

Pittsburgh Brashear High School

590 Crane Avenue | Pittsburgh, PA 15216 | Phone: 412.571.7300 | Fax: 412.571.7305
Parent Hotline: 412.622.7920 | www.pps.k12.pa.us

welcome!

The Pittsburgh Brashear High School principal, assistant principals, faculty, and staff extend a warm welcome to you. It is our responsibility to provide a safe and engaging learning climate. This requires that all students, parents, and staff members work together with respect for each other and in a spirit of cooperation.

This handbook serves as a guide to students at Pittsburgh Brashear High School. We believe that maximum performance by individuals is best achieved through reinforcement of appropriate behavior and positive self-discipline.

Your conduct at Pittsburgh Brashear High School is a reflection of your school. We expect you to be worthy of the respect of others at all times. We want you to be proud of your school and your fellow students, and we want others to be proud of you. Each of you has the responsibility for the school's reputation.

If you are aware of what Pittsburgh Brashear High School has to offer you and you understand school policies and procedures, you will be successful.

The Principal, Faculty and Staff of Brashear High School

Pupil Services Office (Guidance Counselors):
412.571.7473

Assistant Principal's Office, Grades 10, 11, & 12:
412.571.7320

Assistant Principal's Office, Grade 9:
412.571.7452

OUR COLORS

Black and Gold

OUR MOTTO

"We have loved the stars too fondly to be fearful of the night." —John A. Brashear

OUR HISTORY

In 1971, the Pittsburgh Board of Public Education formally approved construction of the first of five proposed 9-12 Super High Schools to replace the twelve comprehensive secondary schools then owned and operated by the Pittsburgh Public Schools. John A. Brashear High School, the only Super High School to realize fruition, was to be located in the Beechview neighborhood of the South Hills and would integrate 9-12 students from Fifth Avenue Junior/Senior High School, Hill District; Gladstone Junior/Senior High School, Hazelwood; and South Hills Junior/Senior High School, Mount Washington. The namesake of the school, John A. Brashear, was a famous astronomer and Chancellor of the Western University of Pennsylvania (now University of Pittsburgh). The undertaking of melding these distinct communities into one was not easy; however combined dedication from progressive civic leaders and educators made Brashear not only a success but, also, a model for social integration and scholastic achievement.

SCHOOL PROCEDURES

Bell Schedule

Please visit our website at www.pps.k12.pa.us or contact our Parent Hotline at 412.622.7920 for the bell schedule for your child's school.

Student's Responsibility

All students are expected to follow the rules and regulations of the Board of Education, the school administrators, individual teachers, and other staff. Students are required to be courteous, polite, and contribute to good school climate.

During the school day, you are responsible for acting in a way that will help you do your best and permit others to do their best. Use common sense and good manners to create a pleasant school environment. Make every effort to pay attention and complete all assignments.

You are expected to arrive at all classes on time. You have four minutes between classes. Be

prepared for your classes each day by being on time with completed homework, pencil or pen, notebook, and textbook. Demonstrate respect for others and for your school materials.

During class time you are not permitted to be in the halls without an authorized blue corridor pass. Hall passes are intended for emergency use only. A completed hall pass must contain the student's name, teacher's name, time of departure, and destination. Students found in the hall without a valid pass must be prepared to accept the consequences for this action.

You are not permitted to sell any items on school grounds unless the items are part of a school-sponsored activity.

Once you arrive at school, you are not permitted to leave the building until the end of the school day unless you are participating in an organized program, supervised by a staff member outside of school, or you are officially dismissed by the school.

Your parents send you to school to learn. You are expected to attend school regularly, make a sincere effort to improve yourself, and follow school rules. Students, parents, and faculty share responsibility for making Pittsburgh Brashear High School a good place to learn. No student has the right to interfere with his fellow students' education.

Arrival

All students and visitors must enter the school building via the South House Ground Floor Entrance (Entrance B). Security/safety procedures require that individuals must be scanned and have their belongings searched.

Tardiness to School

If you arrive late to school between the start of first period and your homeroom period, you are to report directly to class. If you arrive to school after your homeroom period, you are to report to the Pupil Services Office to be marked tardy to school and receive an admission slip to class. Students who are tardy will be issued detention.

Early Dismissals

When requesting an early dismissal, you must report to your appropriate assistant principal's office before first period.

- You must have a medical notice listing the date and time of appointment and/or a signed written request from a parent or legal guardian.
- Your name, phone number, grade, and homeroom must be on the 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.
- You are encouraged to schedule all appointments after school hours.

Make-up Work Procedures

If you are legally absent from school or suspended, you will be given a reasonable length of time to complete missing assignments. The parents of students who miss school for an extended period should call the student's counselor to obtain assignments. Students who will be away from school for an approved reason should obtain assignments from their teachers before they leave. All assignments should be completed and turned in on the day you return to school.

Responsibility for requesting and obtaining make-up work resides with the student and parents. Students who fail to request and complete make-up assignments must accept the consequences.

Closing School in Emergencies

Sometimes it is necessary to close school when such conditions as extreme weather emergencies make it impossible to stay open. Should the weather look so bad that you suspect school might be closed, please do not call the school. Announcements will be made on TV and radio stations (e.g. KDKA, WTAE, KQV, WWSW, WAMO, etc.) In the event of a two-hour delay, school will begin two hours later than usual; buses will conduct pick-up and arrival two hours later than usual. On days when the weather becomes hazardous after you arrive and school has begun, we rarely have an 'announced official' early dismissal. However, if the situation warrants and buses arrive early, you may be dismissed.

School Dress Code

The Board of Public Education adopted a policy regarding dress codes for all students attending Pittsburgh Public Schools. Every school must adhere to the exclusionary dress code which prohibits students from wearing any article of clothing or jewelry that advocates or promotes the use of alcohol or drugs, violence, race discrimination, sexual activity, or neighborhood affiliation.

Individual schools can adopt and implement uniforms or a prescribed dress. At Pittsburgh Brashear High School, we take pride in the

appearance of our students and have adopted an appropriate dress policy. Appropriate dress reflects the quality of the school and school conduct. We encourage students to dress in an appropriate way and realize that inappropriate dress can distract from the educative process. It is the purpose of our school in the manner of dress and grooming to enhance the health and safety of all students and to avoid distractions in the classrooms or interference with schoolwork. With regard to inappropriate dress, the following information will be helpful:

- Spandex, low cut revealing blouses, body suits, midribs, muscle men tops, tank tops, tube tops, fish nets, spaghetti straps, bathing suit tops, open shouldered tops, and see-through tops are a distraction and are not appropriate.
- Hats, bandanas, do-rags, headbands, and coats are not to be worn in class; these articles must be placed in lockers.
- Clothing, jewelry, and body tattoos with obscene or profane language, reference to alcohol or illegal substances, depictions of violence (including pictures and/or words), or neighborhood affiliations are prohibited.
- Tight, revealing clothing is never appropriate for school and cannot be worn.
- Skirts and shorts must be no shorter than two inches above the knee. No cut-out jeans are permitted.
- Flip-flop sandals or thongs (beach wear) are unsafe in the school building; shoes need to be secure to the feet.
- All pants must be worn at the waist – low hanging pants/underwear is offensive in school.
- No flannel pants or pajama-like wear is permitted.
- Pocket chains, metal spike jewelry or other heavy metal paraphernalia is dangerous and presents problems at the metal detectors. These items will be confiscated by Security.

Students participating in school activities are expected to adhere to appropriate dress policy. Failure to follow policy will exclude an individual from the activity. These activities include award assemblies, student performances, Honor Society induction, recognition programs, school sponsored dances, etc.

Prom Attire

- All male students must wear a tuxedo or a suit. Khaki pants and a sports jacket are not suitable for the occasion.
- Dress shoes are worn with prom attire, not tennis shoes or boots.

- Walking canes, sunglasses, do-rags, etc. are not acceptable accessories.
- Beautiful prom gowns must be within the guidelines of appropriate dress.
- Extreme bareness is not acceptable
- Strapless dresses should display good taste.
- Slits in the gown/dress can be no higher than the knee.
- Cut-out designs in the dress are not high-school friendly.
- Bare midribs (a two-piece dress) are not acceptable.

Health Services

A certified registered nurse practitioner (CRNP) is available to students. The role of the CRNP is holistic and offers expanded student health services in addition to the Pennsylvania School Code of required mandates. The CRNP's office is located near the library in the commons area of the first floor.

Medication

All medication (prescription and/or over the counter drugs) must be brought to the nurse practitioner's office. A Consent for Medication form must be completed by the parent/guardian for over the counter medication. A separate consent form must be completed by the parent/ guardian and physician for prescription drugs. No medicine may be brought to school without the nurse practitioner's knowledge.

Pupil Services

Counselors are available in Room 108, the Pupil Services Office, to assist you in academic, personal, and vocational matters. Your counselor will provide you with an appointment card if a conference is necessary.

Cafeteria

Your cafeteria is located on the first floor in the South House. Lunch and breakfast are served daily. Applications for free and reduced lunches are distributed the first week of school. We all must follow routines in order to maintain a safe and clean cafeteria.

- Be courteous.
- Wait your turn in line.
- Be seated.
- 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 must be eaten in the cafeteria.

Library

The Pittsburgh Brashear High School Library Information and Career Center is a valuable part of our school and is an asset to students and staff. The library contains the largest collection of books and magazines of any school library in the District, and is computerized for circulation so that any computer in the building can access the card catalog system for holdings. The library also contains 34 computers for research and a classroom with a Smart Board for lessons by any teacher. These computers are only for school work and not for personal use.

The library is open from 7:30 a.m. until 2:30 p.m. each day. If you wish to use the library during class time, you must acquire a blue pass from your classroom teacher, giving you permission to leave the class for the library. Teachers will schedule your entire class to the library when they feel it meets your curricular needs.

Hall Passes

Security personnel will review all hall passes. You are not permitted in the hall without a hall pass. Closed periods will be announced. Instructional time is extremely valuable. Hall passes are to be used only for emergencies. All passes must be signed before you return to class. Monitors or Security will retain the office copy, and you will then return with the teacher copy.

You must be sure to return all borrowed materials on time. Others will need to use these same materials. Overdue obligations will result in the loss of library privileges. All fines and unpaid obligations are your responsibility prior to receiving a diploma.

Lockers/Policy and Responsibility

The school is not responsible for stolen property. Do not bring valuable items to school! All lockers and locks are and shall remain the property of the school. The school has purchased a Zepher Lock Security Program. All lockers have school-issued combination locks. This is the only lock permitted on lockers. Lockers must be locked at all times.

A locker will be assigned to you for your individual use for storage of books, clothing and personal

belongings. Memorize the combination to your locker and keep a copy in a safe place. Locks that are not returned become a financial obligation of the student.

Your use of a locker does not diminish the school's ownership or control of the locker. The school has the right to inspect the locker and its contents. This is necessary to ensure that the lockers are being used in accordance with intended purpose and to eliminate fire or other hazards, maintain sanitary conditions, or attempt to locate lost or stolen materials. You must use the locker assigned to you by your homeroom teacher. Do not change lockers or attempt to open a locker that does not belong to you.

You must bring your own personal locks to gym. It is imperative that students lock up their belongings. The school is not responsible for lost or stolen items.

Lost And Found/Bookroom

The lost and found area is located in the Bookroom across the hall from the Main Office. The school is not responsible for any personal losses, but we will make every effort to help find missing items. It is recommended that you NOT bring valuables to school. If you find any items during the school day, take them to the Bookroom.

The Bookroom is also the place where you pay for missing books. If you are seeking a lost book, inquire at the Bookroom with your book number. When the book is found and returned to school, payment is refunded.

Students are responsible for any books signed out to them and must return them at the end of each school year. A student must pay for the replacement of any books that are damaged, misplaced, lost, or stolen. Debts are carried throughout the student's high school career and can result in the loss of certain privileges if not kept up to date.

Textbooks

You are responsible for the textbooks and supplies that have been provided by the school. You will be responsible for payment of lost or damaged books and school-issued supplies. Seniors must pay all delinquent accounts in full prior to graduation.

Daily Bulletin

A bulletin is issued every day and is available in each homeroom. It contains important information regarding school activities that enable you to attain the maximum benefit from your high school experience. The bulletin is read daily over the morning announcements.

Schedule

The schedule you receive on the first day of school is your schedule for the first semester. Your schedule for the second semester will be issued on the first day of the second semester at mid-year. Schedule changes will not be made except when your counselor determines that a change is necessary to meet academic requirements.

Allegiance Pledge

The Pledge of Allegiance is recited during opening exercise each school day. This activity provides the staff and students an opportunity to be proud Americans. Individuals with religious beliefs or concerns that prohibit the recitation are to stand quietly and respectfully.

Fire Drills

Fire drills are held monthly throughout the school year. Directions for leaving the building via the nearest exit are posted in each room. When the fire alarm sounds, you are to evacuate the building quickly and quietly at the direction of the teacher. Safety is our priority. You are to re-enter the school via the main entrance - not the fire towers.

Student Parking

All vehicles parked on school property must display a parking permit. Due to safety issues, students are not permitted to park on campus. Violation of this policy will result in a ticket and/or the towing of the vehicle.

Telecommunication/Electronic Devices

The Pittsburgh Public School Code of Student Conduct prohibits possession of pagers, lasers, radios, I-pods, CD players, and certain electronic or telecommunication devices. Use of cell phones is prohibited.

Previously, students were not permitted to have cell phones on school property. The new guidelines address parental concerns about the need to have home contact for after-school activities/employment, etc. Cell phones provide contact between the student and parent, ensuring the safety and well-being of Pittsburgh Brashear High School students participating in extracurricular activities and after-school responsibilities.

If it is necessary for a student to bring a phone to school, use of the phone is not permitted in the building during the school day. The school is not responsible for lost or stolen phones; all phones must be turned off and secured in a book bag or locked in a locker during school hours.

Telephone Messages

Important! School personnel are responsive to emergency telephone calls and will assist families in these situations. However, personal telephone calls to students via the school office are a problem. The nature of the emergency must be explained to school personnel in order to determine the best course of action. You cannot be called out of classes, and personal messages cannot be delivered to you. This is a disruption of school.

Physical Education

Physical education is a required class. Students must pass physical education each year in order to meet graduation requirements. Students must bring a change of clothes for gym or swimming. Shorts or sweatpants are appropriate for gym, and swimsuits are required for swimming. It is advisable to bring a lock to secure valuables in the gym locker area.

School Security

Security personnel are here to help us maintain a safe school. They are available all day to help maintain an appropriate learning environment. Unlawful acts on school property may result in an arrest. The Security Office is located behind the cafeteria.

ACADEMICS

Final Exams

Final exams are administered in all classes at the end of each semester. The final exam grade is twenty percent of the final mark of record. In order to insure academic success, continual preparation, review, and study are necessary in all classes.

Honor Society

To be inducted into the Alpha Chapter of the Pittsburgh Brashear High School Honor Society you must have the following:

- Tenth grade: cumulative 4.00 unweighted GPA
- Eleventh grade: cumulative 3.51 unweighted GPA
- Twelfth grade: cumulative 3.0 unweighted GPA
- Additionally, you cannot fail a semester of any class
- You must provide evidence in each of the following areas:
 - Service in the community
 - Leadership
 - Character
- You are screened by administration and faculty in regard to character.

Summer School

The Pittsburgh Public School District offers summer school for students who have failed required classes. Students may earn 2.0 units at summer school. Students may also attend summer school if they have failed courses for reasons other than excessive absenteeism. There is a \$50 fee for each semester course.

Students may also take up to 2.0 credits at Community College of Allegheny County (CCAC) to make up failed courses. CCAC also has advanced courses for students. These classes will help students to earn 1.0 credit for one class during the summer. There is a fee for all CCAC courses.

PROGRAMS AND ACTIVITIES

Sports

The following sports are offered at Pittsburgh Brashear High School:

- Baseball, Basketball, Cross Country
- Football, Golf, Soccer
- Softball, Swimming, Volleyball
- Tennis, Track, Wrestling

Activities

Many extracurricular activities, as well as clubs and sports, are available to you at Pittsburgh Brashear High School. Watch the Daily Bulletin for details. More information is available from the Activities Director in the Main Office.

Activity Buses

Activity buses are available after school nearly every day. Check the time schedule in the window of the Main Office if you plan to stay after 2:36 p.m. Buses will leave after 4 p.m. and will take you to your neighborhood activity stops. Activity buses are for participants who are bus students only.

Only those students supervised in a pre-approved, faculty-sponsored activity will be permitted to stay after school.

Employment

All students under the age of 18 must have an employment certificate in order to work. Applications are available from the job coordinator. The job coordinator's office is located in the Pupil Services Office. You must have a job before you apply for a work permit.

CODE OF STUDENT CONDUCT

School's Discipline Responsibility

It is the school's responsibility to provide learning experiences free from distraction and misbehavior. Administrators, teachers, and other school staff provide positive role models that are good examples for students to follow.

Parent's Discipline Responsibility

Discipline is the responsibility of parents; however, during school hours and school events and/or activities, school officials act "in loco parents" meaning "in the place of a parent." The authority of school personnel over students is established by Section 13-1317 of the Pennsylvania Public School Code: Every teacher, assistant principal and

principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the students attending school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such students may exercise over them.

Student's Behavior Code

Behave yourself. Respect yourself and others. Rules are not made to confine you, but for the smooth flow of the day. The following types of behavior will result in disciplinary action:

- Disruption of school
- Damage, destruction, or theft of school property
- Damage, destruction, or theft of private property
- Assault on school employee
- Assault on a student or other person NOT employed by the school
- Weapons and dangerous instruments
- Possession or use of narcotics, marijuana, alcoholic beverages, and stimulant drugs
- Disorderly conduct
- Unauthorized presence on school grounds
- Use of tobacco
- Possession of pagers and other telecommunication devices
- Academic dishonesty
- Sexual harassment

- Misuse of computers/networks
- Undesirable group activity
- Fighting
- Bullying

Central Detention

Pittsburgh Brashear High School's Central Detention program plays an important role in the discipline in the school. It empowers students to make correct decisions and promotes a climate for instruction and learning by setting guidelines for behavioral expectations. Central Detention is held daily from 2:40 to 4 p.m. Students are assigned to detention for inappropriate dress, food or drinks in the classroom, tardiness, improper use of Literacy Initiative Time (LIT), and class cutting. Written Notification of Detention is sent home with the student the day before the assigned detention. In addition, an automated phone message about the detention date is sent to the student's home. After detention, a school bus follows the activity route to transport students to their neighborhoods.

Suspensions

Serious violations of the District's Code of Student Conduct can result in an in-school or out-of-school suspension of one to three days. If a longer suspension is warranted, a hearing will be held with the parent, student, and administration. In some cases, a hearing at the Board of Education will be required.

While serving an out-of-school suspension, you are not permitted on school grounds or to attend any other school function. If you are on school grounds, (i.e., school dance, Cupples Stadium) while serving a suspension, you are trespassing and may be subject to arrest.

Trespassing

Students are not permitted on any other school's grounds during school hours for any reason. Any unauthorized presence can result in charges being filed and school disciplinary action taken.

For more information, please consult the *Code of Student Conduct*.