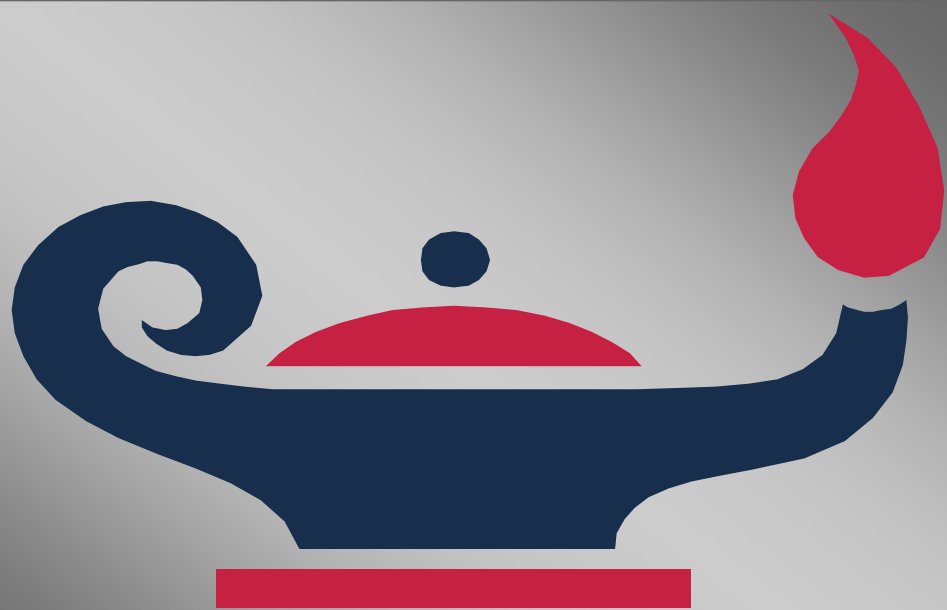


# BROOKFIELD SCHOOL

**P1-8 Parent Handbook**

# 2019-2020



Rising to the Challenge!

**BROOKFIELD SCHOOL**

6115 Riverside Blvd.,  
Sacramento, California 95831

Phone: (916) 442-1255

[www.brookfieldschool.org](http://www.brookfieldschool.org)

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## 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. In order 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 in order for Brookfield students to be prepared for the twenty-first century. We emphasize the basic 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. In order 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 has an understanding of 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 are:

**Be Kind      Be Respectful      Be Safe      Be Productive**

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.

**Kathi and John Sittner, Director and President**

**Erik Boice, Operations Manager**

**Dr. Jo Gonsalves, Principal**

# BROOKFIELD SCHOOL 2019–2020 STAFF DIRECTORY

All staff can be emailed by using the following example:  
[firstname.lastname@brookfieldschool.org](mailto:firstname.lastname@brookfieldschool.org).

Phone: (916) 442-1255

## ADMINISTRATION & OFFICE STAFF

Dept.	Title	First	Last	Extension
Principal	Dr.	Jo	Gonsalves	585
Office Manager	Mrs.	Michelle	Schumacher	580
Extended Care Director	Ms.	Krystyl	Hope	582
Operations Manager	Mr.	Erik	Boice	309

## FACULTY & TEACHING STAFF

Grade/Dept.	Ms./Mr.	First	Last	Room
Pre-first	Mrs.	Amy	Mertell	1
Pre-first	Ms.	Veronica	Miller	2
First	Mr.	Stephen	Davis	4
Second	Mr.	David	Shackelford	6
Second	Ms.	Lisa	Cullen	7
Third	Ms.	Sara	McDonough	8
Third	Ms.	Afiya	Moore	9
Fourth	Ms.	Penny	Renaud	10
French P1-4	Madame	Claire	Michelet	3
Spanish P1-4	Señora	Jacquelin	Cory	11
Music	Mr.	David	Taylor-Gomes	16
PE/Athletic Director	Mr.	John	Flolo	Multi
Technology/Computer lab	Ms.	Ellen	Meeker	12
English 7-8	Ms.	Darth	Clurman	13
English 6 & IE Speech	Dr.	Stacey	Schwartz	16
Speech and Debate Team	Mr.	Dwayne	Paminto	13
French 5-8	Mme	Cat	Laborde	18
Spanish 5-6	Sr.	Alvaro	Yepez	5
Science	Mr.	Timothy	Blum	20
Math	Dr.	Caesar	Cabading	22
Social Studies 5-8, English 5	Ms.	Renee	Janota	25

Please leave phone messages for teachers by calling the office, extension 580.  
 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.

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## SCHOOL PHILOSOPHY

“Brookfield School is a thriving independent, co-educational, college preparatory school serving children in Kindergarten 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.”

**“THE BROOKFIELD WAY IS OUR PATH TO SUCCESS.”**

Strive for Excellence.  
Show Respect.  
Be Kind.  
Be Confident.  
**Rise to the Challenge!**

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## **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.



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## **Honor Code**

An act of cheating, plagiarism, or other forms of academic dishonesty; stealing, possession or sale of stolen goods; and lying or any other form of dishonesty violates the Honor Code and is subject to disciplinary action. Students are expected to show responsibility for their own actions and accept the resulting consequences when they fall short of their responsibilities. All students have an obligation to contribute to a positive learning environment for themselves and others.

## **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 to play.
5. Report spills to the staff on duty.
6. Put your lunch box away by your classroom before playing.

## **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 to the storage cart after use.
9. Walk injured schoolmates to the staff on duty for first aid. If the injured student is unable to walk, take the staff person to him/her for help.

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## School Schedules and Holidays

### Regular Schedule

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

### Minimum Day Schedule (First Friday of the Month)

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

### Special Schedule Days (12:20 p.m. Dismissal)

- Feb. 6, 2020 (extended care until 6:00 PM)
- June 1-2, 2020 (extended care until 6:00 PM)
- June 3, 2020 (Dismissal at Noon; NO extended care after 3:30 PM)

### Non-School Days

Labor Day	September 2, 2019
Veteran's Day	November 11, 2019
Thanksgiving Break	Nov. 25 – 29, 2018
Winter Break	December 23, 2019 - January 3, 2019
School Resumes	January 6, 2020
Martin Luther King Day	January 20, 2020
Presidents' Day	February 17, 2020
Staff In-service Day	February 18, 2020
Spring Break	April 6 – 10, 2020
Memorial Day	May 25, 2020
Last Day of School/8 <sup>th</sup> Grade Graduation	June 3, 2020

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## **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, memory, 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 his name and the letters of the alphabet. 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 new students are accepted under probationary status for their first academic term.

Admission priority is given to siblings of current students and Brookfield TK 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 1<sup>st</sup>, 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.

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

1. Emergency Information Form
2. Copy of child's birth certificate
3. Current immunization record (All Brookfield students must have full immunizations, including a yearly flu shot, in order to protect the health of our school community. Beginning in 2016, this is also now a state law. No exceptions except for medical reasons verified through the CA Dept. of Health current requirements under state law.
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 7<sup>th</sup> 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 affect the contract for the full tuition. All new students are admitted on probationary status for the first academic term.

### **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 except for the following situations:

1. In the case of new families who have more than one child enrolling, we will increase class size to accommodate a sibling, if the class size 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 we have a larger class that we are trying to split into two, we will admit up to 23 students, and will split the class when we admit the 24th student.
4. In grades 5-8, if a former double class drops in total number to 24 students or fewer, we reserve the option to consolidate the two classes into one class.
5. Certain specialty classes, such as P.E., Music, and some electives, may have larger numbers or combined classes.

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## **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 reserve the right to 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*. This is known as the “sibling rule.”

## **Tuition Procedures**

### **Tuition Agreement**

All parents must fill out and sign a Tuition Agreement upon enrollment or re-enrollment. Those who desire special consideration because of financial concerns may apply for financial aid by filling out an application. The annual tuition may be paid by choosing one of several payment options on the Agreement. No credit is given for absenteeism or partial attendance.

As an educational institution, Brookfield School is not in the finance business; however, as a convenience it allows payment of the tuition to be made in two-, ten-, or twelve-payment plans. The two-payment plan has an additional charge for finance and service costs of \$150. The ten- and twelve-monthly payment plans have an additional charge for finance and service costs of \$300, and in addition, payments on these two plans are required to be made using Brookfield School’s direct debit authorization. If any payment required to be made by direct debit is made in any other manner, there will be a \$25 service charge.

All tuition and fees are due and payable by 6:00 p.m. on the due dates. A \$25 late fee will be billed on payments received after the fifth day past the due dates and on all returned checks. While we try to work with families when there is a sudden financial hardship, in the case of nonpayment of tuition and fees, a student may be asked to leave.

### **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 an assessment will be made of the child’s condition. The administrator or office personnel may consult with the parent. Situations in which a student would be sent home include fever, vomiting, diarrhea, a chance of exposing others to illness or contagions (head lice, ring worm, etc.), or severe discomfort. Please help your child understand that mild stomach aches, headaches, runny noses, and general malaise do not warrant going to the office or being sent home.

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Children should be kept at home when they are visibly ill or have a temperature greater than 99 degrees. 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. Students must be free of fever for 24 hours before returning to school.

Please call and let the office know when your child is ill and will not be in school. If it is a highly contagious condition (strep throat, etc.), please let the office know that, as well, so that we can communicate the illness to the rest of the school community and thereby try, together, to avoid its spread. If you would like to pick up your child's homework, you may arrange to do so with the office.

Students who are sent to school with a fever, stomach troubles, or who exhibit visible signs of illness will be sent home. 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; we cannot care for your sick child all day. Please arrange to have your sick child picked up within one hour of notification.

### **Pandemic Illness Policy**

Our pandemic illness policy has been developed using information and recommendations from the Center for Disease Control (CDC) and our local Health Departments. The procedures that we will follow depend on the severity and the closeness of the situation to our student and staff population. These policies/procedures are subject to adjustment by the school and local health agencies.

1. If the CDC makes a "Determination That A Public Health Emergency Exists" (DTPHEE) due to a flu variant or other disease, meaning that they are staging anti-viral medications for possible treatment and other preparations, but there is no confirmed case in the county in which the school is located:
  - a. Parents will be notified of the potential of a local pandemic if the disease spreads
  - b. Parents will be asked to watch carefully for flu symptoms or other symptoms and will be asked not to send any child to school showing multiple symptoms (any two or more symptoms).
  - c. Teachers will be instructed that they not come to school if they have multiple symptoms (any two or more symptoms).
  
2. If we have a DTPHEE and any confirmed case in the county in which the school is located:
  - a. All parents will be asked to notify the school immediately if any member of the family has symptoms of the flu or of the disease at issue.
  - b. Parents will be asked to not allow any child to attend school until the risk of contagion is past for all members of the family.
  - c. Teachers and staff will be instructed to do the same.
  - d. The school will prepare a packet of work and homework for any student to do, if they are able, to avoid falling behind while out of school.

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- e. Any student or staff member who shows any symptoms of flu will immediately be removed from class, asked to wear a surgical mask, and sent home.
3. If the above and any student or staff member is sent home with any symptom of flu:
    - a. The school will have every student and staff member thoroughly wash their hands for at least 20 seconds after every recess, lunch or snack time, or incident of person to person contact.
    - b. Each staff member and every student will use a disinfectant to clean their personal work area at the beginning and the end of each school day.
    - c. The school will have surgical masks and gloves available for any student or staff member who would feel more comfortable using these items.
  4. If all the above occur and we have a diagnosed case of the flu /disease in question at the school or within any family of a student or staff member:
    - a. The school will be closed until at least one and one half times the incubation period.
    - b. The school will be thoroughly disinfected.
    - c. Each staff member and parent will be asked to affirm that no member of their household has shown any symptoms of flu for at least one and one half times the incubation period of the flu/disease.

### **Injuries**

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.

### **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. Food allergies are a serious concern and food sharing is never allowed in order to protect the safety of our students. Please reinforce this at home.

### **Food Allergies**

**Brookfield is a NUT-FREE School**, to enable us to protect several of our young students who have severe nut allergies. Young children are naturally inclined to share food, even though sharing food is not permitted, and we must protect our children who suffer from severe 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. In the case of class parties, please check to ensure that only foods which are *nut free and not processed with equipment that processes nuts* are brought to school to share in the celebration. Please reinforce with your child the importance

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of not bringing nuts and not sharing food. If a child suffers from a severe nut allergy, it is also extremely important that parents take the responsibility to teach their child to identify the harmful food and ask if a food offered contains the allergen. Teach your child, "When in doubt, leave it out!"

### **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. All parents are also advised to consider healthier alternatives for school birthday celebrations, such as fruit kabobs, fruit popsicles, etc. Always consult your child's teacher when planning a class party or special celebration involving food.

### **Contagious Conditions:**

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

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 one hour. Your child may not return to school until treated for the contagion and cleared by a physician.

In the case of head lice, your child will be re-examined in the office for nits upon his or her head and hair on return to school. The hair must be completely free of nits for remittance. Parents are advised to discard or wash all household items and clothing that may have come in contact with your child's head, including bedding, stuffed animals, sweaters and jackets, sleeping bags, hats, and hair ornaments. Check frequently for re-infestations and be diligent to re-treat as necessary. Check all family members as well, as family members often pass the problem around.

### **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



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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.

### **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 the Bear Flag School property 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 for first aid. Office personnel will make every effort to update parents in an emergency through cell phones and Jupiterred.com email/ text, as available. Parents are advised to check email following an initial emergency alert text message. Please avoid calling the school office, calling your child's teacher, or coming to the school during a lock-down. These calls interfere with the staff's ability to communicate with police and personnel, and to 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. Every attempt will be made to bring a speedy reunion between parents/guardians and children if there is a decision to close the school following a lock-down or school evacuation. Please be certain to sign your child out so that all children can be properly accounted for. Your child will not be released to another party without your permission.

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

### **SCHOOL DISCIPLINE POLICIES**

#### **Guidance Email 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 **Guidance Alert** to parents through the Jupiter email system as a warning and 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 department grade each term.

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### **Unprepared Slips & Email Notifications**

Unprepared slips and 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 negatively impacts academic achievement; the resulting academic grade for the term is likely to decline.

### **Dress Inspection Slips**

Dress Inspection slips or email notifications may be issued to any student by any faculty or staff member who observes a student out of uniform during school hours. They may also be issued for make-up, jewelry, non-uniform haircuts, styles, and color, and uniforms that have been inappropriately altered or are in need of repair/replacement. Three dress infraction slips result in a drop in the department grade. Students who receive a dress infraction slip lose the privilege to participate in the next “free dress” day.

### **General Consequences: Detention, Suspension and Expulsion**

If misbehavior continues after repeated warnings from the teacher, or if the behavior warrants immediate intervention, the student is sent to the principal for discipline. The principal sends a Guidance Email Alert describing the incident and details the resulting consequence 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 an apology 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

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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 case, the student receives no credit for the test/paper.

The suspended student's department grade will be dropped to an "N" for that academic term.

Infractions that result in suspension include, but are not limited to the following: teasing, name-calling, bullying, hitting, unsafe behavior, graffiti, vandalism, disrespectful/uncooperative to a staff member, cheating, plagiarism, inappropriate language, and insubordination.

### **Behavioral Probation**

Students who receive three suspensions over the course of the school year are placed on behavioral probation. The principal, parents, teachers, and 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 principal and school owners reserve 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!

### **Department Grades**

At Brookfield, individual department is as important as academic achievement. Students receive department grades in every class for each term in addition to academic grades. A grade of "E" indicates excellent behavior, an "S" indicates satisfactory behavior, and an "N" indicates that the student's behavior needs improvement.

Teachers may lower student department grades based on the student's general department in class. Behaviors including, but not limited to, talking out in class, lack of homework preparation, and uniform infractions warrant such action. In addition, misbehaviors that occur outside of class, but on campus, such as during recess and in Before/After Care, will be reflected in the student's homeroom department grade. All Brookfield Staff who actively

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supervise students may issue a Discipline Report for observed misbehaviors or refer the student to the principal.

**Students who earn an “N” in department or are suspended will not qualify for a Merit Award for that term, regardless of academic achievement.**

## **ABSENCE AND TARDY POLICIES**

### **Excused Absences**

An excused absence must fall under one of these categories:

- Medical illness
- Medical/dental appointment
- Funeral of immediate family member
- Quarantine/Contagious health problems
- Family emergency, court appearance, or observation of a religious holiday
- High School Shadow Day (8<sup>th</sup> 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**

Teachers will prepare make-up work for the parent to pick up after school if requested when the parent calls in the morning. The homework is left on the red Homework Cart outside the back door of the office. Student textbooks that are stored in lockers will not be included; the person picking up the work must get these items from the student’s locker.

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

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assignment without penalty. Students who fail to complete missed work within these guidelines are subject to a “0” for the assignment.

It is the *student’s responsibility* to schedule make-up tests with the teacher following an absence on the day he/she returns to school. Failure to do so, as well as failure to show up for a scheduled make-up test, may result in a “0” grade.

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:

Pre-first and 1<sup>st</sup>: 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 will often also have homework over the weekends. Homework is graded. Failure to complete homework will negatively impact a student’s term grade in the subject.

All students are expected to do 20-30 minutes of pleasure reading *each night*. If your child is in

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distress or consistently takes much more than the indicated times to complete homework, please schedule a conference with your child's teacher.

Students who return incomplete homework or do not return homework on the due date are issued an "Unprepared Slip." The student is still required to return the completed homework. Late work is accepted, but the grade for the assignment will be adjusted downward per the teacher's judgment.

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.

## **GRADES**

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 is an expectation and is not factored into the academic grades.

Students are cautioned against sharing their grades with classmates or placing unrealistic emphasis on grades; rather, students are encouraged to strive for excellence and to take pride in their individual progress.

Report cards are issued four times during the school year. Parents are strongly encouraged to set up an account with Jupitered.com and to check their child's grades weekly.

### **Grading Scale**

Students in grades 1-8 receive letter grades for assignments and on their report cards according to this scale:

99-100 A+

94-98 A Excellent

90-93 A-

87-89 B+

83-86 B Above Average

80-82 B-

77-79 C+

73-76 C Average

70-72 C- Below Average

60-69 D Student is in danger of failing

Below 60 Failing

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**Pre-first Grading Scale**

Students in Brookfield's accelerated Kindergarten will receive letter grades for the following subject areas: PE/Health, Spanish/French, Music, and Technology. All other term assessments are based on a developmental scale:

4 - Very Advanced

3 - Advanced

2 - Meets Expectations

1 - Below Expectations

**Rounding Grades**

Teachers are expected to round grades up on tests, projects, and term report cards when point values are at .5 or above.

**Cumulative Grades**

The end of year final grade is the average cumulative grade of all four quarters. This grade is the only grade recorded in the student's cumulative record at the end of the year. Department grades and disciplinary reports are not included in any student's permanent record.

**Incompletes**

An "I" in any subject indicates that there is work and/or tests that require immediately make-up. Missing work/tests must be completed within a reasonable period, as approved by the teacher, or the student receives a zero for that assignment.

**Academic Probation**

Students who consistently earn grades below C may be 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 typically 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 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. In such cases, if outside intervention and support are not available or

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ineffective, or if the school is unable to provide adequate support and still maintain the performance expectations and pacing of instruction, the student will not be able to continue. Additionally, severe behavioral differences that continually disrupt the class or those that require constant redirection cannot be reasonably accommodated.

### **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 tutoring.

## **UNIFORM AND FREE DRESS GUIDELINES**

### **Uniform Dress Code**

All school days are uniform days unless specified 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 Infraction Slip and/or 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 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 style; no cargos, elastic cuffs, etc.
- 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. 7<sup>th</sup> and 8<sup>th</sup> grade students may wear a navy blazer as an option for formal uniform.
- Brookfield logo sweater, 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.



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- Length of dresses and skirts should not be above the fingertips when hands are held straight down at the side
  - Socks are required and must be solid color red, white, or navy. Tights and knee-high socks in the same colors are also acceptable. No footless tights or leggings.
  - 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.
  - Parents may purchase uniform pieces from various vendors, but all uniform clothing must be of the same style, color, and fabrication as the official Mills uniform.

**Formal Uniform Days:** 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 for girls, long pants or walking shorts for boys with white Oxford shirt and vest. Girls may wear the boys’ version of the formal uniform, if preferred. 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.

**Go to: [www.millswear.com](http://www.millswear.com) to view and order uniforms online. School Code 204**

### **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 infraction 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 shorter than the fingertips (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 hair dye (dress code guidelines apply)

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### **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., Tuesday 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.

### **P.E. Waivers**

Students in grades 5-8 may apply for a P.E. Waiver if the student has an intense practice schedule (2 or more hours per day) for an off-campus sport before or after school. The student must provide a letter from the coach stating the number of hours the student spends in practice per week. The request for a P.E. Waiver is reviewed and must be approved by the principal. Students on P.E. Waivers do not receive a grade in P.E., and they are required to participate in weekly Health classes. They may work quietly on homework during the P.E. period.

**PERSONAL ELECTRONICS/CELL PHONE POLICY** Students in grades 5-8 may bring and use personal electronics (iPad, laptops, etc.) for use in specific classes with express permission and with direct supervision from the teacher. Brookfield School does not assume responsibility/liability for the loss or damage of these items.

Students in grades P1-4 may not use personal electronics during school or in extended care. Parents should closely supervise the use of personal electronics for study/research purposes. Homework that requires use of these items should be done at home.

All students with on campus cell phones may not use them during school hours, and the phone should be turned off. Students who need to contact a parent during school hours should request to use a school land-line phone.

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## 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 and 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 the personal items. Brookfield students are encouraged to take turns and to share when they play at school in order to build the important social skills of cooperation and collaboration.

## BOOKS AND SCHOOL SUPPLIES

All incoming families receive a supply list by email during 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 names.

Students are issued one copy of each textbook and workbook per class per year. All books must be covered and clearly labeled with the student's first and last names. These items should be brought to and from home daily, or securely stored in the classroom or locker. Students are expected to cover and take good care of their books. Students may not write in any textbooks or workbooks without the teacher's permission. Parents are financially responsible for the replacement cost of lost and/or damaged books.

## 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 classmates. 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

- Students may not be dropped off at school before 7:30 AM.
- 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/electives must check in at the office prior to going to their activity.
- Students may not play or socialize outside before 8:30 AM or after 3:30 PM without a staff member's direct supervision.
- Parents who remain on campus are responsible for actively supervising their child at all times and must observe all school rules. **Students are never to be on campus unsupervised.** Uncooperative parents will be asked to leave the premises.
- Parents must park their vehicle in the designated parking spaces if leaving their car. Absolutely NO leaving the car in the pick-up/drop-off driveway!
- 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.

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- 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.**
  - If the parent is running late or if someone other than a student's designated driver will pick up a child, please call the office to notify the school. Children will not be released without parent permission.
  - 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!
  - Parents must check their child out of extended care with the designated supervisor.
  - **Students will not be released to any individual except the parent/guardian or specified individuals approved by the parent.**

### **Early Dismissal**

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. 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.

### **Extended Care and Study Hall**

Free extended care is available daily from 7:30 AM until 8:50 AM, and again from 3:20 PM until 6:00 PM Monday through Friday *except* the Friday before Winter Break and the last day of school. This program is provided by the school to benefit and support working parents and to help with homework completion. It is provided by the owners/ administration free of charge as a service to our families. Parents who do not pick up their child by 3:30 PM on these days will be charged \$20 for the first hour, and an additional \$1 per minute after 4:30 PM.

Students are grouped by grade level during study hall from 3:30-4:30 PM, with the option of staying in study hall longer, if the student desires and if supervision is available. Study Hall monitors maintain a general environment that is conducive to quiet study; they must supervise groups of students and are not able to provide individual tutoring. Students are expected to work quietly on homework (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.

Parents may arrange to have private tutors meet their child at school with the principal's approval and appropriate security clearance. Brookfield will not be held liable for the actions or effectiveness of private tutors employed by a parent.

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## **PARENT/SCHOOL COMMUNICATION**

### **Jupitered.com**

Jupitered.com is our school's primary source of official communication. After initial set up by our school office, parents are responsible for updating their primary email address, phone number, and mailing address. 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. Individual teachers may also use Jupitered.com to communicate with parents. The system allows users to send group emails to distribute information and to alert parents and staff of any crisis on campus.

Parents should set up a log-in for their accounts with this system to allow viewing of their child's current grades, attendance, and behavioral record. Log in weekly to check progress.

### **The Blue Folder**

Forms, invoices, and other items may be sent home with your child in a Blue Folder on Wednesdays. Please remove these items, sign and date the folder, and place anything that needs to go back to the office in the folder.

### **The Wednesday Memo**

The principal sends an emailed memo every Wednesday 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.

### **Principal's Newsletter**

The principal showcases school culture and activities through a quarterly newsletter that is emailed to the school community and posted on the website, [www.brookfieldschool.org](http://www.brookfieldschool.org). Informative articles, class activities, alumni news, and other interesting items are featured. We hope that you will read the articles, as they communicate a better understanding of what it means to be a part of the Brookfield community.

### **School Social Media**

Brookfield maintains a school Facebook page that celebrates our school culture. Search "Brookfield School, Sacramento" to find it on Facebook. 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 page and a "Brookfield School" Instagram account maintained by school administration.

### **School Website: [www.brookfieldschool.org](http://www.brookfieldschool.org)**

The website is a great resource for calendar information, school culture, photo albums of special events, hot lunch forms, BPA announcements, alumni directory, and other useful information. Parents and visitors can use the "staff" tab to email Brookfield faculty. There is also an alumni section for former students.

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### **Contacting Teachers**

- Teachers respond to their email on a regular, but not always daily, basis. To email any staff member, enter the person's first name (dot) last name @brookfieldschool.org  
Example: jane.doe@brookfieldschool.org
- Please enter your child's first and last name in the re: box.
- 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 serious 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, please make arrangements with the teacher(s) in advance.

### **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 4 also bring home an agenda. Parents should check this folder 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**

Students in grades 4-8 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**

All classroom teachers offer parent conferences to review your child's progress in the fall. Parents and teachers may request a follow-up conference at any time during the school year.

### **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 may participate in a group conference when an intermediary is requested by either party.

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## **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.

Parent drivers must provide proof of insurance. All parents are responsible for providing age-appropriate safe seating for their child as a passenger. Vehicles should arrive for pick-up fueled and ready to drive directly to the destination. There may be absolutely no diversions on the way to or from a field trip without teacher knowledge and approval. The number of student passengers and the make-up of carpools are determined by the teacher based on the number of safe seats in each vehicle.

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 one joint extended field trip per 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. Students who opt out of these trips may attend school but will participate in independent study or assist teachers.

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.

### **Extended Trip Chaperone Policy**

In order 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 by a chaperone. With the teacher/leader’s direction, chaperones may break students into small groups under appropriate

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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.

If the chaperone is also driving a carpool, the chaperone may take his/her child and one friend of the child’s choice. The remaining riders will be equitably distributed by the teacher/leader and are likely to be a gender mix. Parent drivers should expect to drive as many students as can be safely transported in their vehicles. If there are enough drivers, the teacher/leader may opt not to fill cars or to ride with a parent driver. Parent drivers are expected to obey all traffic laws and arrive to pick up carpools with a full tank of gas. Drivers may not take “side trips” on the way to or from the destination without express approval from the teacher/leader.

Any issues through the duration of the trip should be brought to the attention of the teacher/leader for resolution. Chaperones are not to discipline or “take the law into their own hands” regarding the behavior of students 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.

## **VISITORS**

### **Classroom/School Visitors**

Parent visitations, special guests, and guest speakers must be cleared in advance through the teacher and principal. All visitors must check in at the school office for a visitor 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.

### **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.



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## **CELEBRATIONS**

### **Class Parties**

Class parties are permitted if pre-approved by the individual teacher and principal. Such parties should be limited in length and frequency, so they do not infringe upon valuable teaching and learning time.

### **Birthday Celebrations**

Parents may bring a birthday treat for their child to share with the class during breaks, recess, or lunch periods with the teacher's approval at a time that is mutually agreeable. No nuts or nut-based treats. Please consider healthy options when considering what to bring.

Birthday party invitations may only be distributed in class if every student is invited.

### **Cultural Celebrations**

Brookfield's culture of inclusiveness encourages our students and their families to enrich our community by sharing their unique 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.

## **FUNDRAISERS AND SCHOOL SERVICE**

### **Parent Fundraisers and Giving**

Fundraising and donations to benefit the school or special programs related to the school is not required but is welcome and encouraged. Parents, staff, and students may not plan or hold any fundraiser without prior administrative approval. Families who benefit from school financial aid are required to fulfill service hours per their contractual agreement, and this can be one of many possible areas for service involvement.

### **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) or the Launch a Star Committee as great ways to get involved, support our school, and make new friends.

Parents may not serve as teacher assistants in their own child's classroom but may be invited into the classroom by a teacher to assist with special activities that require more adult supervision.

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### **Student Fundraisers and School Service**

Individual students, classes, and clubs may organize a fundraiser in support of a specific beneficiary with prior approval from the principal. Students are encouraged to give back to the school community by serving as peer tutors, school ambassadors, and student council officers.

### **Non-Profit Designation**

Brookfield School is a non-profit organization, tax ID #81-0877098. Our NPO name is "Riverside School, dba Brookfield School."

### **Donations to the School**

Monetary donations are welcome from parents, businesses, and organizations who wish to donate to the school's general fund, fully or partially sponsor a child's tuition, or donate toward a designated fund for the purchase of specific needs for the school as a whole or for a particular class. The school will issue a donation receipt by request. The donation of service and expertise are also appreciated. Please contact the school principal if you would like to make a donation. Parents are encouraged to lend their expertise and enthusiasm to chair various fundraisers and to suggest possible outside donors. Your participation and efforts will be greatly appreciated! We will benefit as a school community if everyone helps out.

## **GIFTS AND SPECIAL REQUESTS**

### **Classroom and Teacher Gifts**

Please check with the school administrator prior to making any donations of classroom equipment, furnishings, or supplies to your child's classroom. Such items become the property of the school if the teacher leaves. 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.

### **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.

### **Teacher Requests**

In the case of double classes in one grade, parents are not guaranteed the teacher they request. Typically, students with older siblings who have had a teacher will automatically be placed with the same teacher, though exceptions do occasionally occur in order to balance the classes.

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## **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. Eighth grade students receive priority for placement.

## **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 quarter. 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 Monday Morning Assembly 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, staff, and other community members.

### **Graduation Awards**

Select eighth grade students receive special awards at graduation for Community Service, Athletics, Performing Arts, Leadership, Citizenship, Spirit of Brookfield, and Valedictorian. 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 PROGRAMS AND EVENTS**

### **WHOLE SCHOOL PROGRAMS AND EVENTS**

#### **Buddy Family Potluck**

New families join continuing host families for a fun evening of food and fellowship. The Buddy Families contact the new families and provide support as they transition to a new school.

#### **BPA Welcome Coffee**

This event is hosted by the Parent Association and held during the morning of the first day of school. Parents enjoy continental breakfast treats while learning about the benefits of BPA

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membership. Parents may sign up as room parents and to assist with various events. Gently used uniforms and Brookfield logo-wear are available for purchase.

### **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 Breakfast and Scholastic Book Fair**

The Book Fair kicks off with a family breakfast. 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 come to school in uniform but change into their costumes for a fun afternoon of haunted, silly fun that includes activities, food, and music. Parents are invited on campus to join in the fun and help in the various booths.

### **Valentine's Day, Mardi Gras, St. Patrick's Day, and other traditional holidays**

Special holiday free dress, class parties, and fun activities abound as students learn about the history behind these traditional holidays. Celebrations vary depending on the school calendar.

### **Winter Program**

Students in our dance, instrumental, and choir programs 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 one of Shakespeare's plays, serving as actors, stagehands, directors, and every role necessary to put on a stage play. Everyone on campus comes to school in Elizabethan Faire dress, and special activities abound.

### **Teacher Appreciation Week**

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

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**Earth Day**

Parents are invited on campus to enjoy an outdoor picnic lunch with our students to celebrate nature.

**Spring Musical**

This is a school-wide performance, featuring grade level Music classes, instrumental groups, ballroom dance, and the Theater class.

**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 8<sup>th</sup> 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.

**Launch a Star Events**

The Launch a Star Committee hosts parent and family events throughout the year in order to build community, fund specific purchases for the school, and supplement the cost of activities and school supplies for students in need of support. Parents interested in serving on the LAS Committee are encouraged to contact the principal.

**PRIMARY LEVEL 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!

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### **French Day and Spanish Day**

Primary students in the French and Spanish classes demonstrate what they have learned in language classes by performing skits, songs, recitations, and dances.

### **Little House Day**

Third grade students enjoy a full day of activities revolving around what it was like to live and attend school in the 1800s.

### **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 5-8)**

### **School Geography Bee and Spelling Bee**

The 4-8<sup>th</sup> grade students compete in these preliminary events for the National Geographic Bee and the Scripps Spelling Bee. The School winners go on to compete in the regional bees.

### **Shakespeare Play**

The entire middle school community comes together to 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**

Students at these grade levels go to Ashland's Shakespeare Festival, Yosemite, Marin Headlands, and other places for class trips during the school year. Parents and teachers accompany and serve as chaperones.

### **Mentor Group Activities**

Every middle school student in grades 5-8 is assigned to a mixed level mentor group led by a member of the middle school faculty. These groups serve as a support system for our students apart from the grade level class and build community across grade levels. The groups enjoy friendly competitions and activities throughout the year.

### **Awards Assembly**

Middle school teachers present special awards to all students who have earned them in various areas of the curriculum, and they give special recognition to the members of our school's academic teams.

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## BROOKFIELD SCHOOL

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