

Brookfield School

P1-8 Parent Handbook

2026-2027

The **Brookfield Way** is Our
Path to Success!



Brookfield School

6115 Riverside Blvd.
Sacramento, California 95831

Phone: (916) 442-1255

www.brookfieldschool.org

Welcome!

It is with great pleasure that we welcome our students and parents to another fantastic school year! Our goal is to teach skills that will help children grow intellectually, physically, socially, and emotionally and to prepare them to succeed in a competitive world. Our “Commitment to Excellence” is our promise to you and our expectation of every student and parent in our school community. For everyone to gain the maximum benefits during the school year, a cooperative effort on the part of the teachers, classified staff, administrators, students, and parents is necessary. We especially encourage our students to make the most of their time with us by becoming active, involved, and by finding excitement in the adventure of life-long learning.

Up-to-date teaching strategies are used for Brookfield students to be prepared for the twenty-first century. We emphasize the fundamentals enhanced by technology, problem solving, cooperative learning, and critical thinking skills. Students will be encouraged to develop to their highest academic potential as well to integrate social responsibility and respect as a part of their daily lives.

As our global society becomes more interrelated, we must remain cognizant of the fact that getting along in the world begins with getting along “at home.” While a student is at Brookfield, the School is “the home” for the child during the academic day. It is our goal to make sure that a challenging, nurturing, and enjoyable work setting is provided for all students. To create an atmosphere conducive to exceptional learning and exciting experiences, there must be structure, kindness, cooperation, and a common understanding of rules and procedures. Everyone—students, teachers, and parents—must realize that choices in words and actions result in consequences (positive or negative). At Brookfield, we want everyone to make thoughtful choices and to understand the consequences of inappropriate words and actions. Therefore, standards and rules enable the entire Brookfield community to have a common understanding of what is behaviorally acceptable so that everyone can have a safe learning environment. This Parent/Student Handbook has been developed so that the entire Brookfield community understands the school’s policies and procedures. These procedures are guidelines, and the school reserves the right to interpret rules and policies as individual situations and needs arise. Please take the time, as a family, to go over the established standards and rules so that students are hearing and understanding these behavioral expectations both at home and at school.

Please understand that these rules and standards are not finite. It would be a major task to list every possible rule or standard in which a community believes. The four underlying philosophies behind all the basic school rules is what we call the Brookfield Way:

Strive for Excellence Show Respect Be Kind Be Confident

Our students will continue to grow and develop as challenges present themselves. By learning to be responsible for their actions in academics as well as in social settings, they will learn necessary knowledge and skills. Being kind, safe, and productive will assist them in attaining goals that will nurture, challenge, and fulfill their lives as they participate and interact with others in the school and in the smaller and larger “home” communities of family, friends, and society.

Ms. Afiya Moore, Head of School

Brookfield School Staff Directory

All staff email addresses can be found on our website:
<https://www.brookfieldschool.org/our-school/our-team>

Phone: (916) 442-1255

ADMINISTRATION & OFFICE STAFF

Dept.	Title	First	Last	Extension
Head of School	Ms.	Afiya	Moore	5
Campus Administrator	Mrs.	Michelle	Schumacher	3
Admissions Director	Ms.	Mckenzie	Davies	2
Office Assistant	Ms.	Christy	Glime	6
School Counselor	Mrs.	Chanise	Hendrix	7
Facilities Manager	Mr.	Chris	Medrano	

FACULTY & TEACHING STAFF

Grade/Dept.	Title	First	Last	Rm
Primary Grade Homerooms				
Pre-first	Mrs.	Souzie	Fonte	2
Pre-first	Ms.	Erin	Kahle	3
First	Mrs.	Mai	Xiong	5
First	Ms.	Crystal	Chang	4
Second	Ms	Lisa	Cullen	7
Third	Ms.	Tiffany	Davidson	9
Fourth	Ms.	Penny	Renaud	10
Subject Area Specialists				
French 3-8	Madame	Claire	Michelet	18
Spanish P1-2				6
Technology				8
Music/Theater	Ms.	Amber	Moore	12
Art	Ms.	Piper	Stallings	13
English 5	Ms.	Renee	Janota	11
English 6-8	Ms.	Lindsay	Kawano	16
Social Studies 5-8	Ms.	Gloria	Moreno	17
Spanish 3-8	Señorita	Vanessa	Piña	22
Science 5-8	Mr.	Matthew	Cobley	20
French P1-2	Monsieur	Eric	Poryles	8
Math 5-8	Dr.	Caesar	Cabading	25
PE/Health/Athletic Director	Mr.	John	Flolo	Multi

Please leave phone messages for teachers by calling the office, extension 0. The teacher will return your call at the next available break.

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Our Mission

Brookfield School is a learning community where children are nurtured and cherished. We strive to encourage and guide our students to develop to their fullest potential, both intellectually and socially. Academic excellence, civility, and good character are hallmarks of the Brookfield graduate.

School Philosophy

“Brookfield School is a thriving independent, co-educational, college preparatory school serving children in Preschool through eighth grade. The school is best known for its rigorous, accelerated curriculum and emphasis on character development. Brookfield’s primary purpose is to prepare our students to become independent thinkers, responsible citizens, and effective leaders.

To achieve this purpose, the curriculum is challenging and balanced, class sizes are small, and students are held to high academic and behavioral standards. Teachers are selected for their collegiality, professionalism, dedication to scholarship, and passion for teaching accelerated learners.

The Brookfield community is proud of our diversity. We emphasize respect and understanding of each other’s differences. We welcome students of all religious, ethnic, and social backgrounds.”

Diversity, Equity, and Belonging

Brookfield School is dedicated to embracing everyone. Our school community is strengthened and enriched by the diversity and interconnectedness of our students, families and staff. From building a culture where all members of our school community are respected and appreciated for who they are, to practicing equity-based and welcoming hiring and admission policies, to providing a curriculum that represents diverse perspectives, we’re doing what it takes to build an inclusive world for all. We challenge ourselves to regularly evaluate and refine curricula, policies, and practices and to commit the appropriate resources to ensure we embody these beliefs everyday.

The Brookfield Way is our Path to Success

Strive for Excellence

Show Respect

Be Kind

Be Confident

Brookfield Students are Always Rising to the Challenge!

The Brookfield Way

All students are expected to comply with the four tenets of the Brookfield Way:

Strive for Excellence

1. Always do your best work and make a genuine effort in your studies.
2. Be on time for school and your classes and honor your commitments; others are counting on you.
3. Come prepared to learn; make sure you have all your supplies, homework, and are well rested.
4. Take responsibility for mistakes and resolve to do better.

Show Respect

1. Use appropriate, respectful language in all forms of communication.
2. Do not interrupt or cause disruptions that interfere with the rights of other students to learn.
3. Use good manners in addressing all members of the community, as well as visitors.
4. “Stand and greet” adult visitors who enter a classroom.
5. Show respect toward school and personal property. (Parents are held responsible for the replacement or repair of damaged personal and school property.)
6. Show respect for our environment by putting all trash in receptacles and recycling when possible.
7. Wear your uniform with pride. It should be clean and in good repair. On free dress days, dress modestly and appropriately for school.

Be Kind

1. Profanity, gossip, name-calling, bullying, and/or teasing are not tolerated.
2. Invite others into your group activities; avoid activities that exclude any who wish to participate.
3. Be welcoming and helpful to all newcomers and visitors.
4. Speak up when you see someone being mistreated.

Be Confident

1. Have a positive attitude toward school and school-related activities.
2. If possible, go “above and beyond” in your work.
3. Share your talents!
4. Remember that our differences are what make us special, interesting, and successful.

Brookfield School Privacy Notice

Last Updated: July 8, 2026

Brookfield School and their affiliates and subsidiaries (“we,” “us,” or “our”) respect your privacy. This Privacy Notice (“**Notice**”) describes the processing of Personal Information (defined below) that is provided, collected, or disclosed while providing our products or services to you (“**Services**”) and on the websites, applications, and online platforms that link to this Notice (collectively, “**Site**”). It also describes rights you may have under applicable laws. Please read this Notice carefully to understand our policies and practices regarding your Personal Information and how we will treat it. To access this Notice in an alternative downloadable format, please [click here](#).

Personal Information We Collect

We collect several categories of Personal Information from and about users of our Site and Services. “**Personal Information**” means information that uniquely identifies, relates to, describes, or is reasonably capable of being associated with or linked to you. The categories of Personal Information we collect may include:

- *Contact Information* – If you submit an inquiry, register for an account, apply for admission, or provide information on or through our Site or Services, we may collect your contact information, including your name, email address, telephone number, address, business name, picture, and subscription information (including blog/forum alerts, athletic alerts, event reminders, and calendars).
- *Commercial Information* – If you submit an inquiry, or provide information on our Site, we may collect commercial information, including information about your purchases and Services you have shown interest in, and information provided as part of your application.
- *Usage Information* – When you use our Site, we may automatically record information, including your internet protocol address, geolocation of your device, browser type, referring URLs (e.g., the website you visited before coming to our Site), domain names associated with your internet service provider, and any other information regarding your interaction with our Site.
- *Communication Information* – We may collect Personal Information contained within your communications with us via email, social media, telephone, or otherwise, and in certain cases we may use third-party service providers to do so. Where permitted by applicable law, we may collect and maintain records of calls and chats with our agents, representatives, or employees via message, chat, post, or similar functionality.
- *Health Information* – We may collect health-related (including information about your or your child’s health and health history) as part of the registration and enrollment process.

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- *Financial Information* – If you use our Services, we may collect financial information such as credit card details via our third-party payment processor to facilitate online payments.

How We Collect Personal Information

1. *Directly From You* – We collect Personal Information that you provide to us directly, for example, if you choose to contact us, request information from us, sign up to receive updates, or otherwise utilize our Site or Services.
2. *From Third Parties* – We may collect Personal Information from third parties, including, but not limited to, business partners, advertising networks, social networks, data analytics providers, registration software providers, activity management solution providers, sports student information system providers, payment solution providers, admissions software platform providers, mobile device providers, and Internet or mobile service providers.
3. *Through Online Tracking Technologies* – We use cookies and similar technologies to collect Personal Information automatically as you navigate our Site. For additional information regarding our use of these technologies, see the *Cookies and Tracking Technologies* section below.

How We Use Personal Information

To the extent permitted by applicable law, we use Personal Information:

- *To provide and personalize our Site and Services*, such as processing or fulfilling transactions, providing and personalizing our Services, processing payments, providing customer service, maintaining or servicing accounts, verifying user information, creating and maintaining business records, verifying eligibility, and undertaking or providing similar services.
- *To optimize, improve, and maintain our Services*, including understanding how users interact with our Services, gauging user interest in certain Services or Site functionality, and troubleshooting problems.
- *For internal research and development*, such as testing, verifying, and improving the quality of our Services or developing new ones.
- *For marketing and advertising*, including using your information to send you messages, notices, newsletters, surveys, promotions, or event invitations about our own or third parties' goods and services that may be of interest to you. We also use Personal Information to conduct interest-based advertising as discussed in the *Cookies and Other Tracking Technologies* section below. You can unsubscribe from any marketing emails or text messages that we may send you by following the instructions included in the email or text correspondence.

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- *For communicating with you*, such as responding to your questions and comments or notifying you of changes to our Site or Services.
 - *For legal, security, or safety reasons*, such as protecting our and our users' safety, property, or rights, complying with legal requirements, enforcing our terms, conditions, and policies, detecting, preventing, and responding to security incidents, and protecting against malicious, deceptive, fraudulent, or illegal activity.
 - *As part of a corporate transaction*, such as in connection with the sale of part or all of our assets or business, the acquisition of part or all of another business or another business' assets, or another corporate transaction, including bankruptcy.
 - *To fulfill any other purpose for which you provide it*, including purposes described when you provide the information or give your consent.

How We Disclose Personal Information

We may disclose aggregated information about our users, and information that does not identify any individual, without restriction.

We may disclose your Personal Information with your consent or in the following circumstances:

- *Employees and Other Personnel* – We may share Personal Information with our employees and personnel (such as contractors) who have a need to know the information for our business purposes.
- *Affiliates and Subsidiaries* – We may share Personal Information within our family of companies for their and our business and marketing purposes, including providing you with information about the Services we think may be of interest to you.
- *Service Providers* – We disclose your Personal Information with the service providers that we use to support our business, including, but not limited to, data analytics providers, website hosting providers, admissions software platform providers, activity management solution providers, student information system providers, registration software providers, payment solution providers (such as payment processing, settlement reconciliation, customer payment support, chargeback and administration), fraud monitoring and IT outsourcing providers, and other technology providers.
- *Business Partners* – We may disclose Personal Information with trusted business partners. For example, we may disclose your Personal Information with a company whose products or services we think may be of interest to you or who we co-sponsor a promotion or service with.
- *Ad Tech Companies and Other Providers* – We may share or make available Personal Information (such as a mobile device identifiers) with ad tech companies and other online service providers. When we share your Personal Information in this context, we follow

applicable legal requirements, which may require that we provide opt-out rights or other individual rights.

- *Legal Obligation or Safety Reasons* – We may disclose Personal Information to a third party when we have a good faith belief that such disclosure of Personal Information is reasonably necessary to (a) satisfy or comply with any requirement of law, regulation, legal process, or enforceable governmental request, (b) enforce or investigate a potential violation of any agreement you have with us, (c) detect, prevent, or otherwise respond to fraud, security or technical concerns, (d) support auditing and compliance functions, or (e) protect the rights, property, or safety of the School, its employees, parents, or students, or the public against harm.
- *Merger or Change of Control* – We may disclose Personal Information to third parties as necessary if we are involved in a merger, acquisition, or any other transaction involving a change of control in our business, including, but not limited to, a bankruptcy or similar proceeding. Where legally required, we will give you notice prior to such disclosure.
- *Other* – We may disclose Personal Information to third parties when explicitly requested by or consented to by you, or for the purposes for which you disclosed the Personal Information to us as indicated at the time and point of the disclosure (or as was obvious at the time and point of disclosure).

Cookies and Other Tracking Technologies

We and our service providers may use cookies and similar technologies to collect usage and browser information about how you use our Site. The technologies we use for this automatic data collection may include cookies and web beacons that permit us to verify system and server integrity and generate statistics around the popularity of certain content. We process the information collected through such technologies, which may include or be combined with Personal Information, to help operate certain features of our Site, to enhance your experience through personalization, and to help us better understand the features of our Site that you and other users are most interested in.

Website Delivery and Appearance – We may use third-party providers to enable certain customer interaction opportunities, content delivery (like video), or other service capabilities. Examples include, but are not limited to, the following functionality:

5. **Content Delivery:** We partner with service providers to host our Site and deliver specific content in support of our Services. For example, we use Adobe Typekit to serve fonts on our Site, which is governed by [Adobe Typekit's Privacy Policy](#). We also partner with companies like Vimeo to deliver specific content delivery like audio and video.
6. **Customer Interaction:** We enhance our customer interactions by offering features like Google Maps to locate our Service locations, and payment processors to facilitate online payments. Each of these offerings are governed by the terms, conditions, and policies of

the underlying service provider. For example, please see [Google Maps/Google Earth Terms of Service](#) and [Google's Privacy Policy](#) for more information on how that feature operates.

Website Analytics and Session Replay – We use analytics and session replay services, that use cookies and other technologies that collect your Personal Information, to assist us with analyzing our Site traffic and Site usage to optimize, maintain, and secure our Site and inform subsequent business decisions (including, e.g., advertising). These include, but are not limited to, the following third-party services:

- a. **Google:** We use Google Analytics to collect analytic data about your use of the Site and provide remarketing. To learn more about how Google uses data, visit [Google's Privacy Policy](#) and Google's page on "[How Google uses data from sites or apps that use our services](#)." You may download the [Google Analytics Opt-out Browser Add-on](#) for each web browser you use, but this does not prevent the use of other analytics tools. To learn more about Google Analytics cookies, visit [Google Analytics Cookie Usage on Websites](#). Additionally, third parties, including Google (through, for example, our use of Google Dynamic Remarketing), may place and read cookies on your browser, or use web beacons to collect information in connection with ad serving on or through the Site, including for the purposes of showing our ads on sites across the internet. Our partners will collect Personal Information for personalization of ads and may use first-party cookies or other first-party identifiers and third-party cookies and other third-party identifiers for personalized and non-personalized advertising and measurement. Ad serving may be based on users' visits to our Site or other websites on the Internet, and your activity may be tracked over time and across websites. You can opt out of Google's use of cookies or device identifiers by visiting the Google Ads Settings web page at: <https://www.google.com/ads/preferences/>. You can opt out of a third-party vendor's use of cookies by visiting the Network Advertising Initiative opt-out page or control the use of device identifiers by using your device's settings.
- b. **Meta Pixels:** We use Meta pixels to track user activity on our Site and improve downstream offerings, including interest-based advertising for our services and those of our partners and service providers. We further use the Meta Pixel to analyze user activity on our Site for remarketing and behavioral targeting. The Meta Pixel may be triggered when you perform certain activities on the Site, and aids us in displaying Facebook ads to Facebook users who have visited our Site, or Facebook users who share certain characteristics with visitors to our Site. Meta and other third parties may use cookies, web beacons, and other storage technologies to collect information from the Site and from other internet websites, and use that information for the purposes of targeting ads and providing measurement services. Meta may track your activity over time and across websites. For more information about the data Meta collects, please visit Meta's privacy policy at: <https://www.facebook.com/privacy/policy/>. For specific information about Meta Pixel, please visit: <https://www.facebook.com/business/help/742478679120153?id=1205376682832142>. For more information about ad targeting and exercising your choice to opt out of the collection and use of information for ad targeting, please

visit: <https://www.facebook.com/help/568137493302217>,
or <https://optout.aboutads.info/?c=2&lang=EN>.

- c. **Mouseflow:** We use Mouseflow (<https://mouseflow.com>), a third-party analytics tool, to track page content and click/touch, movement, scroll, and keystroke activity. You can opt-out at:
<https://mouseflow.com/opt-out/>.

Interest-Based Advertising – We may also allow or enable third parties to collect Personal Information to provide their interest-based advertising on behalf of our products and services, or their own. Interest-based advertising occurs when advertisements are shown to you based on information collected from your online interactions over time and across multiple websites, devices, or online services that you visit or use. Some companies may engage in cross-context behavioral advertising to predict your preferences and show you advertisements that are most likely to be of interest or relevant to you. We do not control these third parties' collection or use of your information for these purposes, or the opt-out options they may individually offer you via their terms, conditions, and privacy policies. If you have any questions about an advertisement or other targeted content, you should contact the responsible provider directly. Examples of the third-party service providers we engage to serve interest-based advertisements include Google (including Google Dynamic Remarketing) and Meta.

Cookie Choices – To manage your preferences with respect to these technologies, you can:

1. Visit our preferences page, or customize your browser settings to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable certain cookies, please note that some parts of our Site may not function properly. These settings may be lost and require reconfiguration if you delete your cookies.
5. Block the collection and use of your information by online platforms and ad tech companies for the purpose of serving interest-based advertising by visiting the opt out pages of the self-regulatory programs of which those companies are members: [National Advertising Initiative](#) and [Digital Advertising Alliance](#). Please note that even if you opt out of interest-based advertising, you may still see “contextual” ads which are based on the context of what you are looking at on the websites and pages you visit.
6. Review and execute any provider-specific instructions to customize your preferences or opt-out of certain processing, including interest-based advertising, by third-party service providers. For example, to opt-out of this type of advertising by Google, customize your ad preferences, or limit Google's collection or use of your data, visit [Google's Safety Center](#) and [Google's Ad Settings](#) and follow [Google's personalized ad opt-out instructions](#). Meta also offers an [Ad Preferences center](#) to customize your settings, as well as a [Privacy Policy](#) with additional information on how you can exercise your rights.

How Long We Keep Your Personal Information

We retain your information for as long as needed: (i) to conduct business with you; (ii) fulfill the purposes outlined in this Notice; and (iii) to comply with our legal obligations, resolve disputes, and enforce any agreements.

Criteria we will use to determine how long to retain your Personal Information include the nature and length of our business relationship with you, our legal rights, obligations, and retention requirements, and if we have an ongoing business purpose for retaining your Personal Information, such as communicating with you about ongoing or prospective Services you requested.

Links to Third-Party Websites

We are not responsible for the practices employed by any websites or services linked to or from our Site, including the information or content contained within them. We encourage you to investigate and ask questions before disclosing Personal Information to third parties, since any Personal Information disclosed will be handled in accordance with the applicable third party's privacy policy.

In some cases, we offer links to social media platforms (like Facebook and Instagram) that enable you to easily connect with us or share information on social media. Any content you post via these social media pages is subject to the Terms of Use and Privacy Policies for those platforms.

International Use and Cross-Border Data Transfers

If you are visiting our Site from outside of the United States, please note that our Site is hosted in the United States. Where permitted by applicable law, we may transfer the personal data we collect about you to the United States and other jurisdictions that may not be deemed to provide the same level of data protection as your home country, as necessary for the purposes set out in this Notice.

How We Protect Personal Information

We have implemented commercially reasonable measures designed to secure your Personal Information from accidental loss and from unauthorized access, use, alteration, and disclosure. Unfortunately, the transmission of information via the internet is not completely secure. Despite these efforts to store Personal Information in a secure environment, we cannot guarantee the security of Personal Information during its transmission or its storage on our systems.

Exercising Your Privacy Rights

Depending on where you live, you may have the following rights with respect to your Personal Information under applicable data protection laws:

- *Access* – The right to request access to and obtain a copy of any Personal Information we may have about you.

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- *Deletion* – The right to delete your Personal Information that we have collected or obtained, subject to certain exceptions.
 - *Correction* – The right to request that we correct any inaccuracies in your Personal Information, subject to certain exceptions.
 - *Opt Out of Certain Processing* – The right to: (a) opt out of the processing of your Personal Information for purposes of targeted advertising, (b) opt out of the sale or sharing of your Personal Information; (c) limit the use of your sensitive Personal Information (if applicable), and (d) opt out of profiling in furtherance of decisions that produce legal or similarly significant effects. We do not collect or process sensitive Personal Information outside of purposes permitted by law, so we do not offer the option to limit its use. We also do not profile you or other individuals in a manner that would result in legal or similarly significant effects, so we do not offer an opt out.
 - *Objection/Restriction of Processing* – The right to object or restrict us from processing your Personal Information in certain circumstances.
 - *Withdraw Consent* – The right to withdraw your consent where we are relying on your consent to process your Personal Information.
 - *Automated Decision-Making* – The right to know when you are subject to automated decision-making, the Personal Information used to render the decision, the principal factors and parameters involved in the decision, and human review or correction of the decision (or its underlying data, where appropriate). You may also have the right to consent or opt out of this automated decision-making, depending on your location.
 - *Lodge a Complaint* – The right to lodge a complaint with a supervisory authority or other regulatory agency if you believe we have violated any of the rights afforded to you under applicable data protection laws. We encourage you to first reach out to us so we have an opportunity to address your concerns directly before you do so.

To exercise any of the privacy rights afforded to you under applicable data protection laws, e-mail us at dataprivacy@brookfieldschool.org. You may also exercise your opt out rights by broadcasting an Opt-Out Preference Signal, such as the Global Privacy Control (GPC). We honor Opt-Out Preference Signals, including GPC. If you choose to use an Opt-Out Preference Signal, you will need to turn it on for each supported browser or browser extension you use.

You will not be discriminated against in any way by virtue of your exercise of the rights listed in this Notice. However, should you withdraw your consent or object to processing of your Personal Information, or if you choose not to provide certain Personal Information, we may be unable to provide some, or all, of our Services to you.

Only you, or an authorized agent that you authorize to act on your behalf, may make a request related to your Personal Information. You may also make a request on behalf of your minor child. We must verify your identity before fulfilling your requests, and if we cannot verify your

identity, we may request additional information from you. If you are an authorized agent making a request on behalf of another person, we will also need to verify your identity, which may require proof of your written authorization or evidence of a power of attorney. We endeavor to respond to requests within the time period required by applicable law. If we require more time, we will inform you of the reason and extension period in writing.

We do not charge a fee to process or respond to your requests unless they are excessive or repetitive. If we determine that a request warrants a fee, we will tell you why we made that decision and provide you with a cost estimate before completing your request. We may deny certain requests, or only fulfill some in part, as permitted or required by law. If you are not satisfied with the resolution of your request and you are afforded a right to appeal such decision, you will be notified of our appeal process in our response to your request.

Children's Privacy

We do not knowingly collect or solicit any Personal Information from children, as defined under applicable law, without verified written parental consent. If we learn that we have collected Personal Information from a child, we will promptly take steps to delete that information. If you believe we might have any such information from or about a child, please contact us at dataprivacy@brookfieldschool.org.

California Residents

California Shine the Light – Under California Civil Code Section 1798.83, individuals who reside in California and who have an existing business relationship with us may request information about our disclosure of certain categories of Personal Information to third parties for the third parties' direct marketing purposes, if any. To make such a request, please contact us at dataprivacy@brookfieldschool.org. Please be aware that not all information sharing is covered by these California privacy rights requirements and only information on covered sharing will be included in our response. This request may be made no more than once per calendar year.

Changes to this Notice

Please note that we may modify or update this Notice from time to time, so please review it periodically. If we make material changes to how we treat Personal Information, we will notify you according to applicable law. Unless otherwise indicated, any changes to this Notice will apply immediately upon posting to our Site. You are responsible for periodically visiting our Site and this Notice to check for any changes.

Contact Us

If you have any questions about our practices or this Notice, please contact us at dataprivacy@brookfieldschool.org.

Safeguarding Policy: Keeping Our Students Safe

RATIONALE

At Brookfield we are committed to safeguarding and promoting the welfare of children and young people and we expect all our employees and volunteers and any contractors / consultants and partner agency staff in our schools to share this commitment. In line with this, we expect them to recognize where a student is at risk of, or is actually being harmed, and to do all they can to reduce further risk or harm.

Schools are particularly important in protecting our students; our school colleagues are in the best position to identify concerns early and to provide or recommend support for students as well as helping to prevent these concerns from escalating.

At Brookfield, we adhere to the following basic child protection and safeguarding principles:

- 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 enable 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/carers and/or other professionals to ensure the protection of students.
- Our guiding principle throughout is 'the best interests of the students.'
- All students have the same equal rights to protection, but we recognize that we need to do more for some because of their special educational needs, disability, gender, religion, or sexual orientation.

POLICY AIMS AND OBJECTIVES

We will:

- Provide a safe and happy environment to enable students to thrive and learn.
- Outline the systems and processes we all take to ensure that students remain safe at school.
- Raise awareness to all employees of safeguarding/child protection issues and define their roles and responsibilities in reporting possible cases of abuse.
- Identify students who are suffering, or likely to suffer harm.
- Ensure effective communication between all employees on child protection/safeguarding issues.
- Set effective procedures for employees/volunteers or third-party individuals who encounter any issues in relation to child protection/safeguarding to follow.
- Be clear with all parties, including students and their parents/carers, regarding our approach to safeguarding and child protection, through the provision of clear and well communicated policies.

TRAINING AND SUPPORT

ISP (International School Partnership) will ensure that:

- All employees, volunteers and partner agencies in schools are provided with appropriate general safeguarding training on joining the organization and then undertake annual refreshers. This training will be available through ISP authorized online courses e.g., Safeguarding Essentials on the Learning Hub or in-house training (following the ISP format within the Designated Safety Lead (DSL) resources), whichever is appropriate, as well as face-to-face events which schools should secure the budget for each year.
- All employees receive safeguarding and child protection (including online safety) updates throughout the school year (for example, via email and e-bulletins) to provide them with relevant skills and knowledge to safeguard students effectively.
- Relevant documents are made available in a range of relevant languages.
- Employees and volunteers are supported and have the necessary skills to recognize and take appropriate action regarding students who are at risk, or potentially at risk.
- Those who have the Designated Safeguarding Lead responsibility in schools have appropriate, up to date knowledge and that they access appropriate additional and specialist training (approved by the Group Head of Operational Risk). This will be refreshed every two years.
- All employees and volunteers are subject to a full onboarding, which includes an overview of what to do and who to contact if concerned about a student.
- Appropriate employees are trained in safe recruitment. This safer recruitment training must be renewed annually.
- Training for new starters must be complete before any new starter can have unsupervised contact with students.
- Any student who has or is suffering from any form of harm will receive support. Once agreed with any investigating agency (if involved), students can be offered support. All ISP schools will hold information in relation to local, regional, or national bodies that may be able to offer direct support in these circumstances.

ISP recognizes our duty of care to our employees and where employees have been involved in reporting and responding to abuse, we recognize that this can be very difficult to deal with in isolation. ISP will therefore be in a position to offer or broker appropriate external support or counselling for any employee affected by a safeguarding issue. ISP schools will keep a list of organizations (such as law firms, hospitals, and counselors, which can be made available to employees on request).

Expected Schoolwide Learning Outcomes

Brookfield Students will apply critical and creative thinking to all subject areas.

Brookfield Students will express themselves fluently and confidently in all forms of communication.

Brookfield Students will be good stewards of the environment and humankind.

Brookfield Students will be aware, respectful, and appreciative of diversity.

Brookfield Students will be technologically literate and discerning of social media.

Brookfield Students will be balanced learners, who include World Languages and Cultures, the Arts, and Physical Fitness in their daily lives.

Brookfield Students will develop organizational, time-management, and collaborative skills.

General School Safety Rules

1. Keep hands, feet, and objects to yourself.
2. Do not go to areas of the school where there is no staff supervision, nor leave campus without checking out at the office or extended care in the company of a parent or guardian.
3. Avoid the use of the restrooms during class time. No playing in the bathrooms.
4. Use school playground and sports equipment appropriately and in the designated play areas.
5. No playing or running in the hallway between classrooms.
6. Weapons of any kind, including toy weapons, are not allowed at school.
7. Tobacco, alcohol, or drugs are not permitted. Student medical prescriptions must be stored with and administered by the school office with parent permission. Possession of any dangerous item or drug will result in suspension and possible expulsion.

Lunch and Snack Time Rules

1. Remain seated in your class designated area, until dismissed by the staff on duty.
2. Do not share food with others.
3. If you take your lunch, uneaten items should be left in your lunchbox and brought home.
4. Pick up your trash and wait to be excused. Return your lunch box to your classroom.
5. Report spills to the staff on duty.

Recess Rules

1. Do not stand, climb, or play on the furniture, outdoor pillars, or drainage grates/rocks.
2. Do not throw objects in the air or at others.
3. Avoid unnecessarily rough play, pushing, tackling, etc.
4. Use play equipment appropriately and follow posted rules and staff directions.
5. Be respectful of other classes in session; only quiet play near classrooms.
6. Follow the rules of the game and be courteous and welcoming to players of all abilities.
7. Take any disputes to a staff member on duty for help with solving the issue.
8. Put all equipment back in the storage cart after use.
9. Walk injured schoolmates to the closest adult on duty for first aid. If the injured student is unable to walk, take the staff person to him/her for help.

School Schedules

Regular Schedule

7:30 AM – 8:45 AM	Extended Care opens/Supervised morning recess
8:00 AM	Morning activities and elective classes
8:50 AM	Regular school day begins; gates locked
10:30 – 10:40 AM	Morning Snack/Recess
12:20 – 12:50 PM	Lunch/Recess
3:10 PM	Pack up for dismissal
3:20 PM	Dismissal
3:30 – 4:15 PM	Study Hall
4:15 – 6:00 PM	After School Activities

Minimum Day Schedule (First Friday of the Month)

7:30 AM- 8:45 AM	Extended Care opens/Supervised morning recess
8:00 AM	Morning activities and elective classes start
8:50 AM	Regular school day begins; gates locked
10:30 – 10:40 AM	Morning Snack/Recess
12:50 PM	Pack up for dismissal
1:00 PM	Dismissal/lunch for those who stay for extended care
1:30 – 6:00 PM	Study Hall and After School Activities

Admission and Enrollment

Brookfield School serves families who live in the city of Sacramento and several outlying communities, including Davis, Elk Grove, and the many unincorporated communities in Sacramento County. We welcome all families who desire a challenging academic program designed to meet the unique needs of bright and gifted children, where students may excel from the individualized attention and positive affirmation that only a small school can provide.

Prospective families are encouraged to tour the school prior to applying. Applications are available in the school office and may also be downloaded directly from the school website. All applicants are screened for admission through an admissions test, which assesses the student's aptitude and performance level. Successful applicants must demonstrate above average aptitude and the willingness and ability to learn at a faster pace. Transfer students are typically invited to attend school for a few days ("Shadow Days") prior to acceptance, during which we observe the student's behavior and academic matriculation in a classroom setting. Official grades and standardized test scores from previous schools, if any, and a recommendation from previous teachers are required to complete the application.

The successful applicant must demonstrate academic ability and social compatibility to be accepted. If academic preparation is deemed to be insufficient or weak in some area, summer school or private tutoring may be recommended before entry, or as supplemental work throughout the school year. In some cases, if the child demonstrates good potential but is too far

behind in foundational skills, the child may be placed back a grade into a group that is more compatible academically. We feel strongly that it is more important to be grouped academically than solely by age.

Incoming Pre-first students must have enough focus and stamina to manage a full day of instruction without a nap. The admissions assessment for Pre-first measures the student's social development, focus, large and fine motor, spatial thinking, and language skills. The successful Pre-first applicant should recognize the alphabet in both cases, know the letter sounds, and be able to clearly write the letters of the alphabet, both upper and lower case. Additionally, the child should be able to count to 50 or beyond, write and recognize the numbers 1-10, and demonstrate a readiness to learn Math through a basic ability to count and to recognize shapes, sizes, order, and placement. The child's vocabulary and environmental knowledge is also assessed. All assessments used in admissions are well regarded, age-normed, standardized tests. The successful applicant must score at or above a specific composite score and demonstrate reasonable self-control, social maturity, and focus for admission. **All students are accepted under probationary status for their first academic term.**

Admission priority is given to siblings of current students and Brookfield preschool students. Applications are accepted year-round, and students may enter the school mid-year if there is space in the class. Re-registration information is made available to returning parents and guardians about February 1st, with enrollment preference given to those with deposits paid by the specified deadline. New admissions decisions are made in March, with preference given to siblings of enrolled students and to early applicants.

The following information is required for every student prior to enrollment:

1. Emergency Information Form
2. Current immunization record
3. All students are encouraged to have the COVID-19 vaccine and boosters.
4. Incoming Seventh Graders must have a record of vaccination against pertussis (Tdap) and measles/mumps/rubella (MMR) on or after their seventh birthday.
5. In grades one through eight, records must be received from the past school.

Medical records of all new students and 7th graders are audited, and the immunization status is reported to the State Department of Health each year. If parents/guardians do not provide the office with proof of immunization by the designated deadline, the child's enrollment may be suspended until the requirements are met.

Terms of Continued Enrollment

We delight in working with our families to provide the best education possible at Brookfield; however, enrollment is a privilege. Brookfield School reserves the right to terminate enrollment for non-payment of fees, continued academic issues, unresolved behavioral concerns, lack of parental cooperation, or for any other reason deemed appropriate by the principal and/or administration. Termination does not cancel the contract for the full tuition. All new students are admitted on probationary status for the first academic term.

Moving Withdrawal Policy

If a family moves farther than 30 miles from the school, gives at least 30 days advance notice of departure, and if they provide written proof that they have moved that far, we will cancel the contract and prorate the tuition and fees according to the number of days to the final day of attendance or to 30 days after notification to the school, whichever is later. The tuition deposit is nonrefundable.

Class Size Policy

Our ideal class size is 16 to 18 students per class. We realize that there are serious compromises with either larger, or smaller classes, and we try hard to meet our target size with every class. Classes are capped at 18 students unless one of the following situations occurs:

1. In the case of new families who have more than one child enrolling, we will increase class size to accommodate a sibling, if doing so does not exceed 20 students.
2. If a student must repeat a grade, but is otherwise qualified based on maturity and behavior, the class size may increase to accommodate this continuing student.
3. If the total population of a double class drops to 22 students or fewer, we reserve the option to consolidate the two classes into one class.
4. Certain specialty classes, such as P.E., Music, and electives, may have larger numbers or combined classes.

Teacher Requests

Parents may submit their request for a teacher in writing to the principal over the summer; however, that request is not guaranteed. We balance our classes appropriately and equitably, and in the best interest of the whole school community. Students who have an older sibling are usually assigned to the same teacher, *unless the parents or teacher request otherwise*.

Tuition Procedures

Tuition Agreement

All parents must complete and sign a Tuition Agreement upon enrollment or re-enrollment.

As an educational institution, Brookfield School is not in the finance business. However, as a convenience, the school offers the option of paying tuition in either two installments or ten monthly payments. Families who choose the ten-month payment plan are required to enroll in Brookfield School's direct debit authorization program. No credit will be given for absenteeism or partial attendance. All checks must be made payable to Pinnacle Schools.

Families seeking special consideration due to financial hardship may apply for financial assistance by completing the online application.

All tuition and fees are due and payable by 6:00 p.m. on the scheduled due dates. A \$50 late fee will be assessed for payments received more than ten days after the due date and for all returned checks. While we strive to work with families experiencing unexpected financial hardship, continued nonpayment of tuition and fees may result in a student being asked to withdraw from

the school.

End of Year Check-out

All parent accounts, including any assessed book fines or late fees, must be up to date and paid in full to receive final grades, for student records to be transferred to another school, and for graduation.

Medical Policies

Illness

If your child becomes ill at school, he or she will be sent to the office where a wellness assessment will be made of the child's condition. Situations in which a student would be sent home include, fever, vomiting, diarrhea, a chance of exposing others to illness or contagions, or severe discomfort. A doctor's note may be required if symptoms persist. Students who test positive for COVID should follow the latest guidelines from the Sacramento County of Public Health and/or CDC as they relate to respiratory viruses.

Children should be kept at home if:

- They are visibly ill
- Any new illness or symptom prevents a child from participating meaningfully in routine activities
- They have a temperature of 100 F degrees
- Vomiting has occurred 2 or more times in 24 hours
- They are unlikely to make it to the toilet in time due to leaky stool

Please do not give fever-reducing medications and send your child to school to infect others.

It is especially important to keep a child out of school if he or she has a contagious illness, as such contagions are so easily shared in a school setting. Children may return to school when the fever has gone away over night and is gone in the morning without the use of medications.

If your child is ill, please call the office. If you must leave a message, include a brief description of symptoms. If your child is diagnosed with a highly contagious condition (strep throat, head lice, COVID, etc.), please inform the office immediately. We will protect your family's privacy, but must alert any impacted families to avoid the spread of infection. If you would like to pick up your child's homework, you may arrange to do so with the office. Most teachers will post important assignments on Google Classroom or email them to you.

It is crucial that emergency numbers are kept current, so that family members or those on the emergency contact list may be contacted if parents or guardians are not available. The office staff needs to attend to all matters of the school community, and sick children must be physically isolated until they are picked up. Please pick up your child within 30 minutes of notification.

Homework, Make-up Work, and Google Meet Access When Absent

Teachers may opt to provide parents with make-up work and/or access to daily assignments and

class participation on Google Classroom/Google Meet, or through a paper take-home packet. We do not want to stress a child who is already too sick to come to school. Extended illnesses may require that teachers waive or allow extensions of certain assignments to accommodate the student's situation. Parents should contact the teacher(s) directly to negotiate assignment extensions or waivers in this case. Students who must quarantine over five days due to COVID may access their classes online whenever practical to do so. Family trips and vacations are discouraged as they are disruptive to learning and are therefore treated differently from absences due to illness. Teachers are not required to provide makeup work for students who miss school for this reason.

Pandemic Illness Policy

Our pandemic illness policy adjusts according to the most recent recommendations from the Center for Disease Control (CDC) and our local Health Department. All stakeholders will be informed of any policy and/or procedure changes in writing through emailed announcements. All Brookfield Staff and Families are required to follow these recommendations in the interest of public health and the well-being of our school community.

Injuries at School

Wounds are cleaned and cared for per American Red Cross first aid procedures. Parents or guardians are notified by the office or extended care staff for all potentially serious injuries and for any head injury. If a child sustains a serious injury and a parent cannot be reached, emergency services will be called. The same procedures are followed on field trips.

Contagious Conditions:

Strep Throat, Head lice, Chicken Pox, Ringworm, Pink Eye, etc.

In the case of Contagious Conditions, Brookfield School will adhere to all protocols as updated and described in cooperation with the American Academy of Pediatrics Red Book on infectious diseases.

There are several illnesses that are common to school communities, such as strep throat, lice, chicken pox, ringworm, and pink eye. As a precautionary measure, parents and guardians should check their child's hair and body periodically. Please contact the school office if you suspect that your child has any contagious infection or illness. Once reported, the entire school community will be alerted immediately for school wide health awareness and precautionary actions. If there is a reasonable suspicion that your child has contracted one of these contagious nuisances, your child will be immediately isolated, and you will be called to pick up your child within 30 minutes. Your child may not return to school until treated for the contagion and cleared by a physician.

Medications

Students are not to take medications on their own and are not to keep such medications in the classroom. Necessary medications or pills must be administered by the school office personnel. This includes Tylenol, allergy medicines, and cough drops. Parents should bring the medication in the original container to the office and provide specific instructions for dispensing as needed. It is the obligation of the parent to inform the office personnel if a student is on any kind of

on-going medications taken at home or at school and to inform us if the child has any notable health problems such as severe allergies, asthma, etc. Please be sure to update your child's information forms if a new health issue arises. Parents will be required to give written permission for dispensing any over-the-counter medication.

Student Suicide Prevention Policy

Introduction

This policy addresses the needs of students who may be at risk for suicidal behavior and establishes protocols for managing at-risk students. It also outlines suicide awareness and prevention training for teachers and staff. The procedures in this policy are intended to ensure that all employees act within the authorization and scope of their credential or license.

Student suicidal ideation or attempts require the attention and support of all Brookfield staff. Brookfield staff are responsible for helping create a safe, supportive, and nurturing campus environment that minimizes risk factors associated with suicidal ideation.

Strategies for suicide prevention, intervention, and postvention may include:

- Professional development in suicide prevention and intervention for Brookfield employees who regularly interact with students or are in a position to recognize the risk factors and warning signs of suicide
- Providing school personnel with information about community resources and support services to assist students seeking or needing help

Suicide Prevention and Education

Training will be provided for all school staff members who interact with students. Each year, training on risk factors, warning signs, suicide prevention, intervention, referral procedures, and postvention will be offered.

Training will be conducted by qualified school mental health professionals and/or professionals from community-based mental health agencies.

Training topics may include:

- How to talk with a student about thoughts of suicide
- How to respond appropriately to a student expressing suicidal thoughts
- Procedures for referring a student at risk of suicide
- The impact of stress on emotional health
- Appropriate and responsible messaging about suicide
- Identifying at-risk youth
- Procedures for responding to students experiencing active suicidal thoughts
- Responding appropriately following suicidal behavior

Employee Qualifications and Scope of Intervention

All employees must act within the scope of their credential or license when intervening with a suicidal student.

School personnel may:

- Identify suicide risk factors and warning signs
- Take immediate steps to ensure student safety
- Report concerns to appropriate school personnel

Treatment of suicidal ideation is limited to intervention by a properly licensed mental health professional.

Student Education

Students will receive age-appropriate education that may include:

- Coping strategies for stress
- Recognizing warning signs and risk factors associated with suicide
- How to seek help for themselves or others, both on and off campus
- Reducing stigma associated with mental health issues

This education may be provided through activities such as:

- Mental Health Awareness Week
- Classroom Presentations
- National Alliance of Mental Illness (NAMI) on Campus programming
- Advisory meetings
- Health classes

Age-appropriate suicide prevention education is primarily provided to middle school students (6th -8th grade).

Assessment, Intervention, and Referral

Whenever a staff member suspects or becomes aware of a student experiencing suicidal ideation, the staff member must immediately contact the Head of School and/or the Brookfield school counselor.

One of these individuals will notify the student's parent/guardian/caregiver as soon as possible, when appropriate, and will refer the student to appropriate mental health resources through community-based providers.

Parent/guardian notification will occur following an initial assessment to ensure that such notification does not place the student at further risk. If concerns of abuse or neglect arise, a

report to Child Protective Services (CPS) will be made in accordance with mandated reporting laws.

Students who are actively suicidal must **not be left unsupervised**.

The student must be picked up from school by a parent/guardian or another authorized adult with parental permission. Prior to leaving campus, the parent/guardian or responsible adult will meet with the Head of School and/or school counselor to discuss the student's safety concerns.

Parents/guardians will sign documentation acknowledging that they were informed of the student's suicidal ideation or attempt (see attachment).

Staff may use the Columbia Suicide Severity Rating Scale (C-SSRS) to assist in the initial assessment and to determine the need for crisis intervention and community-based referrals (see attachment).

Parent Notification and Action

Parents/guardians are required to provide documentation of follow-up care if the student receives treatment from an outside provider. Documentation should be submitted to the Head of School and, when appropriate, the school counselor.

If a parent/guardian refuses or neglects to obtain necessary treatment for an at-risk student, school administrators and counselors will conduct follow-up discussions with the parent/guardian. If necessary, a report to Child Protective Services may be considered due to potential neglect.

Re-Entry to School After Suicidal Ideation or Attempt

Before a student returns to campus following suicidal ideation or an attempt, the parent/guardian must meet with the Head of School (and the school counselor, if appropriate) to confirm that the student is safe to return to school.

During this meeting:

- Academic accommodations for missed work may be discussed
- Parents/guardians may be asked to provide documentation confirming follow-up care
- A support plan may be established for the student's return

The school counselor will serve as the primary point of contact to check in with the student and monitor their well-being while at school. The student will be included in the development of this aftercare and support plan.

Brookfield Private School

Student Safety Protocol

Harm to Self or Others – Parent/Guardian Acknowledgement

I acknowledge that my student _____ has made a statement or gesture that raises concern regarding their safety and/or the safety of others. I have met with a Campus Administrator and/or School Licensed Counselor to discuss potential risks related to suicidal ideation or harm to others as it pertains to my student.

I understand that I may be provided with, or may request, community-based mental health referrals to support my student.

I have been informed of the school's protocol regarding statements or gestures related to self-harm or harm to others. I understand that my student must be evaluated by a licensed physician or qualified mental health professional and that written documentation stating my student is safe to return to school must be submitted to school administration prior to my student returning to campus.

Signatures

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Head of School or School Counselor Name: _____

Head of School or School Counselor Signature: _____

Food and Allergy Policies

Allergies

It is imperative that we be informed of and updated about serious allergies or asthma and that we are told the procedures for care in the event of a problem. Parents should provide medications, inhalers, etc. to be kept in the school office for administration as needed. A list of these allergies will be made available to all schoolteachers and personnel and will be kept in every room.

Brookfield is a NUT-FREE School

We are committed to protecting our students who suffer from severe nut allergies from possible exposure. Therefore, it is imperative that NO nuts or nut products are brought to school. For example, peanut butter is not allowed. Nut-based items will be removed from your child's lunch box and discarded.

Other Food Allergies

More students are entering school with dairy, gluten, sugar, and various other food allergies than ever before. While most of these allergies are not life-threatening, parents are advised to train their children to self-advocate when foods are offered that are not prepared at home. Special treats, such as those brought to school on birthdays and for team parties, are very likely to contain these ingredients and are difficult to eliminate from school entirely. If your child may not eat dairy, gluten, or sugar, you are advised to provide an alternative snack and inform your child's teachers/coaches of your preferences. Always consult your child's teacher when planning a class party or special celebration involving food.

Self-regulation Training for Children with Food Allergies

If your child suffers from a severe allergy, it is extremely important that you teach self-regulation of the allergy. Teach your child how to identify the harmful food on food labels and to ask if a food offered contains the allergen.

Food Sharing

Food sharing or trading is never allowed to protect our students with food allergies and dietary restrictions. Please reinforce this at home.

Birthday Celebrations and Treats

Please get prior permission from the teacher to bring birthday treats to school. Extended celebrations that include "special entertainment" are not allowed. Birthday treats are customarily distributed at the end of the school day by the teacher so instruction is not interrupted. Avoid treats that require warming or refrigeration. All parents are advised to consider non-food treats (goodie bags) in lieu of sweet treats. If you choose to bring food treats, choose small individually wrapped servings over treats that require serving and utensils. Ensure that the food treat does not contain or has been prepared with nut products.

Emergency Procedures (Earthquake, Fire, Shelter in Place)

Brookfield School maintains disaster plans and conducts regular safety drills to prepare against earthquakes, fire, floods, and suspicious/dangerous intruders. In the event of an evacuation, students will be walked to Zacharias Park at the end of the trail behind the apartments on Riverside Blvd. If it is necessary to evacuate to high ground in case of flood, our off campus gathering place is at the levee on Riverside. Each classroom is equipped with a shelter-in-place kit in the case of an extended lock-down situation.

Emergency Communication

Teachers will account for and supervise the children in their classes or at the evacuation location in the event of an emergency. They will stay with the students until they are picked up by an authorized person. Non-teaching staff will assist as directed, including relieving teachers who may be needed to administer first aid.

Lock Down Drills

Our school practices precautionary lock-down procedures if alerted to a potential danger or hazard within proximity of the campus. Office personnel will make every effort to regularly update parents during a lock-down through Jupitered.com email and text messaging.

Parents are advised to check email following an initial emergency alert text message. Please do not call the school office or come to the school while a lock-down is in progress. These calls interfere with the staff's ability to communicate with police and personnel, and keep the students calm. Any parent who attempts to come onto campus will be locked out and turned away by emergency personnel. The best thing a parent can do is check email regularly for updates and an "all clear" message from the school administration.

School Evacuations and Closures

Every attempt will be made to bring about a speedy reunion between parents/guardians and children in the case of an emergency evacuation. Parents will be notified by email and text message of the pick-up location. Your child will not be released to a person not on the emergency contact list without your verbal or written permission.

If it is necessary to close the school due to fire, flood, extended power outage, or other crisis, we will place an announcement on the local news and email parents through Jupitered.com.

School Discipline Policies

Discipline Alerts

Brookfield teachers maintain class rules and consequences appropriate for the age level they teach. Parents and students are informed of the teacher's class management system during the Back-to-School Night at the start of the school year. Teachers, staff, and administration may issue a **Discipline Alert** to parents through the Jupiter email system to inform the parents of a student's misbehavior and resulting consequence. The teacher's assessment of the student's general behavior is reflected in the Lifelong Learning grade each term.

Unprepared Notifications

Unprepared email alerts to parents are issued by individual teachers for incomplete and missing homework, or for failure to come to class with necessary class supplies, such as textbooks and paper. If a student is unprepared three times in one term, the consequence is lunch detention. Parents should take unprepared notifications seriously, as lack of preparation usually results in poor performance in a class and a drop in the term grade for the subject.

Out of Uniform Notices

A Jupiter notification may be issued to any student by any faculty or staff member who observes a student out of proper uniform during school hours. They may also be issued for make-up, nail polish, jewelry, hair that obstructs the eyes, unnatural hair color, and uniforms that have been inappropriately altered or are in need of repair/replacement. Out of uniform notices result in a drop in the Lifelong Learning grade for the term. The parent will be notified to bring the correct uniform to school and/or rectify the violation before the student returns to school. Please refer to the Dress Code Guidelines for Uniform and Free Dress.

Student Acceptable Use of Technology Policy

Personal Electronic Devices

1. Purpose

The purpose of this policy is to establish guidelines for the appropriate use of **personal electronic devices** on campus and to ensure that technology does not interfere with the school's educational environment.

2. Definition of Personal Electronic Devices

Personal electronic devices include, but are not limited to:

- Cell phones
- Smart watches
- Personal laptops
- Tablets (e.g., iPads or similar devices)
- Any other personal internet-enabled or electronic communication device

3. General Use Policy

Students are not permitted to use personal electronic devices while on campus unless explicitly permitted by a teacher for instructional purposes.

All personal electronic devices must be **turned off and stored in the student's backpack during the school day.**

Students who need to contact a parent or guardian during school hours must **request permission to use the landline phone located in the school office.**

Any personal electronic device used **outside of class or without direct adult supervision** will be **confiscated and brought to the school office.** Confiscated items will only be returned to a **parent or guardian following a conference with the principal.**

4. Instructional Exception

Students may bring personal electronic devices to school for use in specific classes **only with the express permission of the teacher and under direct supervision.**

When permitted for instructional use:

- Devices must be used **only for the assigned educational purpose.**
- Cell phones and smart watches **may not be used as substitutes for calculators** unless specifically approved by the teacher.

5. Unauthorized Recording and Photography

Students may not use personal electronic devices to:

- Record audio
- Take photographs
- Capture video

of students, staff, or school activities **without prior permission from a teacher or school administrator.**

Posting or distributing images, video, or messages involving members of the school community **without permission** is prohibited and may result in disciplinary action.

6. Use of School Network

Personal laptops or tablets approved for classroom use may connect to the **school wireless network only with teacher or administrative approval.**

Students must follow all **school technology and internet safety guidelines** while using the school network. The school reserves the right to **monitor, limit, or revoke network access** if misuse occurs.

7. Consequences for Violations

Failure to comply with this policy may result in the following disciplinary actions:

-
- **First Violation:** Device confiscated and sent to the school office.
 - **Second Violation:** Device confiscated and parent/guardian notified.
 - **Repeated Violations:** Parent conference with the principal and possible loss of permission to bring personal electronic devices to school.

Additional disciplinary action may be taken if a device is used for **cyberbullying, harassment, academic dishonesty, or other violations of school rules.**

8. Liability

The school **does not assume responsibility or liability** for the loss, theft, or damage of personal electronic devices brought to campus.

Students and families bring such devices **at their own risk.**

Artificial Intelligence (AI) Usage

The administration recognizes the benefits of using Artificial Intelligence in our society and that the usage of AI tools can have educational value when used appropriately. However, since our students are developing the foundational skills needed to become strong writers, thinkers, and mathematicians, the use of AI to complete academic assignments is generally not permitted. Students may not use AI tools to generate or complete assignments unless a teacher has specifically authorized their use for a particular activity.

All student work must represent the student's original thinking and effort. When AI tools are permitted for instructional purposes, students must properly document and cite any AI-assisted content according to the teacher's instructions.

Teachers may use AI detection tools or other methods to review student submissions. If it is determined that a student has used AI to complete an assignment without permission or without proper citation, the following consequences may apply:

- The student will receive no credit for the assignment.
- The student may receive detention.
- Additional disciplinary action, including suspension, may occur depending on the severity or repeated violations.

The school encourages students to develop their own critical thinking, writing, and problem-solving skills, which are essential for academic success and personal growth.

E-Safety Policy

1 Scope

1.1 The School is committed to promoting and safeguarding the welfare of all students and an effective online safety strategy is paramount to this.

1.2 The aims of the School's online safety strategy are threefold:

1. To protect the whole School community from illegal, inappropriate and harmful content or contact;
2. To educate the whole School community about their access to and use of technology; and
3. To establish effective mechanisms to identify, intervene and escalate incidents where appropriate.

1.3 In considering the scope of the School's online safety strategy, the School will take a wide and purposive approach to considering what falls within the meaning of technology, networks and devices used for viewing or exchanging information including communications technology (collectively referred to in this policy as Technology).

1.4 This policy applies to all members of the School community, including staff and volunteers, students, parents and visitors, who have access to the School's Technology whether on or off School premises, or otherwise use Technology in a way which affects the welfare of other students or any member of the School community or where the culture or reputation of the School is put at risk.

1.5 The following policies, procedures and resource materials are also relevant to the School's online safety practices:

- Anti-Bullying Policy
- Staff Code of Conduct
- Acceptable Use Policy for Students
- Safeguarding Policy

2 Roles and responsibilities

2.1 The Proprietor /ISP

2.1.1 The proprietor has overall responsibility for safeguarding arrangements within the School, including the School's approach to online safety and the use of technology within the School.

2.1.2 The proprietor is required to ensure that all those with leadership and management responsibilities at the School actively promote the well-being of students. The adoption of this policy is part of the proprietors' response to this duty.

2.1.3 The proprietor will undertake an annual review of the School's safeguarding procedures and their implementation, which will include consideration of the effectiveness of this policy and related policies in meeting the aims set out in paragraph 1.2 above.

2.2 Principal and Senior Leadership and Management Team

2.2.1 The Principal has overall executive responsibility for the safety and welfare of members of the School community.

2.2.2 The Designated Safeguarding Leads (DSL) are senior members of staff from the Senior Leadership and School Management Team (SLMT) with lead responsibility for safeguarding and child protection. The DSL's responsibilities include managing safeguarding incidents involving the use of Technology, in the same way as other safeguarding matters, in accordance with the School's Safeguarding Policy.

2.2.3 The DSLs will work with the Principal and IT Manager (see below) in monitoring Technology use and practices across the School and assessing whether any improvements can be made to ensure the online safety and well-being of students.

2.2.4 The DSLs will regularly monitor the Technology Incident Log maintained by the IT Manager.

2.2.5 The DSL will regularly update other members of the SLMT on the operation of the School's safeguarding arrangements, including online safety practices.

2.3 IT Manager

2.3.1 The IT Manager, together with their team, is responsible for the effective operation of the School's filtering system so that students and staff are unable to access any material that poses a safeguarding risk, including terrorist and extremist material, while using the School's network.

2.3.2 The IT Manager is responsible for ensuring that:

- (a) the School's Technology infrastructure is secure and, so far as is possible, is not open to misuse or malicious attack;
- (b) the user may only use the School's Technology if they are properly authenticated and authorised;
- (c) the School has an effective filtering policy in place and that it is applied and updated regularly;
- (d) the risks of students and staff circumventing the safeguards put in place by the School are minimised;
- (e) the use of the School's Technology is regularly monitored to ensure compliance with this policy and that any misuse or attempted misuse can be identified and reported to the appropriate person for investigation; and
- (f) monitoring software and systems are kept up to date to allow the ICT team to monitor the use of email and the internet over the School's network and maintain logs of such usage.

2.3.3 The IT Manager will provide details on request outlining the current technical provision and safeguards in place to filter and monitor inappropriate content and to alert the School to safeguarding issues.

2.3.4 The IT Manager will report regularly to the SLMT on the operation of the School's Technology. If the IT Manager has concerns about the functionality, effectiveness, suitability or use of Technology

within the School, s/he will escalate those concerns promptly to the appropriate member (s) of the School's Senior Leadership Team (SLT).

2.3.5 The IT Manager is responsible for maintaining the Technology Incident Log and bringing any matters of safeguarding concern to the attention of the DSL in accordance with the School's Child Protection & Safeguarding Policy and Procedures.

2.4 All staff

2.4.1 The School staff have a responsibility to act as a good role model in their use of Technology and to share their knowledge of the School's policies and of safe practice with the students.

2.4.2 Staff are expected to adhere, so far as applicable, to each of the policies referenced in paragraph 1.5 above.

2.4.3 Staff have a responsibility to report any concerns about a pupil's welfare and safety in accordance with this policy and the School's Safeguarding & Child Protection Policy.

2.5 Parents

2.5.1 The role of parents in ensuring that students understand how to stay safe when using Technology is crucial. The School expects parents to promote safe practice when using Technology and to:

- (a) support the School in the implementation of this policy and report any concerns in line with the School's policies and procedures;
- (b) talk to their child to understand how they are using the internet, social media and their mobile devices and promote responsible behaviour; and
- (c) encourage their child to speak to someone if they are being bullied or otherwise are concerned about their own safety or that of another pupil or need support.

2.5.2 If parents have any concerns or require any information about online safety, they should contact the DSL.

Education and training

3.1 Students

3.1.1 The safe use of Technology is integral to the Brookfield School community. Students are educated in an age-appropriate manner about the importance of safe and responsible use of Technology, including the internet, social media and mobile electronic devices.

3.1.2 The safe use of Technology is also a focus area in the Technology class available to all Brookfield students; key safety messages are reinforced as part of the course, tutorials, and activities, teaching students:

- (a) about the risks associated with using the Technology and how to protect themselves and their peers from potential risks;
 - (b) to be critically aware of content they access online and guided to validate the accuracy of information;
 - (d) the definition of cyberbullying, its effects on the victim and how to treat each other's online identities with respect;
 - (e) the consequences of negative online behaviour; and
 - (f) how to report cyberbullying and/or incidents that make students feel uncomfortable or under threat and how the School will deal with those who behave badly.
- School's Acceptable Use of ICT Policy for Students sets out the School rules about

3.1.4 The use of Technology including internet, email, social media and mobile electronic devices, helping students to protect themselves and others when using Technology. Students are reminded of the importance of this policy on a regular basis.

3.2 Staff

3.2.1 The School provides training on the safe use of Technology to staff so that they are aware of how to protect students and themselves from the risks of using Technology and to deal appropriately with incidents involving the use of Technology when they occur.

3.2.2 Induction training for new staff includes guidance on this policy as well as the Staff Code of Conduct, Email & Internet Policy and Professional Use of Social Media Guidelines Policy. Ongoing staff development training includes training on Technology safety together with specific safeguarding issues including cyberbullying and radicalisation.

3.2.3 Staff also receive data protection guidance on induction and at regular intervals afterwards.

3.2.4 The frequency, level and focus of all such training will depend on individual roles and requirements and will be provided as part of the School's overarching approach to safeguarding.

3.3 Parents

3.3.1 Information is available to parents via the Brookfield School Website. Additionally, we offer the opportunity for parents to attend School-based sessions on online safety on an annual basis.

3.3.2 Parents are encouraged to read the Acceptable Use Policy for Students with their son/daughter to ensure that it is fully understood.

3.4 Useful resources

3.4.1 There are useful resources about the safe use of Technology available via various websites including:

- www.commonsense.org
- www.connectsafely.org
- www.cyberwise.org

4 Access to the School's Technology

4.1 The School provides internet and intranet access and an email system to students and staff as well as other Technology resources including hardware, software and infrastructure. Students and staff must comply with the School's Policy when using School Technology. All such use is monitored by the IT Manager and his/her team.

4.2 Students and staff require individual user names and passwords to access the School's internet and intranet sites and email system, which must not be disclosed to any other person. Any student or member of staff who has a problem with their user names or passwords must report it to the IT Department immediately.

4.3 No laptop, tablet or other mobile electronic device may be connected to the School network without the consent of the IT Manager. All devices connected to the School's network should have current and up-to-date anti-virus software installed and have the latest OS updates applied. The use of any device connected to the School's network will be logged and monitored by the IT Support Department.

4.4 The School has a separate Wi-Fi connection available for use by visitors to the School. A password, which is changed on a regular basis, must be obtained from a member of staff in order to use the Wi-Fi. Use of this service will be logged and monitored by the IT Department.

4.5 Use of mobile electronic devices

4.5.1 The School has appropriate filtering and monitoring systems in place to protect students using the Internet (including email, text messaging and social media sites) when connected to the School's network. Mobile devices equipped with a mobile data subscription can, however, provide students with unlimited and unrestricted access to the internet. Since the School cannot put adequate protection for the students in place, students are not allowed to use their mobile devices to connect to the Internet, including accessing email, text messages or social media sites, when in the School's care. In certain circumstances, a student may be permitted to use their own mobile device to connect to the Internet using the School's network. Permission to do so must be sought and given in advance.

4.5.2 The School rules about the use of mobile electronic devices are set out in the Acceptable Use of Technology Policy for Students.

4.5.3 The use of mobile electronic devices by staff is covered in the staff Code of Conduct. Unless otherwise agreed in writing, personal mobile devices including laptop and notebook devices should not be used for School purposes except in an emergency.

4.5.4 The School's policies apply to the use of Technology by staff and students whether on or off School premises and appropriate action will be taken where such use affects the welfare of other students or any member of the School community or where the culture or reputation of the School is put at risk.

5 Procedures for dealing with incidents of misuse

5.1 Staff, students and parents are required to report incidents of misuse or suspected misuse to the School in accordance with this policy and the School's safeguarding and disciplinary policies and procedures.

5.2 Misuse by students

5.2.1 Anyone who has any concern about the misuse of Technology by students should report it so that it can be dealt with in accordance with the School's behaviour and discipline policies, including the Anti-Bullying Policy where there is an allegation of cyberbullying.

5.2.2 Anyone who has any concern about the welfare and safety of a pupil must report it immediately in accordance with the School's child protection procedures (see the School's Safeguarding & Child Protection Policy).

5.3 Misuse by staff

5.3.1 Anyone who has any concern about the misuse of Technology by staff should report it in accordance with the School's Whistleblowing Policy so that it can be dealt with in accordance with the staff disciplinary procedures.

5.3.2 If anyone has a safeguarding-related concern, they should report it immediately so that it can be dealt with in accordance with the procedures for reporting and dealing with allegations of abuse against staff set out in the School's Safeguarding & Child Protection Policy.

5.4 Misuse by any user

5.4.1 Anyone who has a concern about the misuse of Technology by any other user should report it immediately to the IT Manager or the Principal.

5.4.2 The School reserves the right to withdraw access to the School's network by any user at any time and to report suspected illegal activity to the police.

6 Monitoring and review

6.1 All serious incidents involving the use of Technology will be logged centrally in the Technology Incident Log by the IT Manager.

6.2 The DSL has responsibility for the implementation and review of this policy and will consider the record of incidents involving the use of Technology and the logs of internet activity (including sites visited) as part of the ongoing monitoring of safeguarding procedures, to consider whether existing security and online safety practices within the School are adequate.

Consideration of the effectiveness of the School's online safety procedures and the education of students about keeping safe online will be included in the annual review of safeguarding.

General Behavioral Intervention and Consequences

If misbehavior continues after repeated warnings from the teacher, if the behavior warrants immediate intervention, and/or if the student is in distress, the student will talk to the principal or student support services director for guidance and consequences. A Guidance Email Alert describing the incident and details of any resulting consequence is emailed/texted to the student's parent(s). Often, a follow-up phone call/text message is also made, and/or the parent is asked to attend a principal/parent/student conference. Students are always treated with respect and asked to reflect on the negative consequences of their behavior and how they might make better choices in the future. These discussions are grounded in affirming the child's self-esteem, and in empowering the child to make amends. Punitive consequences are determined by the principal and are made relative to the severity and frequency of the infraction. A repeat offender or older student is more likely to receive a more severe consequence.

Detention

The student reports to a quiet classroom during the lunch/recess period. Detention is usually given the same day as the offense, or the following school day if the infraction was made during or after lunch. Detention is often the consequence for inconsiderate behavior and other minor infractions. If a child is sent to the office for disruptive behavior in class, lunch detention is the typical consequence, followed by a written apology or reflection to the teacher. Frequent tardiness will also result in detention. Students serve detention the fourth time they are tardy in a term. A very young child may be given detention for pushing or rough play, with a warning that continued misbehaviors will result in suspension. Classroom teachers and Extended Care staff may also send a student to detention, with a referral to the principal for follow-up with the parent.

Suspension

Severe or repeated infractions are likely to result in a suspension from school for a partial or full day. The parent is contacted to pick up the child following a brief conference with the principal by phone or in person. Parent cooperation and understanding is crucial to help the student accept responsibility for errors in judgment, and as such, parents are asked to be active participants in the disciplinary process by providing appropriate consequences at home during the suspension. Suspended students are responsible for missed class work and tests and are given reasonable time to make them up without consequence to grades. There is an exception in the case of cheating on a test or plagiarism; in such cases, the student receives no credit for the test/paper.

The suspended student's actions will impact their Lifelong Learning grade for the term. Infractions that result in suspension include but are not limited to the following: Persistent teasing, name-calling, bullying, hitting and other forms of physical aggression, unsafe behavior,

graffiti, vandalism, disrespectful, uncooperative, or insubordinate behavior to a staff member, cheating, plagiarism, and inappropriate language.

Behavioral Probation

Students who receive three suspensions over the course of the school year are placed on behavioral probation. The principal, parents, teachers, and the student meet to discuss strategies for improving behavior. If the behavior does not improve, the principal makes the final determination whether the student may continue at Brookfield.

Expulsion

Extremely disruptive, disrespectful, continuously disruptive, or dangerous behaviors will lead to expulsion. A student may also be expelled for failing to meet the conditions of a Behavioral Contract following being placed on Behavioral Probation. The school administration reserves the right to make the final determination for disciplinary consequences.

Zero Tolerance Policy

Brookfield School takes pride in our diverse community. We will not tolerate foul language, “hate speech,” physical, verbal, or cyber-bullying, or any discriminatory actions on the part of students, teachers, or parents regarding race, ethnicity, religion, or sexual orientation. Community members who engage in such activities are subject to immediate suspension and/or expulsion. Please help to make everyone in our school – no matter what race, religion, ethnic background, etc. – feel a welcome part of our school community!

Anti Bullying Policy

PURPOSE OF ANTI-BULLYING POLICY

Brookfield School believes that all students have a right to a safe and healthy school environment. Our school community promotes mutual respect, tolerance, and acceptance. Brookfield school will not tolerate behavior that infringes on the safety of any student. Bullying is a safeguarding matter and if left unresolved can become a more serious child protection issue.

This policy is intended to prevent bullying between children and young people who are part of the Brookfield School community or who participate in our activities. It aims to ensure that any incidents of bullying are identified and addressed promptly, and that all those involved receive appropriate support. Employees at every level will take seriously any concerns raised in relation to the bullying of any student. The policy also provides clear information and guidance to staff, volunteers, children, and their families on how to prevent, recognize, and respond effectively to bullying. Action will always be taken to investigate the concerns and to prevent repeat incidents or behaviors. This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children:

- Safe Place to Learn Act and Seth’s Law (California Education Code Sections 234–234.5) mandate that California schools prevent, address, and investigate bullying, discrimination, and harassment based on actual or perceived characteristics like race, religion, sexual orientation, or gender identity. Key provisions require immediate

intervention by staff, mandatory complaint procedures, and the publicizing of anti-bullying policies.

A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes, but is not limited to: direct physical contact such as hitting or shoving; verbal assaults such as teasing or name-calling; social isolation or manipulation, all of which can occur in person, or online via social media platforms, text messaging, or other forms of communication.

BULLYING DEFINED:

Bullying occurs when an individual or group seeks to harm, intimidate, or coerce someone who is perceived to be vulnerable. It can involve people of any age and may take place in a variety of settings, including at home, at school, in the community, or through online platforms and digital technologies (cyberbullying). As a result, bullying can occur at any time.

Bullying is characterized by three key factors: **intentional behavior, repetition, and an imbalance of power**. It involves deliberate actions intended to cause physical or emotional harm, rather than accidental or playful behavior. The behavior is typically repeated over time, or there is a clear likelihood that it will continue. Crucially, bullying also involves a real or perceived imbalance of power between those involved. This imbalance may relate to physical strength, social status, group size, authority, age, or access to online platforms. These three elements distinguish bullying from isolated conflicts, disagreements, or friendship issues.

Bullying can take many forms and may involve a combination of behaviors, including but not limited to:

- **Verbal abuse:** name-calling; making derogatory or hurtful comments; saying unkind things about someone or their family.
- **Physical abuse:** hitting; pushing; kicking; damaging belongings; physical assault.
- **Emotional or social abuse:** threatening behavior; intimidation; humiliation; deliberately excluding someone from activities or friendship groups; spreading rumours.
- **Cyberbullying (online bullying):** excluding someone from online games, activities, or social groups; sending threatening, abusive, or upsetting messages; sharing embarrassing or malicious images or videos; ‘trolling’ on social media, chat rooms, or online games; creating abusive polls; setting up hate sites or groups; creating fake accounts; or hijacking online identities to embarrass or harm a young person.

Bullying, including cyberbullying, may also constitute discrimination where it is motivated by prejudice or relates to a protected characteristic, such as disability, race, religion or belief, sex, gender identity, or sexual orientation.

INDICATORS AND WARNING SIGNS OF BULLYING:

Changes in a pupil's behavior may indicate bullying. Common signs include:

- **Emotional & Social Changes:** Anxiety, withdrawal, unusually quiet, diminished self-confidence, choosing the company of adults, repressed body language, poor eye contact.
- **Academic & Work-Related Changes:** Decline in work quality, failure to produce work, work appearing interfered with or damaged.
- **Physical Symptoms:** Frequent stomach aches, headaches, unexplained cuts or bruises, difficulty sleeping, nightmares.
- **Attendance & Participation:** Unwillingness to return to school, frequent absence, erratic attendance, late arrival to class.
- **Behavioral Changes:** Giving up hobbies, changes in accent or vocabulary, talking about suicide or running away.
- **Loss or Damage of Belongings:** Books, bags, or other personal items going missing or being damaged.

Bullying can occur anywhere, in and out of school hours. Key areas and situations include:

- Lining up for lessons
- Break times and transitions between classes
- Use of mobile phones and social networking sites
- Locker areas and changing rooms

Note: While individual signs may have other causes, repeated or multiple indicators should be investigated by teachers, staff, and parents.

BULLYING PREVENTION MEASURES:

Our school is committed to creating a safe and supportive environment for all students. To prevent and address bullying while instilling a strong anti-bullying culture throughout school life, we implement the following measures:

- **Behavior and Code of Conduct Policies:** We enforce clear expectations for behavior, both face-to-face and online, within and outside school activities.
 - **Designated Safeguarding Leads:** A Designated Safeguarding Lead (DSL) and Deputy DSLs are accessible to all pupils, with posters displayed around the school for visibility.
 - **Encouraging Reporting:** Pupils are encouraged to report bullying to staff immediately.
 - **Supervision:** Staff are on duty outside class times, patrolling the school site and trained to respond to inappropriate behavior or language

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- **Engagement with the School Community:** We hold regular discussions with staff, students, and families about bullying and strategies to prevent it.
 - Discussions at the start of each term regarding anti-bullying policy
 - Anti-Bullying Week- every November students participate in activities highlighting the impact of bullying and promoting positive behavior.
 - **Staff Support and Training:** All staff receive guidance and training on identifying, preventing, and managing all forms of bullying.
 - Frequency of Professional Development
 - Staff Guidance and Support: DSLs and senior staff provide support to colleagues on managing and reporting incidents, and follow-up work with victims and perpetrators.
 - **Robust Anti-Bullying Procedures:** Clear procedures are in place for reporting, investigating, and responding to incidents of bullying.
 - My Concerns form will be completed by Brookfield staff for reporting
 - Students can complete student concern form and place in 1 of 3 drop boxes across campus. In addition student can access the Student Concern google form.
 - Monitoring and Investigation: All reported incidents are recorded, investigated promptly, and continuously monitored.
 - Extended Responsibility: The school reserves the right to investigate incidents occurring outside school hours, during trips, or near the school premises if they involve our pupils.
 - Parental Feedback: We actively encourage feedback from parents and guardians regarding the effectiveness of our preventative measures.

REPORTING OF BULLYING OR HARASSMENT

Our response to bullying considers the needs of all parties involved, including the person being bullied, the person displaying bullying behavior, and the school community as a whole. Interventions aim to support and protect victims, address and correct the behavior of the bully, and maintain a safe, positive environment across the school.

When a bullying or harassment incident is reported, staff take immediate steps to ensure the safety and support of all pupils. Victims and alleged perpetrators are interviewed separately, and detailed accounts—including dates, locations, witnesses, and any evidence—are recorded to allow a thorough investigation. Incidents are logged in Jupiter, and serious or persistent cases are escalated to the Head of School. Follow-up support, including guidance, counselling, and behavioral interventions, is provided to all involved, and parents or guardians are informed and involved in determining next steps, which may include disciplinary measures. External agencies or the police may be contacted in very serious cases, though the school aims to resolve most matters internally. Staff who become aware of bullying or harassment must notify Campus Counselor or DSL to ensure prompt and confidential investigation. Staff who experience harassment from a student should report it immediately to the Head of School or DSL, either verbally or in writing.

Physical Intervention Policy

Policy Statement

Brookfield School is committed to safeguarding and promoting the welfare, safety, and well-being of all children and young people. All employees, volunteers, contractors, consultants, and partner agency staff share this responsibility and are expected to uphold the highest standards of student protection.

All adults working within the school have a duty to recognize when a pupil may be at risk of harm — either to themselves or others — and to take appropriate action to reduce that risk in line with school policy and statutory guidance.

Physical intervention must be used **only in exceptional circumstances**, as a **last resort**, and in the **best interests of the child and wider school community**. Any such intervention must be reasonable, necessary, and proportionate to the circumstances, with the primary goal of ensuring student safety and maintaining a secure learning environment.

This Physical Intervention Policy must be read in conjunction with the School's Behavior Policy, Safeguarding and Child Protection Policy, and all applicable California laws and regulations governing student safety.

The aims of this policy are to:

- **Protect all members of the school community** from physical harm or risk of injury.
- **Safeguard students from unnecessary, inappropriate, excessive, or harmful physical intervention**, ensuring that any use of restraint is lawful, proportionate, and used only in emergency situations.
- **Ensure staff are appropriately informed and trained** so they understand:
 - When physical intervention may be legally and ethically justified
 - What constitutes reasonable and appropriate force
 - How to implement effective de-escalation strategies
 - How to respond safely and confidently to violent or potentially violent situations

Through these aims, Brookfield School seeks to maintain a safe, respectful, and supportive learning environment for all students and staff.

Purpose of Physical Restraint

Physical restraint may be used solely to prevent imminent and serious physical harm to a student or others. Its purpose is to avert danger by:

- Preventing or blocking a student's actions that pose a risk of injury
- Redirecting or deflecting unsafe movement
- Removing an object that could be used to cause harm

Restraint is most likely to be necessary when a student is unable to maintain self-control of their emotions or behavior and presents a clear and immediate safety risk.

It is not possible to anticipate every circumstance in which physical restraint may be necessary. Staff must exercise sound professional judgment within the framework of this policy and the School's Behavior and Student Discipline policies. Physical intervention must never be used to address routine non-compliance or minor disruptive behavior.

During the school day and at school-sponsored activities, staff act in a supervisory role and have a duty of care to take reasonable steps to ensure student safety and well-being. Failure to take appropriate action in a situation where a student is at risk of serious harm may, in some circumstances, raise concerns regarding negligence. However, staff are not expected to place themselves in situations that pose a significant risk of personal injury. The safety of all individuals involved must always be considered when determining an appropriate response.

Alternative Strategies and De-Escalation

Brookfield School prioritizes prevention and de-escalation. Physical restraint must not be used where effective, less restrictive alternatives are available.

In some emergency situations—such as when a student is about to run into traffic—immediate physical intervention may be necessary. However, in most circumstances, staff should first employ appropriate behavior management and de-escalation strategies.

These may include:

- **Clear, calm, and repeated instructions** (e.g., the “broken record” technique), where a directive is consistently restated using neutral tone and simple language.
- **Distraction or interruption techniques**, such as creating a brief pause in behavior (e.g., calling for attention or using an agreed signal) to allow verbal redirection to take effect.

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- **Withdrawal of audience or attention**, particularly where behavior is attention-seeking or escalating due to peer involvement.
 - **Non-confrontational approaches**, including reducing verbal engagement, offering choices, providing space, or avoiding power struggles.
 - **Use of appropriate humor**, when suitable and safe, to reduce tension.
 - **Strategic delay**, addressing the behavior later when emotions have stabilized.
 - **Application of consequences or sanctions** consistent with the School's Behavior Policy.
 - **Requesting assistance from another staff member** to support safe supervision and de-escalation.

Staff should use professional judgment in selecting the most appropriate strategy, taking into account the student's age, developmental level, individual needs, and the context of the situation.

Physical intervention may only be considered if these strategies are ineffective or if the level of risk requires immediate action to ensure safety.

Use of Physical Restraint

Physical restraint must be applied as an act of care and protection, with the primary goal of restoring safety and re-establishing verbal control as quickly as possible. The intervention should support the student in regaining self-control and must never be used as punishment, coercion, or for staff convenience.

Only reasonable and proportionate force may be used. What constitutes reasonable force depends on the specific circumstances, including:

- The seriousness of the risk of harm
- The age, size, and developmental level of the student
- The student's individual needs (including disability considerations)
- The immediacy of the danger

At all times, staff must use the minimum level of force necessary to prevent imminent harm and must discontinue the intervention as soon as the risk has subsided.

Physical intervention may involve minimal contact, such as:

- Blocking a student's path
- Standing between students

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- Guiding or escorting a student

In more serious situations, direct physical contact may be required. However, all less restrictive alternatives must be attempted first unless the situation presents an immediate safety risk.

When Physical Restraint Becomes Necessary

Staff MUST:

- Remain calm and maintain professional conduct
- Inform the student what they are doing and why
- Use simple, clear, and direct language
- Use the least amount of force necessary
- Call for assistance when possible
- Clearly state what behavior is required for the restraint to end
- Continuously monitor the student's physical and emotional condition
- Gradually reduce and release restraint as soon as the student regains control
- Use approved and trained techniques only

Staff MUST NOT:

- Act in anger or frustration
- Use restraint as punishment
- Engage in prolonged verbal confrontation during restraint
- Attempt to negotiate or reason while safety is at immediate risk
- Involve other students in the restraint
- Touch intimate areas
- Twist joints, bend fingers, or pull hair
- Apply pressure to the neck, throat, chest, or back that may restrict breathing
- Use prone (face-down) restraint
- Slap, punch, kick, or deliberately cause pain

Any technique that restricts breathing, obstructs circulation, or intentionally inflicts pain is strictly prohibited. The safety and dignity of the student must be preserved at all times.

Actions Following an Incident

The use of physical restraint typically occurs during heightened emotional situations. As such, careful follow-up is essential to ensure student welfare, staff support, and continuous improvement of practice.

1. Immediate Notification

- Any incident involving physical restraint must be reported to the Head of School and/or Designated Safeguarding Lead (DSL) as soon as possible following the event.

2. Debriefing and Support

- A structured debrief must be conducted with the student involved, led by an appropriate member of teaching or support staff.
- Staff involved in the incident must also participate in a professional debrief to review:
 - What occurred
 - The effectiveness of de-escalation strategies
 - Whether procedures were followed appropriately
 - Any support or training needs
- Where other students were affected (e.g., victims or witnesses), appropriate emotional support must be offered.

3. Parent/Guardian Communication

- The Campus Administrator, DSL, or designated staff member must inform parents/guardians as soon as possible, normally on the same school day.
- Communication should include:
 - The reason physical restraint was necessary
 - The type and duration of intervention used
 - Confirmation of the student's safety and well-being
 - Any follow-up actions or support measures
- Parents/guardians must be provided an opportunity to ask questions and discuss the incident.

4. Documentation

- All incidents must be documented immediately by the staff member(s) involved. The written report must be completed in full and include all required details to ensure an accurate and transparent record.
- Documentation must include:
 - Description of events leading to the intervention
 - De-escalation strategies attempted
 - Type and duration of restraint
 - Student response
 - Any injuries or property damage
 - Parent notification details
 - Follow-up actions
- Completed reports must be submitted to the Head of School and/or DSL and stored securely in accordance with safeguarding and record-keeping procedures.

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- Where required by school governance structures, incidents will be summarized in leadership or regional reports (e.g., Head of School report to ISP Regional Manager).

5. Ongoing Review and Planning

- If the behavior is part of an ongoing pattern, the school will:
 - Review the student's needs and risk factors
 - Consider developing or revising a Behavior Support Plan (BSP)
 - Implement additional social-emotional or self-regulation supports
 - Engage parents/guardians in collaborative planning
 - Consider referral for additional assessment if appropriate
- The school will also review the precipitating factors to identify preventative strategies and reduce the likelihood of future incidents.

All follow-up actions must prioritize student dignity, emotional well-being, and the maintenance of a safe and supportive school environment.

Risk Assessments

When a pupil is identified as potentially exhibiting disruptive or unsafe behavior that may require physical intervention, the school will develop a proactive plan to manage the risk. This planning will include:

- **Management strategies** for the pupil, including reactive measures and approved restraint techniques if necessary.
- **Parental involvement** to ensure parents/guardians are informed about potential actions the school may take and agree on strategies where appropriate.
- **Staff briefing and training** to ensure all relevant personnel understand their responsibilities, appropriate responses, and any additional guidance required.
- **Identification of additional support** that can be called upon, such as specialized staff, administrators, or other resources, to ensure the safety of the pupil and others.

The goal of risk assessments is to anticipate and prevent incidents, minimize the need for restraint, and ensure a safe, structured response if an emergency arises.

Complaints

A clear and consistently applied Physical Intervention policy, communicated to both staff and parents, helps to reduce the likelihood of complaints. However, disputes may still arise regarding the use of physical force by staff. In such cases, complaints may result in:

- An internal investigation under the school's disciplinary procedures

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- Involvement of external authorities, such as law enforcement or child protective services, if safeguarding concerns are identified

Brookfield School is committed to ensuring that all staff, pupils, parents, and governors are fully informed about these procedures, the circumstances in which physical intervention may be used, and the protections in place to safeguard students.

Brookfield School
Record of Physical Intervention

Name of Child:
Date of Incident:
Where did the incident happen?
Names of staff or pupils who witnessed:
Why was Physical Intervention needed?
How did the incident begin and progress? (Who said what? Who did what?)
What was done to calm things down?
What Physical Intervention was used? (What kind of hold? And for how long?)
Pupils response:
Details of injury or damage:
Signed: _____ Date: _____
Head of School and/or Designated Safeguarding Lead (DSL) Signed: Date: _____

Character Education and Lifelong Learning

At Brookfield, individual deportment and being “ready and willing to learn” is as important as academic achievement. At the end of each grading term and the duration thereof, students are evaluated by the team of educators who work with them based on a set of standards for general classroom behavior, organization, participation, ethics, uniform, organization, and so forth. The student’s grade in these areas includes in class, as well as outdoors at recess, and behavior in extended care. Adherence to school expectations and respect for others should be consistent whether a student is in or out of class. Students receive a grade in Life-long Learning based on their individual progress in these areas. There is no academic credit for these two areas, but a Lifelong Learning grade often results in low academic achievement as well. Most selective high schools also require the teachers’ and principal’s assessment of student behavior in their admissions criteria.

All Brookfield Staff who actively supervise students may issue a Discipline Report for observed misbehaviors or refer the student to the Homeroom Teacher or Principal. Students who earn a “2” grade or below in Lifelong Learning are placed on Behavioral Probation and may be denied re-enrollment the following year or term.

Absence and Tardy Policies

Excused Absences

An excused absence must fall under one of these categories:

- Medical illness
- Medical/dental appointment
- Funeral of a close friend or family member
- Quarantine/Contagious health problems
- Family emergency, court appearance, or observation of a religious holiday
- High School Shadow Day (8th grade students only)

To avoid an unexcused absence, parents are advised to call the school office the morning of the absence.

Unexcused Absences

Students are expected to attend school on all designated school days. *Brookfield School reserves the right to refuse parent requests for class work in advance for family trips or other planned absences.* Such absences, even with advanced notice, are unexcused absences. Due to the rigor of the Brookfield program, parents are strongly discouraged from arranging family vacations while school is in session; it is exceedingly difficult for students to keep up with their studies under these circumstances.

Excessive Absenteeism and Truancy

Brookfield School is mandated to report students who miss an excessive number of school days to the California Department of Social Services. Students are considered legally truant when they have missed 25% of the total number of school days. A student who misses an excessive number of school days is not likely to be promoted to the next grade due to lack of preparation.

Make-up Work and Make-up Tests

Absent students (or parents in the case of young students) should check with teachers about missed assignments. Parents should call the school office to request that books and other items be brought to the office for pick-up after school. Please give teachers and office staff the courtesy of ample time to gather materials, as students often leave these materials in a variety of locations.

The student will receive an incomplete for the missed work until it is completed, turned in to the teacher, and the teacher has time to grade the work and enter the grade. In the case of an excused absence, the student has as many school days as the absence to complete the assignment without penalty. Exclusions may include long-term assignments with firm deadlines. Teachers often give students verbal reminders of missing assignments and may send parents emailed notifications, but it is the student's responsibility to follow-through and keep track. Students who fail to complete missed work or show up to take make-up tests within these guidelines receive no credit are subject to a "0" for the assignment.

If a student has a prolonged absence due to severe illness or hospitalization, the teachers may adjust the make-up work and make-up tests or waive a certain amount of work to not overwhelm the student.

Tardies

The school day begins promptly at 8:50 AM. Late arrivals must check in at the school office accompanied by a parent. Excessive tardiness increases student stress, disrupts the class, and is likely to negatively impact the student's academic performance. Students who are tardy four times in one term will serve a lunch detention on the day of the fourth infraction.

In addition, parents should note that students who are chronically tardy are not well-received by our local prep high schools; Brookfield School is required to report the student's full attendance report along with deportment and academic grades.

Homework Policy

Students are expected to complete homework and return it to school the following day unless otherwise stipulated by the instructor. Parents are encouraged to supervise daily homework. The amount of assigned homework increases incrementally by grade level and will be in direct relationship to the maturational and achievement levels of students in each grade. The purpose of homework is to extend and reinforce what has been learned in class, to develop proficiency with skills and study habits, and to develop a sense of responsibility and accomplishment. With the understanding that student motivation, environment, and learning style impact the amount of time needed to complete daily homework, and that additional time may be required if the student is unable to complete the normal class work in class, below are the approximate number of minutes parents should typically schedule for homework and nightly study:

Pre-first and 1st: 20-40 minutes

Grades 2 & 3: 30-60 minutes

Grade 4: 45-75 minutes

Grades 5-6: 60-90 minutes

Grades 7-8: 90-120 minutes

Students will almost always have some homework Monday through Thursday, and grades 3 and up may be assigned homework over the weekends. Daily homework may be corrected by the teacher but is not graded. We view homework as skill-building and necessary preparation for assessments and long-term projects. Failure to complete or put serious effort into homework surely lessens the student's ability to succeed at an accelerated school.

If your child is in distress or consistently takes much longer than the indicated times to complete homework, please schedule a conference with your child's teacher. This could be an indicator of an undiagnosed learning disability, poor organization, and/or time management. Parents of new students should note that it generally takes more time for a new student to complete nightly homework, as the student may be unaccustomed to the higher expectations and increased rigor of accelerated school. Please avoid overextending your child with many extra-curricular activities during this transition.

Students are to follow the guidelines of the Brookfield Honor Code regarding homework. Homework must be a student's own work unless the teacher stipulates that collaboration is allowed for an assignment.

Assessments and Test Retakes

Students are expected to prepare adequately for quizzes, tests, speeches, oral assessments, reports, projects, compositions, and all other forms of assessing knowledge and skills. If the student does not demonstrate adequate proficiency in an assessment, despite completing all homework assignments, being well prepared, and actively participating in class, the teacher may offer a retake of the assessment by special arrangement. The highest score a student may achieve on a retake test or late turn-in on a long-term project, report, or composition is 80%. The retake must be done within two-weeks and may be a different assessment from the original. The student will still be expected to prepare for the retake and keep up with the following assignments in the meantime.

If the student receives a low score on the first assessment, but the class work and homework in preparation for the assessment is missing, incomplete, poorly executed, or turned in late, the teacher may refuse to offer a retake or re-do and the original grade stands. We want our students to learn that timely preparation and practice is rewarded, while procrastination and lack of effort is not.

Grading

The Brookfield academic program is rigorous. Students work at least one grade level ahead of their peers at other schools; therefore, great effort and achievement are required to earn above average grades. Individual effort and appropriate behavior are expectations and are not factored into the academic grades. *Our standards-based grading system is adjusted to match our school's advanced expectations and standards. An average performer in Brookfield's accelerated*

program would be an advanced performer in traditional school settings. Parents are advised to avoid unrealistic emphasis on grades; but rather, encourage their child to strive for excellence and celebrate individual progress in a challenging academic environment.

Report cards are issued twice a year at the end of each semester. Parents are strongly encouraged to set up grade alerts within Jupiter and to check their child's class progress weekly.

Standards-based Grading Scale

Students at all grade levels earn a 0-4 evaluation for assignments, tests, and other forms of assessment and term grades based on the following scale:

0 - Little to No Understanding; Not Observed

- Student demonstrates very little understanding of the topic; or
- There is insufficient data to determine understanding.

1 - Basic or Beginning Understanding

- Student is just beginning to understand the topic or demonstrate foundational skills.
- Growth toward proficiency is observed, but progress is currently minimal.
- Student requires significant teacher assistance to complete tasks due to a lack of understanding of material.
- Student demonstrates no observable growth.
- Intervention is needed.

2 - Developing Proficiency

- Student demonstrates understanding of foundational concepts or can perform most skills adequately and independently.
- Progress toward proficiency is observed, however additional practice or study is required to attain proficiency.
- More support may be required to achieve proficiency.

3 - Proficient

- Student demonstrates clear understanding or ability to complete a skill independently.
- Student understands many nuances relating to the topic.
- Student has met growth expectations for this skill or topic.

4- Mastery at Grade Level

- Student has demonstrated a complete understanding of the skill or topic.
- Student has depth of knowledge as it relates to the skill of topic and can display this knowledge in various assessment types

E - Exceeding Expectations

- Student applies and extends understanding and skills beyond mastery and class expectations.
- Student would benefit from more enrichment/challenge in this area.

Summative Grades: Building Mastery Over Time

We expect students to grow in knowledge and proficiency over the course of the school year and understand that new students often require some time to transition and catch up to our accelerated standards. Term grades and End of Year grades are not the cumulative average of all grades; rather, they are weighted more heavily by the assessments completed near the end of the

marking period. Students who continue to progress during the year are rewarded for their perseverance with higher grades at the end of the term.

Transcripts

The 0-4 scores from the report cards are translated to grade points on the transcripts:

E = 5.0

4 = 4.0

3 = 3.0

2 = 2.0

1 = 1.0

0 = no credit

Incompletes

An “inc” in any subject indicates that there is work and/or tests that require immediate make-up. Missing work/tests must be completed within a reasonable period, as approved by the teacher, or the student receives no credit for that assignment.

Academic Probation

Students who earn below a 2.5 gpa at the end of an academic term or midterm are typically placed on Academic Probation. Prior to being placed on probation, and following consultation with the student’s teachers, the principal will meet with the student and parents to discuss strategies to improve performance. The probationary period is one academic term but may be extended in special circumstances. If the student’s achievement level does not improve over the probationary period, and/or if the student becomes overwhelmed by the pressure to keep up with the school's accelerated pace of instruction, the student should not continue at Brookfield the following year. In rare cases, a student may be dismissed during the year, but normally, it is expected that the student will complete the school year contract, and the teachers will work with the student during that time to help him/her do as well as possible.

Learning Differences and Disabilities

Brookfield strives to help all our students succeed, and many students with learning differences and disabilities do very well in our program. However, although all students who are admitted to Brookfield demonstrate above average intelligence and aptitude, we know that these are not the sole factors for success in an accelerated school. Students must also be able to maintain focus and participate appropriately in a classroom setting. The Brookfield program presents curriculum that is normed for one grade level ahead or more, so a bright child with a learning difference such as ADD, ADHD, Autism, and Dyslexia, may have great difficulty keeping up with the pace of instruction without additional support. Students in need of academic support are screened by the student support services coordinator and referred to tutors and/or professional services for evaluation. In such cases, if outside intervention and support are not available or ineffective, or if the school is unable to provide adequate support to ensure the success of a student with special needs, the student should not re-enroll the following year. Additionally, severe behavioral differences that continually disrupt the class or those that require constant redirection cannot be reasonably accommodated in our fast-paced instructional model.

Transfer Students

Most late-start new students in grades 1-8 will experience some stress as they adjust to Brookfield's high expectations. Parents of transfer students are advised to limit the number of extracurricular activities until their child is working at a par with the rest of the class. Be advised that all new students are admitted on probationary status for their first term of attendance. Students and parents meet with the principal at the end of the first academic term to review the student's social and academic progress. Students who are adjusting well to the school's academic and behavior expectations are invited to continue and are removed from probation. While our teachers make reasonable efforts to help transfer students catch up, if there is an area where the student is far behind the peer group, the parents are responsible for providing additional support.

Uniform and Dress Code

Uniform Dress Code

All school days are uniform days unless specified or approved by the principal. Students are expected to be in full uniform during school hours. Students who are not in proper uniform will be issued a Dress Code Violation and may be sent home to change.

The following items are considered acceptable uniform:

- Boys and girls in grades P1-4 wear red polo shirts with navy pants, walking shorts, skirts, or skorts. Boys wear button-down Oxford white shirts with the red uniform vest on formal uniform days. Girls may wear the traditional Brookfield sailor dress or the vest and shirt. All shirts must be plain, no lace, distracting logos, etc. Pants must be traditional canvas fabric, cut, and style; no cargos, elastic cuffs, etc. No skirts, shorts, or pants made of legging, stretchy material.
- Boys and girls in grades 5-8 wear navy polo shirts with khaki pants, walking shorts, skirts, or skorts. Button-down Oxford white shirts are worn on formal uniform days with the navy vest. All shirts must be plain, no lace, distracting logos, etc. Pants must be traditional style; no cargos, elastic cuffs, etc. Students may wear a navy blazer as an option for formal uniform.
- All tops, including the sailor dress, but excluding the white oxford, must be embroidered with the Brookfield Logo.
- Brookfield logo sweaters, sweatshirt, fleece, and jackets, as well as approved plain navy or red cardigans, are the only outerwear acceptable for wear in the classroom and must be worn over the uniform shirt. All other types of outerwear may only be worn outdoors. This includes hats, scarves, etc. Please LABEL all outerwear with first and last name.
- A solid red, white, or navy turtleneck may be worn as an undergarment on cold days.
- All uniform items should be clean and in good repair.
- Shirts are to be tucked into pants and skirts. Pants with belt loops are to be worn with a black or brown belt; this rule applies to boys and girls in grades 2 and up.
- Length of dresses and skirts should be no more than 3 inches above the knee.
- Socks are required and must be solid color red, white, or navy. Tights and knee-high socks in the same colors are also acceptable. Tights and footless tights with socks may be worn. Loose fitting leggings or sweatpants may not be worn as pants or tights.

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- Shoes must be appropriate for running and play. Rubber-soled athletic shoes must be worn for PE days. No sandals, open toe, open back or high heel shoes. Shoes with “light up” or sound features, or other distracting novelty features, are not allowed at school.
 - Only small stud earrings, standard watches, and discreet religious medals that are worn inside the garment, are allowed. No make-up, nail polish, or perfumes/colognes may be worn to school.
 - All students must maintain a neat and clean hairstyle that is not obstructive to the face and eyes. Students with longer hair are advised to keep their hair pulled back for safe play and good hygiene. Unnatural hair dye colors and facial hair are not permitted.

Formal Uniform

The first and last days of school, Fall and Winter School Picture Days, class field trip days, and Mondays are formal uniform days. The principal may announce additional formal uniform days. Formal Uniform for grades P1-4: Sailor dress, long pants or walking shorts with white Oxford shirt and vest. On exceptionally warm days, the Oxford shirt may be worn without the vest. Formal Uniform for grades 5-8: Khaki pleated skirt, long khaki pants, or walking shorts, with a white Oxford shirt and navy vest. On exceptionally warm days, the Oxford shirt may be worn without the vest.

Free Dress Guidelines

Students earn the privilege of free dress days through good deportment and respectful adherence to the uniform code. Students who receive a Dress Code Violation may not participate in the following free dress day. Students are expected to dress modestly, in good taste, and in clothing that is appropriate for school. The principal has the right to determine if a student is appropriately dressed for school. Students may be sent home to change if dressed inappropriately.

The following items should **not** be worn:

- Shorts, skirts, and dresses with hemlines that are no more than three inches above the knee. (Dress code guidelines apply)
- Sheer fabrics or revealing clothing (including bare shoulders or waists) of any kind
- Clothing that contains profanity or inappropriate words or pictures
- Jewelry, nail polish, make-up, or unnatural hair color (dress code guidelines apply)

Special Dress Days

The principal or classroom teachers (with principal approval) may offer optional special free dress days. This includes holidays like Halloween, class parties, presentation days, etc. The same rules for Free Dress apply, unless otherwise specified by the principal. Students always have the option of wearing the uniform on special dress days.

Dress for Field Trips

Brookfield students are required to wear the formal uniform to all field trips to enable easy identification with the group. Exceptions are rare and must be pre-approved by the principal.

Physical Education Policies

P.E. Participation and Dress

Students will only be excused from participating in P.E. with a note from their physician. The excused student will be expected to observe the outdoor activity unless the doctor's note specifies that the student must remain indoors. Parents should note that warm/cold days or minor seasonal allergies are not valid reasons to excuse your child from P.E. Students must wear athletic shoes for P.E., Monday through Thursday. Students who are not wearing the appropriate shoes are likely to lose their participation grade for the day. Students do not change out of uniform for P.E. but may wear shorts under skirts for modesty.

Devices, Equipment, and Toy Policies

Personal Electronics: Cell Phones, Smart Watches, etc.

Students may not use cell phones or smart watches on campus. The phone and/or smart watch should be turned off and stored in the backpack. Students who need to contact a parent during school hours should request to use the land-line phone in the school office. Cell phones and other personal electronics that are used outside of class or away from direct adult supervision will be confiscated and brought to the office. The confiscated item will only be returned to the parent after a conference with the principal.

Instructional Exception: Students *may* bring personal electronics for use in specific classes with express permission and only under *direct supervision* from the teacher. Cell Phones and "smart watches" may not be used as substitutes for calculators. Brookfield School does not assume responsibility/liability for the loss or damage of these items.

Personal Toys and Sports Equipment

Brookfield provides numerous activities for our students during school hours and in before- and after-school care. Students are not permitted to bring toys, trading cards, and personal sports equipment from home for use at school. We find that this practice often leads to arguments and hurt feelings among peers, as well as the potential for damage and loss of personal items. Brookfield students are encouraged to take turns and to share when they play at school to build the important social skills of cooperation and collaboration.

School Supply Lists

All incoming families should purchase the school supplies listed by grade level on the school website for their child over the summer. Students are expected to have these supplies on the first day of school. All supplies must be clearly labeled with the student's first and last name and replenished or replaced as needed.

School-issued Chromebooks

All students are issued a specific Chromebook for school use during the year. Each homeroom is equipped with a charging cart for device charging and safe storage. Students are expected to keep their issued device at school unless given permission from the office to take it home. Students are responsible for proper care of their device, daily storage, and daily charging.

- The student's parents are held financially responsible for the repair or replacement of a damaged device resulting from misuse and/or carelessness.
- Students may not trade or loan their assigned Chromebook with other students.
- Do not leave the Chromebook on the porch or unattended outdoors between classes.
- The Chromebooks are pre-set to block inappropriate sites. Misuse or tampering with the settings, adding extensions, and/or accessing inappropriate websites is not allowed and subject to suspension. Chromebooks should only be used with teacher permission and supervision.

School-issued Textbooks, Workbooks, and Readers

Students are issued one copy of every textbook, workbook, novel, and other curriculum needed for classes. It is the student's responsibility to keep these items in good condition throughout the year.

- All books must be covered and clearly labeled with the student's first and last names.
- All books may be brought to and from home as needed. On campus, they must be securely stored in the classroom or locker.
- Do not write in any textbooks or workbooks without the teacher's permission.

Lockers

Students in grades 5-8 are issued an individual locker and combination number. Students are expected to memorize their locker combination and not share it with others. A master list of student lockers and combinations is kept in the school office. Students are responsible to keep their lockers clean and well organized. **The administration reserves the right to access and/or search student lockers.**

Arrival and Dismissal Procedures

- Before school care opens at 7:30AM. Students may not be dropped off at school earlier as there is no staff supervision. Students are checked in by school staff at the gate.
- To ensure students' safety and school security, guests and parents should limit their stay on school grounds unless invited for special events or celebrations. This includes drop off and pick up. If you need to drop something off for your child or pick up your child before dismissal, please check in through the school office.
- The front gate closes at 8:50 AM. Students arriving after that time are tardy and must check in through the school office before going to class.
- Students arriving for before-school care or morning activities are checked in at the gate and must report directly to their activity or homeroom.
- For morning drop off and afternoon pickup, drivers must pull forward on the curb as directed by school monitors. Do not leave your vehicle or park your vehicle in the parking lot during high traffic times. A staff member will check in and assist your child

through the gate. **Students have been instructed never to open the gate for anyone; not even their own parents.**

- Students may not walk out to their parents' car until the car has reached the pick-up area and the supervising teacher deems it is safe.
- Students who are not picked up by 3:30 PM (1:30 PM on minimum days) will be checked into the appropriate after-care study hall classroom. **No student may remain on campus after 3:30 PM without adult supervision under any circumstances.**

Early Pick-ups

Parents who need to pick up their child early for medical appointments, etc., must sign out their child through the office and sign in upon return to campus. It's always a good idea to ask your child's teacher for the best times to schedule appointments to avoid missing crucial learning. If your child misses the lunch period and has ordered hot lunch, the lunch will be saved if you request it at the time of pick-up. Please be courteous to your child's teacher(s) if you must pick your child up early for any reason. Notify the teacher(s) well in advance if you would like homework, etc. at pick-up.

Parents and Visitors on Campus

Parents are discouraged from lingering at the gate or parking lot, as it obstructs the view of staff during dismissal and often slows the flow of traffic at pick up. Please remain in your vehicle at drop-off and pick-up unless you are told to park your vehicle by school staff.

- Never attempt to enter the school premises through the small gates around campus. These are solely for staff and for use as emergency exits. Please help us keep our campus secure!
- **Students will only be released to the parent/guardian or specified individuals approved by the parent.** Notify the office if someone else is picking up your child.

Invitational Events

Parents are invited on campus to participate in special school-wide and class events, of which there are many throughout the year. Some events are recorded for parents and family members who are unable to attend.

School Office

The Brookfield School Office is a working professional space. Please be mindful of confidential conversations, conferences, student discipline, sick room occupants, and the need for those who work in the office to operate without intrusion or interruption. Please call or email ahead and make an appointment to see the Campus Administrator, Principal, and School Counselor.

Parents in the Classroom

Parent observations during class time can be a distraction to learning. If you feel you must observe your child in class for any reason, you must contact the teacher(s) whose class you wish to observe and arrange for a mutually agreeable date, time, and duration of the observation. Drop-in visits are not allowed. Parents may not record or film a class session without express permission of the teacher and parents of the children being recorded or filmed. If a class is

taught virtually on Google Meet, parents are asked to not interfere with the class or observe the class online unless expressly invited to do so by the instructor. Parents may not serve as teacher's aides in their own child's classroom.

Extended Care

Hours of Operation and Fees

Free extended care is available daily from 7:30 AM until 8:45 AM, and again from 3:30 PM until 6:00 PM Monday through Friday. Days in which extended care is unavailable will be announced via the Wednesday newsletter and/or school calendar. This program is provided by the school to benefit and support working parents and to provide a safe place to do homework, play, and recreate until picked up. Late pick-ups are charged \$20 for the first hour, and an additional \$1 per minute after closing.

After School Study Hall

Students are grouped by grade level during study hall from 3:30-4:30 PM, with the option of staying in study hall longer for those students who wish to continue working if adequate supervision is available. Study Hall monitors try to maintain a quiet environment that is conducive to study; they must supervise groups of students and are not able to provide individual tutoring. Students are expected to work quietly (or read silently if homework is finished) during this hour. Brookfield School reserves the right to suspend any student from study hall for disruptive and/or uncooperative behavior. Organized play and age-appropriate activities follow the study hall period until the student is checked out by the parent.

Tutors on Campus

Parents may arrange to have private tutors meet their child at school with the principal's or student support services coordinator's approval and security clearance. On-campus tutors are required to be fingerprinted. Brookfield will not be held liable for the actions or effectiveness of private tutors employed by a parent.

Before and After School Sports and Activities

Students may sign up for various sports and activities offered before and after school. These activities are coached by school staff or independent contractors who are experts in their field, and fingerprinted. If there is a fee for the activity, parents must pay in advance for the full session, regardless of whether their child attends all sessions. If the contractor must cancel a session, they may add a make-up session within a reasonable window of time. We make every effort to notify parents in advance if a class is canceled.

Extended Care and Activity Behavior Expectations

Students are expected to treat all extended care staff and coaches with the same respect as their classroom teachers. Students who consistently misbehave in a sport practice, study hall, extended care games and activities, or contracted activity will be suspended from attending and the family must forfeit any related fees.

Parent/School Communication

Jupitered.com

Jupitered.com is our school's primary source of official communication. All registered school families have an account and login. Parents are responsible for updating their primary email address, cell phone number, and mailing address with the office. Please check email daily and read all email announcements for changes in the calendar and other important information shared by the school office and principal. The system allows teachers and the school's administration team to send group or individual emails to parents. These communications are stored in a database. Jupiter is used to track attendance and tardies, to issue discipline notices, injury reports, and sick reports, and for general school communications. Each new family is emailed at the start of the school year with the instructions to login and access the system. **In the event of an emergency, or if the office needs to reach you immediately for any reason, Jupitered has the capability to text message you.**

The Wednesday Newsletter

The principal sends an emailed newsletter every Wednesday through Jupiter.com to update parents and the entire school community of upcoming events, schedule, or calendar changes. Please read it thoroughly each week. You may wish to print and post it in the home for easy reference.

Google Classroom

Teachers have the option to post and accept assignments and communicate remotely through Google Classroom. All students have a secured email address within this closed network. Google Classroom does not replace the use of a daily planner. Students in grades 3-8 are expected to note their assignments, test dates, due dates, and any special instructions given during class.

School Social Media

Brookfield maintains a school Facebook page and Instagram account that celebrates our school culture. Search "Brookfield School, Sacramento" to find us on Facebook and "Brookfield School" to find us on Instagram (with lamp of learning logo). Parents are encouraged to comment, share, and "like" the page. Posts made by visitors and parents are not posted to Facebook until approved by the school administration. The school honors individual parent requests not to post their child's image or name. There is also a "Brookfield School Alumni" Facebook Group managed by the principal.

School Website: www.brookfieldschool.org

The website is a great resource for calendar information, summer reading assignments, school supply lists, school culture, staff directory, and other useful information. There is also an alumni section for former students.

Contacting Teachers

- Teachers respond to their email on a regular, but not always daily basis.
- To email any staff member, it is preferred that you send a message via Jupiter Ed.

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- Parents may also contact a teacher through the website “staff” links.
 - If you need to contact any staff member immediately, please call the Brookfield front office (916) 442-1255. Parents do not have direct access to classroom phone lines.
 - Never interrupt a teacher during instructional hours or try to “drop in” for an impromptu conference before or after school. Conversations regarding your child’s progress or behavior are a confidential matter, and teachers need adequate time and preparation to give you their full attention and accurate information.
 - If you would like to observe your child in class, you must arrange with the teacher(s) in advance. Please follow the Parents on Campus policies.

Homework Folders

Primary level students in grades P1-1 bring home weekly homework folders; grades 2-4 bring home daily assignments in a homework folder provided by the homeroom teacher; students in grade 3-8 keep an assignment agenda. Parents should check homework folders daily for graded tests, homework, field trip forms, and other communication coming from the teacher. Please return items and notes to the teacher through this folder.

Student Agendas and Google Classroom

In addition to the assignments posted on Google Classroom, students in grades 3-8 are issued an agenda to record homework, upcoming school activities, project deadlines, and assignments. The student must take it from class to class and take it home at the end of the day. Ask your child to go over the agenda with you nightly. If the agenda is lost or damaged, the student must purchase a replacement agenda from the office.

Parent-Teacher Conferences

A parent or teacher may request a parent-teacher or parent-student-teacher conference at any time during the year at a mutually agreeable date and time. The school asks that all parents attend one parent conference per year, either in person or virtually. Scheduled conferences for all families are offered midway through the first semester. Students in grades 4 and up are encouraged to participate in the conference when appropriate to do so.

Mutual respectful and supportive language and treatment is expected by all participants.

In the event of a divisive issue or a discussion involving special accommodations, modifications, and support, the principal or student support services coordinator will attend the conference and serve as mediator and representative of the Brookfield administrative team.

Parent-Principal Conferences

If a parent is dissatisfied with a teacher’s response to a concern, or if the parent has not heard back from the teacher within 48 hours after a request has been made for a conference, it is appropriate to contact the principal for help/intervention.

Parents are expected to give our teachers the courtesy of contacting them first if there is an issue directly involving them in need of resolution. The principal or assistant principal may participate in a group conference when an intermediary is requested by either party.

Middle School Electives

Students in grades 5-8 submit elective class requests at the start of the school year. These are year-long commitments, so students and parents are urged to look carefully at class expectations and requirements. Every effort is made to accommodate a student's first or second choice. If a class proves to be very popular, with an overflow of students selecting it for their first choice, priority placement will be determined by Administration, Teachers, and/or enrollment capacity.

Field Trips and Extended Trips

Field Trips

Classroom teachers generally plan several field trips that support the curriculum. Any class field trip arranged by parents must be arranged in coordination with the classroom teacher and pre-approved by the principal. Students must return the appropriate parental permission forms to participate. Teachers are required to attend field trips held during the school day and to serve as trip leaders.

Students are held to the same behavioral expectations on field trips as they are at school. Parents must stay with the group and actively assist the teacher with student supervision.

Extended Trips

Students in grades 5-8 may attend extended field trips during the school year not to exceed five school days with the approval of the principal. Organizers of these trips should consider trips that support the curriculum for that grade level, are affordable and well supervised, and that appeal to the entire class. Any student who opts out of a class trip that occurs during the school year will stay home and may complete an alternative assignment. No student will be excluded from a class trip during the school year due the family's inability to pay fees. Launch a Star Funds will cover the cost if the family petitions the principal for assistance.

Extended field trips (overnight or beyond) are not permitted for grades Pre-1 through 3 when school is in session but may be coordinated during vacations and school holidays. Grade 4 may have one overnight field trip.

Summer and School Break Extended Trips

Brookfield occasionally offers a variety of chaperoned trips while school is not in session. These trips are optional and tend to be more costly to families. Launch a Star Funds may not be used for these costly optional trips.

Extended Trip Chaperone Policy

To ensure student safety, a reasonable "lights out," and responsible student behavior, chaperones are expected to stay in the room with their child and additional students of the same gender. If the parent chaperone is of a different gender from the child, the parent chaperone may be assigned to stay in a room with students of the same gender. If there are not enough parent chaperones to stay overnight with the students, the teacher leader will assign roommates and determine which students are responsible enough to stay in the room unaccompanied by an adult.

All chaperones are expected to actively supervise students before “lights out” and to report inappropriate or uncooperative student behavior to the teacher leader.

As with day trips, extended trips always require careful student supervision. Students are never to be allowed to go into a store, restaurant, etc. unaccompanied, without a chaperone. With the teacher/leader’s direction, chaperones may break students into small groups under appropriate circumstances. The group is encouraged to stay as a single group whenever practical. These trips are intended to be whole class experiences.

Parent chaperones should strive to model the “Brookfield Way” to students, other chaperones, field trip and trip hosts, and the teacher leader. Students are to be reminded that they, like their teachers and chaperones, represent Brookfield School while off campus and are expected to have outstanding behavior. We want to leave a good impression with our hosts.

Any issues through the duration of the trip should be brought to the attention of the teacher/leader for resolution. Parent Chaperones are not to discipline students who are not their own children or other chaperones. The chaperones, whether parent or staff, are there to assist and support the teacher/leader. All final decisions for the group or any individual student rest with the teacher/leader, in adherence to Brookfield School policies, California Education Code, and general safety and practicality.

Campus Visitors

Visitors Briefing Document

Welcome to Brookfield School. We are committed to Safeguarding and promoting the welfare of children. We expect all staff, volunteers, and visitors to share this commitment. This document will help keep you safe from any misunderstanding or misconceptions whilst you are on site.

All visitors must complete any signing in procedures on arrival, including signing out when leaving the site. A visitors label will be issued which should be displayed visibly on your clothing at all times.

Restrooms are located in the Administrative Building, the Multipurpose Room, and the Staff Lounge. **Visitors are not permitted to use the student restrooms.**

If you hear the fire alarm, follow staff to the nearest exit and proceed to the designated assembly point which is the blacktop in the back of the school, unless instructed otherwise.

As a visitor, you have a legal duty of care for the Health & Safety of yourself and others- ensure you follow all guidelines. Be aware that interactions with children can be misinterpreted; therefore please be mindful of this, and prioritize your objective for being on the site. If you have any concern that a child has been harmed or is at risk or being harmed, please contact a staff member in the office immediately.

Please **DO NOT**:

- Give any child personal information, such as phone numbers or email addresses.
- Involve yourself in issues relating to behavior.
- Under any circumstances arrange to make contact with a child outside of school.
- Engage in any form of social media whilst on the premises.
- Take any images of children.
- Enter any classroom unless escorted or have permission from staff.

It is against the law to smoke or vape on school premises. The school accepts no responsibility for any loss or damage to visitor's property or vehicle. Thank you for your co-operation and for making our school a safe environment.

Classroom/School Visitors

Guest speakers, therapists, tutors, and any non-staff visitors must be cleared in advance through the teacher and principal. All visitors must check in at the school office for a visitor's pass.

Student Visitors

Brookfield School will happily welcome prospective students for shadow days, as well as visiting guests of current Brookfield students. All visiting students must be pre-approved by the principal and affected teachers. All student guests are held to the same behavioral expectations as our students and must dress in uniform or follow free dress for school guidelines.

School Tours

The administration conducts tours for prospective families of the campus during school hours to enable visitors to observe our teachers and student interactions. Visitors must check in at the school office prior to their tour.

Animals on Campus

Do not bring any animal on campus without prior approval from the teacher and principal. Some pets, such as dogs and cats, must remain on a leash or confined in an animal carrier. This rule is to protect the health and safety of our school community.

Celebrations**Class Parties**

Class parties are permitted if pre-approved by the principal and planned by the teacher. Such parties should be limited in length and frequency, so they do not infringe upon valuable teaching and learning time for other classes. The teacher and students are responsible for clean-up of the area following the celebration.

Off Campus Birthday Celebrations and Invitations

Birthday party invitations may only be distributed in class if every student in the class is invited. The school office does not distribute parent emails to other parents for privacy reasons. Jupiter email is only used for school business, not private party invitations.

Cultural Celebrations

Brookfield's culture of inclusiveness encourages our students and their families to enrich our community by sharing culture and traditions. All students study world culture through the International Studies program; each grade level studies a region of the world. Parents who would like to help bring a special cultural presentation/activity to their child's class or to the entire school are encouraged to consult with the principal and/or their child's teacher. Brookfield holds many different celebrations and events that teach our students about various cultures throughout the year, which may include some information about traditional religious observations that are part of these cultures and traditions. We believe that in embracing our diversity, we are teaching our children to accept and appreciate all people.

Parent Involvement

There are also many opportunities for parents to participate in various activities that support our students and build community. Parents are encouraged to join the Brookfield Parent Association (BPA) and help plan and work Launch a Star events as great ways to get involved, support our school, and make new friends.

Student Fundraisers

Individual students, classes, and clubs may organize a fundraiser in support of a school-approved charitable organization or to underwrite a trip or activity with prior approval from the principal.

Student Entrepreneurs

Students may not conduct sales for personal benefit or profit at school.

Equipment/Furniture/Supply Donations

Please get approval from the school administration prior to making any donations of classroom equipment, furnishings, or supplies to your child's classroom or school in general. Such items become the property of the school if the teacher leaves.

Teachers as Paid Tutors/Caregivers

Brookfield teachers may not accept payment for tutoring their current students or for providing any outside service to a current student's family throughout the school year. Any exceptions to this policy must be cleared by the principal.

Gifts to Teachers and Teacher Favorites "Wish List"

The school office maintains a "Teacher Favorites" list for appreciated and appropriate gifts to acknowledge teachers. The list includes favorite restaurants, colors, flowers, etc. Gift cards are always appreciated. Please be mindful that thank you gifts are appreciated by our hard-working teachers and staff, but extravagant gifts to individual teachers are discouraged, as they could compromise our expectation for impartial treatment of students.

Student Awards and Recognition**Merit Awards for Daily Preparation**

Students who come to school daily with complete homework and are ready to learn will earn a Merit Award at the end of each academic semester. The list is published to the school community. If a student does his or her best work, we believe it merits recognition, regardless of grades.

Excellence Awards

These awards are distributed by homeroom teachers at the end of the year, recognizing students who have demonstrated excellent achievement in various academic areas and personal deportment.

Principal's Commendation

The principal recognizes individual students during the school assemblies who have, through outstanding effort and achievement, made a positive difference within our school or out in the community. Students may be nominated for this award by teachers and staff.

Graduation Awards

Select eighth grade students receive special awards at graduation for Community Service, Athletics, Performing Arts, Leadership, Citizenship, Spirit of Brookfield, etc. The selection for these awards is made by the middle school faculty. The class Valedictorian is the student with the highest cumulative grade point average in grades six through eight.

School and Community Service

Middle school students are encouraged to give back to the school and extended community by serving as peer tutors, school ambassadors, assistant coaches, and working in Student Council events. Students who participate in service through outside organizations (such as Boy Scouts), church, or civic activities may log these hours toward annual community service hours. Students who document 75 or more hours of school and/or community service per year are recognized at the end of the year during the Awards Ceremony.

Brookfield Alumni may earn community service hours with their high school by volunteering in extended care, assistant coaching, and tutoring. These activities must be pre-approved by the principal.

Listing of Schoolwide Programs and Events

Back to School Night

All parents are strongly urged to attend this opportunity to hear about class expectations and policies from their children's teachers, as well as school expectations from the principal.

BPA Hosted Back to School Coffee and Scholastic Book Fair

The BPA needs many helpers to help set up and work the book fair during a span of several days.

Halloween Party

This BPA-sponsored party begins at lunch and goes through the end of the school day. Students may come to school in their costumes for a fun afternoon of haunted, silly fun that includes activities, food, and music. No masks or toy weapons are allowed. Parents are invited on campus to join in the fun and help in the various booths. On Halloween (October 31st), students must arrive at school in their school uniform and remain in uniform for the entire school day.

Holidays

Special "Spirit Day" holiday free dress, celebrations, and fun activities are part of the Brookfield inclusive school culture. These celebrations enable our students to learn about the history behind these traditional holidays and customs and appreciate each other's differences. Celebrations vary depending on the school calendar, student and parent interest, and the availability of volunteers to organize events.

Winter Concert

Brookfield students in our Music classes, dance programs, and instrumentalists come together for a grand performance for family and friends. This event gets everyone in the holiday spirit!

Spirit Week

The week before school is dismissed for Winter Break, the school celebrates with spirit dress days and other fun activities. Many classes have special parties and events during this week.

Celebration of Learning Open House and Science Fair

Our entire school is on display and open to the public for this annual Open House that showcases all the great work our students do at each grade level and in every department. Visitors may browse through the wonderful Science Fair projects on display, as well.

Shakespeare Day

The middle school students present scenes from one of Shakespeare's plays, serving as actors, stagehands, directors, and every role necessary to put on a stage play. Students and staff may dress in Elizabethan Faire dress, and special activities abound for all grade levels to enjoy.

French Day and Spanish Day

All students in the French and Spanish classes demonstrate what they have learned in language classes by performing skits, songs, recitations, and dances for a schoolwide audience.

Teacher Appreciation Week

Families come together to celebrate our wonderful Brookfield teachers with treats, cards, and a luncheon hosted by the BPA during the first week of May.

Spring Musical

The Theater Class performs in a popular stage musical every Spring. The whole school community attends the performance. This activity gives our student actors, singers, and dancers a means to develop and exhibit their talent and skill, and provides valuable tech instruction to those students who work the lights, sound, build the sets, and manage costumes and props.

Pep Rallies

These events give our school community the opportunity to acknowledge our students who participate in the sports programs. Cheers are led by the Brookfield Eagles Cheer Squad.

International Fair

Each class performs an entertaining and educational program on their area of study on the stage. Visitors can go through each class to view special exhibits and learn about each country. The Fair includes an international potluck lunch.

Field Day

Fun team activities and challenges occur throughout the day, sponsored by the Student Council.

Graduation and End of Year Party

The entire school community attends 8th grade graduation in the morning, followed by a school-wide party with food and many fun activities for our students. The party is hosted by the BPA.

Primary School Events (GRADES P1-4)

Pre-first Preview

Customarily held a few days prior to the start of school, incoming Pre-first families come to school to meet their teacher and classmates while exploring their classroom. This tradition dates to the earliest history of our school. Originally known as “Punch and Cookie Day,” this event has transitioned to healthier treats, but the friendly spirit remains! It is a great way to alleviate first day jitters for our youngest scholars (and their parents!).

Lunar New Year

Primary classes enjoy an Asian cultural celebration that includes food, art, and cultural activities. Parent participation is a must!

Entrepreneurial Fair

Fourth grade students discover the law of supply and demand as they compete for customers. The students create a business plan and test it out in the free market. This is a competition where the young entrepreneur who clears the most profit after expenses wins!

Music Concerts and Class Plays

Special concerts and performances are offered throughout the year at various grade levels.

Middle School Events (Grades 3-8)

School Spelling Bee

The best spellers in grades 3-8 compete in this preliminary qualifying event for the Scripps National Spelling Bee. School winners go on to compete in the regional, state, and national bee.

Shakespeare Play

The 7th and 8th grade students present a condensed performance of one of the Bard’s famous comedies, tragedies, or histories. The students serve as actors, directors, stage managers, and set designers. The result is always quite impressive!

Middle School Trips

5th-8th grade teachers may schedule trips to Ashland’s Shakespeare Festival, State and National Parks, and other destinations of interest during the school year to enrich the curriculum. Parents and teachers accompany and serve as chaperones.

Awards Assembly

5th-8th grade students are recognized at this year end assembly for individual and school academic team achievement, deportment, and special talents and skills.



Brookfield School

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