

## **SUMMER AT BRENTWOOD 2012 UPPER DIVISION POLICIES AND PROCEDURES**

### **DATES:**

1st Semester: June 25 - July 13  
2nd Semester: July 16 – Aug 3

### **TIMES:**

8:00 - 12:00  
\*\*12:45 – 2:30 for elective PM Courses\*\*

### **HOLIDAY:**

Classes **do not** meet on Wednesday, July 4.

### **HOMEWORK:**

Students receive daily homework for academic courses. All assignments are to be completed within the due date set by the teacher.

### **GRADES AND COMMENTS:**

Grade reports will be mailed home at the end of each 3 week period.  
For Brentwood students, all summer school grades are automatically a part of the grade point average for the Fall and Spring semesters of the following school year.

### **ATTENDANCE:**

Classes begin at 8:00 a.m. daily. **Summer at Brentwood requires written explanations for absent or tardy students and phone calls prior to 9 a.m. on the day of an absence; students should bring excuse notes to Ms. Sanders in the Summer at Brentwood Office.**

### **ABSENCE POLICY:**

One Semester Course – Maximum absences 2. On the 3<sup>rd</sup> absence the student will receive an F.  
Year Long Course – Maximum absences 3. On the 4<sup>th</sup> absence the student will receive an F.

It is not the faculty's responsibility to assist students with work missed due to absences for personal convenience. All work is due immediately upon a student's return from their absence.

### **ADD/DROP POLICY:**

For Credit courses, students have until the end of the second day of the summer session to drop without record on their transcript. From the end of the second day and until the end of the eighth day, Brentwood records a "withdraw" on school transcripts when students drop a credit course. If students drop courses after the eighth day (which is comparable to the mid-semester of the regular school year), Brentwood records "withdraw/failure" on the transcripts.

### **RESPONSIBILITIES AND RULES:**

Summer at Brentwood honors the Standards of Student Conduct Statement as outlined in the Parent-Student Handbook. This includes the Statement on Academic and Personal Integrity, the Code of Honor and the Statement on Scholarly Ethics and Responsibility. Students are expected to cooperate and observe the rules of discipline both in and out of the classroom in order to maintain the fullest range of educational opportunities.

The Director reserves the right to dismiss any student if their action is considered to be in the best interest of the student and the school. If a student is dismissed from the program, tuition is non-refundable.

### **STUDENT DRESS:**

It is expected that students will dress according to reasonable standards of decency. Casual dress is acceptable, but students should be mindful of the academic nature of the environment. Personal attire is expected to be neat and clean; shoes must be worn at all times. The Director reserves final judgment in this matter.

**Stained Glass Students are not allowed to wear flip-flops in the Art Room. For your safety, closed toe shoes must be worn.**

### **COMPUTER NETWORK ACCEPTABLE USE POLICY**

Students have access to the Brentwood School network, a comprehensive technological tool that provides them with vast resources intended to expand their educational horizons. The network includes a variety of computer programs, databases, and Internet searching capability. Access to these resources includes material that has no educational value in a school setting. These guidelines are provided to apprise students of their responsibilities when logging onto the network. If a student violates any of these provisions, his or her access may be limited or denied. Please read the terms and conditions listed below and make certain you understand them.

- Access to the Brentwood School network is a privilege, not a right.
- Violating a copyright or otherwise using another person's intellectual property without his or her prior approval or proper citation; using another person's password; trespassing in another person's folders, work, or files.
- Accessing, uploading, downloading, transmitting, displaying, or distributing obscene or sexually explicit material; transmitting obscene, abusive, or sexually explicit language.
- Damaging computers, computer systems, or computer networks; vandalizing, damaging, or disabling the property of another person or organization; debilitating or disabling computers, systems, or networks through the intentional misuse or overuse of electronic distribution or the spreading of computer "viruses" through the inappropriate use of files or diskettes.
- Sending an abusive, cruel, threatening, obscene, sexually explicit, or anonymous message to another member of our school community (whether from the school's network or from an outside computer).
- Brentwood School does not filter or censor student's use of the Internet, and students are personally responsible for their own use.
- Violation of this policy will be subject to disciplinary action, which may include loss of access to electronic resources, suspension, or expulsion.
- Users will be financially responsible for damages resulting from improper use of the Brentwood School network.

### **SNACK BAR AND LUNCH:**

The school snack bar is open from 7:30 a.m. – 12:30 p.m. Eagle Cash Cards can be reloaded online and at the bookstore.

Lunch is provided for those enrolled in both the morning and afternoon sessions. Brentwood School has an "**open campus**" policy during the summer, so students may leave campus for lunch without prior approval.

### **STUDENT DRIVING AND PARKING:**

Student drivers do not need to have a carpool or a parking permit for the Summer Session, but they must drive safely at all times. Students must enter the campus through the back gate. Students may only enter the front gate if they are driving a carpool. Students may park in the senior lot (as space is available due to construction) and in the junior lot behind the tennis courts.

### **EARTHQUAKE PROCEDURES:**

Brentwood School has developed an emergency catastrophe plan in the event that a major earthquake should hit the Southern California area during school hours. The school has purchased and stored necessary medical supplies and equipment and has assigned each faculty member specific responsibilities in the aftermath of such an event. Should an earthquake of severe magnitude hit Southern California, all students would go to the football field where they would remain until their parents come to pick them up. Students may not leave on their own, nor may they be released to anyone except to their parents **in person and by signature** (unless prior written arrangements were made).

PLEASE DO NOT PHONE THE SCHOOL DURING THIS KIND OF EMERGENCY AS IT WILL BE NECESSARY TO COMMUNICATE WITH THE FIRE DEPARTMENT AND OTHER EMERGENCY AND GOVERNMENTAL AGENCIES.