

# ***Brashear High School*** **9-12**



## **Student Handbook 2024-2025**

**Brashear High School**  
590 Crane Avenue  
Pittsburgh, Pa 15216  
Phone: 412-529-7301  
Fax: 412.571.7305  
[www.pghschools.org/Brashear](http://www.pghschools.org/Brashear)



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# **SUPERINTENDENT'S WELCOME**

Dear Pittsburgh Brashear Families,

As we embark on the 2024-2025 school year, I am excited to share Pittsburgh Brashear's School Handbook with you. This comprehensive guide is designed to provide essential information about our district's policies, procedures, and expectations, ensuring that we create a safe, supportive, and effective learning environment for all students. The school handbook is a valuable resource for understanding Pittsburgh Brashear's daily operations, including attendance policies, academic standards, code of conduct, and extracurricular activities. We believe that clear communication and mutual understanding between the school and families are crucial for student success, and this handbook is a key tool in fostering that partnership.

We encourage all families, parents, students, and caregivers to review the handbook thoroughly and discuss its contents with one another. Familiarizing yourselves with these guidelines will help reinforce the values and standards we uphold at Pittsburgh Brashear High School.

An electronic copy of the school handbook is also available on the school's website.

Your involvement and support are vital to our students' success, and we are grateful for your partnership in their education. If you have any questions or need further clarification on any aspect of the handbook, please do not hesitate to contact the main office.

Thank you for your continued support and cooperation. We look forward to a fantastic school year ahead.

Sincerely,

Dr. Wayne N. Walters

Superintendent

Pittsburgh Public Schools

# PRINCIPAL'S WELCOME

Greetings Brashear High School Families and Community,

**Welcome Back to the 2024-2025 School Year!** As the new school year approaches, I am filled with excitement and optimism for the opportunities that await us. It is with great pleasure that I welcome you back to Brashear High School for the 2024-2025 academic year!

Over the summer, our dedicated staff has been hard at work preparing for the return of our students. From updating our curriculum to enhancing our facilities, our goal is to provide a safe, engaging, and enriching learning environment for every student. We are committed to fostering a community where every student feels valued, supported, and challenged to reach their full potential.

This year, we are excited to introduce a few new programs and initiatives designed to enhance the educational experience at Brashear High School. We have expanded our extracurricular offerings and developed new partnerships with local organizations to provide our students with a wide range of learning opportunities.

Communication and collaboration between home and school are vital to the success of our students. We encourage you to stay involved and engaged in your child's education. Our Back-to-School events and parent-teacher conferences are great opportunities to meet our teachers and staff, learn more about our programs, and discuss your child's progress. Please make sure to regularly check our school website and social media channels for updates and important information. Additionally, please make sure your contact information, email and phone number, is updated so you can receive weekly newsletters and upcoming information.

As we embark on this new school year together, I want to emphasize our commitment to creating a positive and inclusive school culture. We believe that every student has the potential to achieve great things, and we are dedicated to supporting each one of them on their educational journey. Our staff is here to inspire, guide, and challenge your child to be the best they can be.

Thank you for your continued support and partnership. Let's work together to make this a successful and memorable school year for all our students. If you have any questions or concerns, please do not hesitate to reach out to us.

Here's to a fantastic school year ahead!

Warm regards,

Christina Loeffert  
Principal, Brashear High School



# SCHOOL VISION AND MISSION

## MISSION STATEMENT

The mission of Brashear High School is to cultivate productive members of society by providing quality instruction, academic rigor, and racial equity. Brashear will accomplish this mission by empowering students, teachers, parents, administrators, and community stakeholders to collaborate on how best to achieve success for all students.

## VISION

The Brashear community will engage in study, work, service, and advocacy to develop global citizens who contribute to society in meaningful ways.

## SCHOOL CONTACT INFORMATION

School district: School District of Pittsburgh (Pittsburgh Public Schools)  
School building: Brashear High School (Brashear 9-12)  
Address: 590 Crane Avenue, Pittsburgh, PA 15216  
Telephone switchboard: 412.529.7300 or 412.529.7301  
Fax number: 412.571.7305

District website: [www.pghschools.org](http://www.pghschools.org)  
Brashear High School homepage: <http://discoverpps.org/brashear>  
Brashear High School Facebook page: Pittsburgh Brashear High School

### Administration

Ms. Christina Loeffert- Principal 412-529-7304/[cloeffert1@pghschools.org](mailto:cloeffert1@pghschools.org)  
Mr. Shawn Stromberg- Assistant Principal 412-529-7375 /[sstromberg2@pghschools.org](mailto:ssstromberg2@pghschools.org)  
Mr. Chris Dedes- Assistant Principal 412-529-7351 /[cdedes1@pghschools.org](mailto:cdedes1@pghschools.org)  
Ms. Kelli Jackson- Assistant Principal 412-529-7322 /[kjackson11@pghschools.org](mailto:kjackson11@pghschools.org)


### General Departments

Activities Office 412.529.7314/[sgalaski1@pghschools.org](mailto:sgalaski1@pghschools.org)  
Athletics 412.529.7300 / [tdipietro1@pghschools.org](mailto:tdipietro1@pghschools.org)  
Administration – Main Office 412.529.7300 / [hpreston1@pghschools.org](mailto:hpreston1@pghschools.org)  
Administration-Main Office 412.529.7300/ [tlarkin1@pghschools.org](mailto:tlarkin1@pghschools.org)  
Custodial 412.529.7369 /[drosenfeld1@pghschools.org](mailto:drosenfeld1@pghschools.org)  
Nurse 412.529.7310/[glane1@pghschools.org](mailto:glane1@pghschools.org)

Security Staff  
Student Data Systems  
Student Services( Letters A-L)  
Student Services (Letters M-Z)

412.571.7370/jwade1@pghschools.org  
412.529.7300/snorkevicus1@pghschools.org  
412.529.7333/ tpail1@pghschools.org  
412.529.7315/ cbruckner1@pghschools.org

## **COMMUNICATION PROCEDURES**

Pittsburgh Brashear High Schools uses a variety of methods to contact guardians throughout the school year. Our primary modes of communication include Blackboard connect, Talking Points, email, and U.S. Mail. Staff members will also call via telephone or send text messages when needed. Pittsburgh Brashear also has a weekly newsletter that is sent through Blackboard connect and Talking Points. Guardians can also find out what's happening at Pittsburgh Brashear by visiting our Facebook page: Pittsburgh Brashear High School 

## STAFF ROSTER

TEACHER	ROOM	PHONE	TEACHER	ROOM	PHONE
ABBONDANZA	243	5277	LOCKWICH	224	7354
AGUGLIA	333	2591	LONG	317	2552
ALEVA	N. GYM		MALLOW	205	2592
ANDREASSI	312	2549	MAY STEIN	238	2571
AVELLINO	302	2586	MCELROY	237	2565
BAKER	131	2560	MCGOGNEY	315	2581
BALAZ	248	5314	MCGRATH	301	2588
BARDOLOI	311	2527	MEADE	314	2575
BEEBOUT	342	2522	MORSE	126	2570
BIENEMANN	371	2578	MILASICH	303	2548
BROWNE	256	2510	MUNNELL	328	7430
BUSHYAGER	G30	2518	MURO	G02	7311
BYARS	246	5826	NEIDIGH	201	2515
CAIN	375	2553	O'DRISCOLL	222	2528
CARNAVALI	372	2539	ORR	200	2635
CASSLER	339	2537	PAYNE	253	2543
CONWAY	236		<b>PERFETTI</b>	244	2508
COVERT	257	2556	<b>PISCITELLI</b>	214	2536
CRAWFORD	125	2545	<b>QUENEE</b>	254	2509
CUPPS	313	2497	RELIHAN	305	2500
DAELHOUSEN	318	2550	RENDINE	255	2557
DANKMYER	147	5802	RIDDLE	133	2551
DAVIN FLYNN	307	2498	SALINETRO	239	7329
DIPIETRO	152	7313	SCHMIDT	217	2559
EJZAK	LIBRARY	7305	SZUMETZ	G04	7312
ENGEL	344	7374	TAPU	G17	2544
FABYONIC	219	2576	<b>TSIPRAS</b>	206	2505
<b>FAJARDO</b>	225	2577	VERDI	374	2579
GALASKI	204	2504	WALKER	381	2502
GAVLIK	S.GYM/260		WATKINS	245	2524
GELLER	235	2563	WEHAR	332	2590



GERMANSKY	208	2583	WEIBLINGER	233	2564
GLISAN	212	2496	WELSH	210	2585
GODLEWSKI	335/337	2513	WHITE	373	2529
GRAHAM	330	2562	WOLFE	215	2572
HAEFNER	331	2521	WOLSKI	S. GYM	
HAIRSTON	240	2533	WOODS	127	2558
<b>JONES</b>	234	2566	YOCHUM	308	2567
KASSEP	306	7332	ZAREMSKI	300	2523
<b>KINCAID</b>	G01	2514			
<b>KIPP</b>	220	2495			
KLIBER	124	2573			
KNOX	380	2503			
LAURENSEN	209	2506			
LAWRENCE	203	2534			
LIPOVSKY	G03	7353			

Name	Ext	Name	Ext
<b>Principal</b>		Americorp	
Ms. Loeffert	7304	Mr. McNair - One Nation	
<b>Assistant Principals</b>		<b>Nurse's Office</b>	
Ms. Jackson - (P-Z)	7322	Ms. Lane	7310
Mr. Dedes - (H-O)	7351	Ms. Flaherty	2542
Mr. Stromberg (A-G)	7321		
		<b>Phys. Ed.</b>	
		Boys - Aleva	7362
		Girls - Perfetti	7344
<b>Main Office</b>			
Tracy Larkin - Secretary	7357	School Police	3520
Hope Preston - Secretary	7302	Camera Room	7370
Sherry Norkevicus - SDSS	7303	ISS - Ms. Jackson (123)	4552
		Ms. Piccolino (334)	7350
<b>Counselors</b>			

Ms. Kuhns (P-Z)	7316	<b>EA III</b>	
Ms. Stewart (A-G)	7352	Ms. Bhandari	2317
Mrs. Smith (H-O)	7325	Ms. Al Choufette	5390
		Ms. Mada	5387
		Ms. Sepulvada Martinez	5385
<b>Social Workers</b>			
Ms. Brueckner	7315	E-Fax	412-571-7305
Mr. Pail	7333	Pittsburgh Promise	412-281-7605
		Board of Education	412-529-3500
<b>Transition Counselors</b>		Parent Hotline	412-529-4357
	7318		
Mrs. Kessich (10th - 12th)	7317		
		<b>Student Equity Advocate</b>	
Activities Office - Galaski	7314	Rhonda Sears	7320
Athletic Office	7313		
Autistic Classroom - Ms. Deiuliis	2553	<b>Project Assistant</b>	
Auto Body - Lipovsky	7353	Sedric Brentley	
Auto Mechanics - Szumetz	7312		
Cafeteria	7355		
Child Care	7330		
Math Interventionist (Ms. Dankmyer)	5802		
English Interventionist (Mr. Kliber)		South Hills Middle School	8130
Library - Ms. Ejzak	7306	E-Fax	412-571-8149
Life Skills - Ms. Munnell	7340		
Mrs. Guillard - Teen Parent Advocate	5801		

**BELL SCHEDULES**  
**Brashear High School**  
**Bell Schedule:**

<u>Student Entry</u> *Warning bell: 7:35*	7:15 -7:35
<u>Period 1 Announcements</u> *Late bell: 7:40*	7:40-7:51
<u>Period 1</u>	7:55-8:36
<u>Period 2</u>	8:40-9:21
<u>Period 3</u>	9:25-10:06
<u>Period 4</u>	10:10-10:51
<u>Period 5</u> 1 <sup>ST</sup> LUNCH	10:55-11:36
<u>Period 6</u> 2 <sup>ND</sup> LUNCH	11:40-12:21
<u>Period 7</u> 3 <sup>RD</sup> LUNCH	12:25- 1:06
<u>Period 8</u>	1:10-1:51
<u>Period 9</u> *Dismissal: 2:40*	1:55-2:40

**Brashear High School**  
**Bell Schedule: 2-Hour Delay**

<u>Student Entry</u> *Warning bell: 9:35*	9:15 -9:35
<u>Period 1 Announcement</u> *Late bell: 9:40*	9:40-9:48
<u>Period 1</u>	9:52-10:20
<u>Period 2</u>	10:24-10:52
<u>Period 3</u>	10:56-11:24
<u>Period 4</u>	11:28-11:56
<u>Period 5</u> 1 <sup>ST</sup> LUNCH	12:00-12:28
<u>Period 6</u> 2 <sup>ND</sup> LUNCH	12:32-1:00
<u>Period 7</u> 3 <sup>RD</sup> LUNCH	1:04-1:32
<u>Period 8</u>	1:36-2:04
<u>Period 9</u> *Dismissal: 2:40*	2:08-2:40

**Brashear High School |  
Bell Schedule: Half Day**

<u>Student Entry</u> *Warning bell: 7:35*	7:10-7:35
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<u>Period</u> *Late bell: 7:40*	7:40-7:48
<u>Period 1</u>	7:52-8:10
<u>Period 2</u>	8:14-8:32
<u>Period 3</u>	8:36-8:54
<u>Period 4</u>	8:58-9:16
<u>Period 5</u> 1 <sup>ST</sup> LUNCH	9:20-9:38
<u>Period 6</u> 2 <sup>nd</sup> LUNCH	9:42-10:00
<u>Period 7</u> 3 <sup>RD</sup> LUNCH	10:04-10:22
<u>Period 8</u>	10:26-10:44
<u>Period 9</u> *Dismissal: 11:10*	10:48-11:10

**SCHOOL AND PPS CALENDARS**

**District Calendar**



<b>September 10, 2024 (Title 1 review meeting)</b>
<b>October 8, 2024</b>
<b>November 18, 2024</b>
<b>December 9, 2024</b>
<b>January 13, 2025</b>
<b>February 10, 2025</b>
<b>March 10, 2025</b>
<b>April 7, 2025</b>
<b>May 12, 2025</b>
<b>June 9, 2025</b>



## **Brashear High School PSCC Meetings**

**September 10, 2024  
(Title 1 review meeting)**

**October 8, 2024**

**November 18, 2024**

**December 9, 2024**

**January 13, 2025**

**February 10, 2025**

**March 10, 2025**

**April 7, 2025**

**May 12, 2025**

**June 9, 2025**

## **Brashear High School Important Dates**

9/20 Homecoming Dance

10/4 School Picture Day

10/18 Parent teacher conferences

1/15 FAFSA night 5-6:30(seniors)

TBD Winter Dance

5/29 Prom (tentative date)

**A weekly calendar with activities will be emailed in the Parent/Guardian  
Newsletter.**

# ATTENDANCE PROCEDURES

## PPS Policy 204

The Board requires that school age students enrolled in District schools attend school regularly, in accordance with state laws and regulations. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

### Authority

Attendance shall be required of all students enrolled in District schools during the days and hours that school is in session, except that authorized District staff may excuse a student for temporary absences when receiving satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.

The Board shall permit a student to be excused for participation in a project sponsored by a statewide or county-wide 4-H, Future Farmers of America (FFA) or a combined 4-H and FFA group upon written request prior to the event.

The Board shall establish and enforce attendance requirements, in accordance with applicable laws and regulations, Board policy and administrative regulations.

### Definitions

**Compulsory school age** shall mean the period of a student's life from the time student's person in parental relation elects to have the student enter school, and which shall be no later than eight (8) years of age until the student reaches seventeen (17) years of age. Beginning with the 2020-2021 school year, compulsory school age shall mean no later than age six (6) until age eighteen (18). The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.

**Habitually truant** shall mean six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.

**Truant** shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.

**Person in parental relation** shall mean a:

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.

3. Guardian of the person of a student.
4. Person with whom a student lives and who is acting in a parental role of a student.

This definition shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.

**School-based or community-based attendance improvement program** shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a student's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.

**School Attendance Improvement Conference (SAIC)** shall mean a conference where the student's absences and reasons for absences are examined in an effort to improve attendance, with or without additional services.

### **Delegation of Responsibility**

The Superintendent or designee shall ensure a school session that conforms with requirements of state laws and regulations.

The Superintendent or designee shall develop procedures for the attendance of students in accordance with the attendance standards and attendance-related procedures in the School Code of Student Conduct and Procedures.

The Superintendent or designee shall annually notify students, parents/guardians, staff, local children and youth agency and local Magisterial District Judges about the District's attendance policy by publishing such policy in student handbooks, newsletters, District website and other efficient communication methods.

The Superintendent or designee, in coordination with the school principal shall be responsible for the implementation and enforcement of this policy.

### **Guidelines**

#### **Compulsory School Attendance Requirements**

All students of compulsory school age who reside in the District shall be subject to the compulsory school attendance requirements.

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work study or career education program; or the student is receiving approved homebound instruction.

The following students shall be excused from the requirements of attendance at District schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.
3. Students attending college who are also enrolled part-time in District schools.
4. Students attending a home education program or private tutoring in accordance with law.
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.
6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.
7. Students sixteen (16) years of age regularly engaged in useful and lawful employment during the school session and holding a lawfully issued employment certificate. Regularly engaged means thirty-five (35) or more hours per week of employment.

#### Excused Absence

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.

7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
9. Observance of a religious holiday observed by bona fide religious group, upon parental request.
10. College or postsecondary institution visit, with prior approval.
11. Other urgent reasons which may include circumstances related to homelessness and foster care. Urgent reasons shall be strictly construed and do not permit irregular attendance.

The District may limit the number and duration of college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

*Temporary Excusals -*

The following students may be temporarily excused from the requirements of attendance at District schools:

1. Students receiving tutorial instruction in a field not offered in the District's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.
2. Students participating in a religious instruction program, if the following conditions are met:
  - a. The person in parental relation submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
  - b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
  - c. Following each absence, the person in parental relation shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
3. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.

*Parental Notice of Absence -*

Absences shall be treated as unexcused until the District receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

### Unexcused Absence

For purposes of this policy, absences which do not meet the criteria indicated above shall be considered an unexcused absence.

An out-of-school suspension may not be considered an unexcused absence.

### *Parental Notification -*

District staff shall provide notice to the person in parental relation upon each incident of unexcused absence, in the person in parental relation's preferred language.

### Enforcement of Compulsory Attendance Requirements

#### *Student is Truant -*

When a student has been absent for three (3) days during the current school year without a lawful excuse, District staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.

The notice shall:

1. Be in the mode and language of communication preferred by the person in parental relation;
2. Include a description of the consequences if the student becomes habitually truant; and
3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the student's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference.

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, District staff shall offer a School Attendance Improvement Conference.

*School Attendance Improvement Conference (SAIC) -*

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the SAIC.

The purpose of the SAIC is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.

The following individuals shall be invited to the SAIC:

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the SAIC shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.

The outcome of the SAIC shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate District staff.

The District may not take further legal action to address unexcused absences until after the date of the scheduled SAIC has passed.

*Student is Habitually Truant -*

When a student under fifteen (15) years of age is habitually truant, District staff:

1. Shall refer the student to:
  - a. A school-based or community-based attendance improvement program; or
  - b. The local children and youth agency.
2. May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student.

When a student fifteen (15) years of age or older is habitually truant, District staff shall:

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.

Regardless of age, when District staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate judge, District staff shall provide verification that the school held a SAIC.

#### *Filing a Citation -*

A citation shall be filed in the office of the appropriate judge whose jurisdiction includes the school in which the student is or should be enrolled.

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.

#### Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Superintendent or designee shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.

#### Discipline

The District shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.



## ACADEMICS

### 2024-25 Course Catalog

<https://www.pghschools.org/site/handlers/filedownload.ashx?moduleinstanceid=8332&dataid=183093&FileName=2024-2025%20Course%20Catalog.pdf.docx>

# ACADEMIC INTEGRITY

## PPS POLICY 226

### ACADEMIC DISHONESTY

The Pittsburgh Public Schools Code of Student Conduct states that “A student shall not engage in, participate in, or knowingly provide another student with the opportunity to engage in academic dishonesty related to examinations, as well as laboratory, homework, and other projects and assignments, whether done during or outside of school hours. Academic dishonesty shall include, but not be limited to, all forms of cheating, plagiarism, pre-exam access to test forms, representing someone else’s work as their own, and the unauthorized use of aids during examinations, projects, and assignments. Unauthorized aids include but are not limited to electronic/telecommunication devices.”

Pittsburgh Brashear High School upholds this standard and will provide thorough instruction so that students will know exactly what constitutes academic dishonesty and plagiarism, and what constitutes legitimate research and scholarship. If a student knowingly goes against this standard, the following rules will apply:

1st Offense:

- Referral to administrator
- Conference with parent and student to re-explain what constitutes academic dishonesty/plagiarism and the seriousness of the offense.
- Opportunity to complete the assignment for a 50%
- The student will complete a written reflection on Academic Dishonesty

2nd Offense:

- Referral to administrator
- Conference with parent
- 1-day In-School Suspension (ISS)
- Opportunity to complete the assignment for a 50%
- The student will complete a written reflection on Academic Dishonesty

3rd Offense:

- Referral to administrator
- Conference with student, parent, and administrator; possible recommendation to rescind student’s magnet school status.
- 3-day In-School Suspension (ISS)
- The student will receive a zero on the assignment.

# DRESS CODE

## PPS POLICY 221

Pittsburgh Public Schools has an exclusionary dress code. No student shall wear any apparel or jewelry that by words, signs, pictures, or any combination thereof appearing on said clothing or jewelry advocates or promotes sexual activity or violence, or the use of alcohol or drugs, or demeans or degrades another because of race, sex, religious persuasion, national origin, handicap, or disability is prohibited. This prohibition shall be in effect during regular school hours and at any school-sponsored event whether on or off school premises.

A prescribed dress code or uniform policy is defined as a policy, either in writing or declared verbally by a given school principal, which requires the student to wear a certain mode of dress during school time, or at any school-sponsored event whether on or off school premises. Individual schools within the district may adopt a prescribed dress code or uniform policy in accordance with the Board's policy, as noted by the following as developed by Brashear High School:

- **No** hoods worn over heads at any time, while in the building and no ski masks or any other hat that hides most of your face.
- **No** exposed midriffs
- **No** halter tops strapless tops, or spaghetti strap garments
- **No** suggestive or obscene pictures, sayings, gang- related slogans or violent depictions should be displayed on clothing or jewelry.
- Shorts and skirts must be longer than the length of the student's arm when standing erect
- **No** spandex shorts, pants, etc.
- **No** pajama pants.
- **No** belly shirts
- **No** low-cut top
- **No** transparent or see-through tops
- **No** chains or spiked jewelry.

All jackets and coats are to be placed in the students' lockers prior to the beginning of each day. School administrators retain the authority to determine acceptable dress in accordance with the PPS Code of Student Conduct and local school rules developed for Brashear High School. **Students in violation of the Dress Code will be directed to change and/or the parents may be contacted to provide a change of clothes. Students will not be permitted to attend class, while in violation of the dress code. Subsequent violations beyond the first may result in graduated (progressive) consequences.**

# ELECTRONIC DEVICES

## PPS POLICY 216

### Purpose

The Board recognizes that the use of electronic devices within the classroom can serve legitimate instructional purposes. However, under many circumstances such items serve as a distraction from the educational process and can be used by students to engage in inappropriate activities.

### Definition

**Electronic devices** shall include all devices that can take photographs; record or store audio or video data; store, transmit or receive messages, images or data; or provide a wireless, unfiltered connection to the Internet. Examples of electronic devices include, but shall not be limited to, cellular telephones, smartphones (e.g. iPhones and Android devices; telephone paging devices/beepers; global positioning system (GPS) devices; laptop computers; portable game units; mp3 players; personal digital assistants (PDAs); digital cameras; tablet personal computers (e.g. iPads), as well as any new technology developed with similar capabilities.

The **school-based Discipline Committee** is a school level group convened under the leadership of the school principal at least once per month to review available discipline data and discuss strengths and weaknesses of the school's disciplinary climate. The Discipline Committee in each school may consist of school personnel from the following areas, and all employee groups must be given the opportunity to be represented: principal-chairperson, teachers, support personnel, assistant principal, paraprofessional, custodial staff, security, cafeteria staff, activities director, and/or bus coordinator.

**School day** as used in this policy shall mean the time during which students are in attendance at school, including on the school bus, while traveling from home to school and school to home, on school field trips, or other school-related activities which occur during typical school hours.

### Authority

The Board generally prohibits electronic devices from being visible, used, or turned on by students during the school day in District buildings and on District property, subject to the specific Board-approved exceptions and guidelines contained herein.

The Board grants school-based Discipline Committees the discretion to adopt school level electronic device restrictions, so long as the school has identified a legitimate educational interest for the restriction, and prior written notice has been issued to students and parents/guardians. Before establishing a school level electronic device restriction, the school-based Discipline Committee must:

1. Schools Serving Students in PreK through 5th Grade:
  - Request input regarding the proposed restriction from the Parent School Community Council (PSCC), verbally and in writing;
  - Obtain approval of the assigned Assistant Superintendent; and

- Develop a proposed communication plan for notifying students and parents/guardians of the restriction.
2. Schools Serving Students in 6<sup>th</sup> Grade and Above:
- Request input regarding the proposed restriction from the PSCC and student advisors, verbally and in writing;
  - Obtain approval of the assigned Assistant Superintendent; and
  - Develop a proposed communication plan for notifying students and parents/guardians of the restriction.

The school principal shall cause the Board of School Directors to be notified upon adoption of any school-level electronic device restrictions.

The Board prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students on school property, on buses and other vehicles provided by the District, and at school-sponsored activities.

Violations of this policy or any properly established school-based electronic device restriction by a student shall result in disciplinary action and may result in confiscation of the electronic device.

The District shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student. The District reserves its right to disclaim liability for the loss, damage or misuse of an electronic device that is confiscated due to a violation of this policy or any properly established school-based electronic device restriction. The Superintendent or designee shall establish and maintain a review procedure to address claims that a student or parent/guardian-owned electronic device was damaged upon confiscation.

**Delegation of Responsibility**

The Superintendent or designee shall annually notify students, parents/guardians and staff about the District’s electronic device policy by publishing such policy in the student handbook, newsletters, posted notices, and other efficient methods.

Exceptions to the prohibitions set forth in this policy may be made as identified in applicable administrative regulations.

**Guidelines**

**Exceptions to General Prohibition**

The building administrator may grant approval for possession and use of an electronic device by a student for the following reasons:

1. Health, safety or emergency reasons.
2. As required by a student’s Individualized Education Program (IEP) or Section 504 Plan.[3]
3. Approved classroom or instructional-related activities.
4. Other reasons determined appropriate by the building principal.

**Laptop Computers/Personal Digital Assistants**

Laptop computers and personal digital assistants (PDAs) brought to school shall be restricted to classroom or instructional-related activities. Students shall comply with the guidelines set by the classroom teacher or school officials for the educational use of laptop computers and PDAs.

#### Telephone Pagers/Beepers

With prior administrative approval, the telephone paging device/beeper prohibition shall not apply in the following cases:

1. A student who is a member of a volunteer fire company, ambulance or rescue squad.
2. A student who has a need for such a device due to the medical condition of an immediate family member.
3. Other reasons determined appropriate by the school principal.

### **◇ Brashear High School Cell Phone Procedures 2024-25 SY ◇**

Grades 9-12 will drop off cell phones in the phone room (G16) located under the awning between both entrances and then enter the building through the South (red roof) entrance and the main entrance as usual.

Cell phones will be collected daily, secured during the school day, and returned to students at dismissal. Students who violate the electronic device restrictions may be subject to disciplinary action and confiscation of the device.

FYI: Every classroom and office is equipped with a phone that has a "main office" button and the ability to dial outside of the building. Students that need to contact parents can ask the teacher to call home.

#### ◇ Cell Phone Collection Procedure:

o Students will turn in their phones before entering the building between the two entrances. Students will put their phones in the bin based on their 9<sup>th</sup> period class.

o All cell phones will be collected if a student has multiple cell phones.

Students will place their phones in a bubble envelope in their hanging folder. The hanging folders are in a plastic bin marked by 9<sup>th</sup> period class.

Only teachers can collect cell phones from students (Students are not to collect, distribute, or handle any other phone).

o Day-to-day substitutes are not to collect, handle, or distribute any cell phones.

o Late Students: Students that come to school late will take their cell phone to room G16 to turn in it. Teachers will have a duty in the cell phone room to make sure all electronics are put into the folder properly.

Electronic Device bins will stay in G16 all day. Cell phone bins will be redistributed during the last 10 minutes of the 9<sup>th</sup> period class. Teachers will not be distributing cell phones until after the 2:30 end of day announcements.

o Students will retrieve their cell phone from the bin in their 9<sup>th</sup> period class. The 9<sup>th</sup> period teacher will monitor as students retrieve their phone from their hanging folder marked with that student's name.

o Teachers will return the cell phone bins to the office at the end of each day before signing out.

Tardy students will turn in cell phones to the staff member on duty at the red roof door. Admin will transfer the phone to the student's folder for end of the day distribution.

◇ Exceptions:

Any student that has an exception that is stated in the district electronic device policy should see an administrator discuss getting a pouch. This will be determined on a case-by-case basis.

◇ Special Handling of Cell Phones:

o Students that have a sporting event or any other activity and are leaving before period 9 will be required to turn their phone into their 9<sup>th</sup> period class bin. Students will be able to retrieve their phones when they are being dismissed for their respective sporting event or activity in G16.

o Students with an early dismissal will stop by the main office immediately before leaving the building to pick up their yellow "early dismissal" form and go to G16 for their cell phone. The same process will be followed for an early dismissal due to illness via the nurse's office.

◇ Violation of the Cell Phone Procedures

o Refusal to turn in a cell phone will result in a referral to the administration.

Parents/guardians will be notified if a student refuses to turn in their phone and disciplinary action will be under the discretion of administration and based on a progression of intervention.

o Students that are still in possession of their cell phones after arrival at school will be asked to turn in their phones immediately upon request. The parents/guardians will be notified, and disciplinary action will be under the discretion of the administration and based on a progression of intervention.

# EXTRA CURRICULAR OFFERINGS

## PPS Policy 119

The Board believes that the goals and objectives of the School District are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside Purpose The Board believes that the goals and objectives of the School District are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular classroom curricular program of the school.

The Board recognizes the value of a program of interscholastic athletics as an integral part of the total school experience to all students of the School District and to the community.

All learning experiences offered by the schools - athletic, curricular, extra and co-curricular - should be planned and integrated toward the attainment of the School District's objectives.

Definitions For purposes of this policy, the program of interscholastic athletics shall include all activities relating to competitive sport contests, games, or events or sport exhibitions involving individual students or teams of students of the School District when such events occur between separate schools within the School District or with any schools outside the School District. For purposes of this policy, co-curricular activities include activities related to curricular areas and/or result in the awarding of evaluative grades and credits. Examples of co-curricular activities include, but are not limited to, such things as band, chorus, intramurals, etc.

### Definitions

For purposes of this policy, the program of **interscholastic athletics** shall include all activities relating to competitive sport contests, games, or events or sport exhibitions involving individual students or teams of students of the School District when such events occur between separate schools within the School District or with any schools outside the School District.

For purposes of this policy, **co-curricular activities** include activities related to curricular areas and/or result in the awarding of evaluative grades and credits. Examples of co-curricular activities include, but are not limited to, such things as band, chorus, intramurals, etc.

For purposes of this policy, **extracurricular activities** include activities that are not tied to curricular areas and do not result in the awarding of grades and credits. Examples of extracurricular activities include sports, clubs, plays, etc.

For purposes of this policy, **athletic activity** means all the following:

1. Interscholastic athletics.
2. An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with a school entity, including cheerleading, club sponsored sports



activities and sports activities sponsored by school-affiliated organizations.

3. Noncompetitive cheerleading that is sponsored by or associated with a school entity.
4. Practices, interschool practices and scrimmages for all of the activities listed under clauses (1), (2) and (3).

With regard to eligibility determinations governed by this policy, the term **report period** shall mean:

1. The period of time between the start of a nine-week grading period and end of that nine-week grading period.

### **Authority**

#### Interscholastic Athletics

It shall be the policy of the Board to offer opportunities for participation in interschool athletic programs to all students on an equal basis and in accordance with federal and state laws and regulations.

The Board shall approve annually a program of interscholastic athletics and shall require that all facilities utilized in that program, whether or not the property of the Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

The Board shall determine the standards of eligibility to be met by all students participating in the interscholastic program. Such standards shall require that each student be covered by the maximum student accident insurance available, or its equivalent, be in good physical condition, be free of injury, and shall have fully recovered from illness as determined by the District's medical personnel before participating in any interscholastic athletic event.

The Board shall permit resident students that attend charter schools, as well as home schooled students residing in the District, to participate in interscholastic athletics at the school within their home area of assignment, according to applicable law.

#### Extra and Co-Curricular Activities

The Board may make school facilities, supplies, and equipment available and assign staff members for the support of a program of extra-curricular and co-curricular activities. Such availability and assignment shall be in accordance with the Equal Access Act.

Any co-curricular activity shall be under the sponsorship of this Board when it has been approved by the Board on recommendation of the Superintendent.

#### Equal Access Act

The District shall provide all students the opportunity for one or more non-curriculum related student groups to meet on the school premises during non-instructional time for the purpose of

conducting a meeting within the limited open forum on the basis of the religious, political, philosophical, or other content of the speech at such meetings. Such meetings must be voluntary, student-initiated, and not sponsored in any way by the school, its agents, or employees. Non-instructional time is the time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends.

The meetings cannot materially and substantially interfere with the orderly conduct of the educational activities in the school.

The Superintendent or designee shall establish the length of sessions, number per week, and other such limitations as felt reasonably necessary.

The district retains the authority to maintain order and discipline on school premises, to protect the well-being of students and employees and to ensure that the attendance of students at such meetings is on a voluntary basis.

### Safety in Youth Sports Act and Sudden Cardiac Arrest and Electrocardiogram Testing

Each school year, prior to participation in an athletic activity, every student athlete and their parent/guardian shall sign and return the acknowledgement of receipt and review of the following:

1. Concussion and Traumatic Brain Injury Information Sheet.
2. Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet.

### Eligibility Guidelines

All students enrolled in grades kindergarten through twelve must meet certain academic standards to be eligible for participation in any athletic, extra-curricular or co-curricular activity. The Board directs that the academic standards set forth below shall apply in grades kindergarten through twelve. Participation in interscholastic athletics for enrolled students ages 18-21 may be subject to additional eligibility requirements. \*

1. Students must have a 2.0 grade point average, exclusive of physical education, at the end of the previous report period or they will be placed in the District's academic intervention program for continued eligibility in accordance with this section.
2. Beginning in the 2020-2021 school year, students with a 1.0-1.99 grade point average, exclusive of physical education, at the end of the previous report period will be placed in the District's academic intervention program and can maintain their eligibility by completing the academic intervention program designated by the Superintendent or designee and achieving a 2.0 grade point average by the end of the next report period.
3. Beginning with the 2021-2022 school year, students with a 1.25-1.99 grade point average, exclusive of physical education, at the end of the previous report period will be placed in the District's academic intervention program and can maintain their eligibility

by completing the District's academic intervention program and achieving a 2.0 grade point average by the end of the next report period.

4. Beginning with the 2022-2023 school year, students with a 1.5-1.99 grade point average, exclusive of physical education, at the end of the previous report period will be placed in the District's academic intervention program and can maintain their eligibility by completing the District's academic intervention program and achieving a 2.0 grade point average by the end of the next report period following the start of the next report period.
  5. When determining eligibility for programs beginning at or before the start of the school year, eligibility will be based on end of year final grades and not on fourth report period grades.
  6. Single report period grades are to be used as last previous grades only in determining academic eligibility for activities that start or are in progress once the school year begins.
  7. If a student is found to be ineligible under this policy or under other applicable requirements due to having grades below those set forth above or otherwise failing to meet other applicable eligibility requirements \* the student shall not be permitted to participate in any interscholastic athletics or extra and co-curricular activities until they meet the eligibility requirements.
  8. The academic eligibility requirements set forth in this policy do not apply to co-curricular activities that provide academic credit.
- \* For example, Pennsylvania Interscholastic Athletic Association requirements at [www.piaa.org](http://www.piaa.org)

# **GRADING**

*PPS Policy 209*

## **GRADES – GRADING POLICY**

### **Purpose**

The Board recognizes that a system of grading student achievement can help the student, teachers, and parents to better assess the student's progress toward personal educational goals.

The Board believes that the cooperation of school and home is vital in the growth and education of the student. It recognizes its responsibility to keep parents informed of student welfare and progress in school. It also recognizes the effects of State Board regulations and federal regulations governing school records.

### **Authority**

The Board directs that the instructional program of the School District include a system of grading for all pupils which is consistent with the educational goals of the School District.

The Board directs the establishment of a system of reporting student progress which shall include written reports and parent conferences with teachers and shall require all appropriate staff members to comply with such a system as part of their teaching responsibility.

### **Delegation of Responsibility**

The Superintendent shall develop procedures for grading which include the following:

1. Each student should know what end result and achievements are expected at the outset of any course of study;
2. Each student should be kept informed of his/her personal progress during the course of a unit of study;
3. Grading should objectively evaluate and reward students for their efforts; students should be encouraged to evaluate their own achievements; and
4. All grading systems are subject to continual review and revision.

The Superintendent, in conjunction with appropriate teaching staff members, shall develop procedures for reporting student progress to parents or guardians which:

1. Utilize various methods of reporting appropriate to grade level and curriculum content.

2. Ensure that both student and parent receive ample warning of a pending grade of "failure", or one that would adversely affect the student's status.
3. Enable the scheduling of parent-teacher conferences at such time and in such places as will ensure the greatest degree of participation by parents, and not preclude the participation of either parent.
4. Specify the issuance of report cards at intervals of not less than nine (9) weeks.

§

# GRADUATION REQUIREMENTS/HS ONLY

## [PPS Policy 211](#)

It shall be the policy of the Board to establish graduation requirements in the educational interests of students and acknowledge successful completion of the instructional program and the graduate profile by awarding diplomas and certificates at graduation ceremonies.

### Authority

The Board recognizes its responsibility to adopt the graduation requirements students must achieve in accordance with state regulations. The Board shall award a regular high school diploma to every student enrolled in the School District who meets the requirements of graduation established by the Board and set forth in this policy.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

The Board requires graduation requirements to be published and distributed to students and parents/guardians, and made available in each school building and on the District’s website. All changes to graduation requirements shall be published and distributed to students and parents/guardians, and made available in each school building or on the District’s website immediately following approval by the Board.[\[4\]](#)[\[7\]](#)

### Guidelines

#### UNITS TO BE EARNED IN GRADES 9 THROUGH 12

English Language Arts	Four (4) units to include:	Units
	English I	1
	English II	1
	English III	1
	English IV	1
	English Language Arts eligible options may include: Curriculum and Instruction approved equivalent courses/CAS (Honors)/Advanced Placement/International Baccalaureate/postsecondary courses	
English Language Arts Total Units		4
Mathematics	Three (3) units to include:	Units
	Algebra I	1
	Geometry	1
	Algebra II	1
	Mathematics eligible options may include: Curriculum and Instruction approved equivalent courses/Career and Technical Education/CAS (Honors)/Advanced Placement/International Baccalaureate/postsecondary courses	

		Mathematics Total Units	3
Science	<ul style="list-style-type: none"> <li>Includes laboratory science</li> </ul>	Three (3) units to include:	Units
		Biology	1
		Physical Science (Chemistry or Physics)	1
		Elective Science	1
		Science eligible options may include: Curriculum and Instruction approved equivalent courses/Career and Technical Education/CAS (Honors)/Advanced Placement/International Baccalaureate/postsecondary courses	
		Science Total Units	3
Science, Technology, Engineering and Math (STEM)		One (1) unit from:	Unit
		STEM Course	1
		STEM eligible options may include: Career and Technical Education/postsecondary courses	
		Science, Technology, Engineering and Math (STEM) Total Units	1
Social Studies	<ul style="list-style-type: none"> <li>All courses integrate geography, history, civics &amp; government, and economics</li> </ul>	Four (4) units to include:	Units
		Civics	1
		World History	1
		American History	1
		African American History or Ethnic Studies Course	1
		Social Studies eligible options may include: Curriculum and Instruction approved equivalent courses/CAPSTONE Course (Ethnic Literature .5 + Ethnic Studies .5)/CAS (Honors)/Advanced Placement/International Baccalaureate/postsecondary courses	
		Social Studies Total Units	4
Economics with Financial Literacy		Half a unit from:	Unit
		Economics with Financial Literacy	0.5
		Economics with Financial Literacy eligible options may include: Curriculum and Instruction approved equivalent courses/Advanced Placement/International Baccalaureate/postsecondary courses	
		Economics with Financial Literacy Total Units	0.5

Physical Education	1
<ul style="list-style-type: none"> <li>Yearly in grades 9-12</li> </ul>	
Health Education	1
World Language, Fine Arts, and/or Practical Arts	2
<ul style="list-style-type: none"> <li>World Language (WL) Requirement - Must complete at least Level II in one (1) language (Level I may be taken in MS)</li> <li>Fine and Practical Arts - Eligible options include: visual arts, performing arts, practical arts associated with media, business and home (may substitute CTE coursework toward career credential)</li> </ul>	
Academic Electives (add language)	4.5
<ul style="list-style-type: none"> <li>One (1) must be a designated CTE-related course</li> <li>One (1) must be a designated Fine Arts course if the student elects 2 credits in WL</li> </ul>	
Total Units	
	24

The Board hereby establishes minimum requirements for graduation from the district, as outlined below. Requirements outlined apply to students in Grades 9 through 12. However, should a student choose to take either Algebra or World Language before entering Grade 9, they may receive high school credit if they pass the course or meet criteria of an equivalent graduation pathway by state law or regulations. Each student shall complete the course credit requirements, the student portfolio requirements set forth in this policy or meet the requirements of their Individualized Education Program (IEP) to meet the minimum requirements for graduation. IEPs should include the graduation requirements set forth by this policy to the maximum extent the requirements are appropriate.[8]

Course Credit Requirements

Beginning with the graduating class of 2028, each student shall be required to meet the minimum requirements of twenty-four (24) credits or to meet the requirements of their IEP for graduation.

UNITS TO BE EARNED IN GRADES 9 THROUGH 12

Science	Three (3) units to include:	Units
	Biology	1



<ul style="list-style-type: none"> <li>Includes laboratory science</li> </ul>	Physical Science (Chemistry or Physics)	1
	Elective Science	1
	Science eligible options may include: Curriculum and Instruction approved equivalent courses/Career and Technical Education/CAS (Honors)/Advanced Placement/International Baccalaureate/postsecondary courses	
Science Total Units		3
Science, Technology, Engineering and Math (STEM)	One (1) unit from:	Unit
	STEM Course	1
	STEM eligible options may include: Career and Technical Education/postsecondary courses	
Science, Technology, Engineering and Math (STEM) Total Units		1
Social Studies <ul style="list-style-type: none"> <li>All courses integrate geography, history, civics &amp; government, and economics</li> </ul>	Four (4) units to include:	Units
	Civics	1
	World History	1
	American History	1
	African American History or Ethnic Studies Course	1
	Social Studies eligible options may include: Curriculum and Instruction approved equivalent courses/CAPSTONE Course (Ethnic Literature .5 + Ethnic Studies .5)/CAS (Honors)/Advanced Placement/International Baccalaureate/postsecondary courses	
Social Studies Total Units		4
Economics with Financial Literacy	Half a unit from:	Unit
	Economics with Financial Literacy	0.5
	Economics with Financial Literacy eligible options may include: Curriculum and Instruction approved equivalent courses/Advanced Placement/International Baccalaureate/postsecondary courses	
Economics with Financial Literacy Total Units		0.5

Physical Education <ul style="list-style-type: none"> <li>Yearly in grades 9-12</li> </ul>	1
Health Education	1
World Language, Fine Arts, and/or Practical Arts <ul style="list-style-type: none"> <li>World Language (WL) Requirement - Must complete at least Level II in one (1) language (Level I may be taken in MS)</li> <li>Fine and Practical Arts - Eligible options include: visual arts, performing arts, practical arts associated with media, business and home (may substitute CTE coursework toward career credential)</li> </ul>	2
Academic Electives (add language) <ul style="list-style-type: none"> <li>One (1) must be a designated CTE-related course</li> <li>One (1) must be a designated Fine Arts course if the student elects 2 credits in WL</li> </ul>	4.5

Accounting of Courses Taken before Grades 9-12 - Should a student elect to take either Algebra or World Language prior to entering Grade 9, the student may receive high school credit for those courses so long as they pass the course or meet criteria of an equivalent graduation pathway by state law or regulations.

**UNITS TO BE EARNED IN GRADES 9 THROUGH 12 FOR STUDENTS ENROLLED IN A CAREER AND TECHNICAL EDUCATION PROGRAM**

English Language Arts	Four (4) units to include:	Units
	English I	1
	English II	1
	English III	1
	English IV	1

	English Language Arts eligible options may include: Curriculum and Instruction approved equivalent courses/CAS (Honors)/Advanced Placement/International Baccalaureate/postsecondary courses	
English Language Arts Total Units		4
Mathematics	Three (3) units to include:	Units
	Algebra I	1
	Geometry	1
	Algebra II	1
	Mathematics eligible options may include: Curriculum and Instruction approved equivalent courses/Career and Technical Education/CAS (Honors)/Advanced Placement/International Baccalaureate/postsecondary courses	
Mathematics Total Units		3
Science  • Includes Laboratory Science	Three (3) units to include:	Units
	Biology	1
	Physical Science (Chemistry or Physics)	1
	Elective Science	1
	Science elective options may include: Curriculum and Instruction approved equivalent courses/Career and Technical Education/CAS (Honors)/Advanced Placement/International Baccalaureate/postsecondary courses	
Science Total Units		3
Social Studies	Three (3) units to include:	Units

<ul style="list-style-type: none"> <li>All courses integrate geography, history, civics &amp; government, and economics</li> </ul>	Civics	1
	World History	1
	American History, African American History, or Ethnic Studies	1
	Social Studies eligible options may include: Curriculum and Instruction approved equivalent courses/ CAPSTONE Course (Ethnic Literature .5 + Ethnic Studies .5)/ CAS (Honors)/Advanced Placement/International Baccalaureate/ postsecondary courses	
<b>Social Studies Total Units</b>		<b>3</b>
Physical Education		
<ul style="list-style-type: none"> <li>Yearly in grades 9-12</li> </ul>		1
Health Education		1
Academic Electives		
<ul style="list-style-type: none"> <li>Academic Electives, Practical Art Electives, Career Development Electives and/or Physical Education Electives (one (1) must be Economics with Financial Literacy)</li> </ul>		9
<b>Total Units</b>		<b>24</b>

Assessment Requirements

Students in the 2022-2023 Graduation cohort shall meet statewide graduation requirements set forth by state law and regulations (e.g., Act 158 of 2018, Act 6 of 2017, and Act 55 of 2022) beginning in 2023. However, students in the 2022 cohort may utilize the Alternate Assessment Pathway to meet the graduation requirement as set forth by Act 158 and Act 6.

Other Credits

Credit may be given for courses taken in licensed and/or accredited private schools where such courses meet the criteria adopted by the Board, Pennsylvania School Code, and/or State Board of Education. The number of credits may be limited.

The District shall give full or partial credit to any student who has experienced education instability for coursework that is satisfactorily completed at, and reflected in the student's records received from, a prior school entity. A student-specific plan detailing the courses necessary for a student to graduate high school and to successfully transition to postsecondary education or the workforce shall further be completed for such students.[\[9\]](#)

### Deficiencies

The Superintendent may require students to make up deficiencies in school-based credit recovery programs at any time prior to graduation.

A student and parent/guardian should be notified upon failure of a course that the student is no longer on track for graduation as early as the beginning of the student's second semester in Grade 9. However, parents/guardians must be notified no later than the end of the first semester by the appropriate counselor if there is evidence of deficiencies for graduation that have not been remedied through a credit recovery program.

If the deficiencies can be made up in summer school, a student may receive their diploma in the school office a week after successfully completing summer school.

If the deficiencies are so extensive that they cannot be made up in summer school, a student may:

1. Make up some work or all through a District credit recovery program during the school year following the student's fourth year of high school. If a student completes the graduation requirements through a District credit recovery program in the year immediately following their fourth year of high school, they may still receive the diploma from the home high school.
2. Take the General Education Development (G.E.D.) test. A passing score will enable the student to earn a Commonwealth of Pennsylvania diploma. Note that passing the G.E.D. does not qualify a student for a regular high school diploma.

### Specific Program Requirements

In addition to meeting the minimum requirements for graduation, students may work to complete a specific program certificate. Program certificates (i.e., CAS/Honors, IB) indicative of completion of the program may be issued with the diploma in accordance with program guidelines.

The specific program certificates and applicable program requirements shall be set forth in the Student Guide to Graduation Requirements. Any exceptions to the requirements for a specific program must be approved by the Superintendent or their designee.

## English Learners

All English Learners (ELs) are required to participate in the Mathematics PSSA or Algebra I Keystone Exam and the Science PSSA or Biology Keystone Exam with accommodations as appropriate regardless of enrollment date. Note: All ELs are required to take the WIDA ACCESS for ELs English Proficiency Test.[10]

An EL may be exempted only once from participation in the PSSA ELA or Keystone Literature Exam. For example, if an EL student was exempt from participation during a previous test administration, the student must participate during the current testing window regardless of length of enrollment.

An EL student who does not participate in the Keystone Literature Exam as an 11th or 12th grade student must satisfy the requirements of state law and regulations (e.g., Act 158 of 2018, Act 6 of 2017, and Act 55 of 2022) through a pathway other than the Keystone Proficiency or the Keystone Composite Pathways.

## Additional Guidelines

The Superintendent shall develop a Student Guide to Graduation Requirements that sets forth the requirements of this policy and any additional guidelines that are consistent with this policy.

# **HOMWORK PROCEDURES**

## *PPS Policy 115*

The Board of Directors of the School District of Pittsburgh supports the importance of homework as a regular part of the educational program.

### **Authority**

The Homework Policy has been formulated and approved by the Board of School Directors.

### **Definitions**

**Homework** is defined as any independent work planned/approved and assigned by the teacher to be completed by the student with or without support outside of the regular classroom without the immediate and direct supervision of the teacher.

### **Delegation of Responsibility**

This Homework Policy shall be under the day-to-day supervision of the Superintendent of Schools, who may delegate responsibilities to other individuals, as designated by the Board, while maintaining the ultimate authority to enforce the policy.

The Board directs the Superintendent or designee to:

1. Develop administrative guidelines for the age and subject matter assignment appropriate assignment of homework;
2. Create and execute an annual communications plan for families, teachers and students on the role and importance and evaluation of homework which includes student, family, principal and teacher responsibilities;
3. Provide teachers with suggested homework assignments consistent with the District's adopted curriculum; and
4. Assure that all students can access the materials and resources needed to complete homework.

# HEALTH SERVICES

## Brashear High School Health Service Staff

Gwendolyn Lane      School Nurse      412-529-7301      glane1@pghschools.org

Health forms can be found in the health services suite next to the main office. All Sport's Physical forms can be found in the main office on the front counter. Students can turn in all health forms including sports physical forms to the school nurse in the health services suite next to the main office.

Allergies/Medical Concerns: Parents and guardians can contact the school nurse regarding allergies or any other medical concern of your child, The school nurse will give guidance to the next steps in making sure your child is safe and cared for.

Emergency care: Any accident or illness must be immediately reported to the instructor or closest available staff member. The teacher will refer the student to the school nurse, who will evaluate the extent of the injury or illness. The student's parent/guardian or emergency contact person will be contacted if it is deemed necessary to transport a student to a healthcare professional or hospital.

### [PPS Policy 206](#)

#### **Authority**

In compliance with applicable law and regulations, and Board-approved health and safety plans, the Board shall require that students of the School District submit to health and dental examinations, screenings and health monitoring in order to protect the school community from the spread of communicable disease in compliance with the School Code, or any modified schedule or manner of examinations approved by the Pennsylvania Department of Education.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

#### **Guidelines**

Each student shall receive a comprehensive health examination upon original entry, in sixth grade, and in eleventh grade conducted by the school physician, or in accordance with an approved modified schedule or manner of examinations.[\[2\]](#)[\[5\]](#)[\[6\]](#)

Each student shall receive a comprehensive dental examination upon original entry, in third grade, and in seventh grade, conducted by the school dental hygienist or dentist.[\[3\]](#)[\[5\]](#)[\[6\]](#)

A private health and/or dental examination conducted at the parents'/guardians' request and expense will be accepted in lieu of the school examination. The District will accept reports of privately conducted physical and dental examinations completed within one (1) year prior to a student's entry into the grade where an exam is required.[\[6\]](#)

The school nurse shall administer to each student vision tests, hearing tests, scoliosis tests, other tests deemed advisable, and height and weight measurements, at intervals established by the



District. Height and weight measurements shall be used to calculate the student's weight-for-height ratio.[\[2\]\[4\]\[5\]](#)

Parents/Guardians of students who are to receive physical and dental examinations shall be notified in advance and encouraged to be present. The notice shall encourage the parent/guardian to have the examination conducted by the student's private physician or dentist at the parent's/guardian's expense to promote continuity of care. Such statement may also include notification that the student may be exempted from such examination or screening if it is contrary to the parent's/guardian's religious beliefs. The District shall provide the notice described in the paragraph to the parent/guardian in their preferred language.[\[7\]\[8\]\[9\]](#)

A student who presents a statement signed by the parent/guardian that a medical examination is contrary to their religious beliefs shall be examined only when the Pennsylvania Secretary of Health or their designee determines that facts exist indicating that certain conditions would present a substantial menace to the health of others in contact with the student if the student is not examined for those conditions.[\[10\]\[11\]](#)

Where it appears to school health officials or teachers that a student deviates from normal growth and development, or where school examinations reveal conditions requiring health or dental care, the parent/guardian shall be notified of the apparent need for a special examination by the student's private physician or dentist. The parent/guardian shall report to the school whether a special examination occurred. If the parent/guardian fails to report whether the examination occurred within a reasonable time after being notified of the apparent need and the abnormal condition persists, appropriate school health personnel shall arrange a special medical examination for the student.[\[2\]\[5\]\[12\]](#)

In the event that the parent/guardian objects to or refuses to obtain a regular or special medical or dental examination or refuses to permit the child to be examined as arranged by the school nurse or school physician, the school nurse, in consultation with the school physician, shall determine whether the student appears to have unaddressed health conditions such that under the circumstances the refusal should be reported to the Pennsylvania Department of Health or other appropriate authorities.

Where school health officials or staff have reasonable cause to suspect that a student may be the victim of child abuse, the school employee shall make a report of suspected child abuse in accordance with law and Board policy.[\[13\]\[14\]](#)

### Health Monitoring

The Board directs District staff to monitor student health in accordance with applicable Board policy and the Board-approved health and safety plan.[\[15\]](#)

A student may request an alternative method of monitoring as a religious accommodation, and designated District staff shall assess and respond to such request in accordance with applicable law, regulations and Board policy. A request for an accommodation that would unreasonably impair safety or cause undue hardship will not be granted.[\[16\]](#)

A student with a health condition that may render a monitoring method ineffective should notify designated staff so that alternative or supplemental methods may be considered.[16][17]

Students who may be exhibiting symptoms that indicate health concerns shall be referred to the school nurse or designated staff for further assessment and response, in accordance with Board policy.[15]

### Health Records

The District shall maintain for each student a comprehensive health record which includes a record of immunizations and the results of tests, measurements, regularly scheduled examinations and special examinations.[2]

All health records shall be maintained separately from academic records, shall be confidential and shall be disclosed only when necessary for the health of the student or when requested by the parent/guardian, in accordance with law and Board policy.[18][19]

The District may disclose information from health records to appropriate parties in connection with an emergency when necessary to protect the health or safety of the student or other individuals, in accordance with applicable law and Board policy.[15][18][19][20][21][22]

Designated District staff shall request from the transferring school the health records of students transferring into District schools. Staff shall respond to such requests for the health records of students transferring from District schools to other schools.[18]

The District shall destroy student health records only after the student has not been enrolled in District schools for at least two (2) years.[18][23]

### Delegation of Responsibility

The Superintendent or designee shall instruct all staff members to continually observe students for conditions that indicate health problems or disability and to promptly report such conditions to the school nurse.[2]

The Superintendent or designee shall ensure that notice is provided to all parents/guardians regarding the existence of and eligibility for the Children's Health Insurance Program (CHIP).[12]

# INFORMATION TECHNOLOGY/ACCEPTABLE USE POLICY

[https://pghboe.az1.qualtrics.com/jfe/form/SV\\_3sbuKDIeUWwV1eS](https://pghboe.az1.qualtrics.com/jfe/form/SV_3sbuKDIeUWwV1eS)

## Purpose

The Board believes that the goals and objectives of the School District are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside Purpose The Board believes that the goals and objectives of the School District are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular classroom curricular program of the school.<sup>[1]</sup>

The Board recognizes the value of a program of interscholastic athletics as an integral part of the total school experience to all students of the School District and to the community.

All learning experiences offered by the schools - athletic, curricular, extra and co-curricular - should be planned and integrated toward the attainment of the School District's objectives.

Definitions For purposes of this policy, the program of interscholastic athletics shall include all activities relating to competitive sport contests, games, or events or sport exhibitions involving individual students or teams of students of the School District when such events occur between separate schools within the School District or with any schools outside the School District. For purposes of this policy, co-curricular activities include activities related to curricular areas and/or result in the awarding of evaluative grades and credits. Examples of co-curricular activities include, but are not limited to, such things as band, chorus, intramurals, etc.

## Definitions

For purposes of this policy, the program of **interscholastic athletics** shall include all activities relating to competitive sport contests, games, or events or sport exhibitions involving individual students or teams of students of the School District when such events occur between separate schools within the School District or with any schools outside the School District.

For purposes of this policy, **co-curricular activities** include activities related to curricular areas and/or result in the awarding of evaluative grades and credits. Examples of co-curricular activities include, but are not limited to, such things as band, chorus, intramurals, etc.

For purposes of this policy, **extracurricular activities** include activities that are not tied to curricular areas and do not result in the awarding of grades and credits. Examples of extracurricular activities include, but are not limited to, sports, clubs, plays, etc.

For purposes of this policy, **athletic activity** means all of the following:

1. Interscholastic athletics.
2. An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with a school entity, including cheerleading, club sponsored sports

activities and sports activities sponsored by school-affiliated organizations.

3. Noncompetitive cheerleading that is sponsored by or associated with a school entity.
4. Practices, interschool practices and scrimmages for all of the activities listed under clauses (1), (2) and (3).[\[7\]\[8\]](#)

With regard to eligibility determinations governed by this policy, the term **report period** shall mean:

1. The period of time between the start of a nine-week grading period and end of that nine-week grading period.

### **Authority**

#### Interscholastic Athletics

It shall be the policy of the Board to offer opportunities for participation in interschool athletic programs to all students on an equal basis and in accordance with federal and state laws and regulations.[\[2\]\[4\]](#)

The Board shall approve annually a program of interscholastic athletics and shall require that all facilities utilized in that program, whether or not the property of the Board, properly safeguard both players and spectators and are kept free from hazardous conditions.[\[1\]](#)

The Board shall determine the standards of eligibility to be met by all students participating in the interscholastic program. Such standards shall require that each student be covered by the maximum student accident insurance available, or its equivalent, be in good physical condition, be free of injury, and shall have fully recovered from illness as determined by the District's medical personnel before participating in any interscholastic athletic event.

The Board shall permit resident students that attend charter schools, as well as home schooled students residing in the District, to participate in interscholastic athletics at the school within their home area of assignment, according to applicable law.[\[1\]\[3\]\[5\]](#)

#### Extra and Co-Curricular Activities

The Board may make school facilities, supplies, and equipment available and assign staff members for the support of a program of extra-curricular and co-curricular activities. Such availability and assignment shall be in accordance with the Equal Access Act.[\[1\]](#)

Any co-curricular activity shall be under the sponsorship of this Board when it has been approved by the Board on recommendation of the Superintendent.

#### Equal Access Act

The District shall provide all students the opportunity for one or more non-curriculum related student groups to meet on the school premises during non-instructional time for the purpose of

conducting a meeting within the limited open forum on the basis of the religious, political, philosophical, or other content of the speech at such meetings. Such meetings must be voluntary, student-initiated, and not sponsored in any way by the school, its agents, or employees. Non-instructional time is the time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends.[\[6\]](#)

The meetings cannot materially and substantially interfere with the orderly conduct of the educational activities in the school.

The Superintendent or designee shall establish the length of sessions, number per week, and other such limitations as felt reasonably necessary.

The District retains the authority to maintain order and discipline on school premises to protect the well-being of students and employees and to ensure that the attendance of students at such meetings is on a voluntary basis.

### Safety in Youth Sports Act and Sudden Cardiac Arrest and Electrocardiogram Testing

Each school year, prior to participation in an athletic activity, every student athlete and their parent/guardian shall sign and return the acknowledgement of receipt and review of the following:[\[7\]](#)[\[8\]](#)[\[9\]](#)

1. Concussion and Traumatic Brain Injury Information Sheet.
2. Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet.

### Eligibility Guidelines

All students enrolled in grades kindergarten through twelve must meet certain academic standards to be eligible for participation in any athletic, extra-curricular or co-curricular activity. The Board directs that the academic standards set forth below shall apply in grades kindergarten through twelve. Participation in interscholastic athletics for enrolled students ages 18-21 may be subject to additional eligibility requirements. \*

1. Students must have a 2.0 grade point average, exclusive of physical education, at the end of the previous report period or they will be placed in the District's academic intervention program for continued eligibility in accordance with this section.
2. Beginning in the 2020-2021 school year, students with a 1.0-1.99 grade point average, exclusive of physical education, at the end of the previous report period will be placed in the District's academic intervention program and can maintain their eligibility by completing the academic intervention program designated by the Superintendent or designee and achieving a 2.0 grade point average by the end of the next report period.
3. Beginning with the 2021-2022 school year, students with a 1.25-1.99 grade point average, exclusive of physical education, at the end of the previous report period will be placed in the District's academic intervention program and can maintain their eligibility

by completing the District's academic intervention program and achieving a 2.0 grade point average by the end of the next report period.

4. Beginning with the 2022-2023 school year, students with a 1.5-1.99 grade point average, exclusive of physical education, at the end of the previous report period will be placed in the District's academic intervention program and can maintain their eligibility by completing the District's academic intervention program and achieving a 2.0 grade point average by the end of the next report period following the start of the next report period.
  5. When determining eligibility for programs beginning at or before the start of the school year, eligibility will be based on end of year final grades and not on fourth report period grades.
  6. Single report period grades are to be used as last previous grades only in determining academic eligibility for activities that start or are in progress once the school year begins.
  7. If a student is found to be ineligible under this policy or under other applicable requirements due to having grades below those set forth above or otherwise failing to meet other applicable eligibility requirements \* the student shall not be permitted to participate in any interscholastic athletics or extra and co-curricular activities until they meet the eligibility requirements.
  8. The academic eligibility requirements set forth in this policy do not apply to co-curricular activities that provide academic credit.
- \* For example, Pennsylvania Interscholastic Athletic Association requirements at [www.piaa.org](http://www.piaa.org)

# STUDENT SUPPORT SERVICES

## STUDENT SERVICES

Counselors are available in Room 108, the Student Services Suite, to assist you in academic, personal, and vocational matters. The primary responsibility of the counselors is to ensure that all Brashear students' graduate college and are career ready. Students may ask to see their counselor during their assigned lunch period.

**Comprehensive Guidance Services:** The Student Services Office provides comprehensive services to all pupils. Important functions include, but are not limited to, maintaining accurate student records, progress monitoring, transcript services, career counseling, intervention support(s), workforce application support, mediation, and promoting student agency. Student Services also help learners select courses to meet individual needs, offer encouragement to set high but realistic goals, aid in adjusting to the school environment, assist in resolving school and personal problems, and assist with college and scholarship applications.

**Student Assistance Program (SAP):** The school's social workers identify students who are experiencing behavioral and/or academic problems that may be associated with high-risk behaviors. The heart of the SAP is the CORE Team.

**SAP CORE Team:** The CORE Team is coordinated by the school social worker. It is comprised of specially trained staff members who assist students with a variety of needs. Some of the services offered through the CORE Team are in-school support groups, in-school therapy, mentoring, the peer helper program, teen parent advocate services, mental health evaluations, and drug and alcohol evaluations. Various community agencies come into the school to provide many of these services to the students.

Students can become involved in the CORE Team through a referral process. The referrals come from self, other students, parents, staff, or community members. Parental permission is required for a student to become involved in the CORE programs. For more detailed information or to discuss any concerns you might have about a student, please contact one of the school social workers.

## Brashear Bull's RULE – Brashear HS Bull's BIS INCENTIVE SYSTEM

Brashear's Positive Behavior Intervention and Support is defined by a school-wide matrix identified as Bull's Rules.

It identifies the schoolwide expectations in the classroom, cafeteria, bathroom, hall/stairs, and all parts of the school. Students strive to be:

- Responsible
- Upstanding
- Leadership
- Engaged



# BULLS RULE

	Hallway	Cafeteria	Social Media	Classroom	Special Events	Restroom	Arrival/Dismissal Transportation
<b>Responsible</b> <i>Dependable Trustworthy</i>	<ul style="list-style-type: none"> <li>• Be on time to class</li> <li>• Be efficient</li> <li>• Use non-violent problem solving skills</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Have your ID ready</li> <li>• Remain in assigned area</li> </ul>	<ul style="list-style-type: none"> <li>• Use social media for positive purposes</li> <li>• Use only in the cafeteria</li> <li>• Report harmful or hateful posts</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time and prepared</li> <li>• Follow directions</li> <li>• Submit assignments on time</li> <li>• Remain in assigned area</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Follow instructions</li> <li>• Represent positive behavior</li> <li>• Keep event spaces clean</li> </ul>	<ul style="list-style-type: none"> <li>• Respect others' privacy</li> <li>• Have permission to leave the classroom/fill out</li> <li>• Sign-out sheet</li> <li>• Use bathrooms as intended: Go, Flush, Wash, Leave</li> </ul>	<ul style="list-style-type: none"> <li>• Leave prohibited items at home</li> <li>• Use kind words (please and thank you)</li> <li>• Maintain appropriate language and volume</li> </ul>
<b>Upstanding</b> <i>Honest Respectable</i>	<ul style="list-style-type: none"> <li>• Move with purpose</li> <li>• Respect others</li> <li>• Maintain appropriate language and volume</li> </ul>	<ul style="list-style-type: none"> <li>• Throw trash away</li> <li>• Use appropriate language and volume</li> </ul>	<ul style="list-style-type: none"> <li>• Post positively</li> <li>• Choose appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>• Do your best as a student and community member</li> </ul>	<ul style="list-style-type: none"> <li>• Know where you are supposed to be</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate language</li> <li>• Use at appropriate times</li> <li>• If you see something, say something</li> </ul>	<ul style="list-style-type: none"> <li>• Have bag unzipped and ready</li> <li>• Empty pockets</li> <li>• Wear appropriate attire</li> </ul>
<b>Leadership</b> <i>Inspiring Confident</i>	<ul style="list-style-type: none"> <li>• Encourage classmates to move</li> <li>• Assist peers</li> </ul>	<ul style="list-style-type: none"> <li>• Model Bull's RULE behavior</li> </ul>	<ul style="list-style-type: none"> <li>• Share positivity in thoughts and posts</li> <li>• Be aware of implications of your posts</li> </ul>	<ul style="list-style-type: none"> <li>• Accept thoughts of others and encourage diversity of opinion</li> <li>• Assist peers</li> <li>• Complete work</li> <li>• Be on Task</li> <li>• Participate</li> </ul>	<ul style="list-style-type: none"> <li>• Represent</li> <li>• Brushear proudly</li> <li>• Show appreciation</li> <li>• Be mindful of surroundings</li> <li>• Actively listen</li> <li>• Positive participation</li> </ul>	<ul style="list-style-type: none"> <li>• Be time conscious</li> <li>• Report needed supplies and repairs</li> </ul>	<ul style="list-style-type: none"> <li>• Arrive on time and be prepared for learning</li> <li>• Tap in with student ID</li> <li>• Respect others</li> <li>• Stay with your bag until accepted by a staff member</li> </ul>
<b>Engaged</b> <i>Attentive Involved</i>	<ul style="list-style-type: none"> <li>• Use time appropriately</li> <li>• Assist peers</li> </ul>	<ul style="list-style-type: none"> <li>• Use time appropriately</li> <li>• Assist peers</li> </ul>					



# Student Expectations/Procedures

## DAILY SCHEDULE

Brashear High School's standard hours of operation are 7:15 A.M. to 2:50 P.M.

- **Regular School Days: Student** arrival is at 7:35 A.M. and dismissal is at 2:40 P.M. Doors open at 7:15 A.M.
- **Half Days: Student** arrival @ 7:40 A.M. and dismissal at 11:10 A.M. Doors open at 7:15 A.M. and lunch is served during the scheduled lunch period.
- **2-hour Delay Days: Student** arrival at 9:50 A.M. and dismissal at 2:45 P.M. Doors open at 9:15 A.M.

**Arrival:** All pupils arriving via foot, school bus, or any other transit arrangements are to enter the school at the main entrance and south entrance (red roof). After 7:50 students will enter at the south entrance only.

**Dismissal:** All students departing via foot, school buses, or any other transportation arrangements are to exit the school at the main entrance and South Entrance (red roof).

## TRANSPORTATION/BUS PASSES

Student transportation is determined by the transportation department. Eligible students will be provided with a PRT ID bus pass to travel to and from school. Most students with bus passes will take the PRT bus to the South Hills Junction on Warrington Avenue and then catch the URSO Van to the school. School buses are also provided and determined by the transportation department. All students using public transportation or school buses are expected to sit in a seat the entire trip using inside voices to keep from distracting the driver.

## STUDENT ID BADGES

To continue to ensure safety, photo identification cards will be given to all students. These cards will include the student's name and picture. Students are required to always have their identification card on them. The following policies will be in place for the ID cards:

- Students will receive an ID card, and they will be responsible for maintaining it.
- Students will scan daily when entering the building.

## HALL PASSES

Students must have a hall pass or teacher bathroom pass to be in the halls during class time. When asked, students must present the signed pass to any adult who requests to see it. No other pass is acceptable, if you do not have a hall pass, you cannot leave class.

## **FOOD AND DRINK**

Food and drink are not to be consumed anywhere in the building during regular hours, excluding the cafeteria during breakfast and lunch. Exceptions to this provision may be made **upon administrative approval and/or discretion** or via physician's note. Students are permitted to carry and use water bottles during the school day.

## **LOCKERS**

Your designated teacher will assign a locker for your individual use for storage of books, clothing, and personal belongings (hats and coats will not be permitted on persons during school hours). Students are also required to obtain locks to be used during swimming and gym classes. Locks are also available by contacting your administrator on a first come, first served basis. The school is not responsible for stolen property. Incidents of theft or loss should be reported to the security.

## **EARLY DISMISSALS**

When requesting an early dismissal, students must turn in the early dismissal note in the main office on the front counter bin labeled "Early Dismissal Notes".

- Parents and guardians can turn in the medical notice listing the date and time of appointment and/or a written request via email from a parent or legal guardian to [brashearhs@pghschools.org](mailto:brashearhs@pghschools.org).
- Student name, parent/guardian name, phone number, grade, and homeroom must be on request.
- All early dismissal requests will be verified via telephone by a parent or legal guardian. If we cannot contact your parent or guardian, we reserve the right to deny your request for an early dismissal.
- It is the student's responsibility to provide transportation to an early dismissal destination. The school cannot supply bus tickets for early dismissals.

Students may pick up their approved early dismissal notice during their lunch in the Main Office. Emergency early dismissals by phone will be reviewed by the administration case-by-case.

## **CAFETERIA**

The cafeteria is on the first floor in the South House. We all must follow routines to maintain a safe and clean cafeteria.

- Be courteous.
- Wait your turn in line.
- Refrain from boisterous, dangerous, or disruptive antics.
- Leave your table clean; dispose of trash properly.
- Food and/or drink cannot be taken from the cafeteria.
- Vending machines are available during the lunch periods.
- Food purchased from the vending machines or snack line must be eaten in the cafeteria.

## **AUDITORIUM/ASSEMBLIES**

Sometimes, the school orchestrates assemblies for many purposes, including class meetings, entertainment, and formal functions. Many of the school assemblies are in the

auditorium located near the main entrance. Students will be escorted by a teacher or staff member when attending an assembly. When in the auditorium, students will sit with their teacher and classmates and will be dismissed by class. Students are expected to sit in the seats, be respectful of the other students next to them by keeping their belongings and self in their area and keeping the noise level to a minimum. When assemblies are in the gymnasium, students will sit according to grade level (9<sup>th</sup> and 11 grade on the left side or gym and 10<sup>th</sup> and 12<sup>th</sup> graders on the right side of the gym).

[Policy 212](#)  
[PPS Code of Conduct](#)

**Purpose**

The Board acknowledges that conduct is closely related to learning. An effective instructional program requires a safe and orderly teaching and learning environment.

**Authority**

The Board shall require each student at the School District to adhere to the rules and regulations promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The rules govern student conduct in school, on school property, while present at school-sponsored activities and during the time spent in travel to and from school and school-sponsored activities. Rules and regulations may also apply to off-campus student conduct that does or is likely to materially and substantially interfere with the educational process, including school activities, schoolwork, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.[\[1\]\[2\]\[3\]](#)

The Board supports the use of positive behavior support programs in all of its schools as a first line of promoting appropriate student conduct. Disciplinary measures set forth in the Code of Student Conduct should only be imposed when positive behavior interventions have been unsuccessful, or a student's behavior warrants immediate referral for disciplinary action.

The Board and administration shall support teachers in the appropriate and proper exercise of disciplinary authority relating to students in accordance with applicable provisions of the Code of Student Conduct or of any other established and published Board policies and procedures for dealing with student misconduct.

Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.[\[4\]](#)

The Board prohibits the use of corporal punishment to discipline students for violations of District policies, rules or regulations. Violation of this provision will be viewed as insubordination.[\[4\]](#)

The Board shall distribute to each new teacher a complete copy of the Code of Student Conduct. All teachers shall receive a copy of any amendments to this Board publication.

## **Delegation of Responsibility**

The Superintendent may promulgate additional rules and regulations for student conduct and shall designate procedures for dealing with student misconduct in accordance with the Code of Student Conduct of the Pittsburgh Public Schools.[\[2\]](#)

# VISITOR POLICY

## VISITORS

Visitors wishing to visit the school may do so by calling the school and speaking with an administrator or staff member to arrange a date and time for the visit. Upon entering the building, school security staff will verify the appointment with the staff member before entrance to the building is maintained. All visitors must sign in at the desk in the south entrance hallway and be issued a visitor's pass. The visitor must wait at the South Entrance for the staff member to escort them to the location. Visitors without an appointment will be accepted if the staff member is available.

## [PPS Policy 1104](#)

### Purpose

The Board welcomes and encourages visits to school by parents/guardians, adult residents of the community and interested educators. The School District of Pittsburgh endorses parent/guardian visitation as a means of establishing effective home-school communications. The School District also endorses extensive involvement of parents/guardians and community in school affairs including tutoring of students, special programming and general volunteer assistance. To ensure order in the schools, it is necessary for the Board to establish policy governing school visits.[\[1\]](#)

### Authority

The Superintendent or designee and school principal have the authority to prohibit the entry of any individual to a District school, in accordance with District guidelines regarding school visits.

### Delegation of Responsibility

The Superintendent or designee shall develop and maintain administrative regulations which shall govern the procedures for and conduct of school visits.

## ADDITIONAL PPS DISTRICT POLICIES

Please click on the link below to learn more about our District's Code of Conduct

- [Code of Conduct](#)

Please click on the link below to learn more about our District's Non-Discrimination Policy

- [Non-Discrimination Policy](#)

Please click on the link below for information about Education for Children and Youth Experiencing Homelessness

- [Education for Children and Youth Experiencing Homelessness](#)

Please use the link below to find out more about Special Education Services and Programs, Services for Protected Handicapped Students (504), and Services for Gifted Students: [PSE \(Special Education\) / Child Find Annual Notice \(pghschools.org\)](#)