



"Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community."

Brookhaven High School

4077 Karl Road, Columbus, Ohio 43224

Phone (614) 365-5985

Fax (614) 365-6965



BROOKHAVEN VISION
100% Student Success
No exceptions, No excuses, No alibis

Directions

1. Merge onto **I-71 N** toward **Cleveland**
2. Take exit 116 for **Morse Rd.** towards **Sinclair Rd.**
About 5 mins -go 0.3 mile
3. Turn right onto **Morse Rd.**
-go 1.0 mile
4. Turn right onto **Karl Rd.**
School is on the right in about 2 mins.
-go 0.7 mile



Administration

Principal—Robert Murphy

Assistant Principal—Charles Richardson

Assistant Principal—Janet Routzong

Assistant Principal—Lynnita Scott

Developed for Brookhaven High School by Dr. Danielle E. Woods



**BROOKHAVEN
HIGH
SCHOOL**

**Parent Guide for Student
Success**



*Designed to be used
in conjunction with
"The Guide to
Positive Student
Behavior"*

Included:

- Contact Information
- Teacher Communication
- Advisors and Coaches
- Responsible Use of Technology
- Parent Resources
- How I Can Help My Student Succeed At BHS?
- School Policy Highlights
- Attendance Policy
- Transportation

**2011-2012
Academic Season**
4077 Karl Road, Columbus Ohio 43224
Phone (614) 365-5985 * Fax (614) 365-6965

Home of the Bearcats!

WELCOME TO THE BEARCAT FAMILY!

We are pleased to have you join our family. As Bearcats, we work together to bring our children the best possible education. At Brookhaven High School your student will have many opportunities. We have excellent Music, Theatre, Art, E.S.L. and Special Education Departments. Our athletic teams consistently compete for City, District and Regional Championships. Our Football and Basketball Teams have won State Championships over the years. Our Academic Programs are just as strong. When becoming a Bearcat, consider joining one of our extra-curricular activities; such as the Poetry Slam Team, The Marching Band and/or National Honor Society. At Brookhaven we strive to celebrate the successes of all of our students. Our best advice? **GET INVOLVED** to make your high school experience memorable and enjoyable, while also earning a top tier education.

BROOKHAVEN VISION

100% Student Success
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**ACADEMIC BRIEF**

Brookhaven High School has truly rich traditions dating back to its first graduating class of 1964 and boast many successful graduates in all walks of life. In the fall of 2004, Brookhaven was divided into three small schools: The Leadership Institute, The North Star School of Exploration and Legacy. This fall Brookhaven will be consolidating back into one large school with a 9th grade Academy, a 10th grade Academy and a combined 11th & 12th grade Academy. While some things are changing many things will remain the same such as our strong commitment to academic accountability and our award winning Arts and Athletics' programs. Visit our website to stay on top of new and exciting information concerning our school: www.columbusbrookhaven.org

ASSISTANCE**Need More Help?****Parent Assistance Module (PAM)**

PAM is used to monitor students' progress in each class. Parents can also send and receive messages with teachers. Directions for use follow:

1. Go to the Columbus City Schools website.
<http://www.columbus.k12.oh.us/index.html>
2. Select 'Activities'- 'Academics' - then 'View Your Students Grades Online'

I Know I Can (IKIC)

Contact the Brookhaven *I Know I Can* advisor at (614) 365-5990.

I Know I Can offers a diverse range of programs and services that support and reinforce the efforts of Columbus City Schools' teachers and guidance counselors. Here is a list of the important programs *I KNOW I Can (IKIC)* offers to help you start working today on reaching your goals of tomorrow.

- **Blueprint: College 2.0:** This program is focused on educating Parents on the steps they need to take in order to help their children be college ready.
- **College Planning:** Call (614) 233-9510 to set up a meeting with *IKIC* college Advisors to discuss achieving your college goals and plans.
- **FAFSA Assistance:** Free Application for Federal Student Aid (FAFSA) is an application for Federal student Aid access for new and current college students. *IKIC* staff will help you to complete the necessary paperwork to qualify for financial aid.
- ***I Know I Can* Grants:** If you meet the *IKIC* eligibility requirements, *IKIC* will contribute up to \$1,200.00 annually towards your college tuition for up to 4 years.
- **ACT/SAT Completion:** *IKIC* will assist you in registering for ACT and SAT. You can also receive fee waivers from *IKIC* for these tests during your Junior and Senior years.



Technology Integrity & Safety

Acceptable Use Policy

- Columbus City Schools requires each student to have a Student Internet Acceptable Use Policy (AUP) signed by a Parent or Guardian, to be on file in the office by the end of the 2nd week of starting school.
- By signing the aforementioned AUP, both Parent or Guardian and student understand that the students' use of the Columbus City Schools' network is a privilege that may be revoked at any time due to misuse of the network.
- See the Guide to Positive Student Behavior for all rules and regulations associated with computer and network use for Columbus City Schools technology.

Login Information

- Computer Login consists of the following:

(Username) Student's CCS ID number

(Password) Student's 8-digit birthday MM-DD-YYYY

Internet Safety Tips— Encourage your student to:

- not give out any personal information in online surveys, registration forms or contests.
- protect their e-mail address: share it on with family and friends.
- never give their real names, contact information or photos when filling out an online profile.
- NEVER arrange to meet an internet friend in person without a Parent or another adult.
- NEVER click ok when sites ask you to save a password.
- always remember that what they say and do online can never truly be deleted.
- use social websites (Ex. Facebook, Twitter, MySpace) at home responsibly by not gossiping about classmates/friends/family/staff and posting inappropriate comments on-line.

Parent Guide for Student Success

*Designed to be used in conjunction with
"The Guide to Positive Student Behavior"*



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BROOKHAVEN HIGH SCHOOL

Main Office: (614) 365-5985 Fax: (614) 365-6965
 Attendance Office: (614) 365-5991
 4077 Karl Road Columbus Ohio 43224
 District Website: www.columbus.k12.oh.us
 School Website: www.columbusbrookhaven.org

LEADERSHIP

Principal, Robert Murphy
 Assistant Principal, Charles Richardson
 Assistant Principal, Janet Routzong
 Assistant Principal, Lynnita C, Scott
 Administrative Secretary, Shirley McCamey
 Records Secretary, Gloria Parker
 Attendance Secretary, Shannon Baylis
 School Nurse, Mary Lee Rippl



QUESTIONS REGARDING:

student absences should be directed to..... Shannon Baylis, 365-5991
 athletics should be directed toJeremy Froehlich, 365-5818
 student testing should be directed toJeff Grace, 365-5985
 student safety should be directed toAndree Mock, 365-5985
 student internships should be directed to Larry Farley, 365-8955
 food services should be directed toFood Services, 365-6556

*ALL STAFF MEMBERS BELOW CAN BE REACHED
 THROUGH THE MAIN OFFICE AT (614) 365-5985.*

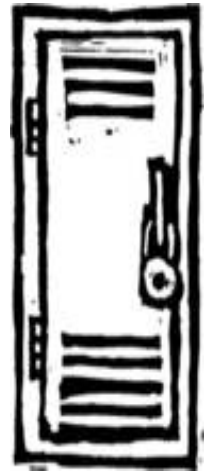
QUESTIONS REGARDING:

Freshman issues should be directed to..... Lynnita C. Scott
 Sophomore issues should be directed to Lynnita C. Scott
 Junior issues should be directed to Charles Richardson
 Senior issues should be directed to Janet Routzong
 Senior activities should be directed to Tomeka Howell
 building use should be directed to Robert Murphy
 school maintenance should be directed to John George
 classroom visits should be directed to Student Counselors
 Safety and Security should be directed toAndree Mock

“Where’s My Stuff?!”

Lockers

- Each student is assigned an individual hall locker. There is to be **no trading or sharing** of lockers.
- Staff will not open lockers belonging to other students for your student. Therefore, encourage your student to keep his/her belongings in his/her own locker.
- Lockers are the property of the school and they are subject to periodic health and safety inspections.
- Columbus City Schools are not responsible for lost or stolen property from lockers.
- Lockers are subject to search at anytime.
- Students tend to forget their locker combinations over the holiday breaks. Encourage your student to write down their locker combinations in a safe and secure place prior to leaving campus.



Textbooks

- When issuing your student a textbook, each class teacher will prepare a report showing the condition of the book on the day it was issued to your student (new, good, fair, poor). When your student returns the book, a check will be conducted to inspect the condition of the book at the conclusion of the course.
- If your student should lose a textbook, you are financially responsible.
- The charge will be based upon the condition of the book when it was issued.
- Damaged books must be paid for before the end of the school year or a hold will be placed on your account.

Lost & Found

- Students should **refrain from bringing valuables to school**.
- Lost and stolen property is a major disruption to the educational environment. Any item found should be turned into the Safety & Security Office.
- Lost and found textbooks will be sorted and sent to the bookroom.
- Your student’s name and classroom teacher’s name inside the front cover of each of their textbooks may ensure the return of the book.

ATHLETICS

Sports!

Athletic Program

Any Brookhaven student may tryout for athletic teams by attending practices, receiving approval by a physician for participation, meeting OHSAA and CCS rules, and conducting himself/herself as a good school citizen. Ohio High School Athletic Association rules include age, academic eligibility, residency, and outside participation regulations. Each coach and activity will have specific rules and requirements. Brookhaven is a member of the City League and offers a wide variety of interscholastic sports. Team sports include Football, Basketball, Wrestling, Volleyball, Softball, Soccer, Lacrosse and Baseball; while others such as Cross Country, Track and Tennis require more individual accomplishments.

Extra– Curricular Activities

To be eligible in any marking period, a student must have passed the equivalent of five credits in the previous nine week period and have maintained at least a minimum of 2.00 G.P.A.

Brookhaven Athletic Teams

- ⇒ **Baseball**
- ⇒ **Bowling**



- ⇒ **Lacrosse**
- ⇒ **Soccer**
- ⇒ **Softball**
- ⇒ **Volleyball**
- ⇒ **Wrestling**

- ⇒ **Boys Basketball**
- ⇒ **Boys Cross Country**
- ⇒ **Boys Golf**
- ⇒ **Boys Tennis**
- ⇒ **Boys Track**
- ⇒ **Cheerleading**
- ⇒ **Football**
- ⇒ **Girls Basketball**
- ⇒ **Girls Cross Country**
- ⇒ **Girls Golf**
- ⇒ **Girls Tennis**
- ⇒ **Girls Track**

Have more questions?

SUPPORT STAFF

Staff Communication



All staff members below can be reached through the Main Office at (614) 365-5985

Administration

Robert Murphy
Charles Richardson
Janet Routzong
Lynnita C. Scott

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Staff

Ignatius Ahiaveh
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Angeline Austin
Stephen Ayers
Shannon Baylis
Ashley Beasley
Cynthia Beck
Russell Boyce
William Brandal
Sharon Brown
Lynn Burke
Yvette Campbell
Kim Caswell
Richard Coldren
Amy Curtiss Krist
Mark Dupuy
Kimberly Dystra
Andrea Eberhard
Lawrence Farley
Lisa Floyd-Jefferson
Jason Frank
Jeremy Froehlich
Cathy Fuller
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CONTACT INFORMATION Continued

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Staff Communication



All staff members below can be reached through the Main Office at (614) 365-5985

Staff Continued

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TRANSPORTATION

Getting Around

Student Identification Cards

Students will be furnished a Student I.D. card and should carry it all times. The I.D. is used for various activities throughout the school year including but not limited to: lunch, transportation and identification. It is the policy of Columbus City Schools for a student to identify himself or herself when asked. Having your student carry their Student I.D. will help them comply with this policy.

COTA Passes

Columbus City Schools provides high school students with a COTA bus pass so they can more easily access their required internships. High school students will continue to have COTA pass privileges, but beginning **November 1, 2011**, COTA will only accept the new, standardized identification (ID) card. Lost or stolen cards will be deactivated, and a substantial fee will be charged for replacement. Contact CCS Transportation for more information concerning COTA pass replacement procedures.

School Buses

Did you know that school buses are one of the safest forms of transportation available? Service is provided to elementary, middle, and high school students living **more than two miles** from their school.



Have an additional question concerning Transportation? Phone the CCS Transportation Call Center at: 614-365-5074 or visit the transportation webpage on the Columbus City Schools website: www.Columbus.k12.oh.us and click on 'Transportation'.

GRADUATION REQUIREMENTS



Credits & Grades

Credits and Grades

There are four grading periods within the school year (please see dates on Pg.9). Report cards are distributed unless held for textbook, library book, or other student debt. Interim grades are issued 5 weeks into each grading period.

A - Excellent

B - Good

D - Poor

S - Satisfactory

C - Average

F - Failing

U - Unsatisfactory

Grade Level Promotion

Students graduating after September, 2004 must earn five (5) credits, four (4) of which must be in the required curriculum to be promoted to the next grade level. An assignment of class standing will be made based on the following:

Grade 12 Status= at least 15 credits and eligible for June graduation. A student must earn at least fifteen (15) credits, twelve (12) of which must be in the required curriculum* courses and must be eligible for June graduation.

Grade 11 Status= at least 10 credits. A student must earn at least ten (10) credits, eight (8) of which must be in the required curriculum courses.

Grade 10 Status= at least 5 credits. A student must earn at least five (5) credits, four (4) of which must be in the required curriculum courses.

VCAP

Columbus Virtual Credit Advancement Program (VCAP) You can complete your high school diploma requirements online choosing from a full complement of courses for enrichment, including courses in literature, history, chemistry, physical education and health. Whether you need to make up missed credits, repeat courses or balance school with other responsibilities, CCS-VCAP can be a great choice. For more information, see your students' Guidance Counselor.

Graduation Requirements

21 Credits are required to graduate from Columbus City Schools. The number of credits per subject matter are as follows: 4 English, 3 Social Studies, 3 Math, 3 Science, 1/2 Health, 1/2 Physical Education, 1 Elective and 1 Technology. In addition to earning all credits, student must also demonstrate proof of completing 120 Internship hours to graduate. See your Guidance Counselor for more information.

*"Required Curriculum", as defined in CPS Board Policy 5172, means the core courses that include English language arts (reading and writing), mathematics, science, social studies, health, physical education, required elective and technology. Reference: Columbus City Schools' Board of Education Policy 5172

SUPPORT STAFF

All advisors and coaches below can be reached through the Main Office at (614) 365-5985

Brookhaven Advisors:

National Honor Society: Mrs. Griffith & Mrs. Beasley

BHS Marching Band: Mrs. Leasor

Theatre Program: Mr. Price

Vocal Music Program: Mr. Coldren

Brookhaven Athletics

Baseball: Coach Krabill & Coach Hackworth

Bowling: Coach Andrick, Coach Norman & Coach Black

Boys Basketball: Coach Robinson

Boys Cross Country: Coach Robinson

Boys Golf: Coach Krabill

Boys Tennis: Coach McWhorter

Boys Track: Coach Ayers

Cheerleading: Coach Stevens

Football: Coach Trevor White

Girls Basketball: Coach Gattis

Girls Cross Country: Coach Gattis

Girls Golf: Coach Krabill

Girls Tennis: Coach Jordan

Girls Track: Coach Howell

Lacrosse: Coach McKinney and Coach Jones

Soccer: Coach Hackworth

Softball: Coach Andrick

Volleyball: Coach Howell

Wrestling: Coach Ayers & Coach McWhorter



EXCELLING SCHOLARS

Reaching Higher!



Honors

Achieving the Honor Roll at Brookhaven High School requires a student earning a minimum of a 3.0 Grade Point Average. A student earning a 3.50 G.P.A. and above earns the student the elite honor of being placed on the Super Honor Roll. Qualifications for The National Honor Society and other honors are announced during the school year. The National Honor Society is a society made up of students at the top of their class that is recognized nationwide. The National Honor Society requirements include: a 3.5 G.P.A., passage of The Ohio Graduation Test, service to the school, leadership, scholarship and citizenship. See National Honor Society Advisors Mrs. Griffith and Mrs. Beasley for more information concerning this prestigious opportunity.

Higher Educational Partnership

Columbus City Schools is committed to providing a variety of high-level academic programs and partnerships to our students, both, in a high-school setting as well as on college campuses. In addition to college course fees, the district pays for all 10th & 11th grade students to take the PSAT/NMSQT® and all AP® tests.

DeVry Advantage Academy

The DeVry Advantage Academy enables students to earn an associate-level degree while simultaneously earning their high school diploma.

Post Secondary Educational Option/Concurrent Enrollment (PSEO)

The PSEO program permits high-school students district-wide to earn college credit or high school graduation credit through college coursework.

Seniors to Sophomores (S2S)

The S2S program allows high school seniors to be dual enrolled at their high school and take college classes at no cost - potentially earning enough college credit to qualify for "sophomore" status in college as they graduate from high school.

Contact your student's Guidance Counselor for more information concerning these and other exciting academic opportunities

TESTING

Testing

Tips for testing success

Students should eat a good breakfast and get plenty of sleep the night before each test.

Students will be asked to leave cell phones, Ipods, book bags in their locker or at home during all state tests.

Brookhaven will have an adjusted schedule during the OGT testing weeks. Information will be sent home.

October 12 Testing

Three tests will be administered to 9-11th graders on Wednesday, Oct 12. These tests help to determine the strength and weaknesses that the student has. Testing will start at 7:30am.

PSAT for eligible 11th graders

10th graders will take the PLAN test

9th graders will take the Explore test

Exams

Students will take midterm and final exams in their core subjects (English, Math, Science and Social Studies) during January and May before each semester ends. Exams are a critical part of their class grade.

College testing

Students who are planning to attend college must take either the ACT or SAT as an entrance exam. These are given on certain dates across the nation and must be registered for. The guidance counselors have the deadlines, costs and information about these tests. Students should contact their prospective college to determine which test they should take.

Ohio Graduation Tests

Requirements

All Ohio students must have a score of 400 or above on five separate subject tests to graduate from high school. The OGT are aligned to Ohio's academic content standards, which were adopted by the State Board of Education in English language arts, mathematics, science and social studies. These standards have been carefully designed to ensure that students are armed with the knowledge they need to be successful in higher educational pursuits as well as the jobs and careers of the future. The state-wide tests are administered October 24-28 and March 12-16.



Juniors and Seniors who have not passed one or more of the tests will test in October. All sophomores and any remaining juniors and seniors will test again in March.

Monday	Tuesday	Wednesday	Thursday	Friday
Reading	Math	Writing	Science	Social Studies

Prepare for the test

Brookhaven offers semester classes to help students prepare for the OGT in Math, Science and Social Studies. These classes review the content area and teach test taking and problem solving skills. Tutoring is also available on an individual basis.

The Ohio Department of Education has a website that has practice tests that students can take:
<http://ogt.success-ode-state-oh-us.info/studentsOGT.htm>
 More information is available from the OGT teachers at school. Every student should practice for the test by reviewing these questions.

Results

Results from the October test are usually available in mid December and from the March test in mid May.

Brookhaven Bell Schedule



Period	Begin Time	End Time
1	7:30 AM	8:20 AM
2	8:24 AM	9:13 AM
3	9:17 AM	10:06 AM
4	10:10 AM	10:59 AM
5	11:03 AM	11:52 AM
6	11:56 AM	12:45 PM
7	12:49 PM	1:38 PM
8	1:42 PM	2:30 PM

The Calendar

First Semester August 22, 2011 – January 13, 2012

Staff Report	August 22 - 23, 2011
First Day of School/Students Report	August 24, 2011
Kindergarten Orientation.....	August 24 - 26, 2011
Labor Day/Schools Closed	September 5, 2011
Elementary Interim Week	September 26 - 30, 2011
High School Interim Reports Mailed	September 27, 2011
Professional Development Day (no school).....	September 28, 2011
Middle School Interim Reports Sent Home	October 10-14, 2011
Capital Day (no school)	October 21, 2011
End of First Grading Period	October 28, 2011
Report Cards Sent Home.....	November 9, 2011
Parent Teacher Conference Day (no classes).....	November 23, 2011
Thanksgiving Break (no classes).....	November 24-25, 2011
Interim Week	November 28 – December 2, 2011
High School Interims Mailed	November 29, 2011
Middle School Interims Sent Home.....	November 30, 2011
Professional Development Day (no school).....	December 7 2011
Schools Close ½ hour early.....	December 20, 2011
Winter Recess (no school)	December 21, 2011 – January 3, 2012
End of Second grading Period/1st Semester	January 13, 2012

Second Semester January 17 – May 31, 2012

Martin Luther King, Jr. Day (no school).....	January 16, 2012
2nd Semester Begins.....	January 17, 2012
Report Cards Sent Home.....	January 25, 2012
Elementary Interim Week.....	February 13 - 17, 2012
High School Interims Mailed.....	February 14, 2012
Professional Development Day (no school).....	February 15, 2012
Middle School Interims Sent Home	February 15, 2012
Parent Teacher Conference Day (no school)	February 20, 2012
End of 3rd Grading Period	March 16, 2012
Report Cards Sent Home	March 28, 2012
Schools Close ½ Hour Early.....	April 5, 2012
Spring Recess (no school)	April 6 - 13, 2012
Schools Reopen	April 16, 2012
Elementary Interim Week	April 23 - 27, 2012
High School Interims Mailed.....	April 24, 2012
Middle School Interims Sent Home	April 25, 2012
Memorial Day (no school)	May 28, 2012
End of 4th Grading Period	May 31, 2012
Last Day of School	May 31, 2012
Records Day/Last Day for Teachers	June 1, 2012

HELPING YOUR STUDENT

How Can I Help My Student Succeed at BHS?

Healthy Habits

- Ask questions! Be proactive and meet with teachers to make sure you understand their expectations.
- Call, e-mail, phone or just stop in to meet with teachers regularly.
- Assure your student gets a good night's rest. Most teenagers need at least 8 hours a sleep per night.
- Have a regularly scheduled time to complete homework.
- Attend school events such as musical and theatre performances, athletic events, Open House, awards ceremonies and Parent-Teacher Conferences.

Supplies—Encourage your student to:

- come to school **everyday** with supplies.
- use the Brookhaven Student Handbook (provided the first week of school) to track and manage homework and upcoming events for the year.
- use a separate folder or notebook for each class.
- use a flash drive to save computer files.



Studying—Encourage your student to:

- create note cards to use as an aid for memorization of new vocabulary.
- save all homework, quizzes and tests. Review old work to practice answering questions.
- ask a family member to quiz them to prepare for assessments.
- ask a family member to proof read essays before turning it into the teachers.

Organizational Strategies—Encourage your student to:

- date their notes and review notes each night before beginning their homework.
- document all of their homework assignments, test dates and other important events in their Brookhaven Student Handbook.
- save important files on a flash drive.
- routinely, back-up their flash drives to a hard drive at home.
- do regular locker and bedroom clean-outs.

DETENTION

Wednesday School



What is Wednesday School?

- ◆ Wednesday School is an afterschool detention system (operated on Wednesdays) that is designed as an alternative for out of school suspension.
- ◆ Wednesday School is an opportunity, not a right.

Wednesday School Guidelines

1. Students assigned to Wednesday School must report to the designated detention room at 2:45 PM. It is the student's responsibility to listen for the announcement of Wednesday School room designations.
2. Students will not be admitted to come late nor permitted to leave early. Wednesday School is dismissed at 4:45 PM.
3. Students must bring study and/or reading materials with them and work the entire period or they will be dismissed and the detention will not count.
4. Sleeping, eating, talking, and/or passing notes is not permitted during detentions. These behaviors will result in the student being dismissed and the detention not counting.
5. Students who arrive late, fail to attend, become argumentative with staff and/or are removed for failure to follow rules will be dismissed and the detention will not count.
6. Students assigned to Wednesday School are responsible for their own transportation and are given advance notice to allow them to notify Parents/Guardians. Student are not permitted to make calls for transportation during the Wednesday School period.
7. Upon dismissal, students are to leave the building immediately.

Wednesday School Non-Compliance

1. Students who are legitimately absent from school the date of the detention will be reassigned for the next week. It is the responsibility of the student to present evidence of the excused absence to the appropriate administrator.
2. Student not reporting to Wednesday School, or not fulfilling the requirements of Wednesday School, will be subject to a 2 day removal (commencing the following Thursday and Friday). Those students who do not attend their scheduled Wednesday School Detention are automatically scheduled for a removal hearing the following Thursday morning at 8:00 AM with their Parent/Guardian.
3. Detention takes precedence over participation in extracurricular

Guidance Counselors

Guidance Services

Guidance Services are available to all Parents and students at Brookhaven High School. These services include but are not limited to: class scheduling, educational planning, test score interpretations, occupational and career information, study help, scholarship information, assistance with adjusting to high school, making the transition to Higher Education, college application information, scholarship opportunities, time management and any question a student wishes to discuss with a Professional High School Academic Guidance Counselor. Encourage your student to come to see his/her Guidance Counselor regularly.* Above all, you and your student should feel free to bring concerns to the Guidance Office. Counselors are here to help while respecting information shared in confidence. Guidance Counselors may not have all the answers, but they will do their best to help your student resolve conflicts, find answers and create solutions!



Guidance Counselors

Guidance Counselors at Brookhaven High School are assigned according to the first letter of the student's last name.

A-F	Guidance Counselor Karen Hansgen
G-M	Guidance Counselor Malik McWhorter
N-Z	Guidance Counselor Cathy Fuller

~For Example, if your student is named Beverly Bearcat, her Guidance Counselor is Karen Hansgen.

ATTENDANCE & DRIVING POLICIES

Getting There Safely

Attendance Policy

All students must be seated in their first period class by 7:30 AM. Daily attendance is taken in first period class at 7:30 AM. If a student arrives after 7:45 AM, he/she must report immediately to the Attendance Office to "Sign-In". To be excused for illness and/or medical appointments, a student must report to the Attendance Office prior to leaving the building. Students returning to school **MUST** bring a note from a Parent/Guardian or physician for absences to be excused. See the Guide to Positive Student Behavior for the complete

Signing Out of School

Leaving school without approval of the Attendance Office is considered truancy. Student may not leave the school grounds during the school day for any reason unless he/she has signed out at the Attendance Office. To Sign-Out, students must present a written note from a Parent/Guardian. Only Parents or Guardians who are in our school database have the authority to grant a student permission to leave early during the day. Students approved to leave school during school hours and return, must sign back in at the Attendance Office immediately upon re-entering the building. To avoid missing classes, students should avoid scheduling off-grounds appointments

Driving to School

- All student vehicles driven to school must be registered with Officer Blackmon. Registering is to be done prior to driving to school.
- The speed limit on school grounds is 15 m.p.h.
- School Buses **always** get the priority and right of way in the school zone.
- Excessive noise, spinning the vehicle's wheels and lack of safety will not be tolerated.
- Students are to park only in the student parking lot located in the rear of the building.
- NO STUDENT IS PERMITTED TO LOITER IN OR AROUND A CAR IN THE LOT AT ANYTIME.
- STUDENTS ARE TO DRIVE OFF THE LOT IMMEDIATELY UPON ENTERING THEIR CAR at the conclusion of the school day.
- CARS ARE SUBJECT TO SEARCH AT ANYTIME.
- Students are not permitted to have other students in their car without prior permission from the Main Office.
- Failure to follow these rules will result in loss of driving privileges on



DRESSING FOR SUCCESS

Columbus City Schools Dress Code Highlights

Acceptable Clothing Overview

All clothing shall be within the bounds of decency and good taste as appropriate for school. Clothing shall be sufficient to conceal undergarments at all times.

- Dress and skirt length shall be within the bounds of decency and good taste and not shorter than mid-thigh.
- No bare midriffs. As a test for appropriate length, student bodies shall not be exposed when arms are raised above their heads. Tops may not be low cut, off the shoulder or otherwise revealing. Tube tops, spaghetti strap tops, halter tops and/or any strapless top or dress which reveals the midriff or breasts are neither acceptable nor permitted. No undershirts shall be worn as outer wear. Tights nor panty hose are not permitted to be worn as a substitute for pants.
- Clothing may not be "see through." Shirts must be worn at all times and must be sized appropriately so that they do not interfere with normal school activities.
- Shorts and skirts may not be shorter than mid-thigh.
- Shorts, pants, and skirts shall have no writing across the seat area.



- ~~Clothes may not be tight or form fitting.~~

- No sleepwear is permitted.

Acceptable Footwear Overview

Shoes must be worn at all times. Flip-flops, slippers/bedroom shoes and beach shoes are not permitted.

Acceptable Clothing Accessories and Logo's Overview

Commercial lettering or printing will be allowed on shirts and sweatshirts as long as it is acceptable for school attire. Clothing and jewelry shall be free of writing, pictures or any other insignia which are crude, vulgar, profane, sexually suggestive or which advocate negative racial, ethnic, gender or religious prejudice, or use or glorification of drugs, tobacco, alcohol or violence. R.I.P. attire is ~~not permitted. Bandanas, Metal studded collars and chains hanging from clothing are all not allowed.~~

- **The Columbus City Schools Dress Code is enforced at school and school functions not open to the public. It stresses decency, good taste and a positive learning environment. Principals may further define the dress code for their buildings.**
- **Outline above is a basic guideline; see the full Student Dress Code for more details. Code is available online at: www.columbus.k12.oh.us; click on the "Parents &**

BUILDING POLICIES

Building Operations Overview



Visitors

Students are not permitted to bring visitors in the building. Parents/Guardians must report directly to the Attendance Office to receive a visitor's pass prior to locating their student. Anyone in the building without a visitor's pass will not be permitted to remain on the school grounds, and are subject to trespassing charges. **STUDENTS MAY NOT BRING: YOUR VISITING RELATIVES, STUDENTS THAT ATTEND OTHER COLUMBUS CITY SCHOOLS OR FRIENDS IS STRICTLY PROHIBITED AT BROOKHAVEN HIGH SCHOOL.**

Deliveries to the School

Brookhaven High School does not allow deliveries of food, flowers, balloons, cakes, or other gifts to students during the school day. These items will not be held in the office for students.

Lunchtime Procedures

The Columbus Board of Education has a closed lunch policy. No students are permitted to leave school grounds during the school day unless they have been issued an excuse by the Attendance Office.

Electronic Devices

ELECTRONIC DEVICES AND CAMERAS ARE NOT PERMITTED ON SCHOOL GROUNDS. – Electronic devices including cameras will be confiscated if seen on campus and returned to Parents after conference with the building Administrator. If you must communicate with your student during the school day, please call the Main Office for assistance. Refrain from texting your student during the school day, this activity is a major distraction to not only your ~~students' academic success, but to the entire learning environment at large.~~

Tobacco (and Lighters)

Effective August 1, 1993, there is to be NO smoking on any Columbus City School's property. The Ohio Revised Code 2151.87 (B) expressly forbids juveniles under 18 from the use, consumption, or possession of cigarettes, other tobacco products or papers used to roll cigarettes. Students found in violation of this code are subject to a court summons and \$100 fine. Lighters will be confiscated by Administration. In addition, students are subject to suspension ~~per the Columbus City Schools, for details see "The Guide to Student Conduct".~~

Drugs and Alcohol

Except for office-kept prescription medicine, no drugs or alcoholic beverages are ever permitted on school property. Severe consequences including possible