



# Upper School Family Handbook (2<sup>nd</sup> Grade – 8<sup>th</sup> Grade)

**Brookfield School**

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## **Preface**

This handbook and policy manual has detailed information about our program. This handbook may be revised from time to time at the discretion of Brookfield School.

## **History of Brookfield School**

Brookfield School began in 1963, founded by Mr. and Mrs. Robinson in Sacramento, California. In 1972, the school expanded to Reno, Nevada, under the leadership of Marian Osgood. By 1985, Mrs. Osgood became the owner, relocating the school to its current location on South McCarran Blvd. and expanded to include Kindergarten through 8th grade by 1987.

The school thrived under Marian's leadership, with her daughters, Karyn Murray and Katie Osgood, joining the administration in 1998. Key expansions included the addition of a preschool campus in 2003 and a middle school campus in 2015, broadening Brookfield's reach to students from early childhood through adolescence. In 2013, Mrs. Murray's daughter, Taylor Dorey, joined the team, continuing the family tradition of excellence in education. In 2020, Mrs. Osgood's son, Carson Johnson, brought his expertise to the business office, further strengthening the school's operations and legacy.

In 2025, Brookfield expanded again with the introduction of the STEM Academy, designed for children aged 3 years to 1st grade, providing a strong foundation in science, technology, engineering, and mathematics during the early years of learning.

Today, Brookfield School remains rooted in its values of academic excellence, tradition, and community, inspiring generations of students to achieve their full potential.

## **Mission Statement**

We believe every child should be nurtured and cherished. We are a positive learning community, encouraging and guiding children to pursue and develop to their fullest potential.

## **Philosophy Statement**

Brookfield is committed to the overall development of each child. To this end we provide strong academic instruction in the basic skills as well as a wide variety of cultural and aesthetic experiences within a success-oriented program.

Since there are great differences among children of the same age, factors other than chronological age are considered in planning a program to meet the intellectual, social, emotional and physical need of individuals in the classroom.

We believe that children learn best in a safe environment in which individuality is treasured and nurtured, in which children are encouraged to respond to the needs of others, and in which adult-child interpersonal relationships are characterized by mutual respect, affection and genuine concern for the welfare of others.

## **Core Values**

We Believe:

- In inspiring a love of learning through a challenging, innovative, and personalized education that nurtures every student's potential.
- In acting with integrity, honesty, and respect, fostering a community built on trust and accountability.
- In preparing students for a global future by celebrating cultural awareness, teaching language skills, and embracing the diversity that enriches our world.
- In the strength of community and connection, creating an inclusive environment where every student, family, and staff member feels valued and supported.

- In sparking innovation and creativity through curiosity, critical thinking, and hands-on exploration that empowers students to solve tomorrow's challenges.
- In the importance of growth and resilience, encouraging perseverance, adaptability, and a love of challenge in every learner.
- In cultivating leadership and service, inspiring students to lead with kindness and contribute meaningfully to their school, community, and beyond.

### **School Memberships and Accreditations**

Brookfield School is a member of the National Independent Private School Association (NIPSA), National Council for Private School Accreditation (NCPSA), and COGNIA.

## Traditions

### ALMA MATER

When I think of my days at Brookfield  
I'll remember the friends I've made  
All the time that we spent together  
All the wonderful games we've played

I'll remember the days of learning  
And the days when we just had fun  
All the songs that we sang together  
I'll remember them, every one

I'll remember my school forever  
Where I grew in so many ways  
And though I may roam far away from my home  
I'll remember those Brookfield days

### PEP SONG

We are the Brookfield Bears,  
We are the very best,  
We are the Brookfield Bears,  
Just hear us ROAR!

As we revel in our fame,  
Everybody knows our name,  
From the valley floor,  
To the Tahoe Shore!

### COLORS

Navy Blue, White, Gold

### MASCOT

Bear

## School Day

### Office Hours

- 8:00 a.m. - 4:00 p.m. Monday-Friday

### Attendance

- Students report to their homeroom each morning.
- Attendance taken in the homeroom each day at their class start time. Students arriving after 15 minutes after their class start time are considered tardy.

#### *Late Check-In, Early Check-Out:*

- Students checking in after 11:00 a.m. are considered absent for the morning, but present for the afternoon.
- Students checking out at 11:00 a.m. or later are considered present for the morning, but absent for the afternoon.
- Late check-in or early check-out should be limited to **emergencies only**. Research shows that student attendance is tied to academic achievement.
- To ensure an orderly afternoon pick up, all early check-outs must be completed by 3:00 p.m. or a student should be scheduled for walk-up check-out.
- All late check-ins or early check-outs must be completed in the front office. We ask that parents or others picking up or dropping off outside of our regularly scheduled drop-off/pick-up times use the front office. This helps to minimize interruptions of instructional time and also helps us to maintain a secure environment for all students.

#### *Absence Policy:*

- Per Nevada state law, a child must be in attendance a minimum of 162 school days to receive credit for the school year.
- All student absences must be designated as either excused or unexcused. Please see below for the list of excused or unexcused absences reasons. Any final determination will be made by the school.

EXCUSED ABSENCES:	UNEXCUSED ABSENCES:
<ul style="list-style-type: none"><li>● Illness or medical (must provide a doctor's note once exceeding three days)</li><li>● Medical appointments (e.g. Orthodontist)<ul style="list-style-type: none"><li>○ <i>Please make every effort to schedule these outside of school hours</i></li></ul></li><li>● Religious observance</li><li>● Family emergency or bereavement</li></ul>	<ul style="list-style-type: none"><li>● Skipping school</li><li>● Personal appointments (e.g., hair, nails, etc.)</li><li>● Family vacation</li></ul>
<ul style="list-style-type: none"><li>● <b>All excused absences must be communicated with the school front office and a student's homeroom teacher.</b></li></ul>	<ul style="list-style-type: none"><li>● <b>If no communication is made with the school front office, the absence is assumed unexcused.</b></li></ul>

- Due to legal attendance requirements, a student cannot exceed 10 unexcused absences for the school year.
  - Once a student exceeds 10 unexcused absences, he/she will no longer be permitted make-up work, and will therefore be in danger of losing credit for the school year.

- To reiterate, excused absences do not count against a student, and make-up work will be provided.
- Please make special note of the information stated above regarding late arrival or early check-out, as these may be converted to unexcused absences as well.

### **Drop Off and Pick Up**

Parents should call the front office prior to 3:00 p.m. if making any changes to their dismissal plans for the day.

Students may be dropped off at the entrance or walked onto campus in the morning. If walking your child to campus, please drop off your student(s) to the assigned extended care area and they will then be guided to their classroom. The morning is not an appropriate time for parents to be walking in and out of classrooms or attempting to hold unscheduled meetings with teachers, as this can cause disruptions to supervision and the morning routine.

A student will only be released to an approved pick up. Should a person arrive to pick-up a student, who the staff is unfamiliar with, he/she will be asked to show identification to verify their name on the child's list of Approved Pick Ups.

Staff reserves the right to ask anyone for identification if they deem necessary.

Students being picked up by an adult walking onto campus will be held in the classroom for 15 minutes and must be checked out with the staff present. After 15 minutes students will be escorted to the assigned extended care area and must be checked out with the staff present.

Under no circumstances may a student walk out to meet a car nor a person in an unassigned area of campus.

If checking your student out early, you must do so before 3:00 p.m. with the front office and not with the classroom teacher.

### **Extracurricular Activities**

Parents are welcome to park and walk-in to pick-up students from extracurricular activities. Please be respectful of any practice or activity policies. The activity coordinator or coach will be responsible for walking remaining students out to the gate and making sure students are delivered safely to their family or checking them into the extended care program. If we are facing inclement weather, staff members will coordinate for families to pick up students from activities. Any students not picked up within 15 minutes of the finish time for an activity will be walked to extended care.

### **Before & After Care**

If a student arrives before the assigned class start time, he/she is to be brought to the extended care program in the assigned room. Before Care opens at 7:30 a.m. You will be notified of fees and payment schedules before the beginning of school. Families who sign up for Before and/or After Care ahead of time will have the option of being billed ahead of time. Drop-ins to Before and After Care are allowed in 2<sup>nd</sup> through 8<sup>th</sup> grade, but families will be charged a separate Drop-In Fee. These fees will also be billed monthly. The rates for the school year can be found on the Schedule of Fees. No student may be brought on the main school grounds before 7:30 a.m., as there is no supervision. Under no circumstances is a student to be left waiting outside the gate without adult supervision. Any student remaining on campus 15 minutes after the end of their class time or remaining at the conclusion of an athletic or extracurricular activity will be brought to our After Care program. After Care closes promptly at 6:00 p.m. For any student(s) not picked up by 6:00 P.M., late fees will be assessed on monthly bills. If being late for pick-up becomes a recurring event, you may be subject to dismissal from extended care services.

To arrive for Before Care, families with students in 2<sup>nd</sup> through 8<sup>th</sup> Grade should utilize front gate. An adult is required to get out of the car to walk a child through either gate. Students must be walked to the Before Care room by the parent or adult.

After Care runs from 3:30-6:00p.m. You will proceed to the assigned extended care room to pick up your child directly from the classroom or After Care location. You must have your identification ready to show to any staff

member. There will be a staff member in the front office to assist anyone in need as well. After Care closes promptly at 6:00 p.m. Families who arrive late for pick-up will be charged on their monthly bill. If you have additional questions about Extended Care, please contact our office.

**Severe Weather**

We use a “one call” system to notify all families. You will also receive an e-mail regarding any unexpected school closure. Any announcement regarding school closure will be shared on our Facebook page. Parents are encouraged to pick up their child at any time that weather conditions warrant.



## **Health & Safety**

### **Drills**

Regular fire, inclement weather, and stay in place drills are conducted during the academic year to prepare staff and students in the event of an emergency.

### **Visitors**

All doors on campus lock at 8:30am. Those seeking entry after this time and before 2:45 p.m. must use the doorbell and intercom system at the door. You will be asked to state your name and your reason for coming onto campus. Upon entering through the door all visitors must proceed to the front office to sign-in and receive a visitor's badge. This badge is to remain on for the duration of your visit. Upon leaving, visitors must check-out at the front office.

Therefore, if you choose to walk your student(s) into school in the morning, you are not required to sign into the front office if you do not intend to stay on campus. Any parent remaining on campus after 8:30 a.m. must wear a visitor's badge. Any parent arriving at 2:45 p.m., or after, is not required to secure a badge in the front office as the pick-up stands as proper identification. Family members are not permitted to visit classrooms unless permitted by the teacher or for a scheduled event.

Please note that staff are instructed to politely request any parent or other visitor seen without a badge between the hours of 8:30 a.m. and 2:45 p.m. to return to the front office to follow proper protocol.

### **Weapon & Firearm free zone**

Nevada prohibits anyone from carrying a firearm, openly or concealed, on school property, at a school-sponsored function, or in a "firearm-free zone" (which includes a school campus, an area within 1,000 feet of a school campus, and inside a school bus).

All students, staff, parents, visitors, and contractors are strictly prohibited from possessing weapons, including firearms and explosives, anywhere on school property or off campus while attending a school event. The prohibitions apply regardless of whether any legal license has been issued to the possessor. Anyone possessing or using a weapon will be asked to immediately surrender the weapon if safe to do so and/or the necessary authorities will be called to disarm said device.

### **Accident/Illness/Medications**

In the event of an accident or illness, the school will contact the parent. If the parent cannot be reached, then the person designated by the parent in case of emergency will be notified.

It is imperative that the school has an updated medical form for every student. It is the parent's responsibility to update the medical form with the school as changes occur. The medical form is an electronic form shared at the beginning of school, but a family can update the form at any time by contacting the school.

If your child is in need of medication during the school day, this medication can only be administered if the child has a Medication Form on file with the school and medication is sent with the prescription or in the purchased packaging. Do not send pills/medicines in plastic bags, containers, etc.

A child should not be brought to school if he/she shows signs of illness that include but are not limited to fever, rash, vomiting, diarrhea, earache, stomachache, or other evidence of communicable disease. If a student should become ill during the day, teachers will send students to the office who will assess the student and call the parent/guardian to pick up the child. Arrangements must be made for someone to pick up the child in cases of illness. Children should be free of symptoms (fever and vomiting) without the use of medication for at least 24 hours prior to returning to school.

### **Brookfield School Sun Safe Policy**

Nevada Senate Bill 159, which became law July 1, 2019, requires public and private schools to implement sun safety

policy and to allow students to possess and self-administer sunscreen in school settings. SB 159 specifies that sunscreen must not be considered an over-the-counter medication. The following policy and guidelines is now in effect for Brookfield School.

We are committed to protecting the health and safety of students and staff while providing and encouraging appropriate physical activities and opportunities. Students and staff spend time in the sun during school hours and before and after school in recreation and sports programs. Local weather and environmental conditions are often at intensities that may result in negative health consequences, including sunburn.

Too much sun exposure can be dangerous. Overexposure to the sun's ultraviolet (UV) radiation seriously threatens human health. In addition to the immediate effect of sunburn, exposure to excess UV radiation can cause a potentially fatal skin cancer, immune system suppression, premature aging and cataracts. Children are especially susceptible to harmful UV radiation and childhood exposure and sunburn in childhood are a primary indicator for developing skin cancer later in life.

About 1 in 5 Americans will develop skin cancer during their lifetime, despite the preventable nature of the disease. Educating children about sun safety and making sun protection a part of school culture is crucial to protecting our children and youth, and to reducing skin cancer incidence in Nevada.

During all outdoor activities including but not limited to: PE Classes; Athletic Practices and Competitions; Field Trips; Before- and After-School activities; Recesses; and Club Meetings, Brookfield School students and staff are allowed and encouraged to use the following protective measures:

- Wear protective clothing, including hats and sunglasses
- Apply SPF 30+ sunscreen and reapply at least every two hours
- Students may bring and apply their own sunscreen
- Schools may provide sunscreen for students, staff
- Apply and reapply SPF lip balm
- Access shade when outdoors, as appropriate
- Limit exposure during peak midday hours, as possible and as appropriate

Attribution: Following requirements of Nevada SB 159 and the recommendation of the Centers for Disease Control & Prevention, the National School Boards of Education, American Academy of Dermatology, the American Academy of Pediatrics, the Nevada School Boards Association, Nevada Dermatology and Dermatologic Surgery Association, Nevada Cancer Coalition, and many others, we hereby create this policy as of August 1, 2019. NRS 394.191 Adoption of policy by private school concerning safe exposure to sun. (Added to NRS by 2019, 546)

### **Health and Medical Policies**

The best prevention for infectious diseases and the spreading of germs is adhering to the state's immunization schedule, hand washing, and sanitation of toys and surfaces. We want all of the children to attend school as much as possible, but not when they are sick and/or contagious. Children should NOT come to school if they are too ill to participate, they need greater care than the staff can offer, or they have a harmful infectious disease. No medicine should be given for the purpose of fever reduction prior to school. If your child needs fever reducing medicine before school, they should not attend. Children who cannot participate in the regular setting of the day may not attend school regardless of the nature of the illness.

#### **Exclusion Criteria:**

- Fever (100.4 F or greater)
- Severe Illness Signs (unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing, other unusual signs)

- Uncontrolled Diarrhea (increased number of stools, uncontained diarrhea, blood or mucus in stool)
- Vomiting
- Mouth Sores with drooling
- Discharges of the eyes or ears
- Heavy nasal discharges
- Persistent cough
- Unidentified rash
- TB
- Impetigo
- Bacterial Infection
- Lice
- Strep Throat
- Chicken Pox
- Pertussis
- Mumps
- Hepatitis A Virus
- Measles
- Rubella
- Unspecified Respiratory Illness, Shingles, or other Conditions

If your child is sent home from school because of any of the above criteria, they must remain at home for the specified amount of time listed below. All children missing more than three consecutive days of school are required to have a doctor's note stating they are free of contagious diseases and may return to school.

\*\*\*Please note that if you are called to pick up your child due to any of the conditions listed below and are unable to do so, it is necessary that arrangements be made for an authorized person to pick up your child within the hour.\*\*\*

**FEVER:** May not return to school until they are fever free for at least twenty-four (24) hours, without the help of a fever reducer.

**VOMITING:** May not return to school until they are symptom free for at least twenty-four (24) hours.

**UNIDENTIFIED RASH:** needs a Doctor's note to return stating they are not contagious.

**COLDS:** Children are contagious for three to four days after symptoms appear (and one day before).

**BACTERIAL INFECTION:** Exclude until 24 hours after initial antibiotic treatment or cessation of fever.

**IMPETIGO:** Exclude until on antibiotics for 24-hours. Lesions must be covered.

**STREP THROAT:** From one day before children are sick until 24 hours after they have started antibiotics.

**CHICKEN POX:** Until all lesions are crusted over, about seven to ten days. Children are most contagious a day before the rash appears.

**FLU:** If diagnosed with any strand of the flu, children must have a Doctor's note to return to school.

**STOMACH “FLU”:** Generally, for as long as the child has diarrhea or fever and for 24 hours after.

**DIARRHEA:** If bowel movements cannot be contained in underwear or diaper, we risk possible environmental contamination. Should this happen, the child will be sent home and must remain at home until the child is 24 hours symptom free.

**CONJUNCTIVITIS:** If the infection is bacterial, from the time the child’s eyes are red and oozy until 24 hours after the child starts antibiotics. Viral conjunctivitis is contagious for five to seven days.

**MOLLUSCUM CONTAGIOSUM:** Should not prevent a child from attending school. Bumps not covered by clothing should be covered with a watertight bandage at all times. Covering the growths will protect other children from getting Molluscum.

**HAND, FOOT AND MOUTH or HERPANGINA:** If your child is diagnosed with HFM or HERPANGINA, they must have a Doctor’s note stating the child can return to school.

- In addition to a doctor's note, they must also have no new lesions formed and fever free for 24 hours without the help of a fever reducer.
  - Your child must remain home if blisters are still visible in the throat or mouth area. Students will need to stay home if there is excessive drooling.
  - If blisters are still visible in other areas, they must be covered by clothing and water tight bandages. Children that remain home until all blisters are scabbed over are less likely to spread HFM.

**RSV:** This virus begins like a common cold but can cause difficulty breathing. Children may return to school when they are fever free for 24 hours without the help of a fever reducer. It is our policy that breathing should return to normal and all other cold-like symptoms are gone.

**LICE:** A child who exhibits symptoms of head lice (pediculosis) or nits will be excluded from the classroom until:

- The child has received the appropriate treatment and, if necessary, a reapplication seven to ten days later. Treatment should include a combination of chemical shampoo and nit combing.
- There are no lice or nits on the child’s head or hair when returning to school.

**PERTUSSIS:** Exclude until 5 days of antibiotic treatment have been completed.

**MUMPS:** Exclude until 9 days after onset of parotid gland swelling.

**HEPATITIS A VIRUS:** Exclude until one week after onset of illness or as directed by physician when treatment has been administered.

**MEASLES:** Exclude until 6 days after onset of rash or as directed by physician.

**RUBELLA:** Exclude until 6 days after onset of rash or as directed by physician.

### **Immunizations**

Please ensure school has a current copy of your child’s vaccination record at all times. Written documentation from the pediatrician is required if your child does not receive vaccinations due to medical and/or personal reason. Immunization records or exemption forms should be shared directly with our school.

### **Therapists**

Brookfield School has a list of recommended speech and language pathologists who offer speech and language services here at Brookfield School. If services are warranted, parents can choose to contract out the services and have their child serviced during the school day. A speech language pathologist evaluates and treats the following areas of communication: speech sound production, resonance, voice, fluency, language (comprehension and expression) and cognition.

All private or contracted therapists must have a current criminal background check on file with the school and receive safeguarding training prior to coming on campus. If your child is working with a private therapist, please reach out to the school administration.

### **Tobacco-Free Environment**

Brookfield School is a tobacco-free campus. This includes the use of any and all tobacco products as well as other vaping devices or e-cigarette devices. Tobacco use is strictly prohibited in all areas of campus.

### **Safeguarding**

Brookfield School recognizes its role in safeguarding children as our primary concern. All staff of the school are considered by Nevada state law as ‘mandated reporters’ who must report any and all allegations of abuse that are shared with them. In holding this responsibility for our students, Brookfield School staff adhere to the following basic principles to maintain the safety of our students:

- A child’s welfare is paramount, and each student has the right to be protected from harm and exploitation and to have their welfare safeguarded irrespective of race, religion, ability, gender, or culture.
- All students need to be safe and feel safe in school.
- Every student is entitled to a rich and broad curriculum that helps to equip them to keep themselves safe.
- Every adult in school must have a demonstrable commitment to protecting the students with/for whom we work.
- We work in partnership with parents/guardians and/or other professionals to ensure the protection of our students.
- Our guiding principle throughout is always to act in the best interest of all students.

### **Security Camera Policy**

Brookfield School supports using video cameras throughout the school to enhance safety and security. Our goals are to promote and foster a safe and secure teaching and learning environment for students and staff, to ensure public safety for community members who visit or use our school property, and to diminish the potential for personal and school loss or destruction of property. Security camera recordings will be viewable in each building by authorized designees only.

Camera surveillance is used in Brookfield School offices and schools to assist in the security and protection of students, employees, visitors, and property, enhance safety, prevent crime, misconduct, theft, and property damage.

#### **Signage and Notification:**

Appropriate signage is posted at major entrances to school that notify students, staff, and the public of the school’s use of security cameras. Students and staff will receive an additional notification at the beginning of the school year regarding the use of security cameras in schools and on school grounds. Such notification will include, but not be limited to, employee handbooks and student handbooks.

Restrooms, changing rooms, private offices, and some classrooms are excluded from security camera use. Security camera usage is prohibited in any space with a reasonable expectation for privacy. Only designated school officials shall have access to the camera equipment and operations system. For this policy, school officials are employees designated by the Head of School. Only these designees shall handle the camera or any recordings. Video monitors used to view video recordings in the classrooms will not be in a position that enables public viewing.

#### **Retention and review of video recordings**

All video recordings are confidential and by applicable laws and regulations. Recordings will be saved for 5 days. Information obtained through video surveillance may only be used for investigations, security, or law enforcement purposes. Any video recordings used for security purposes in school buildings or grounds are the sole property of Brookfield School. Release of such videos will be made only as permitted under applicable law and with the permission of the Head of School.

The Head of School is responsible for properly implementing and controlling the video surveillance system. The Head of School shall conduct periodic reviews to ensure this policy, and procedures are followed.

- o Maintenance logs will be maintained by the Head of School for monthly checks and annual maintenance.
- o General monitoring logs will be completed when video footage is viewed.

Reviewing video recordings will occur when a suspected crime or a Brookfield School handbook violation is committed inside or outside the building (e.g., vandalism, graffiti, etc.) or when a claim of an injury or an incident raises safety or security concerns.

- o All viewing information will be recorded in the monitoring logbook.

Please note: We respect the privacy of all school's children, parents, and staff. Our 24-hour video surveillance system/security cameras are for internal purposes only.

## **Academics**

### **Academic Probation**

If a student is experiencing issues with unexcused classroom absences and/or failing two or more core academic subjects, it is possible that administration will move forward with placing the student on academic probation. The conditions of academic probation are unique to each student, but would include measurable goals focused on immediate academic improvement. Failure to follow through on academic probation may result in dismissal from Brookfield School.

### **Promotional Policies**

Brookfield School recognizes that the emotional, social, physical, and educational growth of students will vary and that students should be placed in the educational setting most appropriate to their needs at the various stages of their growth. It is the policy of Brookfield School that each student shall be moved forward in a continuous pattern of achievement and growth that corresponds with his/her own development and the academic standards established for each grade and core subject.

#### **Grades 2 & 3:**

- Failure for the year is defined as a failing average of a student's quarterly grades, resulting in an 'F' letter grade as the final average.
- Failure in one subject for the year can be addressed through the use of tutoring or attendance in an approved summer school program over the summer break.
  - The tutor providing the services or the summer program must be approved by the school's leadership team.
  - Family must provide either a tutoring log of dates and times, to be signed by the tutor and parent upon completion of a minimum of 20 hours, or a report issued upon completion of the summer program.
  - Tutoring log or summer school report must be submitted to the school's leadership team or front office prior to the start of the following school year in order for student to be promoted to the next grade.
- Failure in two or more subjects will likely result in non-promotion and will be addressed by Brookfield School administration with the student and family directly.

#### **Grades 4-7:**

- Failure for the year is defined as a failing average of a student's quarterly grades, resulting in a numerical average of 69 or lower as the final grade.
- Failure in one subject for the year can be addressed through the use of tutoring or attendance in an approved summer school program over the summer break.
  - The tutor providing the services or the summer program must be approved by the school's leadership team.
  - Family must provide either a tutoring log of dates and times, to be signed by the tutor and parent upon completion of a minimum of 20 hours, or a report issued upon completion of the summer program.
  - Tutoring log or summer school report must be submitted to the school's leadership team or front office prior to the start of the following school year in order for students to be promoted to the next grade.

- Failure in two or more subjects will likely result in non-promotion and will be addressed by Brookfield School administration with the student and family directly.

### **Grade 8:**

- Failure for the year is defined as a failing average of a student's quarterly grades, resulting in a numerical average of 69 or lower for the final grade.
- Failures in any subject will be reported to the student's high school via submission of his/her final transcripts. The high school has a responsibility to address the failure as it deems fit.
- Failure of two or more subjects during the eighth grade year will exclude students from participating in the Brookfield School's graduation ceremony, as well as any other related activities. These grades would also be reported to the student's high school via submission of his/her final transcript. The high schools holds the responsibility to address the failures as it deems fit.

### **Testing**

- The following standardized tests are used at Brookfield School for the purpose of collecting data regarding student achievement to better drive instruction. These test scores are also submitted as part of our student's final records when applying for admission to high school:
  - The NWEA MAP Growth Test, to be administered in the fall and spring to all students in Pre-1st and above.
  - The STAR Reading Assessment will also be administered multiple times each year for students in Pre-1<sup>st</sup> through 8<sup>th</sup> grade to track their progress in reading and to best help teachers address the literacy needs of each child.
- For information regarding tests/assessments aligned with the curriculum, please visit the Assessment Policy of this Handbook.

### **Awards**

- Overall Excellence Award- an "A" in all academic subjects all year long, and receiving an "E" in all citizenship categories all year long.
- Gold Honor Award - an "A" in all academic subjects all year long.
- Silver Honor Award – an "A" in all academic subjects for at least one term.
- Students in Little Bears, EC1, EC2, PK3, and PK4 are not eligible for these awards.

### **Valedictorian/Salutatorian Award**

The valedictorian and salutatorian awards are given to those eighth grade students who graduate in the first and second ranking of their class, respectively. These calculations are determined using grades that are considered for Honor Roll in grades 6, 7, and the first three quarters of grade 8.

### **Student Records**

A student's school records are confidential and are protected by federal and state law from unauthorized inspection or use. A cumulative record is maintained by our Registrar for each student from the time the student enters the school until he or she withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.



Brookfield School must receive a student's official record prior to his or her start in the school.

## **Technology Use Policy**

All students and parents/guardians will be asked to read and sign an Acceptable Use Policy at the start of each school year. In addition to the guidelines given below, all students and parents/guardians are responsible for always upholding the terms of the Brookfield School Acceptable Use Policy during the academic year.

Internet access is available to students and teachers at Brookfield School. The Internet offers vast, diverse, innovative, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence by allowing our students access to information from computers and people throughout the world. The primary purpose of the Internet connection in our school is educational, and its use will be limited to material considered by the administration as being appropriate for a school setting. Brookfield School will supervise all use of technology, but the student must take full responsibility for his or her own actions. Students should realize that when accessing the Internet they are entering a global community, and any actions taken by them will reflect on the school as a whole.

- All use of the computer network must be in support of education and research.
- Students will not participate in the transfer of inappropriate or illegal material.
- Rules of network etiquette, including copyright laws, and behaving in an ethical and legal manner are required at all times.
- Text messaging and chatting online are not allowed while at school.
- Students are not allowed to download or install anything onto Brookfield School computers.
- Vandalism or any attempt to harm or destroy data, hardware, software, or transmission of a computer virus is strictly prohibited.
- Should an issue regarding posts, comments, or other social media interactions be brought to the school's attention, the school may exercise its right to administer disciplinary action for those involved. This includes, but is not limited to: Facebook, Instagram, Twitter, and Snapchat.
  - Bullying or harassment via computers, cell phones, handheld devices, etc., both on and off campus, is a violation of the Brookfield School Acceptable Use Policy and will be addressed directly by the Senior Leadership Team.

Use of the Internet is a privilege, not a right. Any violation of the guidelines will be cause for termination of future access to the Internet, as well as disciplinary action deemed appropriate by Brookfield School Administration. Expulsion may result.

## **Brookfield School Teacher Technology Acceptable Use Policy**

This policy outlines the acceptable use of technology resources by teachers at Brookfield School.

### **Section 1. Purpose of Technology Use**

Brookfield School provides technology resources to its faculty and staff to support instruction, communication, and professional development. These resources allow teachers to:

- Access and utilize educational materials and tools
- Create engaging and interactive lesson plans
- Communicate effectively with students, parents, and colleagues
- Enhance student learning experiences

## Section 2. Responsibilities

Teachers are responsible for using technology resources in a professional and ethical manner that aligns with the school's educational mission. This includes:

- **Following all applicable laws and regulations:** This includes copyright laws, data privacy regulations, and internet safety guidelines.
- **Protecting student privacy:** Do not collect or store student data beyond what is necessary for educational purposes. Always adhere to the school's data security protocols.
- **Promoting responsible student technology use:** Model appropriate online behavior and enforce the student technology acceptable use policy.
- **Safeguarding school technology resources:** Use strong passwords, report any security breaches, and avoid downloading unauthorized software.
- **Ongoing cyber security training**
- **Maintaining confidentiality:** Do not share confidential school information or student data without authorization.

## Section 3. Unacceptable Use

The following uses of technology resources are strictly prohibited:

- **Personal use for non-educational purposes:** Technology resources are for school-related activities only.
- **Engaging in illegal activities:** This includes downloading copyrighted materials, cyberbullying, or accessing inappropriate content.
- **Harassment or discrimination:** Do not use technology to harass, intimidate, or discriminate against students, colleagues, or anyone else.
- **Spreading misinformation or propaganda:** Be mindful of the information you share online and promote responsible internet citizenship.
- **Using technology to disrupt the learning environment:** This includes playing games, using social media, or engaging in activities during work hours or in a manner that distract from instruction.
- **Mobile phone, iPad, and other photographic devices:** It is our policy that teachers must use a school device when taking or uploading pictures. Faculty and staff should not use personal devices to take pictures. The school issues a 'Publication Permission Form' each year for families to submit permission for the inclusion of their child's picture in the yearbook, local newspapers, school newsletter, and school social media. All staff have access to this list and must adhere to the permissions granted at all times.

## Section 4. Social Media Guidelines

Social media can be a powerful tool for communication and collaboration, but it's important to maintain professionalism and avoid creating conflicts of interest. Here are some guidelines for school employees using social media:

- **Maintain Professional Boundaries:** Avoid friending or following students on personal social media accounts.
- **Be Mindful of Your Online Presence:** Remember that anything you post online reflects on you and the school. Avoid sharing personal information that could compromise your professional standing.
- **Promote Positive School Culture:** Use social media to share positive news about the school and upcoming events.

- **Respect Student Privacy:** Do not post any content that identifies students or reveals confidential information about them. Do not post any content, including photos of students, that identifies students or reveals confidential information about them. You can reshare content posted to the Brookfield School social media pages.

## Section 5. Data Security Protocols

Brookfield School takes data security seriously and is committed to protecting the privacy of students, staff, and families in accordance with the Family Educational Rights and Privacy Act (FERPA) and the Children's Online Privacy Protection Act (COPPA). Here are some key aspects of our data security protocols:

- **Data Minimization:** Teachers should only collect and store student data that is necessary for educational purposes.
- **Data Access Controls:** Access to student data is restricted to authorized personnel who have a legitimate educational need. Teachers should use strong passwords and avoid sharing login credentials with anyone.
- **Data Retention and Disposal:** Student data should be retained only as long as necessary for educational purposes or legal requirements. When data is no longer needed, it should be disposed of securely in accordance with school policy.
- **Security Awareness Training:** The school provides regular training for teachers on data security best practices. This training covers topics such as identifying and reporting phishing attempts, protecting against malware, and proper data handling procedures.
- **Incident Response:** The school has a plan in place to respond to data security incidents. This plan includes procedures for identifying, containing, and reporting data breaches.
  - Report any suspected data breaches or security incidents to the school administration immediately.

## Section 6. Monitoring and Enforcement

The school reserves the right to monitor teacher use of technology resources to ensure compliance with this policy. Violations of this policy may result in disciplinary action, up to and including termination of employment.

## Section 7. Additional Considerations

- **Use of Artificial Intelligence (AI):** When incorporating AI tools into instruction, ensure they are used ethically and responsibly, respecting academic integrity and student privacy.
- **Professional Development:** The school may offer professional development opportunities to help teachers stay up to date on best practices for using technology in education.

## Section 8. Reporting Concerns

Teachers are encouraged to report any concerns regarding misuse of technology resources to the school administration.

By following these guidelines, teachers can ensure that they are using technology resources effectively and responsibly to support student learning and professional growth.

## Uniforms

### General Information

- School uniforms are required for grades PK3-8<sup>th</sup>. Optional uniforms are available for eight weeks to two-year-olds.
- Students must be in uniform the entire year.
- All uniforms must be clean, properly fitted and in good condition.
- Duct tape on shoes, ripped pockets, or highly visible stains on clothing are not permitted.
- Only Brookfield School or unbranded sweaters/fleece/hoodies/jackets may be worn in the classroom.
- Appropriate dress is required at all school functions and activities.
- Uniform checks will be completed at random by members of administration.
- Uniform slips will be issued as reminders for dress code violations.
  - Uniform slips are not disciplinary in nature; however, repeated offenses may result in disciplinary consequences for those students refusing to adhere to the dress code and uniform expectations and standards.

### Hair

Hair must be kept out of face and eyes during instructional times. Hair color should be natural, or in natural tones. Modest highlights are acceptable. Hairstyles should not be distracting or disruptive to the teaching/learning process in class or on campus. No extreme styles or unnatural colors are allowed. Spiked hair may not be longer than one inch.

### Jewelry

Jewelry/accessories that could be deemed a safety hazard or are disruptively excessive in size, style, or number are not allowed. Body piercing is unacceptable except for the ears: one stud in each ear is allowed. Bracelets and necklaces should not be worn at school.

### Make-Up

Lip gloss/lip balm can be worn. Girls in 6th through 8th grade can wear light make up in neutral shades.

### Spirit Days

Spirit shirts may be worn every Friday with school uniform (unless otherwise informed by the school administration).

### Brookfield School Uniform List

Formal Uniforms come from Land's End. Other uniform basics can be found at Target, Walmart, Old Navy, etc.

<b>GIRLS UNIFORMS</b>			
<b>Monday, Tuesday, Thursday</b>			
<b>PK3 and PK4</b>	<b>Pre-1<sup>st</sup> – 1<sup>st</sup> Grade</b>	<b>2<sup>nd</sup> – 4<sup>th</sup> Grade</b>	<b>5<sup>th</sup> – 8<sup>th</sup> Grade</b>
Red collared shirt, long or short sleeves	White or navy collared polo, long or short sleeves	White or navy collared polo, long or short sleeves	White or navy collared polo, long or short sleeves
Khaki or navy pants, shorts, or skorts	Khaki or navy slacks, shorts, or skorts	Khaki or navy slacks, shorts, or skorts	Khaki or navy slacks, shorts, or skorts
Any red dress with collar	Any navy or khaki dress with a collar	Any navy or khaki dress with a collar	Any navy or khaki dress with a collar

<b>Girls Wednesday Formal Uniform</b>			
<b>PK3 and PK4</b>	<b>Pre-1<sup>st</sup> – 1<sup>st</sup> Grade</b>	<b>2<sup>nd</sup> – 4<sup>th</sup> Grade</b>	<b>5<sup>th</sup> – 8<sup>th</sup> Grade</b>
Red dress with collar	Classic Navy Plaid jumper and a white polo shirt	Classic Navy Plaid skirt and a white polo shirt	Brookfield School Blazer, a white collared shirt, and khaki pants, shorts, or skorts
<b>Sweaters, Jackets, Tights, Leggings</b>			
<b>PK3 and PK4</b>	<b>Pre-1<sup>st</sup> – 1<sup>st</sup> Grade</b>	<b>2<sup>nd</sup> – 4<sup>th</sup> Grade</b>	<b>5<sup>th</sup> – 8<sup>th</sup> Grade</b>
Bloomers are required under dresses or skirts	Bloomers are required under dresses or skirts		
Footed tights or leggings in cold weather under uniform dress	Footed tights or leggings in cold weather under uniform dress		
Uniform red or navy blue sweater fleece with school insignia	Uniform gold or navy blue sweater fleece with school insignia on left chest		
Unbranded red or navy blue sweater fleece	Unbranded gold or navy blue sweater fleece		

<b>BOYS UNIFORMS</b>			
<b>Monday, Tuesday, Thursday</b>			
<b>PK3 and PK4</b>	<b>Pre-1<sup>st</sup> – 1<sup>st</sup> Grade</b>	<b>2<sup>nd</sup> – 4<sup>th</sup> Grade</b>	<b>5<sup>th</sup> – 8<sup>th</sup> Grade</b>
Red collared shirt, long or short sleeves	White or navy collared polo, long or short sleeves	White or navy collared polo, long or short sleeves	White or navy collared polo, long or short sleeves
Khaki or navy pants, shorts	Khaki or navy slacks, shorts	Khaki or navy slacks, shorts	Khaki or navy slacks, shorts
<b>Wednesday Formal Uniform</b>			
<b>PK3 and PK4</b>	<b>Pre-1<sup>st</sup> – 1<sup>st</sup> Grade</b>	<b>2<sup>nd</sup> – 4<sup>th</sup> Grade</b>	<b>5<sup>th</sup> – 8<sup>th</sup> Grade</b>
Red dress with collar	Navy pants or shorts and a white polo shirt		Brookfield School Blazer, a white collared shirt, and Khaki pants, shorts, or skorts
<b>Sweaters, Jackets</b>			
<b>PK3 and PK4</b>	<b>Pre-1<sup>st</sup> – 1<sup>st</sup> Grade</b>	<b>2<sup>nd</sup> – 4<sup>th</sup> Grade</b>	<b>5<sup>th</sup> – 8<sup>th</sup> Grade</b>
Uniform red or navy blue sweater fleece with school insignia	Uniform gold or navy blue sweater fleece with school insignia on left chest		
Unbranded red or navy blue sweater fleece	Unbranded gold or navy blue sweater fleece		

Any uniform question not specifically addressed in this section shall be ruled on by a member of school administration.

## **School Programs**

### **Summer Camp**

Brookfield School operates an annual summer day camp. The camp typically operates for 8-9 weeks every summer and is open to boys and girls ages 8 weeks to 13 years old upon availability. There is a separate handbook for Summer Camp.

### **Break Camp**

Brookfield School operates a camp most weeks during the school closures. The camps typically operate for 3-5 days depending on the calendar year. It is open to boys and girls ages 8 weeks to 13 years old upon availability.

## **Special Events**

### **Parent and Student Visitation**

All current students and parents are invited to visit the school on a designated day before the opening of school. Check the school calendar for these dates and times.

### **Open House**

In August, parents are invited to school to meet the teachers and fellow patrons. All parents are urged to attend in order to become better acquainted with the school, teachers, and other patrons.

### **Stage Shows**

Every student has the opportunity to participate in at least one stage show during the year.

### **Holiday Parties**

Teachers will decide when the class is to have a party. Based on the school calendar there will be a designated window of time for each grade level to host seasonal events or celebrations.

### **Birthday Parties**

Each child's birthday is recognized by the Brookfield School staff as a special day for that youngster, as well as by his/her classmates and teacher. The birthday celebration, however, is purposely kept simple and child-centered. You may send a birthday treat (simple birthday cake or cupcakes, for example) for your child's class that they can eat at the end of day. Meals, such as pizza for the whole class, are not allowed. Arrangements must be made in advance with the teacher and enough treats must be provided for every child in the student's homeroom.

Because birthdays as well as other special days are observed in a low-key manner at school, parents are asked not to bring a full meal, ice cream, gum, party favors, decorations, or gifts. The child's birthday observation at Brookfield School is not intended to take the place of each family's special observance.

Invitations to private parties may not be distributed at school unless the entire class is invited.

### **Charitable Drives**

All students participate in annual drives for various needs identified in our community (school, local, regional, national, or global). Many of these drives/events are identified and organized by our school's Student Council with the help of staff advisers. Parents will receive notification and communication of any such event, and participation is completely optional.

### **Family Activities:**

We plan different types of family involvement activities during the year. A few examples include the Mother's Day Tea, Dads and Donuts, Fall Festival, weekly assemblies and more. We love for as many parents, grandparents, aunts/uncles, etc. to attend.

## Parents' Roles & Responsibilities

### Supporting Students

We know families are BUSY! We value any level of input and participation that you are comfortable providing! It is the goal of all of us at Brookfield School to help each child find success in his/her time here. Therefore, it is important that parents accept their role as a member of a team with the school to best help accomplish this goal.

Helpful contributions family members can make include, but are not limited to:

- Asking students specific questions about the day
- Meeting students' teachers and reaching out with any questions
- Attending school events as a family and participating in the family environment
- Trusting the school staff to act in the best interest of your child(ren)
- Allowing your student(s) to succeed and fail independently whenever possible
- Adhering to school rules and policies in order to set a positive example for your child(ren)

**Informal exchanges:** One way that we share information with family members is during informal exchanges daily. Every child will have a personal folder. Parents should check the folder daily for notes from the teacher, event reminders, etc. The folder should be sent back to school every day. Parents may also place notes with questions or comments in these folders as well.

E-mail is also a great way to communicate informally.

### Communication

A student information system is used to seamlessly share data among administration, the classroom and home. From your family portal, which can be accessed via mobile app or through any browser, you will be able to view your child's grades, assignments, notices, and forms all in one convenient place. Instructions will be sent home at the beginning of the school year with information on how to log in to your family portal as well as tutorials and technical support.

Weekly newsletters from the school are e-mailed home to our families containing important information. Some of this information will also be available on the school's website. It is important that you read and engage with this information in order to stay informed about the events of your child's classroom and the school community. If you are missing these e-mails, please contact the front office to verify your e-mail address for communication.

If you need to get in touch with your child during the school day, you may contact the front office. Students are not encouraged to use the telephone in the front office. The front office staff can pass any necessary information along to the teacher or to a student, as necessary. Additionally, in our middle school, students are not to use e-mail during the school day as a way to communicate with parents or others outside of the school environment, so please refrain from e-mailing your child(ren). Finally, it is not necessary to drop off any and all items (i.e., bags, lunches, books, etc.) that a student may forget in the car or at home. There are many alternative solutions for children that do not involve inconveniencing you and interrupting the instruction in their classes as materials are brought to them throughout the day. We want to encourage problem solving and accountability. We believe strongly that this helps to teach students responsibility, and we ask for your assistance in this lesson. Should a child ever forget his/her lunch, the school will provide lunch to the child as a charge to the student's account.

Occasionally, a family member may have a concern or question. We encourage parents to e-mail teachers with questions. Many problems can be addressed and resolved by simply communicating proactively.

If you would like to request a conference with a teacher, you must do so by e-mailing the teacher to schedule an appropriate time. Parents are not permitted to drop-in for a conference or walk the halls during the school day to attempt to catch-up with teachers who are available.

Additionally, if a teacher you need to speak with is on duty we ask that you please do not use this time to address concerns with him/her regarding your student. At this time, it is the primary responsibility of the staff member to supervise the students. Therefore, a more appropriate conference time should be established.

### **Social Media**

In today's world, social media provides a fantastic platform for people to communicate and stay connected with one another. Brookfield School engages in these platforms and welcomes families -- current, past, and future -- to participate in our Instagram and Facebook accounts. We ask that our Brookfield School families are mindful of any information regarding the school that you may choose to include on your personal social media accounts. Concerns and questions should be addressed to the appropriate school staff member, as well as any grievances.

Additionally, please consider that not all families choose to include pictures of their children on social media. Therefore, if taking pictures at a school event, it would be best to ask any parents of students in the photo for permission to post. Together we can create a positive digital footprint for Brookfield School.

### **Finances**

Please click on the [Tuition Information link](#) for further details regarding tuition payment options and costs for the 2025-2026 school year.

### **Miscellaneous**

#### **Identifying Belongings**

All clothing, including school uniforms, jackets, and shoes, must be labeled with the student's name. In addition, all lunch kits, books, and any other personal belongings should be identified with the student's name and grade.

#### **Lost and Found**

All articles found will be taken to the lost and found area. If the items have name labels as required, they will eventually be returned. 'Lost & Found' items are located in the front of the school. It is the student's responsibility to claim lost articles. Items remaining unclaimed for 60 days will be donated.

#### **Publications**

A yearbook is published by Brookfield School every spring. Our website and the weekly Friday newsletter provide a continuous flow of information to our parents.

#### **Food & Drink in Classrooms**

It is the policy of Brookfield School to leave it to the discretion of the teacher as to whether or not food or drinks may be consumed in the classroom. The only exception, however, is that all students in Upper School are expected to carry a reusable water bottle each day and are allowed to hydrate with water throughout the day. Milk is also available for purchase at lunch time.



## Admissions Policy

### Philosophy

Our admissions process has been thoughtfully designed for you to get to know the Brookfield School Community and for us to get to know your family. Our goal is that every interaction will further your understanding of and interest in our school, staff, and inquiry-based curriculum.

Applications can be submitted year-round.

### Admissions Process

#### **8 weeks – 1<sup>st</sup> Grade**

Students are admitted based on the school receiving all necessary admission documents and on space availability.

#### *Age Requirements*

- 8 Weeks - 11 Months: Must be at least 8 weeks old
- One Year Old: One year before September 30<sup>th</sup>
- Two Year Old: Two years before September 30<sup>th</sup>
- Three Year Old: Three years before September 30<sup>th</sup>
- Pre-Kindergarten: Four years before September 30<sup>th</sup>
- Pre-1<sup>st</sup>: Five years before September 30<sup>th</sup>
- 1<sup>st</sup> Grade: Six years before September 30<sup>th</sup>

#### *Steps to Admission*

1. Submit an admissions inquiry
2. Tour our facilities
3. Complete and submit an admissions application
4. Schedule a student visit and assessment for entering PK3, PK4, Pre-1<sup>st</sup>, and 1<sup>st</sup> Grade
5. Complete enrollment agreement.
6. Pay all required fees.

#### **Grades 2 - 8**

The Admissions Committee considers past academic performance, admissions testing, and teacher assessment for applicants applying to grades 2 through 8. Students are admitted based on the school receiving all necessary admission documents and on space availability.

#### *Steps to Admission*

1. Submit an admissions inquiry
2. Tour our facilities
3. Complete and submit an admissions application
4. Schedule a student visit and assessment for entering 2<sup>nd</sup> through 8<sup>th</sup> Grade.
5. Complete enrollment agreement.
6. Pay all required fees.

#### *Application Requirements*

1. Completed and signed enrollment agreement
2. School records, transcripts, and teacher recommendations (requested from previous school by Brookfield School)
3. If accommodations will be requested a current and up to date evaluation is required
4. Applicable fees
5. Admissions test
6. Class observation
7. Copy of birth certificate

### **Statement of Revision**

Our admissions policy is posted in the family handbook and on the school website. During annual review, formal revisions will be considered, and feedback will be obtained from all appropriate stakeholders.

### **Assessment Policy**

#### **Philosophy**

We believe assessment is applied to the whole school and should be viewed as an opportunity for learning, reflection, and growth. It should inspire an attitude that learning is never finished, and it should involve all members of the school community at appropriate levels. Assessment should be used to support all types of learners. Assessment is a purposeful, comprehensive, authentic, ongoing, and observational tool to drive teacher instruction and student learning.

#### **Guiding Principles**

Assessment is an essential element of effective teaching and learning. It drives the learning process by identifying what students understand and where they need further support, guiding both student growth and teacher instruction. Effective assessment provides opportunities for students to engage in personal inquiry and collaborative learning. By utilizing diverse formats, it accommodates various learning styles and needs. Most importantly, assessment must be honest, fair, and reliable to maintain its integrity.

Reflection is a critical part of the assessment process for both students and teachers, ensuring its effectiveness in fostering growth and understanding. Assessment results should be communicated clearly to all relevant stakeholders, including teachers, students, and parents, to encourage collaboration and support for the learning journey. Constructive feedback empowers continuous improvement and helps to elevate student achievement while fostering a shared commitment to academic success.

#### **Assessment Strategies**

Students will engage in a variety of assessments that utilize diverse strategies, tasks, and tools to evaluate both their learning processes and final outcomes. These assessments are designed to provide a comprehensive understanding of each student's knowledge and skills, guiding instruction and support effectively.

- **Diagnostic/Pre-Assessment**
  - Conducted at the outset to assess students' prior knowledge and abilities, guiding teachers in tailoring instruction and support.
- **Formative Assessment**
  - Used throughout the learning process to monitor progress, provide ongoing feedback, and adjust instruction to enhance student growth and understanding.

- **Summative Assessment**
  - Administered at the conclusion of a unit to evaluate students’ mastery of the material and overall achievement.
- **Internal/External Assessments**
  - *Internal Assessments*: Evaluated using specific, predetermined criteria.
  - *External Assessments*: Benchmarked against nationally normed tests for comparative analysis.

Both formative and summative assessments play a critical role in shaping instruction and measuring student learning. A balanced approach between these types of assessments ensures that teachers can adapt their strategies to meet learners’ needs while also evaluating their overall progress and mastery of the content.

Examples of assessments include but are not limited to:

<b>Diagnostic</b>	<b>Formative</b>	<b>Summative</b>	<b>Internal/External</b>
KWL Chart Anticipation Guide Pre-test Interest Inventory Self-Discovery Map Survey Writing Sample	Observation Questioning Quiz Homework Work Sample Entrance/Exit Slip Anecdotal Records Graphic Organizer Discussion	Portfolio Presentation Project Essay Unit Test Performance Quarterly Exams Standardized Test	<b>Internal</b> all diagnostic, formative, and summative assessments listed  <b>External</b> Brigance (Birth to 5 years old) NWEA MAP Growth (Pre-1 <sup>st</sup> through 8 <sup>th</sup> ) STAR Reading (Pre-1 <sup>st</sup> through 8 <sup>th</sup> )

### Reporting & Recording

All academic subjects and conduct skills are assessed in 2<sup>nd</sup> through 8<sup>th</sup> grade every quarter.

The following is the grading scale:

A	Excellent	90 -100
B	Above Average	82 - 89
C	Average	75 - 81
D	Below Average	70 - 74
F	Unsatisfactory	Below 70

**Grades are generated using the following weighted average:**

<b>2nd - 4th Grade</b>	<b>5th - 8th Grades</b>
70% Summative Assessments 30% Formative Assessments	<u>Classes taking exams:</u> 65% Summative Assessments 20% Formative Assessments 15% Exam  <u>Classes not taking exams:</u> 60% Summative Assessments 40% Formative Assessments

## **Make-Up Work**

Students are allowed to make up work missed following an excused absence or tardy or an unexcused absence if within their annual allotment of ten days. Once a child exceeds ten unexcused absences for the year, he/she will not be provided with make-up work for any further unexcused absences. All make-up work must be completed within two weeks after the student returns, unless an extension has been granted by the teacher.

## **Conduct**

Conduct grades follow the grading scale below. Grade level teachers will provide objective criteria at the beginning of the school year regarding the determination of conduct grades.

### **Student Conduct:**

<b>E</b>	Exceeding	<b>+</b>	Skills appropriately mastered for this quarter
<b>M</b>	Meeting	<b>X</b>	Improvement is needed
<b>D</b>	Developing	<b>N/A</b>	Skill is not applicable for the quarter
<b>B</b>	Beginning		
<b>N/A</b>	Not applicable for the quarter		

## **Ongoing Communication**

Teachers will update student progress on a regular basis, using different modes of communication. Assessments will be sent home and recorded on the student information system. Teachers will call or email parents directly as needed in order to keep them informed.

## **Conferencing**

We hold first-quarter mandatory parent-teacher conferences for all students from one-year-old through eighth grade. A conference can be scheduled at any point in the year either by parent request or teacher requirement. When possible and appropriate, we encourage the student to be present at the conference.

## **Statement of Revision**

Our academic honesty policy will be posted in the family handbook and in student information system. During annual review, formal revisions will be considered, and feedback will be obtained from all appropriate stakeholders.

## **Academic Honesty Policy**

### **Philosophy**

We believe individuals should strive to make principled decisions with regard to academic honesty, and expect all members of our learning community to accept responsibility for their actions. We recognize, however, that in order for students to grow and be held accountable, all stakeholders must come together to construct a shared understanding of the policies and practices that constitute academic integrity.

### **Guiding Principles**

- Demonstrate and model academically honest behavior
- Produce and submit authentic work
- Take responsibility for your own actions and own work
- Promote personal integrity in teaching, learning, and assessment
- Provide guidance to students in order to promote an understanding of academic honesty
- Report and record academic dishonesty
- Purposefully monitor the academic environment

- Provide teachers with resources and training necessary to guide students in maintaining academic honesty
- Expect high standards of integrity from all
- Recognize and celebrate authentic student work
- Promote the responsible use of technology and social media
- Build a school culture that is ethical

## **Roles & Responsibilities**

### *Leadership Team*

- Lead by example
- Ensure all policies are communicated to staff, students, and families as a practice
- Ensure policies are administered and enforced fairly and consistently
- Provide teachers with materials, training, and resources necessary to guide students in maintaining academic honesty
- Implement age-appropriate, school-wide policies on research and citation

### *Faculty*

- Lead by example
- Ensure all policies are communicated to students and families, regularly
- Understand and implement all policies and enforcements fairly and consistently, including research and citation
- Purposefully monitor the academic environment, and celebrate principled student behavior
- Report academic dishonesty to the administration who will keep record of incidents as part of a student's behavior record
- Review and understand materials and training provided for academic honesty
- Maintain current classroom materials including, but not limited to: homework, class work, quizzes, tests, exams, essays, and projects.

### *Student*

- Lead by example
- Adhere to the Brookfield School Honor Code that is signed at the beginning of the year
- Focus on being a principled learner
- Read, sign, and adhere to the academic honesty policy
- Ensure that all work submitted is authentic or ideas of others are fully credited, acknowledged, and appropriately cited
- Hold peers accountable to the same academic honesty standards
- Take ownership of learning by asking for clarification or seeking help when needed.

### *Parents*

- Lead by example
- Review, understand, and uphold school academic honesty policy
- Encourage your child(ren) to help cultivate a culture of academic honesty in his/her learning environment
- Instill in your child(ren) the importance of submitting their own authentic work
- Encourage students to acknowledge and fully credit the ideas of others

## Definitions

### *Academic integrity vs Academic Misconduct*

- Academic integrity- “A guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behavior in the production of legitimate, authentic and honest scholarly work” (*ibo.org*).
- Academic misconduct- “Deliberate or inadvertent behavior that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment” (*ibo.org*). The following definitions make distinctions between these definitions and give pertinent examples using common occurrences:

### *Plagiarism vs Authentic Authorship*

- Plagiarism-Taking the work of another without citing credit and claiming inaccurate ownership. The idea of plagiarism is applicable to text (book, website, etc.) including but not limited to homework assignments, projects, art, music, dance, or mathematical proofs
- Authentic Authorship-Taking credit for a creation that is authentically produced and implies that the product is unique to its creator. While an author, artist, or mathematician may use another’s research/ideas, product, or proofs to inform theirs, their product is “one of a kind” and cites sources and their authors.

### *Collaboration vs Collusion*

- Collusion suggests intentional cooperation by knowingly assisting another person in an act of academic dishonesty. An example would be writing a research paper for another student who then claims it as their own.
- Collaboration suggests working in unison with others to better address or understand an intellectual problem and/or work toward a common goal. An example of this would be a group research project where members are each assigned a topic and then report on this topic together, using appropriate resources and citations.

### *Malpractice vs. Cheating*

- Cheating is the use or attempted use of unauthorized assistance on (but not limited to) any assessment, homework assignment, writing assignment, project, or presentation. Some examples are using a “cheat sheet,” procuring old exams from siblings, or copying answers from a friend or classmate.
- Malpractice is the improper, illegal, or inappropriate activity or treatment by any individual in the learning community, particularly as it relates to gaining unfair advantages for a student in academic work. An example may be a teacher using different grading criteria for a “star athlete,” in order to allow her/him to pass a course.

### *Forgery vs Fabrication*

- Forgery is producing a copy of a document, signature, or work of art that is not your own. An example of this would be if a student mimicked a parent’s signature on a report card.
- Fabrication is the creation of false data or citations, this includes verbal mistruths or misleading statements that could lead to academic gains as well as altering a graded assignment. An example of this would be creating a news article that does not exist in order to cite a source.

### *Intellectual Property*

- Is an original, creative work that was created from a person or group of people’s minds.
- The four types of intellectual property are: Trade secrets (like the recipe for Coca-Cola); Patents, which protect original inventions from being copied and then sold by a person who is not the inventor; Copyrights ensure that works of original authorship like a song, book, or piece of art are not used or duplicated without permission; Trademarks protect phrases or symbols (like the Nike symbol or slogan) from being used without permission.

### **Practices**

#### *Grade-level Collaboration between the librarian, classroom teachers, and leadership team*

- Every summer, the administration use teacher feedback to collaborate with the school librarian and leadership team on revisions to the Academic Honesty Policy and the practices therein. These changes are then discussed school-wide in teacher and student orientations.

#### *Consequences*

- Depending on the severity of the infraction and the age of the student, the leadership team will determine an appropriate consequence based on our school discipline policy.

### **Statement of Revision**

Our academic honesty policy will be posted in the family handbook and on the student information system. During annual review, formal revisions will be considered, and feedback will be obtained from all appropriate stakeholders.

### **Discipline Policy**

**Philosophy:** It is the focus of our staff to place an emphasis on positive reinforcement for behavior whenever possible in order to create a safe, productive, and enjoyable learning environment for all. There are many ways to encourage students to practice appropriate behavior so that they grow to be self-confident, competent, moral, and independent. We believe in teaching students from a young age to be honest and to take responsibility for their actions. Students, staff, and families all play an important role in teaching young children appropriate behaviors based on time and place. We focus on direct, proactive communication with students and families and clear consequences. This develops students' understanding of their role in making choices and behaving appropriately.

### **Grades 2-8 Procedures**

- Students will work with the teacher to determine “Essential Agreements” for the classroom at the beginning of the year. These agreements focus on creating a safe and encouraging learning environment for all.
- Occasionally, a student may bring home a “Behavior Reflection Sheet” if he/she has had difficulty with adhering to the Essential Agreements of the class.
- The Behavior Reflection Sheet is for students to discuss their actions at home and determine how to make a better decision in the future. This is an opportunity to focus on positive steps the student can take moving forward to be a positive member of the Brookfield School community. It is not to be considered a punitive process. Students may need help from a parent (or other family member) completing the written portion of this exercise. The Behavior Reflection Sheet must be signed by a parent before being returned the next day.

- If a student continues to struggle with the Essential Agreements of the classroom, he or she will be assigned additional Behavior Reflection Sheets. While the Behavior Reflection Sheets are not to be considered punitive, if we find that this process does not elicit positive changes in behavior, a conduct referral will be assigned. Three Behavior Reflection Sheets will result in one conduct referral. At this time, the issuing teacher and/or administration will e-mail or call the student's family to discuss behavior and the appropriate actions to be taken moving forward. Each quarter will start anew.
- If a student earns three conduct referrals, he/she must serve a detention with the administration.
  - Detentions may be served after school for 45 minutes. The time will be determined by the administration. Every effort will be taken to choose the next available time in order to deliver direct consequences.
  - Families will be notified a minimum of 24 hours prior to the time of the detention.
  - Detentions will be monitored by the administration, or other staff designee.
  - Detentions are monitored times of service to the school. Activities could include, but are not limited to, picking up litter from play areas, cleaning toys in the preschool, sweeping the gym floor, etc.
  - If a student is late for detention, he/she must make up the number of minutes missed in the detention served that day.
  - Once a student is 15 or more minutes late to a detention, he/she must serve an additional, full length detention the following day.
- If a student serves three detentions in a quarter and receives an additional Behavior Reflection Sheet, he/she must serve a Saturday Detention.
  - Saturday Detentions take place from 8:00-11:30 a.m. The date will be determined by the administration. Every effort will be made to schedule a Saturday Detention at the end of the week in which the consequence was earned.
  - Families will be notified a minimum of 24 hours prior to the time of the detention.
  - Saturday Detentions are also monitored periods of service to the school.
  - The administration, or other staff designee, will monitor the detention.
  - If a student is late for Saturday Detention, he/she must make up the number of minutes missed at the conclusion of the Saturday Detention that same day.
- A student may receive an immediate Conduct Referral for behavior that involves safety and/or honesty.
- A student's record of Behavior Reflection Sheets, Conduct Referrals, and/or Detentions all provide determination for a child's conduct grade. Objective criteria used to determine the conduct grade for each child is determined by grade level teams and will be shared at the beginning of the school year with all families. The tally of these items begins again with the start of each new quarter.
- Though rare, a student's behavior may warrant the need for more drastic and immediate consequences. The administration reserves the right to assign an In School Suspension or Out of School Suspension in situations where a student's behavior or choices created an unsafe or hostile learning environment for the child, his/her peers, or teacher. Should this scenario arise, families will be contacted immediately as consequences would begin as soon as possible and communication regarding the issue would be of utmost importance.



## **Threat of Violence**

Campus safety is of paramount importance. Students engaging in threats of violence against members of the Brookfield School community will result in immediate suspension and possible expulsion pending investigation.

## **Tardiness**

- Students arriving on campus 15 minutes after their class start time are considered tardy and must check-in to the front office and receive a tardy slip.
- If a student arrives late to homeroom without a tardy slip, he/she must be sent to the office to check-in and receive the slip.
- Tardy totals reset at the start of each new quarter.
- Families who experience issues with excessive tardiness will be contacted by school leadership to discuss an improvement plan. Additional consequences may follow.

## **Search of Student Belongings Policy**

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student use areas, student lockers or student backpacks under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. The administrator's purpose of conducting a search is in the event of a presumed or suspected threat to staff or students that is deemed imminent. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

- A student's personal effects (e.g., purse, backpack, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.
- All searches will be performed in the presence of a minimum of two adult witnesses/school employees including the administration.
- Should a student's person provide reasonable cause for a search, a student's family will be contacted first. A search of a student shall not be conducted without the presence of a family member unless the student is deemed to hold something on his/her person that provides an imminent threat of danger to the student or others.
- If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.
- In the event a student is found with illegal or contraband materials, he or she is subject to significant disciplinary action including the possibility of expulsion from Brookfield School.
- Materials confiscated by school personnel, not deemed illegal nor contraband, will be held for parent pick-up in a designated area within the school building. These materials will be disposed of, if not reclaimed by the end of the school year.

## **Cell Phone/Smart Devices Policy**

- Those students who choose to bring a cell phone to school must turn in their phone at the start of the school day to his/her homeroom teacher. Phones and other devices must be turned off for the day. Homeroom teachers will lock devices in desk drawer and redistribute at the end of the school day.
- Cell phones that are caught being used by a student during school hours (7:30am-6:00pm) will be taken away and the student will serve an automatic detention.
- Parents will be called when cell phones are taken away and must pick up the phone from the school.

- The use of smart watches is strictly forbidden. The same regulations on cell phone use are applicable to smart watches as well.
  - This includes any FitBits, Apple Watches, Gizmos, etc. Even if the data/network/messaging is turned off on these devices, or they are placed in Airplane Mode, they should still not be worn to school. The only exception to this is a FitBit Inspire as it simply counts steps and tells time and has no data nor messaging capabilities.

## **Sexual Harassment Policy**

Title IX of the Education Act of 1972 bans sexual discrimination.

**Brookfield School will take timely action and effective, responsive action to address any acts of harassment, sexual or otherwise, among staff and faculty members, among staff/faculty members and students, and among students. Any and all alleged incidents shall be reviewed by the faculty committee.**

What is often considered teasing or a "boys will be boys" or "girls will be girls" attitude is in effect, harassment.

These acts can range from explicit and offensive sexual reference and name calling to unwelcome touching, intimidation, and indecent propositions.

Such acts are no longer considered as simply inappropriate behavior but are in fact sexual harassment, regardless of the age of the harasser.

Harassment is also a factor in name-calling between students of the same sex and ridiculing a student because of a disability, race, religion, or ethnic origin.

Brookfield School will use reasonable means to identify and stop harassment of students by students as well as cases involving school personnel.

Parents, students, and school personnel are put on official notice that sanctions will be applied to conduct that is found to be sexual harassment.

How can a person identify harassment? If it makes them feel bad or scares them it should be reported immediately to the homeroom teacher, the principal or any administrative personnel. This person in turn will confront the harasser and after consultation with the principal and directors, action will be taken. This action can be in the form of a conduct report, suspension, or expulsion depending upon the degree and/or frequency of the acts. The range of remedies or penalties for an adult can range from a reprimand to termination. Action will also be taken if there is retaliation for bringing a complaint.

Parents are encouraged to discuss harassment in depth with their children and be sure that they are fully aware of their responsibility from both perspectives; as a recipient or as a perpetrator.

Parents, students, and school must face this issue squarely and openly to maintain a learning environment that is safe and secure for all students.

## **Bullying Policy**

Brookfield School believes that all students have the right to a safe and healthy school environment and will not tolerate bullying of any kind on school grounds or at any school sponsored activity. All students are to be treated with dignity and respect. Any form of bullying will be dealt with and may result in disciplinary action, such as suspension, probation, expulsion or actions deemed necessary by administration.

Bullying behavior is defined as repeated and persistent verbal, written, physical, or psychological action, implied action, or communication intended to cause harm, fear, or distress to another person (or group of persons).

Bullying is a means of control and may be carried out directly through physical, verbal, written, or electronic means, or indirectly through social and emotional aggressions. Bullying includes any of the foregoing by a person even if the person did not initiate any of the foregoing but perhaps perpetuates it.

Examples of bullying, as defined above, may include, but are not limited to:

- Emotional - exclusion, social manipulation, intimidation, spreading rumors or gossip, humiliation, telling someone who they can or cannot be friends with
- Verbal - teasing, insulting, name-calling, intimidating, spreading rumors or gossip, making demeaning jokes about someone's differences, making threats against the target
- Physical - hitting, spitting, tripping, kicking, pushing, taking or damaging property, forced or unwelcomed contact, blocking someone's path
- Extortion - demanding money/goods with threats
- Cyberbullying (online) - sending harassing, embarrassing, or otherwise unwelcome emails or text messages, publicly posting content with threatening, negative, or demeaning messages about someone, requests to take and share inappropriate photos, posting lies, rumors, or photos about the target and encouraging others to distribute or share the information
- Racist - racial taunts, graffiti, gestures
- Sexual - calling someone sexually related terms, targeted sexual jokes, inappropriate comments about someone's body, inappropriate or lewd gestures, inappropriate physical contact

Retaliation in response to bullying will not be tolerated.

Bullying is harmful to everyone involved and the learning environment. We believe that preventing bullying is the responsibility of our entire school community. At Brookfield School we do this by:

- Using assemblies, class meetings, and circle time in class to ensure that students understand the differences between relational conflict and bullying.
- Building a positive culture based on respecting and celebrating all types of differences in our school.
- Creating a safe and happy environment, with consequent positive relationships that have an impact on learning and achievement.
- Developing empathy, social skills, and emotional understanding through social-emotional programs.
- Adopting a social model approach to bullying, i.e., upstanders vs. bystanders, student action plan against bullying.
- Ensuring a range of activities at recess promotes positive play.
- Reflecting and learning from bullying episodes - consider what needs to happen next to prevent future bullying.

Students, staff, and parents are expected to report bullying incidents immediately to appropriate school personnel. Brookfield School encourages students to talk to staff when they are unhappy or have concerns. Students have a right to feel and be safe and a responsibility to support others in feeling and being safe. Parents are also encouraged to report concerns to appropriate school personnel.

The school will work with both the child and the parents or guardians to ensure that any bullying is stopped and that support is given where needed. The school will deal directly with all children involved and their parents. Parents will be kept informed of any actions the school is taking.

Brookfield School expects staff members who become aware of an incident of bullying to take appropriate steps to intervene unless intervention would be a threat to staff members' safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the administration for further investigation.

Consequences for the student(s) who bully others shall depend on the results of the investigation and may include:

- A. Counseling
- B. Parent Conference
- C. Detention
- D. Suspension and/or Expulsion

## **Special Needs Policy**

### **Philosophy**

We believe that all students are unique learners with individual needs. We will do our best to accommodate and meet the needs of all students with the resources and relationships available to us. It is our goal to cultivate each student's greatest social-emotional and academic potential at our school.

### **Guiding Principles**

- Foster a safe learning environment where all children can learn, recognize, and respect individual learners' needs.
- Provide appropriate challenges, with support, based on the student's individual differences and needs.
- Implement differentiated instruction to best promote individual student growth and achievement.
- Use data driven practices to monitor student growth and communicate any changing needs to all appropriate stakeholders.
- Continue to develop and encourage an attitude of compassion and understanding between all teachers and students.
- Protect the privacy of a student's educational records.
- Further empower teachers with ongoing professional development for methods and strategies to provide appropriate and successful accommodations.

### **Definition of Special Needs**

Our special educational needs population includes students who need accommodations or modifications to curriculum in order to meet their learning needs and facilitate continued social-emotional, academic growth. These students may include, but are not limited to: students with an active evaluation, English language learners with a barrier in language instruction, students in need of counseling support, students with medical or health issues, students with behavioral issues, high-achieving, or gifted students who are driven to pursue further inquiry.

### **Roles & Responsibilities**

- First and foremost, the school will raise staff awareness of the needs of our exceptional students and then implement the following plan:  
(If learning exceptionality previously identified and proper documentation provided, please skip to Step 5.)
  1. Classroom teacher will identify and refer any concerns about students to the appropriate person using the referral form.
  2. Appropriate support staff classroom observation with documentation on the referral form.
  3. Support staff meet with the homeroom teacher and discuss observational findings and discuss next steps.
  4. Homeroom teacher to schedule a meeting with family of student:
    - a. If classroom level intervention is minor, homeroom teacher to meet with family independently.

- b. If accommodations or modifications will be necessary, homeroom teacher to include support staff in the initial family meeting.
  - i. If results of meeting are low level interventions (e.g., support staff pop-ins, encouraged tutoring, brain breaks, preferential seating, picture cues, etc.) then support staff to document when interacting with student and documentation to be added to student file.
  - ii. If results of meeting are a higher level intervention (e.g. small group testing, a placement of a shadow, recommendation of an evaluation, retention, etc.) then support staff to document using an Individualized Student Learning Plan (ISLP). If an evaluation is required, the ISLP to be immediately updated upon receipt of evaluation.
5. For new students who enter Brookfield School with an evaluation on file, support staff and homeroom teacher to meet with family immediately to create an ISLP for the student.
6. ISLPs to be updated annually, or as needed, by appropriate support staff.
7. As part of the student folder update process, support staff will monitor the date of a student's most recent evaluation. Support staff to remind a family within one year's due date that a new evaluation is needed.
  - a. In order for accommodations or modifications to continue, student must have a current evaluation on file (or updated evaluation scheduled). The typical evaluation must be updated every three years.

### **Support**

Accommodations and modifications are based on the Brookfield School individualized student learning plan (ISLP). As a school, it is of utmost importance that we are able to provide our students with the learning environment and support they need to succeed and reach their personal potential. Therefore, in certain situations, the necessity of a formal evaluation will be required for a student to continue at Brookfield School, so that we may best serve the child's needs.

### **Statement of Revision**

Our special needs policy will be posted in the family handbook and on the student information system. During annual review, formal revisions will be considered, and feedback will be obtained from all appropriate stakeholders.

HANDBOOK ACKNOWLEDGEMENT

It is important for everyone to thoroughly read the Family Handbook. This is to ensure that all staff members, families, and students are educated and informed regarding the policies and procedures of Brookfield School. In doing so, we can all better serve the children and work as a team.

This signature hereby acknowledges I have received and reviewed the Brookfield School Family Handbook for the 2025-2026 school year. Please submit this signed page to your child's homeroom teacher or complete the online acknowledgment. Only one signed page is necessary per household.

HANDBOOK ACKNOWLEDGEMENT

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Class

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature