

# Brenkwitz High School

## Student/Parent Handbook

22100 Princeton St bldg A rm 9 - Hayward, CA. 94544

Telephone 510-723-3160 - Fax 510-781-6118

Office Hours: 8:00 am - 4:00 pm

Website: [bhs.haywardusd-ca.schoolloop.com](http://bhs.haywardusd-ca.schoolloop.com)



**Principal  
Kwasi Reed**



# **Welcome to Brenkwitz High School**

## **Expected Schoolwide Learning Results**

The Brenkwitz High School community is an alternative institution designed to meet the educational, social, and personal needs of students who cannot be served by traditional district high school. Our purpose is to help students graduate from high school by aiding them in developing habits and responsible practices that will prepare them to function as contributing members of a changing and challenging society. Our attention is closely focused on each individual student so that each can develop a plan for achieving personal and suitable goals. Students' individual strengths are fostered and critical thinking and literacy are developed in order to meet the ever-changing demands of 21st century living<sup>\*</sup>

We foster the following objectives for our students:

### **Engage**

- Students receive academic advising and assist in developing their own individual success plan.
- Attention is focused on each student's individual learning modalities.

### **Communicate**

- Students are encouraged to write in a variety of styles with purpose and skill.
- Students acquire academic language and participate in academic discourse by studying and understanding fiction and nonfiction works.
- Students learn to listen purposefully and to resolve conflict.

### **Challenge**

- Students receive support in up-grading academic skills.
- Student work is valued, and students are encouraged to recognize and cultivate their own gifts.

### **Achieve**

- All administration, faculty, and support staff are dedicated to each student's success.
- Students have relationships with one or more adults who will monitor their progress, making sure that they understand our program options, and that we trouble-shoot their needs.

### **Prepare**

- Students are guided in establishing vocational and career development goals.

•Students are also encouraged to create suitable life goals and life skills.

<b>Brenkwitz High School Staff    Emergency Line 60555</b>				
Kwasi	Reed	Principal	x 60102	A9
Reyna	Sabio	Admin Secretary	x 60103	A9
Octavio "Moe"	Cambell	Campus Supervisor	x 60146	F
Ma Christina	Conanan	Attendance Clerk	x 60111	A9
Estrella "Mia"	Cardenas	Registrar	x 60208	A11
Maria	Garcia-Hubbard	Counselor	x 60208	A11
Armando	Campos	Custodian	x 60511	
Dahlia	Case	Fred Finch	x 60236	L9
Vanessa	Smith	Youth Intervention Specialist	x 60237	L13
Laura	Montgomery	School Psychologist (Wed)	x 60220	A11
Michelle	Paronia	Counselor / Career Pathway	x 60233	L12
Rachel	Williams	Seneca Counselor	x 60037	36
Sonia	Hiestor	Brenkwitz Family Engagement Specialist	x 60220	A11
Cristina	Montes	sped paraeducator	x 60205	A6
<b>Brenkwitz Instructors</b>				
Richard	Bennett	Us/World History	x 60206	A8
Paul	Cernac	Edgenuity	x 60411	A7
Sean	Crosby	RSP	x 60205	A6
Jeffery	Guertin	Physical Science	x 60202	A2
Deborah	Jackson	SDC-CE	x 60036 / 60037	Port. 36
Dennis	Knights	Math/Plato	x 60234	A4
Joseph	Liu	Advanced Manufacturing 1 & 2	x 60411	A7
Thalia	McNeil-Smith	English/Leadership	x 60209	A1
Elizabeth	Morena	English	x 60121	F4
Samuel	Park	Math/Art	x 60146	F4
Joel	Pierre	College Prep/P.E.	x 60147	F3
Marlan	Simpson	Econ/Government	x 60148	A10
Brian	Singer	English/History	x 60226	A3
<b>Independent Study Program</b>				
Elizabeth	Ferretti	Office Specialist	x 60152	Craft Room
Michelle	Paronia	ISP Counselor	x 60223	L-12
Charlene	Bigelow	ISP Teacher 9-12	x 60230	Band Room

Alison	Brown	ISP Teacher 9-12	x 60227	Band Room
Eric	Enriquez	ISP Teacher 9-12	x 60204	Band Room
Martin	Genera	ISP Teacher 9-12	x 60229	Band Room
Kristina	Huskins	ISP Teacher 9-12	x 60207	Craft Room
Katie	Came	ISP Teacher 9-12	x 60231	Craft Room
Paul	Skender	Special Ed	x 60125	Choir Room
Rachael	Stower	Home Studies K-8	510-909-7720	Siac - rm 19
Band Room Front Desk			x 60240	

## **BRENKWITZ** **REGULAR BELL SCHEUDLE**

<u>Periods</u>	<u>Begin</u>	<u>End</u>
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Warning Bell	8:28 am	
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Period 1	8:30 am	9:20 am
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Period 2	9:22 am	10:12 am
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Period 3	10:14 am	11:04 am
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Break	11:04 am	11:19 am
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Period 4	11:21 am	12:11 pm
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Period 5	12:13 pm	1: 03 pm
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## **WEDNESDAY BELL SCHEDULE**

<u>Periods</u>	<u>Begin</u>	<u>End</u>
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Warning Bell	8:28	
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Period 1	8:30 am	9:10 am
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Period 2	9:12 am	9:52 am
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Advisory	9:54 am	10:29 am
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Period 3	10:31 am	11:11 am
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Break	11:11 am	11: 26 am
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Period 4	11:28 am	12:08 pm
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Period 5	12:10 pm	12:50 pm
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## **ROP Bus Schedule**

Leaves Brenkwitz	12:10 pm
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Arriving to ROP	12:30 pm
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Depart from ROP	3:35 pm
Arrive to Home School	3:45pm

## **2021-2022 Calendar of Events**

Thursday, August 26	School begins
Monday, September 6	Labor Day
Monday, November 1	Staff Development
Thursday, November 11	Veteran's Day
Monday, November 22-26	Thanksgiving Break
Monday, December 20- December 31	Winter Break
Monday, January 17	MLK Jr. Day Observed
Friday, January 28	Teacher Work Day
Monday, February 14	Lincoln's Birthday Observed
Monday, February 21	President's Day Observed
Thursday, March 31	Cesar Chavez Day
Monday, April 11 – 15	Spring Break
Monday, May 30	Memorial Day Observed
Thursday, June 9	Brenkwitz Graduation Ceremony
Tuesday, June 14	Last day of School

# Grading Periods

Brenkwitz High School operates under the district-wide calendar concerning holidays and breaks. The academic semester is divided into two quarters, allowing for **4 grading periods** a year. Each grading period is approximately 45 days; Students are expected to complete a minimum of **15 credits** per quarter, totaling **60 credits** for the year.

## Credit/Attendance Policies

**General Overview** – this policy is intended to assist students, parents, and teachers in clearly defining what a student needs to do to earn credits in each class. In class credits are earned quarterly (every 9-10 weeks). This concept requires students to focus on their attendance, active participation & work completion. Due to the limited number of space available at Brenkwitz High School students upon enrolling must be committed to attending every day in order to earn credits. Students that do not maintain positive attendance (75% attendance rate) and/or not earning adequate credit per quarter (earning 7 or more credits) can be subject to be redirected back to their home schools.

### How Does A Student Earn Credit?

Brenkwitz students are expected to complete all assignments and assessments given by the teacher. Students that earn a grade A-D can earn 3 credits per class. In order for students to receive the maximum amount of credits; students must have attended at least 65% of the class during that grading period. If a student does not meet the required attendance the most the student can earn is 1.5 credits. Opportunities to make-up missed class time will be facilitated by the individual teacher of that class.

### Can I Make Up Assignments when I have been absent?

**Yes, if your absence is excused.** Students must present a legitimate reason to be excused from school. These reasons must be validated by a parent/guardian with a written note or telephone call. Please call (510) 723-3160 ext 60111 to speak to the attendance clerk or to leave a message. Please call in absences within 48 hours of absence. Illnesses lasting for more than 3 days will require a doctor's note. (If your absence is unexcused, you cannot make up the work).

**Excused absences include:** School-sponsored events, illness/medical/bereavement, prior approval from Principal/designee (court appearance, religious holiday, family emergency)

**Unexcused absences include:** vacation, car problems, visiting relatives, baby-sitting, oversleeping, suspension, and absences cleared after 72 hours, Remember, students are responsible for the work they missed while absent. An **excused** absence does not excuse a student from doing the school work that was missed. Parents cannot excuse a student who leaves campus without permission. Once the student leaves without a pass, it is a cut and unexcused.

### Absences - Long Term

Students who will be absent 5 or more days, up to a maximum of 10 days, must contact the attendance office before the absence. Parents may request a Short Term Independent Study Contract. The Principal must approve this contract. This will allow the student to keep up with the assignments and give them credit for attendance. It is best to give the office at least a two-week notice of the situation. The assignments are due upon the student's return to school. Students may not get credit if the assignments are not completed satisfactorily and returned on time.

# Graduation Ceremony Participation

Student who will be participating in June 9th graduation ceremony will be notified no later than May 31, 2022.

**By this date the student will have completed all requirements for graduation as determined by the principal. Students who have not completed aforementioned will still be able to graduate but will not participate in the ceremony**

## Graduation Requirements

English	40 credits
Mathematics	20 credits
Science	20 credits
Social Science	30 credits
VAPA/Vocational/Mod Language	10 credits
Physical Education	20 credits
Health	5 credits
Electives	45 credits
Total: <b>190</b> credits	

## Closed Campus

All Hayward Unified School District high schools are closed campuses. Students are required to remain on the school grounds at all times during the school day except when special permission to leave campus is granted.

*At Brenkwitz, that means students are not allowed to go onto the Adult School Campus to enter the Mocha Café or student lounge, or leave the gates to go out into the parking lot. If they do so, the consequence is suspension.*

# **Parental Involvement Policy**

**STATEMENT OF PURPOSE:** The involvement of parents and community members is an essential component of nurturing students. Every effort to invite and consider parent and community input is made to ensure the success of our students. A team of parents, teachers, students and administrators developed the following school/parent/community involvement policy.

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

- that parents play an integral role in assisting their child's learning; receive grade level standards, monitor and discuss schoolwork at home, information on how to work with their child at home
- that parents are encouraged to be actively involved in their child's education at school;
- that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; parent conferences and school site council

Information about school policies and involvement opportunities are communicated through direct parent contact in the following manner:

- The School Parent/Community Involvement Policy and School-Parent Compact will be distributed to parents and students in the Parent Handbook, which will be distributed annually at the beginning of the school year. Teachers review the Parent Handbook and policies with the students at the beginning of the year. Parents will be asked to read and discuss the Parent Handbook with their child/children and sign and return an acknowledgment form.
- Brenkwitz High School will notify parents about the School Parental Involvement Policy in an understandable and uniform format.
- Brenkwitz High School will make the School Parental Involvement Policy available to the local community by having copies available in the school office.
- Brenkwitz High School will periodically update the School Parental Involvement Policy to meet the changing needs of parents and the school.



# **SCHOOL POLICIES, INVOLVEMENT OPPORTUNITIES, AND MEETINGS**

Brenkwitz High School will convene an annual meeting to inform parents of their rights to be involved.

Parents are provided a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet will be provided. Parent and Community Resource Binder include:

- School Parent Involvement Policy
- School/Meeting Calendar
- Parent/Student Handbook
- Volunteer Applications/Information
- Curriculum Descriptions for English Language Arts and Math and other content areas.
- Student Progress Reports
- Advisor Calls Home

If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as possible will be discussed. Parents/community members will be given timely responses to any concerns and suggestions.

- ✓ School Site Council Meetings
- ✓ Parent Conferences
- ✓ Progress Report Conferences

**The School/Parent/Student Compact** is a part of the School Parent Involvement Policy. The compact was developed by teachers, parents, students and administrators. It describes the responsibilities of the school and parents to improve student performance and the means in which to do so.

**Building capacity** for parent/community involvement is listed in the District Parent Involvement Policy. Specific activities might include: Assemblies; Awards Assemblies; Progress Report Conferences; Back to School Night

## **Brenkwitz Home-School Compact**

### **School Commitment**

**To support all students in succeeding at Brenkwitz High School, the staff commits to the following:**

- Hold high expectations for all students.
- Respect all students and their families and welcome them to our school.
- Teach rigorous, relevant, and engaging classes, following California state standards.
- Provide a positive, safe, and effective learning environment for all students through consistent implementation of the school's policies as outlined in the student handbook.
- Present parents with progress reports or report cards at the middle and end of each quarter and semester.
- Communicate with parents when students are not meeting class academic or behavior expectations.

- Provide support and planning so that all students leave high school prepared for the college and/or career of their choosing per our Expected Schoolwide Learning Results (ESLRs) and School Plan goals.
- Provide information to parents on a regular basis through our website and all calls.
- Reply to parent **emails** and phone calls in a prompt and courteous manner.
- Offer parents opportunities to become involved in our school through advisory groups and as volunteers.

## **Parent Commitment**

**To support my student in succeeding at Brenkwitz High School, I/We commit to the following:**

- Ensure that my student will comply with all COVID-19 safety protocols as outlined by Hayward USD and the ACPH.
- Ensure that my student attends school each day and is on time.
- Ensure that my student follows the school dress policies and code of conduct (see enrollment packet)
- Ensuring my student completes credit recovery program
- Respond to emails, phone calls in a prompt, courteous manner.
- Respect all school staff members and other students and families.
- Ensure that my student gets enough sleep each night, provide nutritious meals, and encourage regular exercise.
- Limit television viewing and computer games; provide a quiet time each day for completion of homework and/or reading.
- Talk with my student each day about school and homework; set high expectations for his or her academic achievement.
- Attend school events, workshops, and meetings, and when appropriate, participate in decision making and leadership opportunities at school.
- Communicate with the school regarding any special needs of my student.
- Initiate communication with school staff when there is a concern or question.

## **Student Commitment**

**To ensure my success at Brenkwitz High School, I commit to the following:**

- Comply with all COVID-19 safety precautions as outlined by Hayward Unified SD and Alameda County Department of Public Health
- Come to school each day and arrive at all my classes on time.
- Come prepared with my supplies, books, homework, and other items needed for each class.
- Complete credit recovery program

- Participate in each class and do my best to do well.
- Ask for help if I am struggling academically.
- Communicate to an adult if I have a concern, problem, conflict, or question.
- Follow the school dress code and all other behavioral expectations in the student handbook.
- Encourage my parents to be involved in my school and future plans.

**(Agreement Signature on Signature Page)**

## **CODE OF CONDUCT**

The Brenkwitz High School is based on the concept of **RESPECT**. Anyone who gives respect will receive it in return. Anyone who refuses to show respect to our staff or fellow students will suffer the appropriate consequences according to District Policy. Our staff believes in helping each student develop a positive self-image by offering new opportunities for success in learning. We accept each student as a significant person who has a right to an education in a safe and positive learning environment. We believe in encouraging each student to think and act in a positive manner and to:

Adopt goals based upon his/her interests and abilities.

Master needed skills and knowledge for successful living.

Develop attitudes that aid them in becoming a productive and contributing member of society.

Through concerned and constructive guidance, we are dedicated to helping each student accept discipline and to develop self-discipline. The same rules of student conduct applicable to all students in the Hayward Unified School District are also in effect here. All students are expected to respect the rights and property of others and to conform to the rules.

Students involved in prohibited activities are subject to disciplinary action that may include any one or any combination of the following actions:

- Parent conferences
- Loss of privileges
- School Cleanup
- Reduced Schedule
- Suspension
- Site Administrative Contract

- Referral to police or probation agencies
- Referral to community counseling programs
- Referral to temporary alternative placement programs
- Referral to other educational programs (adult school, community day school, city as school, etc.)
- Referral to round table meetings
- Peer Counseling
- Expulsion
- Dropped from our program

High on our priority list at Brenkwitz H.S. is the desire to treat all students in a fair and equitable manner. Thus, it is our intent to establish clear rules and consequences that regulate student behavior. We ask that all students and parents read the rules and guidelines very carefully. You will be **expected to know and understand all of the rules** and guidelines that follow.

## **THE FOLLOWING ACTIONS WILL NOT BE TOLERATED AT OUR SCHOOL**

These 13 violations are **CRIMES AS WELL AS EDUCATIONAL CODE VIOLATIONS**. If you choose to do any of the following acts; your choice **will** result in **one** of the following consequences automatically: **Expulsion, 3 to 5 day Suspension and Site Contract, and/or Ticket/Arrest by Hayward PD.**

1. Possession/Brandishing of any **firearm, knife, explosive** or other **dangerous objects**.
2. Possession/Brandishing of an **imitation firearm**. Imitation firearm is defined as a replica of a firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
3. Causing, attempting, or **threatening to cause physical injury** to any person (**Hitting**, Throwing an object at someone with intent to injure).
4. Willful use of **force or violence (fighting/Mutual Combat)** upon the person of another, except in clearly proven self-defense.

5. Committing **robbery** or **extortion** and/or being in possession of **stolen property**.
6. Possession, use, sale, or otherwise furnish, or be under the influence of, any **controlled substance**. (Alcoholic beverage or an intoxicant of any kind)
7. Unlawfully possess, offer, arrange, or negotiate to sell any **drug paraphernalia** on or about school grounds.
8. Commit an **obscene act**.
9. Commit any form of **Sexual Harassment** toward another person.
10. Commit or attempt to commit a **sexual assault, or sexual act**.
11. **Harass, threaten, or intimidate a pupil** who is a **complaining witness** in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness or both.
12. **Arson**.

## **ADDITIONALLY, THE FOLLOWING CHOICES WILL NOT BE TOLERATED**

The following acts are violations of the **Ed Code, District Policy as well as School Policy**. These violations will result in a **referral** to the office and/or a minimum **one day suspension**.

1. <b>Defiance</b> of authority. (Refusing to go to the office or do what your asked to do.)
2. Engage in <b>habitual profanity</b> or vulgarity.
3. <b>Disrupt school activities</b> or otherwise willfully defy the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties
3. Possession of any <b>Listening Device/Radio/Phones</b> and/or Earphones in the classroom.
4. Riding <b>skateboard, motorcycle or bicycle</b> on school campus.
5. Driving in an <b>unsafe manner</b> while on or leaving school grounds.
6. <b>Truancy</b> and/or <b>cutting classes</b>
7. <b>Students who leave campus without permission cannot be excused. All students are expected to check out through the main office before leaving.</b>
8. <b>Habitual Tardiness</b>
9. <b>Leaving the campus</b> during the school day without a pass. Brenkwitz is a <b>closed campus</b> during school hours.
10. <b>Loitering</b> in hallways, bathrooms, <b>off limit</b> areas of campus.

11. Wearing <b>head apparel inside</b> the classroom or office areas.
12. Wearing <b>gang related</b> apparel.
13. <b>Gambling</b> anywhere on school grounds
14. <b>Walking away from any school official</b> when they are attempting to talk with you. Showing <b>disrespect</b> to persons in authority.
15. <b>Spitting</b> in doorways, hallways, classrooms, and bathrooms or inside of any structure on school grounds.
16. Throwing or leaving <b>food or trash</b> in any place other than a trash can.

**Any student** who violates any aspect of the code of conduct will meet with the Principal, Student's Advisor and parent/guardian. The purpose of the meeting will be to:

- Determine if the student understands why we are having the meeting, and what he/she plans to do to correct the behavior problems.
- Gather pertinent information from all staff about student's behavior and progress in the classroom.
- Gather pertinent information from parents or guardians as to how they plan to assist their child in modifying the undesirable behavior.
- To decide what disciplinary action needs to be taken.

Support meetings are crucial and vital to maintaining a safe and orderly school environment for all. Therefore, it should be clearly understood that failure to show up for a scheduled meeting would not prevent the staff from moving ahead and making the necessary decisions that affect this case. Any questions or concerns should be directed to the principal at Brenkwitz H.S. (510) 723-3160 ext 60102