

# Brookfield School

## P1-8 Parent Handbook 2023-2024

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. 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 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**  
**Dr. David Shackelford, Assistant Principal**

# Brookfield School 2023-2024 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	5
Office Manager	Mrs.	Michelle	Schumacher	0
Extended Care Director	Mr.	Dom	Dalpez	2
Operations Manager	Mr.	Erik	Boice	9
Student Support Services	Dr.	David	Shackelford	535

## FACULTY & TEACHING STAFF

Grade/Dept.	Ms./Mr.	First	Last	Rm
<b>Primary Grade Homerooms</b>				
Pre-first	Ms.	Erin	Kahle	3
First	Ms.	Veronica	Roberts	5
Second	Ms.	Shandrell	Oats	4
Second	Ms.	Lisa	Cullen	7
Third	Ms.	Afiya	Moore	9
Fourth	Ms.	Penny	Renaud	10
<b>Subject Area Specialists</b>				
Technology and SST	Ms.	Renee	Janota	11
Music	Mr.	Dom	Dalpez	12
French P1-1	Mr.	Eric	Poryles	2
French 2-8	Madame	Claire	Michelet	8
Spanish P1-4	Señora	Jacquelin	Cory	6
Spanish 5-8	Maestra	Norma	Faubert	18
English 8	Ms.	Darth	Clurman	22
English 5-7	Ms.	Haleema	Kaifi	16
PE/Health/Athletic Director	Mr.	John	Flolo	Multi
Science 5-8	Mr.	Matthew	Cobley	20
Math 5-8	Ms.	Gabe	Raviolo	25
Social Studies 5-8	Ms.	Gloria	Moreno	17

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.

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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.”

## 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!**



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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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## **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 to 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.

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## School Schedules and Holidays

### Regular Schedule

7:30 AM	Extended Care opens
8:00 AM	Morning activities and elective classes
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
3:10PM	Pack up for dismissal
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
12:50PM	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

### Early Dismissal Days

Feb. 1, 2024	Dismissal at 1:00PM (extended care until 6:00 PM)
June 3 & 4, 2024	Dismissal at 12:20PM (extended care until 6:00 PM)
June 5, 2024	Dismissal at 11:30AM; NO extended care after 2:30PM

### Non-School Days

Labor Day	September 4, 2023
Veteran’s Day	November 10, 2023
Thanksgiving Break	Nov. 20 – 24, 2023
Winter Break	December 25, 2023 - January 5, 2024
School Resumes	January 8, 2024
Martin Luther King Day	January 15, 2024
Presidents’ Day	February 19, 2024
Staff In-service Day	February 20, 2024
Spring Break	April 1 – 5, 2024
Memorial Day	May 27, 2024

**Last Day of School and 8<sup>th</sup> Grade Graduation** June 5, 2024

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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, 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

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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.

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

1. Emergency Information Form
2. Current immunization record (All Brookfield students must have full immunizations, including a yearly flu shot, 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.
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 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 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.

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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 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.

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## 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, possibly including a COVID test. Situations in which a student would be sent home include a positive COVID test, fever, vomiting, diarrhea, a chance of exposing others to illness or contagions (head lice, ringworm, etc.), or severe discomfort. **Children who are sent home due to illness may not return to school for three full days.** A doctor's note may be required if symptoms persist. **Students who test positive for COVID must be quarantined for 5 days and must have a negative result before they may return to school in person.** If they are positive after the 5th day, they may join classes remotely through Google Classroom while under quarantine.

Children should be kept at home when they are visibly ill or have a temperature of 100 F degrees. **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.

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 most 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 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.

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**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.**

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.

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 readmittance. Parents are advised to discard or wash all household items and clothing that may have been in contact with your child's head, including bedding, stuffed animals, sweaters, jackets, sleeping bags, hats, and hair ornaments. Check frequently for re-infestations and be diligent to re-treat as often 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 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.



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## **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.

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## **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 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

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student's misbehavior and resulting consequence. The teacher's assessment of the student's general behavior is reflected in the Character Education 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**

Email notifications 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 Character Education 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.

### **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 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.

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## **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 the Character Education grade for the term and the student will not be eligible for the Term Merit Award.

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!

## **Character Education and Lifelong Learning**

At Brookfield, individual department and being "ready and willing to learn" is as important as academic achievement. At the end of each grading term, students are evaluated by the team of

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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 Character Education and Life-long Learning based on their individual progress in these areas. There is no academic credit for these two areas, but a low Character Education and/or 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 Character Education or 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 (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.

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### **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 department 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:

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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 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.

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## 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, with grade reports issued at mid-term. Parents are strongly encouraged to set up an account with Otus.com 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

- 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; or
- 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.

#### 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.

#### 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 - Exceeding Expectations

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



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### **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:

4 = 4.0

3 = 3.0

2 = 2.0

1 = 1.0

0 = no credit

### **Incompletes**

An "I" 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

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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 Uniform 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.
- 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.
- 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.

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- 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 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. Tights and footless tights with socks may be worn. Loose fitting leggings or sweatpants may not be worn as pants or tights.
  - 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**

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.

**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 Uniform 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 shorter than the fingertips (Dress code guidelines apply)
- Sheer fabrics or revealing clothing (including bare shoulders or waists) of any kind

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- 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., 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.

## **Devices, Equipment, and Toy Policies**

### **Personal Electronics: Cell Phones, Smart Watches, etc.**

Students may not use cell phones on campus. The phone 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.

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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, 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 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 and/or adding extensions 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.**

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## 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 not enter school grounds without special invitation. 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.
- Students may not play or socialize outside before 8:30 AM or after 3:30 PM without a staff member's direct supervision.
- 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 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. 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

To ensure the safety, health, and unobstructed instruction of our students, parents and visitors are not allowed on campus without express invitation by the school and/or teacher. Parents are also 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.

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## **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 Office Manager, Principal, and Student Support Director.

## **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 8:30 AM, and again from 3:30 PM until 6:00 PM Monday through Friday *except* on 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 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.

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### **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 fully vaccinated for COVID and 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, vaccinated for COVID, 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. 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, the office manager, 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 Memo**

The principal sends an emailed memo 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.



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## **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 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 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 Group managed by the principal.

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

The website is a great resource for calendar information, summer reading assignments, school supply lists, school culture, photo albums of special events, hot lunch forms, BPA announcements, 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, enter the person’s first name (dot) last name @brookfieldschool.org  
Example: [jane.doe@brookfieldschool.org](mailto:jane.doe@brookfieldschool.org)
- Please enter your child’s first and last name in the subject 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 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.

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### **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. Upperclassmen get first priority over younger grades.

### **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.

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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. 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 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 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. 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**

### **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. Virtual tours are also accessible on our school website.

### **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 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. Jupitered 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.

## **Fundraisers and School Donations**

### **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) and help plan and work Launch a Star events as great ways to get involved, support our school, and make new friends.

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### **Launch a Star Fund**

Launch a Star is a designated fund under our school's non-profit status. Various fundraisers and direct donations are accepted to augment the fund that is used to purchase equipment that benefits all students, as well as underwrites the cost of non-tuition fees, tutoring, activities, and school supplies for enrolled students for whom such costs are out of reach. Donations are tax-deductible. We believe that all Brookfield students deserve the full school experience regardless of parent's ability to pay. Launch a Star enables us to offer every qualified student a world-class education, a proper uniform, school supplies, and access to extracurricular activities, field trips, and class trips. Students who benefit from funding through Launch a Star must be current students in good standing, behaviorally and academically. Applications and the allocation of funds are screened and must be pre-approved by the principal. Parents who wish to petition for funds, or teachers who wish to petition on behalf of a student, should complete the LAS Funds Request Form at least one week prior to any deadlines.

### **Launch a Star Events**

The Launch a Star Committee hosts parent and family events throughout the year to build community, fund specific purchases for the school, and supplement the cost of activities and school supplies for students in need of support.

### **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 to the Launch a Star Fund for the purchase of specific needs for the school, for a particular class or teacher, or for a specific student. The school will issue a donation receipt by request. The donation of services and expertise are also appreciated. Please contact the school principal directly if you would like to donate. 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 contributes their treasure and talent.

### **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.

### **Young Entrepreneurs**

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

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### **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.

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### **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 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.

#### **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.



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### **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 middle school 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 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.

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## **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!

### **First Grade Musical**

This annual first grade musical teaches the performers and the audience all the rules of grammar and usage in a hilarious and engaging musical theater production.

### **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 Spelling Bee**

The best spellers in grades 4-8 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 7<sup>th</sup> and 8<sup>th</sup> 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**

5-8th 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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