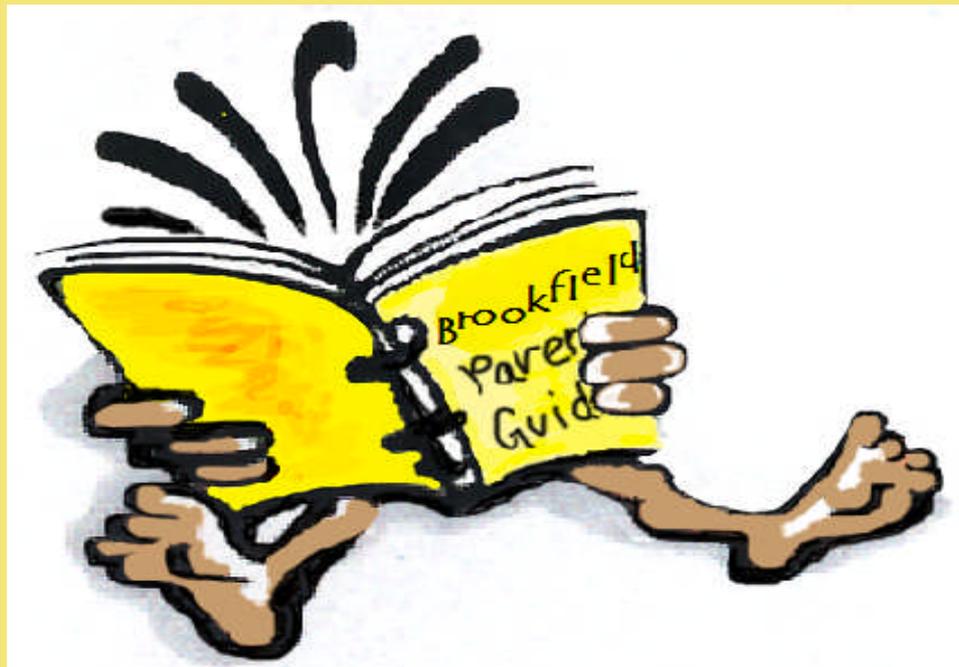


BROOKFIELD SCHOOL

K-8 Parent Handbook

2015-2016



Brookfield School

6115 Riverside Blvd., Sacramento, California 95831

Phone: (916) 442-1255, www.brookfieldschool.org



THE BROOKFIELD WAY

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

School Philosophy

Brookfield School is a small, independent, co-educational, college preparatory school serving Pre-first through Eighth grades. The school is best known for its strong academic curriculum and personal attention. This provides a solid foundation for high school, college and post-graduate education. We prepare our students to become independent thinkers, productive citizens, and leaders in their chosen professions.

To achieve these goals, academic standards are high, the curriculum is rich, and the classes are small. Teachers are selected for their dedication to teaching, exemplary background in their area of expertise, and a willingness to provide individual attention and guidance. Students are selected by their enthusiasm, good character, and potential for success in an accelerated learning environment. Parents are expected to be active participants in their child's education.

Analytical and creative thought, strong written and verbal communication skills, and an awareness and respect for our global community are emphasized at Brookfield as important components to developing future leaders.

As a non-religious school, Brookfield School welcomes students of all races, religions, and national or ethnic origins. Families come in many variations, and Brookfield welcomes all. We take pride in the diversity of our student body; students of all races, religions, and ethnic origins enjoy a comfortable and accepting environment in which to learn, play, and thrive.

Dear Parent/Guardian

It is the intent of the faculty to lead students toward being disciplined, productive, informed, and fulfilled individuals. To achieve these ideals, mutual respect and understanding must be present in the learning process on the part of all participants – the faculty, students, and community. Please review the Student/Parent Handbook with your child and sign below:

My child _____ and I have reviewed and understand the Student/Parent Handbook for the 2015-16 school year.

Student Signature

Parent Signature

Honor Code

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

All students are expected to comply with the three basic school rules:

Be Kind Be Safe Be Productive

Be Kind

1. Never behave in a manner that prevents others from learning or the teacher from teaching.
2. Show respect toward school personnel, fellow students, school and property. Parents are responsible for the replacement or repair of damaged property. Show respect for our environment by putting all trash in receptacles and recycling when possible.
3. Profanity, gossip, name-calling, or teasing is not tolerated.

Be Safe

4. Keep hands, feet, and objects to yourself.
5. No student should be in any area of campus without staff supervision.
6. Avoid use of the restrooms during class time. No playing in the bathrooms.
7. Use school playground and sports equipment appropriately and in the designated play areas. No playing or running in the halls.
8. Weapons of any kind, including toy weapons, are not allowed at school.
9. 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.

Be Productive

10. Arrive at school on time and ready to learn: Keep school supplies replenished and make sure your homework is complete.
11. Wear your uniform with pride. It should be clean and in good repair. On free dress days, dress modestly and appropriately for school.
12. Do not bring unnecessary items to school that will cause distractions, such as personal electronics and trading cards. These items will be confiscated if used during school hours. Students must obtain permission from the Before/After Care staff to bring any toys or personal items during non-school hours. They should be stored with the Before/After Care staff when not in use. Students are not allowed to sell things at school. These items will also be confiscated.

Discipline Slips and Guidance Email Alerts

Brookfield teachers maintain class rules and consequences appropriate for the age level they teach. Parents and students are informed of the teacher's class management system at the start of the school year. Teachers may issue a **Discipline Slip** or **Guidance Email Alert** as a warning and to inform the parent of misbehavior. The teacher's assessment of the student's general behavior is reflected in the department grade each term.

Demerits, Suspensions, and Expulsions

If misbehavior continues after repeated warnings from the teacher, or if the behavior warrants immediate intervention, the student is sent to the principal for discipline. The principal calls the parents of any student who is sent to the office for disciplinary action, and emails a written report of the incident and resulting consequence to the student's parent(s). Typically, a repeat offense constitutes a **demerit**. Pending the seriousness of the offence, the consequence may include immediate **suspension**. Each demerit lowers the student's general department grade. Extremely disruptive, disrespectful, or dangerous behaviors are likely to result in immediate **suspension** or **expulsion**. The principal makes 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 with regard to race, ethnicity, religion, or sexual orientation. Community members who engage in such activities are subject to immediate suspension and/or expulsion.

Department Grades

At Brookfield, individual department is as important as academic achievement.

Students receive department grades in every class for each term in addition to academic grades. A grade of "E" indicates excellent behavior, an "S" indicates satisfactory behavior, and an "N" indicates unsatisfactory behavior for the term.

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

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

Behavioral Probation

Students who receive 3 suspensions over the course of the school year are placed on behavioral probation. The principal, parents, teachers, and student meet to discuss strategies for improving behavior. If the behavior does not improve, the principal makes the final determination whether the student may continue at Brookfield.

Unprepared Slips & Email Notifications

Unprepared slips and email alerts to parents are issued by individual teachers for incomplete and missing homework, or for failure to come to class with necessary class supplies, such as textbooks and paper. If a student is unprepared three times per term, the consequence is lunch detention. Parents should take unprepared notifications seriously, as lack of preparation negatively impacts academic achievement; the resulting academic grade for the term is likely to decline.

Dress Inspection Slips

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

Unexcused Absences

Students are expected to attend school on all designated school days. The Brookfield School staff is not obligated to provide class work in advance for family trips or other 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.

Excused Absences

An excused absence must fall under one of these categories:

- Medical illness
- Medical/dental appointment
- Funeral of immediate family member
- Quarantine/Contagious health problems
- Family emergency, court appearance, or observation of a religious holiday

Parents should call the school office the morning of the absence to alert the school. Teachers will prepare make-up work for the parent to pick up after school is out.

Students have as many school days as they were absent to make up school work without penalty, with the rare exception of long-term and timely projects/presentations.

The student will receive an incomplete for the missed work until it is completed. Students who fail to complete missed work within these guidelines are subject to a "0" for the assignment.

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

Tardies

The school day begins promptly at 8:50AM. 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 three times in one term will serve a lunch detention on the day of the third infraction.

In addition, parents should note that students who are chronically tardy are not well-received by our local prep high schools, and Brookfield School is obligated to report the number of tardies and unexcused absences for each applicant along with department and academic grades.

Homework

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 homework increases incrementally by grade level. With the understanding that student motivation, environment, and learning style impact the amount of time needed to complete daily homework, below are the approximate number of minutes parents should typically expect for written homework:

Pre-1st and 1st: 20-30 minutes

Grades 2 & 3: 30-60 minutes

Grade 4: 45-60 minutes

Grades 5-6: 60-90 minutes

Grades 7-8: 90-120 minutes

Note: Reading, long-term projects, and study/review are generally not included in the above time guidelines. 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.

- Students who return incomplete homework or do not return homework on the due date are issued an Unprepared Slip. The student is still required to return the completed homework.
- Class work that is not completed must be completed at home.
- Homework may be graded. Failure to complete homework is likely to negatively impact a student's term grade.
- Late work is accepted, but the grade for the assignment will be adjusted according to the teacher's judgment. In the case of an excused absence, the student has as many school days as the number of days absent to complete the assignment without penalty.
- Students are to follow the guidelines of the Brookfield Honor Code with regard to homework. Homework must be a student's own work, unless the teacher stipulates that collaboration is allowed for a particular assignment.

Grades

The Brookfield academic program is very rigorous. Students work at least one grade level ahead of their peers at other schools; therefore, great effort and achievement are required to earn above average grades. Individual effort is an expectation and is not factored into the academic grades.

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

Report cards are issued four times during the school year. Progress reports alerting parents of a drop their child's class performance are typically issued at mid-term, but may also be issued at any time the teacher deems that parental intervention is needed.

Grading Scale

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

98-100	A+
94-97	A Excellent
90-93	A-
87-89	B+
83-86	B Above Average
80-82	B-
77-79	C+
73-76	C Average
70-72	C- Below Average
60-69	D Student is in danger of failing
Below 60	Failing

An "I" indicates incomplete. Missing work/tests must be completed within a negotiated period of time, or the student receives an "F" for the term.

Academic Probation

Students who consistently earn grades below C may be placed on Academic Probation. Students, parents, and teachers will meet to determine strategies to improve performance. If the academic program proves too difficult or stressful for the student over time, the principal will meet with the teachers and parents to determine whether the student should continue at Brookfield.

Transfer Students

All transfer 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 two quarters to review the student's social and

academic progress. Students who acclimate well to the school's academic and behavior expectations are invited to continue.

Medication

State law prohibits students from carrying drugs, prescription or otherwise, on a school campus. Parents must bring prescriptions to the school office with specific directions for administering them. Office personnel will dispense the medications.

Parents are obligated to inform the office of any kind of ongoing medication taken at school or at home, as well as to inform the office of chronic health problems, such as asthma, food allergies, etc.

Healthy Food Policy

The Brookfield School community strives to help our students develop healthy minds and bodies. We discourage the consumption of high fat, high sugar, and high sodium foods that are known to negatively impact a growing child's health and focus in the classroom. We are also compelled to protect the health of our students who suffer from severe food allergies, especially our youngest students who have not yet developed the habit of checking which foods offered at school are "safe" before consuming them. Brookfield parents, teachers, and coaches must follow these guidelines for school snacks, lunches, and "special treats" for birthdays and class/team celebrations:

- If your child suffers from a severe food allergy, please notify both your child's homeroom teacher and the school office. This is especially important if your child needs to have an EpiPen available for emergencies. While we strive to protect our children from allergic reactions from foods offered on campus, we also encourage parents to teach their children to be their own advocates and take responsibility for their food allergies by asking about food contents and avoiding foods that are "off limits" for health reasons.
- Avoid peanuts and peanut products, such as peanut butter. These are the number one cause of allergic reactions in children. Any class with a student who has severe nut allergies in the peer group will be asked to totally restrain from bringing nut-based products. This will be strictly enforced by the teachers.
- No sodas or caffeinated beverages for students are allowed during school hours.
- Avoid high-calorie, low-nutrition snacks such as candy, cookies, and cupcakes. Substitute healthier alternatives such as granola bars, dried fruits, vegetables, whole grain crackers or healthy muffins.
- Please train your child to not share lunchbox foods or drinks with their school friends.
- Do not bring cake or candy to school to celebrate your child's birthday with the class. Check in advance with your child's homeroom teacher for food allergies and healthy snack suggestions. Alternatively, parents may celebrate birthdays with small non-food treats for the class, to be distributed during the final few minutes of the school day. Perhaps the best birthday gift option is the gift of a special educationally-oriented book for the class library, which may be inscribed with the child's name and the date (e.g. "A birthday gift from ___ - May 10, 2014"). This is something which will "live on" to be appreciated for years to come.

Free Dress Days

Students earn the privilege of free dress days through good deportment. Students who receive a dress inspection 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 that are shorter than the finger tips (Dress code guidelines apply)
- Sheer fabrics or revealing clothing (including bare shoulders or waists) of any kind
- Clothing that contains profanity or inappropriate words or pictures
- Jewelry, nail polish, make-up, or hair dye (dress code guidelines apply)

Dress Code

All school days are uniform days unless specified by the principal.

Students are expected to be in full uniform during school hours. Students who are not in proper uniform will be issued a Dress Inspection Slip and/or may be sent home to change.

The following items are considered acceptable uniform:

(For a more detailed list, check the catalog of the school uniform company)

- Brookfield logo sweater, sweatshirt, fleece, and jackets are considered appropriate uniform
- A solid red, white, or navy turtleneck may be worn as an undergarment.
- Solid white or red long or short sleeve polo shirt. Optional navy polo may be worn by students in grades 6-8.
- Girls only in grades 6-8: White Oxford midy blouse, worn with a navy tie
- Boys and Girls: Blue uniform pant and walking short
- Girls only in grades P1-5: Blue uniform skirt or sailor jumper with a red tie
- 6th-8th graders may wear khaki colored uniform pants, walking shorts, and skirts and navy polo shirts
- Socks must be worn and must be solid color red, white, navy, or khaki. Tights and knee high socks are also acceptable. No footless tights or leggings
- Length of jumpers and skirts should not be above the fingertips when hands are held straight down at the side
- 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 are not allowed at school.
- All uniform items should be clean and in good repair
- Shirts are to be tucked in 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.
- Non-uniform outerwear (jackets, sweatshirts, hats, scarves, etc.) may not be worn indoors
- No jewelry (except stud earrings for girls and watches for both boys and girls), make-up, hair dye, tattoos, body-piercing, nail polish, perfume or cologne
- Length of boys' hair should not extend beyond the shirt collar. Bangs for both boys and girls should not cover the eyebrows. Hair styles/cuts should not be distracting. No facial hair.

NOTE: All items of clothing worn as uniform must be of the same fabric, cut, and style as the official uniform manufactured by Mills Co. No exceptions. See the designated handbook section for "free dress" guidelines

P.E. Participation

Students who must be excused from P.E. for health reasons must provide a note from their doctor. Students will be expected to observe games if they are unable to participate. Students must wear athletic shoes for P.E., Monday through Wednesday. Students who are not wearing the appropriate shoes are likely to lose their participation grade for the day.

Arrival and Dismissal Procedures

- Students may not be dropped off at school before 8:30 AM. Students enrolled in any before school program must check in with the extended day staff before going to class. **No student may be on campus before 8:30 without adult supervision.**
- Parents must park their vehicle in the designated parking spaces if leaving their car.
- At the end of the school day, 3:20 PM, students are to report immediately to After School Care or wait for their parents in the supervised area on the porch facing the parking lot. 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 supervised by their parents must wait to use the playground after 3:30PM, in order to avoid confusion during after school pick-up. Students whose parents are not actively supervising them by 3:30 PM are walked to the Multi-purpose room to join the Late Care Program. **No student may remain on campus after 3:30 PM without adult supervision under any circumstances.**
- If the parent is running late or if someone other than a student's designated driver will pick up a child, please call the office to notify the school. Children will not be released without parent permission.

Early/Late Program

Student care is available from 7:30 AM until 8:50 AM Monday through Friday, and again from 3:20 PM until 6:00 PM Monday through Friday. Contact the School Office for registration and details about our program. All Brookfield students may attend Study Hall from 3:30-4:30PM without charge. Brookfield School reserves the right to suspend any student from Study Hall for disruptive behavior.

Parents must sign the early/late roster when dropping off and picking up their child. The school takes no responsibility for any child left at school who is not signed in by a parent. **Students are never to be on campus unsupervised.**

Early/Late care is not available on non-school days, and Late Care is not provided the Friday before Winter Break or on the last day of school.

Office Telephone/ Cell Phone Policy

The office phones are for emergency use only. Students may not use the phone without permission from the office staff.

Student cell phone use is not allowed on school grounds for any circumstances. Students may carry a cell phone in their backpacks if they are in the "off" position during school hours. Cell phone use during school hours will result in its confiscation and a department demerit. The phone may be picked up by the parent the following school day. Parents who need to contact their child during school hours should call the school office phone.

Personal Electronics Policy

Students may bring a personal laptop, iPad, iPod, or other electronic device to school for school use with teacher/admin permission. These devices are not to be used without direct teacher supervision. Students may not use these devices at recess or at other times when they are not closely monitored by a teacher.

Books and Supplies

Families receive a supply list in the Summer Mailing. Students are expected to have these supplies on the first day of school. Items not on the list are supplied by Brookfield School.

All students lease textbooks from Brookfield School at the start of each school year. Students are issued one copy of textbooks and workbooks per class per year.

All books should be covered. Students may not write in non-consumable text books. Parents are financially responsible for the replacement of lost and damaged books.

Extreme Weather Conditions

Brookfield School will close if the school is experiencing unsafe conditions due to extreme weather. Parents may check for school closure by calling the school office. A recording will announce the closure. If unsafe conditions present themselves during the course of the school day, parents will be notified by phone and/or group email.

Emergency Procedures

In the event of an emergency, students will be either sheltered on campus or escorted across the street to the Levy or nearby park by school staff, depending upon the nature of the emergency and the recommendation of emergency response personnel. Every effort will be made to contact parents by telephone and/or group email to alert them of the situation and provide pick-up information.

Parents are urged to keep their emergency contact information up-to-date with the front office and the child's individual teachers.

Parent/School Communication

The Wednesday Folder is the primary source of communication between Brookfield School and parents. Please check its contents carefully for changes in the calendar and other important information. Teachers also use the folder for notes home to parents or various requests.

- Parents who need to contact their child's teacher may do so by email, if it is a non-emergency. Teachers respond to their email on a regular, but not always daily, basis. To email any staff member, enter the person's first name (dot) last name @brookfieldschool.org Example: jane.doe@brookfieldschool.org
- Please enter your child's first and last name in the re: box.
- If you need to contact any staff member immediately, please call the Brookfield front office (916) 442-1255.
- Please do not interrupt a teacher during instructional hours or try to "drop in" for an impromptu conference before or after school. Conversations regarding your child's progress or behavior are a serious matter and teachers need adequate time and preparation to give you their full attention and accurate information.
- If you would like to observe your child in class, please make arrangements with the teacher(s) in advance.

School Holidays

Brookfield School operates on a traditional calendar. Non-school days include: Labor Day, Thanksgiving, President's Day, Martin Luther King Day, Memorial Day, and Winter and Spring Break.

Middle School Class Trips

Students in grades 5-8 may attend one joint extended field trip per year not to exceed 5 school days with the approval of the principal. Organizers of these trips should consider trips that support the curriculum for that grade level, are affordable and well supervised, and that appeal to the entire class. Students who opt out of these trips may attend school, but may not have their regular class schedule.

Field Trips

Any class field trip arranged by parents to support teacher instruction must be pre-approved by the classroom teacher and principal. Field trips should reinforce the instructional program. Whenever possible, field trips must be scheduled on 1st Friday afternoons, so that class time is not interrupted. On the rare occasion when a field trip is scheduled during school hours, parents have may send their child to school for a modified instructional day, or keep their child at home during the time of the field trip with an excused absence. Students must return the appropriate parental permission forms in order to be released from school.

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

Classroom Visitors

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

Class Parties/Birthday Parties

- Class parties are permitted if pre-approved by the individual teacher and principal. Such parties should be limited in length and frequency so they do not infringe upon valuable teaching and learning time.
- Parents may bring a birthday treat for their child to share with the class during break. Please consult with your child's teacher about possible food allergies.
- Birthday party invitations may only be distributed in class if every student is invited.

Fundraising/Gifts

There are no parent service hours or other fundraising-related obligations for parents.

- Parents may gift the school with supplies and other items with the principal's approval. Please check with the school administrator prior to making any donations of goods or supplies.
- Brookfield students and their families are encouraged to participate in various school fundraisers that benefit those less fortunate and in need, but there is no obligation to participate in these fundraisers.
- Students, staff, and parents may not conduct individual fundraisers or sales of any goods or services without express permission from the school owners.

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 with a muzzle or confined in an animal carrier. This rule is to protect the health and safety of our students.



Brookfield School K-8

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