaining a good relationship with our neighbors.

Consequences for Parking Violations

- First offense: 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: The vehicle will be towed at the owner's expense. Out-of-school suspension.

Discourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicles 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, perpetrated 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 phone use is 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: Warning and confiscation of the device until the end of the day. Device will only be returned to the parent.
- Second offense: Confiscation of the device and one 60 minute after-school detention. . Device will only be returned to the parent.
- Third offense: Confiscation of the device and two 60 minute after-school detentions.. Device will only be returned to the parent.
- Fourth offense: Confiscation of the device and one day of In School Suspension. Device will only be returned to the parent.
- Fifth offense: Confiscation of the device and two days of In School Suspension. Device will only be returned to the parent.
- Sixth 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.
- Seventh offense: Confiscation of the device and Out of School Suspension referral to the Superintendent. The 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, 1-day out-of-school suspension.
- Subsequent Offenses: Nullification of the forged document if applicable, 1-10 days out-of-school suspension, or recommendation to superintendent for additional days of suspension.

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 that 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.

Consequences

- First Offense: Student warned and allowed to correct the error and attend class.
- Second Offense: Student given detention. The Parents are called.
- Third Offense: Students are 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.

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 food and/or drink into the classroom if they do so without interfering with the 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.

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.

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, or behavior that could cause harm to themselves, others, or property.

- 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, electronic cigarettes, other nicotine-delivery products, or look-alike vaping products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

- First Offense: Confiscation of prohibited product or look-alike device. Principal/Student conference, after-school detention, In-School Suspension, or Out-of-School Suspension.
- Subsequent Offense: Confiscation of prohibited product or look-alike device, In-School Suspension or 1-10 days Out-of-School Suspension.

Use of any tobacco products, Electronic cigarettes, other nicotine-delivery products, or look-alike vaping products on district property, district transportation or any district activity. Nicotine patches or other medications used in tobacco cessation programs may only be used in accordance with district policy JHCD.

- First Offense: Confiscation of tobacco product. Principal/Student conference After-School Detention, In-School Suspension, or 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 parents/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

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 the 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 website.

<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. Students must earn a minimum of 3.25 credits (pass seven classes or more) each semester to maintain athletic eligibility.
4. Students must be present at least the last two (2) 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 the suspension or during the period of suspension. (Example: Students on suspension

Friday, Monday, and Tuesday may not participate in school activities on 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.

Athletic Council Eligibility for Students Under the Influence or in Possession of a Controlled/Illegal Substance

1st Offense

Self-reporting incidents will result in loss of 15% of the current season contest dates or the contest dates during the time of suspension whichever is greater.

Non-Self reporting incidents will result in the loss of 25% of the current season contest dates.

In the event the incident takes place at the end of an athletic season, which prohibits the student to serve out the consequences, the consequences will extend into the next sports season in which the student participates. The remaining percentage of the suspended contest dates will carry over and be prorated based on the scheduled contest of the proceeding sport in which the student participates.

In the event the incident takes place at a time when a senior student-athlete cannot serve out his/her consequences, other alternative disciplinary consequences will be used. These consequences may include, but are not limited to the following: forfeit of privilege to attend school activities such as athletic contests, dances, prom, senior trip, community service, etc.

2nd Offense

Loss of athletic eligibility for one calendar year.

3rd Offense

Loss of athletic eligibility for the remainder of the student's high school career.

Each incident is accumulated over the duration of the student's high school career.

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

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.

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.

<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>

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 of 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 th to 10 th	7.0 credits	10.5 credits
10 th to 11 th	14.0 credits	17.5 credits
11 th to 12 th	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 study, 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 ensuring 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 or 3.5 or higher) or "Honor Roll" (grade point average of 3.0 to 3.49).

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

Counseling Office

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

After School Study Hall

Each department will provide students the ability to attend after-school study hall at least once a week during the school year. Not all teachers are required to have after-school hours every week, as teachers may have other duties that prohibit them from being able to attend. But each department will have a designated time that students can receive additional support if needed, and those times will be shared with all students and families early in the 1st semester.

At the teacher's or coach's discretion, a student may be assigned to an after-school study hall in order to complete an **important assignment or test makeup**. 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.

Nurse's Office

The nurse's office is provided to serve the students in any way legally permissible in case of illness or injury. When the need arises to visit the nurse's office, 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 attendance office will be notified, and proper arrangements will be made.

All accidents must be reported to the nurse's office and an accident report completed (to be submitted within 24 hours). 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:

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 Countywide 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 district's 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 ensures 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/emotional 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.

The 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 in 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 that describes the District's plan for compliance with the requirement for 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 Dr. Brian Lane 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 prior consent. For questions please contact the district office.

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 the district office 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 Districts 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 2021				
Monday	Tuesday	Wednesday	Thursday	
2	3	4	5	6
9	10	11	12	13
16	17	18	19	21
23A	24B	25A	26B	27A
30B	31A			

September 2021				
Monday	Tuesday	Wednesday	Thursday	Friday
		1B	2A	3B Early Release - PD Day
6 No School Memorial Day	7A	8B	9A	10B
13A	14B	15A	16B	17A
20B	21A	22B	23A	24 No School CIA Day
27B	28A	29B	30A	

October 2021				
Monday	Tuesday	Wednesday	Thursday	Friday
				1B
4A	5B	6A	7B	8A
11B	12A	13B	14A	15B Early Release Records Day
18A	19B	20A	21B P/T Conference	22A
25B	26A	27B P/T Conference	28A	29B Early Release PD Day

November 2021				
Monday	Tuesday	Wednesday	Thursday	Friday
1 No School	2A	3B	4A	5B
8A	9B	10A	11B	12A
15B	16A	17B	18A	19B
22A	23B	24 No School Thanksgiving Break	25 No School Thanksgiving Break	26 No School Thanksgiving Break
29A	30B			

		December 2021		
Monday	Tuesday	Wednesday	Thursday	Friday
		1A	2B	3A
6B	7A	8B	9A	10B Early Release PD Day
13A	14B	15A	16B	17A
20B	21A Early Release Records Day	22 No School	23 No School	24 No School
27 No School	28 No School	29 No School	30 No School	31 No School

		January 2022		
Monday	Tuesday	Wednesday	Thursday	Friday
				1
3 No School CIA Day	4A	5B	6A	7B
10A	11B	12A	13B	14 Early Release PD Day
17 No School	18A	19B	20A	21B
24A	25B	26A	27B	28A
31B				

		February 2022		
Monday	Tuesday	Wednesday	Thursday	Friday
	1A	2B	3Q	4B
7A	8B	9A	10B	11A
14B	15A	16B	17A	18B
21 No School Presidents Day	22A	23B	24A	25B
28A				

		March 2022		
Monday	Tuesday	Wednesday	Thursday	Friday
	1B	2A	3B	4A
7B	8A	9B	10B P/T Conference	11A
14B	15A	16B P/T Conference	17A	18 No School
21 No School Spring Break	22 No School Spring Break	23 No School Spring Break	24 No School Spring Break	25 No School Spring Break
28B	29A	30B	31A	

		April 2021		
Monday	Tuesday	Wednesday	Thursday	Friday
				1B
4A	5B	6A	7B	8A
11B	12A	13B	14A	15 No School PD Day
18B	19A	20B	21A	22B
25A	26B	27A	28B	29A

		May 2021		
Monday	Tuesday	Wednesday	Thursday	Friday
2B	3A	4B	5A	6B Early Release PD Day
9A	10B	11A	12B	13A
16B	17A	18B	19A	20B
23A	24B	25A	26B Early Release Last Day of School	28
31				

***If student attendance days fall below 178 due to inclement weather, make-up days will be 5/28 – 6/7.**

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.