



Family Handbook
2018-2019

ENTER TO LEARN, EXIT TO LEAD
BROOKSIDE CHARTER SCHOOL

1815 East 63rd Street
Kansas City, MO 64130
816-531-2192 Phone
816-756-3055 Fax

www.brooksidecharter.org

BSDS, Inc. dba BROOKSIDE CHARTER SCHOOL

BSDS, Inc. dba Brookside Charter School is the not-for-profit agency that governs and manages Brookside Charter School. This agency includes the Charter Preschool, Elementary School, Middle School, Student Success Center, and Extended-Care Program.

This Family Handbook is subject to Board policy. The Board of Directors reserves the right to change Board policy, as well as this Family Handbook. Board-approved changes to the Family Handbook or Board policy do not void parent and student agreement to provisions of the Family Handbook. The most current version of the Family Handbook is available at www.brooksidecharter.org.

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BROOKSIDE CHARTER SCHOOL

| 2018 | | | | | CALENDAR | | | | | 2019 | | | | |
|-------------------|----|----|----|----|---|----|----|----|----|-----------------|----|----|----|----|
| JULY | | | | | 1815 E 63rd Street Kansas City, MO 64130 816-531-2192 Building Hours: 7:30 am - 6 pm Office Hours: 7:30 am - 4:30 pm School Hours: 8:15 am - 3:30 pm | | | | | JANUARY | | | | |
| M | T | W | TH | F | | | | | | M | T | W | TH | F |
| 2 | 3 | 4 | 5 | 6 | | | | | | | 1 | 2 | 3 | 4 |
| 9 | 10 | 11 | 12 | 13 | | | | | | 7 | 8 | 9 | 10 | 11 |
| 16 | 17 | 18 | 19 | 20 | | | | | | 14 | 15 | 16 | 17 | 18 |
| 23 | 24 | 25 | 26 | 27 | | | | | | 21 | 22 | 23 | 24 | 25 |
| 30 | 31 | | | | | | | | | 28 | 29 | 30 | 31 | |
| AUGUST | | | | | IMPORTANT DATES | | | | | FEBRUARY | | | | |
| M | T | W | TH | F | July 23, Admin & Office Report (Building Closed) July 24-27, New Teacher Training (Building Open) July 26 & 27, 7 Habits Training July 30- August 3, STAFF Prof Development August 6-7, Back to School Conferences August 8, Building CLOSED August 9, First Day of School August 31, 1/2 Day (PD) September 3, NO SCHOOL (Labor Day) September 7, 1st QTR Mid-Term September 28, 1/2 Day (PD) October 8, NO SCHOOL (Columbus Day) October 12, 1st QTR Ends October 31, 1/2 Day (PD) November 1, NO SCHOOL (Fall Conferences) November 2, NO SCHOOL November 20, 2nd QTR Mid-Term Nov 21-26, NO SCHOOL (Thanksgiving Break) November 26, NO SCHOOL (PD) December 21, 1/2 Day (PD) 2nd QTR Ends Dec 24 - Jan.4, NO SCHOOL (Holiday Break) January 7, NO SCHOOL (PD) January 21, NO SCHOOL (MLK, Jr) February 1, 1/2 Day (PD) February 8, 3rd QTR Mid-Term February 18, NO SCHOOL (Presidents' Day) March 15, 1/2 Day (PD) 3rd QTR Ends March 18 - 22, NO SCHOOL (Spring Break) April 19, NO SCHOOL (Spring Conf) 4th QTR Mid-Term April 22, NO SCHOOL May 23, Last Day of School 1/2 Day May 24, NO SCHOOL (PD Day) May 28-29, STAFF PD Day Summer School May 30 - June 27 (21 Days) | | | | | M | T | W | TH | F |
| | | 1 | 2 | 3 | | | | | | | | | | 1 |
| 6 | 7 | 8 | 9 | 10 | | | | | | 4 | 5 | 6 | 7 | 8 |
| 13 | 14 | 15 | 16 | 17 | | | | | | 11 | 12 | 13 | 14 | 15 |
| 20 | 21 | 22 | 23 | 24 | | | | | | 18 | 19 | 20 | 21 | 22 |
| 27 | 28 | 29 | 30 | 31 | | | | | | 25 | 26 | 27 | 28 | |
| SEMPTEMBER | | | | | | | | | | MARCH | | | | |
| M | T | W | TH | F | | | | | | M | T | W | TH | F |
| 3 | 4 | 5 | 6 | 7 | | | | | | | | | | 1 |
| 10 | 11 | 12 | 13 | 14 | | | | | | 4 | 5 | 6 | 7 | 8 |
| 17 | 18 | 19 | 20 | 21 | 11 | 12 | 13 | 14 | 15 | | | | | |
| 24 | 25 | 26 | 27 | 28 | 18 | 19 | 20 | 21 | 22 | | | | | |
| OCTOBER | | | | | APRIL | | | | | | | | | |
| M | T | W | TH | F | M | T | W | TH | F | | | | | |
| 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 | | | | | |
| 8 | 9 | 10 | 11 | 12 | 8 | 9 | 10 | 11 | 12 | | | | | |
| 15 | 16 | 17 | 18 | 19 | 15 | 16 | 17 | 18 | 19 | | | | | |
| 22 | 23 | 24 | 25 | 26 | 22 | 23 | 24 | 25 | 26 | | | | | |
| 29 | 30 | 31 | | | 29 | 30 | | | | | | | | |
| NOVEMBER | | | | | MAY | | | | | | | | | |
| M | T | W | TH | F | M | T | W | TH | F | | | | | |
| | | | 1 | 2 | | | 1 | 2 | 3 | | | | | |
| 5 | 6 | 7 | 8 | 9 | 6 | 7 | 8 | 9 | 10 | | | | | |
| 12 | 13 | 14 | 15 | 16 | 13 | 14 | 15 | 16 | 17 | | | | | |
| 19 | 20 | 21 | 22 | 23 | 20 | 21 | 22 | 23 | 24 | | | | | |
| 26 | 27 | 28 | 29 | 30 | 27 | 28 | 29 | 30 | 31 | | | | | |
| DECEMBER | | | | | JUNE | | | | | | | | | |
| M | T | W | TH | F | M | T | W | TH | F | | | | | |
| 3 | 4 | 5 | 6 | 7 | 3 | 4 | 5 | 6 | 7 | | | | | |
| 10 | 11 | 12 | 13 | 14 | 10 | 11 | 12 | 13 | 14 | | | | | |
| 17 | 18 | 19 | 20 | 21 | 17 | 18 | 19 | 20 | 21 | | | | | |
| 24 | 25 | 26 | 27 | 28 | 24 | 25 | 26 | 27 | 28 | | | | | |
| 31 | | | | | | | | | | | | | | |

178 Student School Days / 190 Staff Days / 194 New Staff Days / Adm & Office 216
 Semester 1 = 88 Days (Q1 - 44) (Q2 - 44) Semester 2 = 90 Days (Q3 - 48) (Q4 - 42)

IMPORTANT NOTE

Parent/Guardian and Student Acknowledgement

Brookside Charter School requires all families and students to read and understand the Family Handbook. All families and students are required to follow the expectations and procedures set forth in the Family Handbook. Therefore, parents/guardians must review every page of the Family Handbook with their student. Discussions and reviews of the Family Handbook conducted by school staff are in addition to, not instead of, the parents or guardians' review.

Both students and parents/guardians must acknowledge that they have received and reviewed the Family Handbook. Failure to sign the Parent/Guardian Acknowledgement will not prevent students from being held accountable for their behavior and being subject to consequences listed within this Family Handbook, but could limit their access to certain programs at Brookside Charter.

Acknowledgement of the 2018-2019 Family Handbook

Parent/Guardian Acknowledgment

I certify that I received a copy of the 2018-2019 Family Handbook and reviewed it with my child.

I understand that the consequences section under Discipline establishes guidelines for Administrators, and the Administration shall have discretion to impose consequences in a manner that is developmentally appropriate based on the age of my child.

I understand that it is my responsibility to keep the school informed of any name, address, or phone number changes, especially work phone numbers and changes of marital status involving custody of the child.

Parent/Guardian's Printed Name

Parent/Guardian's Signature

Date

Student Acknowledgment

I certify that I received a copy of the Family Handbook. I have reviewed each page of the Family Handbook and agree to abide by the policies and procedures outlined in the Handbook.

Student's Printed Name

Student's Signature

Date

Once all signatures are in place on this form, student should return the form to his or her Homeroom Teacher. The signed acknowledgment will be maintained in the office of the building the student attends.

SCHOOL OFFICAL USE ONLY:

Received: _____/_____/_____

By (initial): _____



GENERAL OPERATIONS

BROOKSIDE CHARTER SCHOOL



VISION

We empower students to be leaders of their tomorrow.

MISSION STATEMENT

We develop leaders who bravely make the world a more just place. We nurture the whole child, instill a growth mindset and foster cultural competence.

ESSENTIALS

Diversity is honored
Data and research inform decisions
Students' voices are encouraged and valued
Teaching and learning are culturally relevant
Learning opportunities are developmentally appropriate
Family and community engagement is integral and valued
Curriculum uses literacy to connect learning to students' lives
Restorative practices and social & emotional learning foster self-discipline
Intentional guidance and support allow students and adults to meet high expectations

MOTTO

Enter to learn, exit to lead

SCHOOL SPONSORSHIP, LEADERSHIP, AND STAFF

CHARTER SPONSORSHIP

The University of Missouri – Kansas City

BOARD OF DIRECTORS

Vickie Miller, President
Larry Ehern, Vice President
Koji Watanabe, Treasurer
Sherry Twyman, Secretary
Kiva Dennis, Board Member
Jason LaSalle, Board Member
Eric Sipes, Board Member
Kraig Kohring, Board Member

ADMINISTRATION

Roger Offield, Superintendent
Emily Twyman, Principal (Pre-K – 5)
Sarah Kruse, Assistant Principal (Pre-K – 2)
Anastasia Linebach, Assistant Principal (3 – 5)
Ryan Blake, Principal (6 – 8)
James Smith, Assistant Principal (6 – 8)

OFFICE PERSONNEL

Jasmine George, Business Manager
Twannia Burnett, Elementary School
Tamica Whetstone-Cooke, Middle School
Yolanda Irvin, Front Office

BSDS, Inc. dba Brookside Charter School is the governing agency for Brookside Charter School. Brookside Charter School is sponsored by the University of Missouri – Kansas City. Brookside Charter School’s Board of Directors determines the policies, approves the budget, plans for the future, and hires and advises the Superintendent. The Superintendent has the authority from the Board of Directors to implement policies, supervise staff, and run the daily operations of the school. The operation of the school also includes the other members of the Administrative Team. The Board of Directors, Superintendent, and Administrative Team work together.

Members of the Brookside Charter School Board of Directors have been selected for their areas of expertise and outreach into the community. The Board of Directors operates in accordance with Missouri’s open meeting laws. Meetings are generally held on the last Monday of each month in the Board conference room. Notice of the time, date, and place of each meeting, as well the tentative agenda, will be posted outside the Front Office and delivered to each Board Member at least 24 hours in advance of the meeting (exclusive of holidays and weekends).

Visitors are welcome to attend the open session of the meeting of the Board of Directors. Members of the Board of Directors and Brookside Charter School’s Administration participate during these meetings. Visitors exclusively observe unless they have previously petitioned the Board of Directors and have been invited to participate.

CONTACTING US

The Board of Directors and Administration are eager to hear comments, concerns, hopes, and wishes from Brookside's families. Methods of communication include:

- Meetings with faculty.
- Meetings with and/or letters to the Administration.
 - Parents may schedule meetings collectively or individually. We are eager to inform you regarding the decision-making processes and operations of the school.
- Letters to the Board of Directors through the Office.

Contact Information:

Brookside Charter School
1815 East 63rd Street
Kansas City, Missouri 64130
Tel.: (816) 531-2192

Roger Offield, Superintendent
roffield@brooksidecharter.org
(816) 531-2192 x2205

Emily Twyman, Principal Pre-K -5
etwyman@brooksidecharter.org
(816) 531-2192 x1107

Ryan Blake, Principal 6 - 8
rblake@brooksidecharter.org
(816) 531-2192 x2306

NOTICE OF NON-DISCRIMINATION

Brookside Charter School does not discriminate or in any way prefer any student over another student based on race, religion, color, gender, national origin, ethnicity, disability, sexual orientation, perceived sexual orientation, socioeconomic status, proficiency in English, or athletic ability and admits students to all the rights, privileges, programs, and activities accorded or made available to students at the school.

Non-Discrimination Explanation

Discrimination involves treating persons as members of groups, rather than treating them as individuals with their own diverse capacities and merits. It includes any conduct that is based on race, color, gender, religion, national origin, socioeconomic status, ethnicity, disability, age, sexual orientation or perceived sexual orientation, or marital status. Discrimination is perpetuated by both individuals and institutions. Schools, as one of society's most influential institutions, must address this issue and treat it with the importance it deserves.

Brookside Charter School strives to develop each student's fullest potential as a unique human being. Doing this requires an awareness of the subtlety and harmfulness of all forms of discrimination. It is the responsibility of each board member, administrator, teacher, staff member, parent/guardian, and student to understand the nature of discrimination and see that it is eliminated.

The Brookside Charter School Board of Directors affirms its intent to provide equal opportunity in its programs, practices and activities regardless of race, color, gender, religion, national origin, socioeconomic status, ethnicity, disability, age, sexual orientation or perceived sexual orientation, or marital status.

Actions, statements, or other conduct by students, staff, or Administration constituting discrimination on any basis set forth above is strictly prohibited on school premises or in connection with any school-related program or activity and may be grounds for disciplinary action.

Brookside Charter School is committed to following a policy of non-discrimination in all of its programs and activities. Brookside Charter School will endeavor to ensure an environment for students, employees, and patrons free of discrimination, including an environment free of racial, religious, sexual or other unlawful harassment. This policy prohibits harassment in any form, including verbal and physical harassment, unwelcome comments, jokes or statements of a discriminatory nature, and unwelcome advances.

The following individual has been designated to handle inquiries regarding Brookside Charter's Anti-Discrimination Policies:

Roger Offield, Superintendent
Brookside Charter School
1815 East 63rd Street
Kansas City, Missouri 64130
(816) 531-2192 x2205

If the issue concerns the Superintendent, individuals may contact another member of the Administrative Staff or the Chairman of the Board of Directors.

AMERICANS WITH DISABILITIES ACT

Brookside Charter School complies with all aspects of the Americans with Disabilities Act (ADA).

- Families with children with special needs as indicated in the ADA are requested to provide the Brookside Charter School Administration with written reports and diagnoses from the child's physician and other professionals in order for Brookside Charter School to meet the child's needs.
- ADA-compliant restrooms are located in both the Elementary and Middle School and marked with appropriate signage.

SPECIAL EDUCATION

Brookside Charter School provides special education services for children with current Individual Education Plans (IEPs) and students who are evaluated and qualify for services. Students may be referred by faculty and/or families to the Building Administrator for special education evaluation. For any questions or concerns about the process, please contact Ryan Blake, Principal 6 – 8, at rblake@brooksidecharter.org or (816) 531-2192 x2306.

INCLUSION POLICY

Brookside Charter School complies with the Individuals with Disabilities Education Act 9 (IDEA & IDEA-97), the Family Educational Rights and Privacy Act (FERPA), and Section

504 of the Rehabilitation Act of 1973. Brookside Charter School will comply with federal and state special education requirements and Individual Education Programs (IEPs) recommended by the committee. Brookside Charter School may provide services both directly and under contract with outside providers.

Brookside Charter School is committed to a program of responsible inclusion for students with special needs. This means that after an evaluation indicates services needed, an educational program will be designed to meet the learning needs of the broadest spectrum of students within the regular classroom. Special education teachers will work with teachers and students with special needs within the regular classroom—and also in separate settings, when necessary, to meet the individual needs of the child. Brookside Charter School will work to ensure that students with special needs remain involved and focused.

Brookside Charter School will work with special education students for intensive, short-term, “pull-asides.” The teachers will then return to classroom activities with support materials, plans, and follow-up. Brookside Charter School will also provide strategic direct instruction for some individual students—one-to-one and in small groups—within classrooms or in a resource setting, as determined by the special education team. In addition, Brookside Charter School will provide classroom teachers with strategic modeling, materials, and follow-up that elaborates instruction and practice for special students. Brookside Charter School will regularly review levels of service and adjust the level to meet the student’s academic and social learning needs. When “inclusion” proves not to be a responsible education arrangement for an individual child, the school team will discuss the appropriate services for the student. At Brookside Charter School, special education and 504 assessments will provide valuable information to teachers, parents, and students. Brookside Charter School will use appropriate special education and 504 procedures for making referrals, conducting evaluations, communicating with families, writing and reviewing IEPs, maintaining student records, and reporting to federal and state authorities.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Brookside Charter School will not discuss a student’s academic progress or classroom behavior with anyone outside the school staff who is not identified as the parent/guardian and/or academic discussion contact or educational decision maker.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. By definition, a “parent” is a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian; and FERPA affords full rights to either parent, unless the school has been provided with evidence that there is a court order, state statute, or legally binding document that specifically revokes these rights. By definition, “educational records” contain information that is directly related to a student, and are maintained by an educational agency or institution.

Parents have the right to inspect and review their student’s education records upon written request to the Superintendent, who will make arrangements for access with notification of the time and place where the records may be inspected. Parents of eligible students may ask the school to amend a record that they believe is inaccurate or misleading. The law defines steps required. Privacy rights restrict consent to disclosures of personally-identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. Upon request, the school discloses education records without consent to officials of another school district in which

a student seeks or intends to enroll.

For additional information or technical assistance, you may call 202-260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

STUDENT FILES

Student files are maintained on each child enrolled at Brookside Charter School. Parents/guardians as defined by FERPA have access to their child's permanent record, and they may make an appointment to view the files at either the Elementary and/or Middle School Offices. Parents/guardians may request a copy of their student's file as defined by FERPA, which can be prepared, in most cases, within three school days.

Parents/guardians are required to keep the school informed of any name, address, or phone number changes, especially work phone numbers and changes of marital status involving custody of the child.

The student file needs to contain a physician's written diagnosis of any chronic diseases/conditions and any treatments or school modifications recommended by the physician. Chronic diseases/conditions may include but are not limited to ADD, ADHD, asthma, epilepsy, diabetes, kidney problems, neuro-muscular conditions, and vision or hearing deficiencies.

MEDIA POLICY

Throughout the year, Brookside Charter may publish student photographs, video and/or audio clips, student quotes, and student writing and artwork, which have been deemed "Directory Information." See Board Policy 1.08.

FERPA, discussed above, requires that Brookside Charter, with certain exceptions, obtain written consent from a parent/guardian before disclosing personally-identifiable information from your child's educational record. Brookside Charter may disclose appropriately designated Directory Information without written consent, unless you have advised Brookside Charter to the contrary in writing. The primary purpose of Directory Information is to allow Brookside Charter to include certain information about your child in school publications. Examples include:

- The annual yearbook;
- Honor roll;
- Graduation programs;
- A theatrical playbill;
- Sports activity sheets;
- Newsletters and other Brookside Charter publications;
- Videos of school performances and athletic events; and
- School social media and website pages.

CONCERNS AND COMPLAINTS

Brookside Charter knows that parents and guardians care deeply about their students. When parents or guardians express concerns or lodge a complaint, we will strive to evaluate those issues impartially and resolve them as quickly and effectively as possible. In all cases, Brookside encourages parents and guardians to talk directly with the school about challenges or disagreements rather than talking first with other members of the school community.

Concerns and Complaints Lodged with Brookside Charter

Following are general procedures for raising concerns with Brookside Charter staff and administration:

1. If the issue/concern involves the classroom, meet with your child's teacher. If the problem is not resolved, contact the building administration.
2. If the issue/concern involves the daily operation of the school, contact the building administration.
3. If the issue/concern involves school policy (Family Handbook or Discipline Handbook), contact the building administration.
4. If the issue / concern is not resolved following steps 1-3, contact the Superintendent.
5. If the issue/concern isn't resolved after following steps 1-4, you may use the following steps to petition the Board of Directors.
 - a. Submit a one-page brief of the issue. Briefs to the Board should be sent to Brookside Charter School, Attention: Board of Directors.
 - b. The Board of Directors will respond. Responses may include:
 - inclusion on the agenda for a Board of Directors' meeting, or
 - a written reply, or
 - a referral to the Administration.

A complaint asserting that Brookside Charter has violated a federal statute or regulation may be filed either with Brookside or the Missouri Department of Elementary and Secondary Education ("DESE"). If such a complaint is filed with Brookside and not resolved at the local level, the decision may be appealed to DESE. DESE will initiate an investigation within ten days, concluding its investigation within thirty days from the date of the appeal. This investigation may be continued beyond the thirty-day limit at the discretion of the Department.

At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and Brookside Charter. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered.

Complaints Lodged with DESE

A complaint filed directly with DESE must be a written, signed, and include the following:

1. A statement that a requirement of an Every Student Succeeds Act of 2015 ("ESSA") program has been violated by the local education agency, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

The investigation and complaint resolution proceedings will be completed within forty-five calendar days. That time limit can be extended by the agreement of all parties.

During the investigation, the following will occur:

1. Record. A written record of the investigation will be kept.
2. Notification of Brookside. Brookside will be notified of the complaint within five days of the complaint being filed.
3. Resolution at Brookside. Brookside will initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. Report by Brookside. Within thirty-five days of the complaint being filed, the LEA will submit a written summary of Brookside investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. Verification. Within five days of receiving the written summary of a complaint resolution, DESE will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. Appeal. The complainant or Brookside may appeal the decision of the Department to the U.S. Department of Education.

In addition to the procedures listed above, complaints may also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Appeals to the Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

If a complaint is not resolved by DESE, the complainant or Brookside may appeal the decision to the United States Department of Education.

PARENT AND GUARDIAN'S RIGHT TO INFORMATION

Under the Every Student Succeeds Act of 2015 ("ESSA"), upon request, Brookside is required to provide parents or guardians the following information in a timely manner:

- Whether your student's teacher has met State qualification and licensing criteria for the applicable grade levels and subject areas.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition, Brookside must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.



ENROLLMENT / PARENT AND STUDENT LIFE

ANNUAL REGISTRATION/ENROLLMENT REQUIREMENTS

Kindergarten: Students must be five (5) years old before August 1st, the summer *before* entering kindergarten.

Students should provide:

1. Birth certificate;
2. Current immunization record;
3. Completed online application with the child's social security number;
4. Completed parent/student contract; and
5. Health form.

Students new to Brookside Charter School also need:

- Release of Records request for previous school (credentials verifying successful completion of the previous grade).
- Students will not be placed into class assignments until all records have been received and reviewed by the Administration.

Enrollment Requirements

- Registration/enrollment begins in December for the following academic year.
- Current families have preference provided that they complete enrollment requirements prior to the open enrollment date.
- Children **MUST** have an address within the Kansas City Public Schools boundaries.
- Families with children enrolled in Brookside Charter School have a sibling preference when enrolling additional children.
- Brookside Charter School does not offer transportation to or from school. Accordingly, parents are responsible for their child's transportation.
- Parents/guardians and students are required to sign and honor a Parent-School Compact and commitment to follow school policies and procedures.
- Parents/guardians must complete all steps of the registration/enrollment procedures each year to have their children officially enrolled in Brookside Charter School.

GUARDIANSHIP ISSUES RELEVANT TO ENROLLMENT

It is Brookside Charter School's policy to honor the wishes of the enrolling parent/guardian with regard to information contained on the enrollment form. In the case of joint custody, if a question arises between parents, we request that parents seek agreement without involving the school. The parents can then inform the school office once agreement is reached. School records are mailed/faxed to the student's new school in compliance with the law of the State of Missouri. If one custodial parent sharing custody requests copies of any portion of the student's enrollment and financial records, duplicate copies will be issued and sent to the other custodial parent. Brookside Charter School reserves the right to decline participation in disputes between parents concerning their child.

1. **Educational Decision-Maker:** Parents/guardians indicate the Educational Decision-Maker on the enrollment form. Consistent with FERPA, this person or these persons are the only ones to whom Brookside will release information regarding academic and behavior.

2. **Legal Name and Guardianship:** All students enrolled at Brookside Charter School must be enrolled under the legal name appearing on their birth certificate unless a name change has been designated through legal court proceedings. Parents/guardians are responsible for furnishing proof of court action.
3. **Pick-Up Procedures:** If school personnel have reason to believe that releasing any Brookside Charter School student may place that child in danger, we reserve the right to withhold release of the child and call the police or the Division of Family Services for the State of Missouri.
4. **Shared Custody:** Custodial and non-custodial parents are expected to confer and agree upon pick-up orders for their children. Only those individuals who are listed on the registration form will be allowed to pick up students. Brookside Charter School reserves the right to require photo identification of anyone picking up a child under our supervision. Additions and subtractions from the list must be in writing and presented to the office.

Refusal of Pick-Up: Adults NOT Designated to Pick Up a Child – Should any court-ordered reason exist why a parent/guardian would not be allowed to pick up his/her child, the school must have on file a notarized statement to that effect and a copy of the legal custody document to deny pick-up. The legal guardian/Educational Decision-Maker may designate who may and may not pick up the child. The Brookside Charter School staff will abide by the designated list.

ADMISSION/PLACEMENT POLICY

Students new to Brookside Charter School will automatically be enrolled on a probationary basis until grade-level proficiency can be determined. The Administration's evaluation results will determine the correct grade placement. Students will not be assigned into classes until the Administration has received and reviewed all records.

CLASSROOM ASSIGNMENTS

The Administration determines teacher/student class assignment. Assignments are made based on academic and behavioral data, with the best interest of the individual student considered first. Other criteria may include: balancing the classes by ethnicity, gender, returning students, new students, and academic diversity.

DAILY PRACTICES AND PROCEDURES

School Hours

Elementary Hours: Start 8:15 a.m. Middle School Hours: Start 8:15 a.m.
End 3:30 p.m. End 3:30 p.m.

Office Hours: Open 7:30 a.m. Extended Care Hours: Start 3:30 p.m.
Close 4:30 p.m. End 6:00 p.m.

Late Drop-Off

Any child dropped off after 8:15 a.m. is considered tardy to school, and will need to be escorted into the building by an adult. The adult will be required to sign the student in at the Front Office.

Early Pick-Up

Parents and guardians are discouraged from picking up children prior to dismissal time. Students will NOT be called down for early pick-up after 3:10 p.m. (except for emergencies, approved by the Administration). It is expected that children will complete the school day, from start (8:15 a.m.) to finish (3:30 p.m.).

Late Pick-Up

All students (except for those enrolled in Extended Care) must be picked up between 3:30 p.m. and 4 p.m. Failure to pick up your student(s) by 4:00 p.m. will result in a fee: for pick-up between 4:00 p.m. and 4:15 p.m., you will be charged a \$5 fee. If the child is not picked up by 4:15 p.m., then he or she will be automatically enrolled into Extended Care for the rest of the week at a rate of \$35 per child.

MORNING DROP-OFF AND AFTERSCHOOL PICK-UP PROCEDURES

Morning

Please use caution and patience when driving in the parking lot to help maintain safety for all students. Staff members are in charge of the parking lots; please follow their directions. A map has been included below to help show where you need to enter and exit. We encourage parents to park and walk their children into the building. Please follow these guidelines:

- The building and parking lot will open at 7:30 a.m.
- No students will be allowed in the building or dropped off until 7:30 a.m.
- Drop off times are 7:30 to 8:15 a.m.
- If you arrive after the 8:15 a.m. bell, you will need to park your car and walk in with your child to sign them in for the day. Students will not be allowed to sign in after 8:15 a.m. without an adult present.
- Only unload students at designated stops and children must exit the vehicle on the right only. Ask for assistance from a staff member if your child needs help exiting the vehicle.
- Pull forward to the “Kiss and Go” sign to drop students off in the morning. Make sure that students are ready to exit the car once the door is opened; say goodbyes in the car prior to arriving at the stop.
- If your child needs assistance carrying projects or other large items into school, please either park the car and walk the student into school; or unload the student as directed then park the car and deliver the large items to the building.
- Once your student has been dropped off, carefully pull away.

Afternoon

All students (except for those enrolled in Extended Care) must be picked up between 3:30 p.m. and 4:00 p.m. Parents/guardians will not be allowed to have students called down to the office after 3:10 p.m. (except for emergencies). Failure to pick your student(s) up by 4:00 p.m. will result in a fee: Between 4:00 p.m. and 4:15 p.m. you will be charged a \$5 fee. If the child is not picked up by 4:15 p.m., then he or she will be automatically enrolled in Extended Care for the rest of the week at a rate of \$35 per child.

Park and Pick-Up

Brookside Charter encourages all parents to park and enter the building to speak with their child/children’s teacher on a daily basis. The strong partnership between parent and

teacher will benefit the student.

Students in grades Pre-K – 4

- Must be picked up in their Homerooms between 3:30 p.m. and 4 p.m.
- Teachers are required to have someone from the pick-up list sign them out.

Students in grades 6– 8

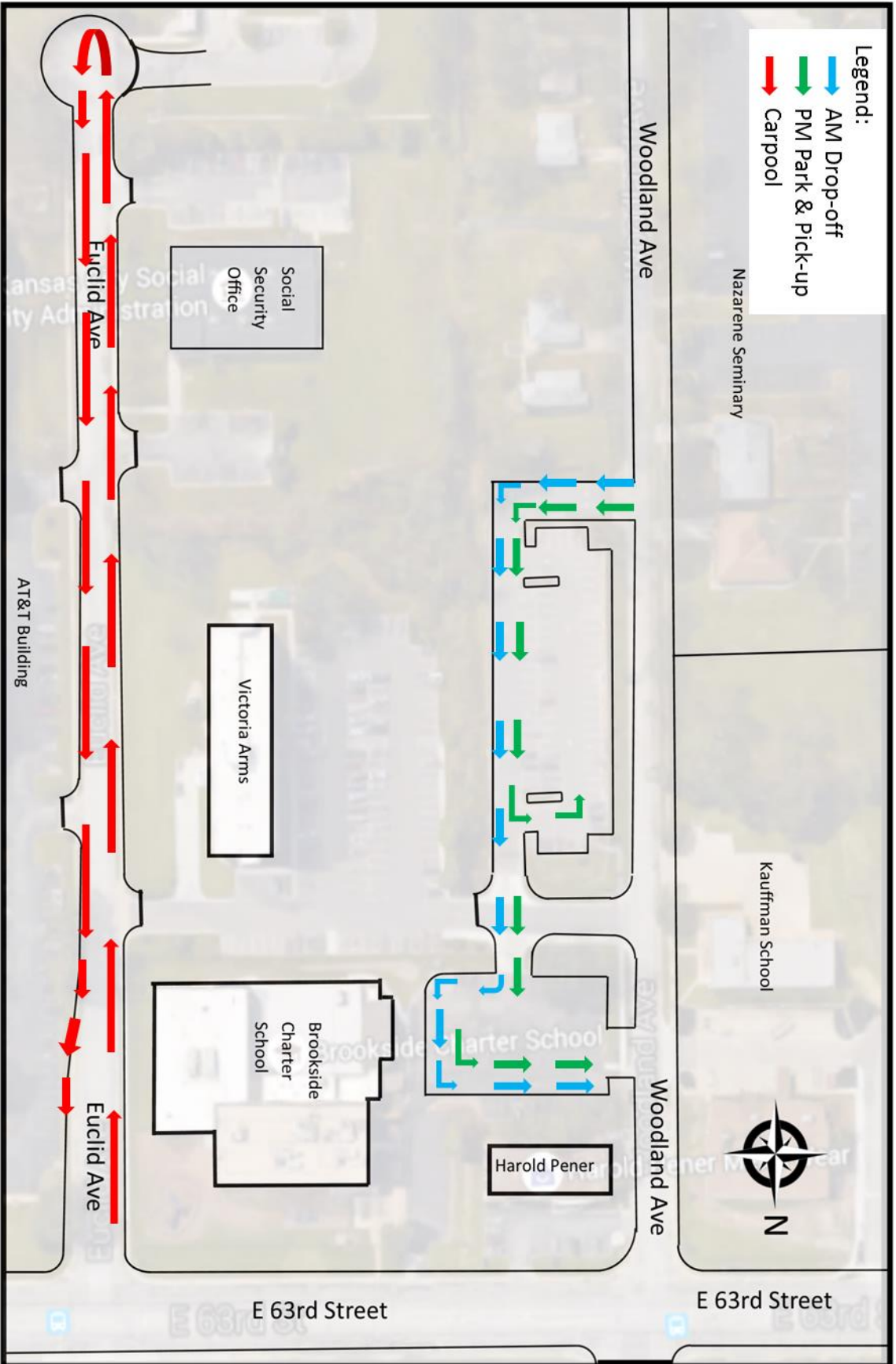
- Must report to the Gym at 3:30 p.m. and sit in their designated section of the bleachers.
- Parents/guardians may enter the Gym at 3:40 p.m. and sign each student out with his or her Homeroom teacher.

Carpool

Brookside Charter understands it may be difficult to enter the building every day, and has created a new option for parents to pick up their child/children. Carpool is designed to have parents stay in their cars, and students come out to you. In order to participate in carpool, you must register in ADVANCE and receive a carpool number. Once you have a carpool number, please follow these guidelines:

- Carpool is on the east side of the building, opposite of the main entrance (Located on Euclid Ave).
- Carpool starts at 3:30 p.m.; please do not arrive before 3:20 p.m. All traffic will be directed to continue moving until 3:20 p.m.
- Carpool ends at 3:55 p.m. If you are not in line prior to 3:55 p.m., you will be asked to park your car and enter the building.
- Carpool numbers tags must be displayed on the driver's side of the dashboard. If you do not have your number to display, then you must park your car in the main lot and come into the building.
- Your carpool number is your family's number for the entire year. We will not replace your carpool number tags. If you lose your number, you can pay a \$10 fee for a new tag.
- Obey all traffic laws, and please do not make U-turns. Use the cul-de-sac at the end of Euclid Ave.
- If you decide to change your dismissal method for the year, please fill out a "Change of Dismissal" form with the front office.
- Please note, if a teacher or administrative team needs to meet with you, you may be asked to park your car in the main lot, and enter the building.
- Please review the attached map.

Brookside Charter Drop-off, Park & Pick-up, and Carpool Routes



BREAKFAST AND LUNCH

Brookside Charter School has qualified for the federal Community Eligibility Provision (CEP) program, which permits the School to offer **FREE** breakfast and lunch for all of our students.

EXTENDED CARE

Brookside Charter School provides an Extended Care program for students who cannot be picked up by 4:00 p.m. The Extended Care program provides a safe, nurturing environment where every student will be provided a snack and will participate in mentoring and tutoring activities. The fee for the program is \$35 per week.

ATTENDANCE REQUIREMENTS

Students are required to maintain at least 90% attendance for each class period.

Brookside Charter School expects that all students will regularly attend school. "Attendance" is defined as the student's presence in the school from the start time of school through the dismissal time. Students who are tardy, truant, and/or leave school early lose attendance time. There is a direct relationship between school attendance and grades, leadership, and success in school. Parents/guardians should call the school if the student must be absent. Excessive absences may result in loss of academic credit, promotion, or advancement to the next grade.

Parent/guardians should follow these guidelines with regard to attendance:

- Notify the school between 7:30 a.m. and 9:00 a.m. the morning of the absence by calling the Elementary or Middle School Office, not the Front Office.
- Provide a written note giving the student's name, date, and reason for absence when the student returns, if the parent has not notified the school; and
- Please schedule doctor, dental, and other appointments after school hours to ensure your child's regular attendance.

Office Numbers:

Elementary School: 816-531-2192 Ext. 2

Middle School: 816-531-2192 Ext. 3

Brookside Charter will adhere to the following steps with regards to excessive student absences:

- 7 Absences = Written Notification – The Attendance Secretary will send written notification through Registered Mail. If notification is returned, process will move to next step.
- 12 Absences = Parent Meeting – The school counselor or administrator will arrange for a parent meeting to discuss attendance concerns. After the third attempt to schedule a meeting, process will move to the next step.
- 18 Absences = Superintendent will send written notification through Registered Mail. Arrangements will be made to issue a citation ordering parent/guardians to appear on the Truancy Docket at 10 a.m. in B

Court or Referral to the Department of Social Services (except for medically-documented extended absences). Students missing ten (10) or more days in a semester are eligible to be immediately withdrawn. Examined on a case-by-case basis; (5) consecutive days of absence will result in immediate withdrawal from school and student placed on waiting list.

***All Absences are calculated within a semester.
Examination of Absences occurs on a case-by-case basis.***

Nothing in this policy shall prohibit an IEP or 504 team from accommodating a student with a disability in accordance with state and federal law.

CIVILITY POLICY

The Brookside Charter School staff will treat parents and other members of the public with respect and expect the same in return. The school and office must be free from disruptions or threats. Accordingly, this policy promotes mutual respect, civility, and orderly conduct among Brookside Charter School staff, families, and the public. This policy is not intended to deprive any person of his/her right to freedom of expression. Rather, Brookside Charter School wants a safe, harassment-free environment for our students and staff. We encourage positive communication and discourage volatile, hostile, or aggressive actions.

Provisions:

1. Disruptive individuals must leave school grounds. Any individual who disrupts or threatens to disrupt school or office operations, threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive language that could provoke a violent reaction, or who has otherwise established a continued pattern of unauthorized entry on school property will be directed to leave school property promptly by the Administration.
2. The staff uses the following procedures in dealing with abusive individuals. If any member of the public uses obscenities or speaks in a loud, insulting, and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely warn the speaker to communicate civilly. If the abusive individual does not stop, the employee will verbally notify the abusing individual that the meeting, conference, or telephone conversation is terminated; if the meeting or conference is on school property, the employee shall direct the abusive individual to leave promptly.
3. The staff member will then immediately notify his/her supervisor and provide a written report of the incident.

PROPER CLOTHING AND DRESS CODE

Although each student's dress and grooming are generally personal matters of choice for the student and the student's parents/guardians, dress and grooming while at Brookside Charter School must conform to the following guidelines:

- A student's grooming and dress must contribute to and support a school environment conducive to instruction, learning, and good citizenship.
- A student should be clean and neat in his or her personal dress and grooming.
- A student's clothing must properly cover the private parts of the body.

- A student's dress and grooming must not distract the student or others from learning or otherwise disrupt the educational process or create a risk to students' health or safety.
- Shirts, blouses, and other tops must cover the waistband of pants, skirts, shorts, or other bottom attire.
- Shorts, skirts, and dresses must be below the fingertips when arms are held straight down at the sides.
- Clothes shall be sufficient to conceal undergarments at all times. Clothing that is transparent or see-through, or clothing that reveals any private part of the body, is prohibited.
- Caps, bandanas, hats, and sunglasses may not be worn inside the building during regular school hours.
- Shoes that do not adequately cover the foot from toe to heel or in their construction may allow for possible injury (e.g., flip-flops or open-toed sandals) are not permitted.
- Clothing or other articles that present a safety concern (e.g., chains, spikes, dangerous jewelry, safety pins, etc.) are prohibited.
- Clothing or jewelry that displays obscene, vulgar, or pornographic words or images, as well as those that advertise or promote illegal uses of drugs, alcohol, or tobacco products or acts of violence, is prohibited.
- Coats, backpacks, purses, and bags are not to be taken to class by middle school students. They are to be stored in lockers before the bell for first-hour sounds. Elementary students may not bring purses to school, but may store coats and backpacks on their hooks.

Examples of school attire that is NOT PERMISSIBLE include:

Tops/Shirts in any of the following categories:

- Tube
- Mesh
- Halter
- Low-cut
- Backless
- Spaghetti straps (straps should be at least 3 fingers wide at the narrowest point)
- Half-shirts/cropped-tops/short enough to expose the midriff during standard school activity
- Muscle shirts
- Transparent, ripped, or torn allowing inappropriate exposure

Bottoms in any of the following categories:

- Transparent, promoting inappropriate exposure of undergarments
- Too short – shorts, skirts, and dresses must be below the fingertips when arms are held straight down at the sides
- Made of spandex or similar fitted material and worn in such a manner as to allow inappropriate exposure
- Underwear worn as outer garments
- Worn low as to expose undergarments (Sagging – i.e., pants falling below waist, potentially revealing undergarments – is not permitted.)
- Sleepwear
- Transparent, ripped, or torn allowing inappropriate exposure.

Exceptions

School administrators may allow exception in special circumstances including, but not limited to, medical or religious needs, holidays, or special performances. Further, school administrators may further prescribe dress in certain classes such as physical education and science labs.

Dress Code Violations

The school may restrict any student from attending classes or school activities when that student's dress, general appearance and/or conduct creates safety, health and/or discipline problems. Students found in violation of the approved dress code will also be subject to disciplinary action.

INTERNET USAGE AND TECHNOLOGY POLICY

Brookside Charter recognizes that technology, including the Internet, serves educational purposes when used properly. Accordingly, the School provides students with various technology tools and the privilege of using those tools for educational purposes. Access to the School's technology tools, however, is a privilege, not a right, and it can be revoked at the discretion of the School.

A signed "Technology Tools User Agreement" (attached at the back of this Handbook) is required for every student at Brookside Charter School who would like access to and use of computer technology while at school. Parents must read and sign the Technology Tools User Agreement. By signing this agreement, parents/guardians understand that their child will be responsible for following the teacher's directions or lose technology resource privileges for the remainder of the school year.

Use of Technology Tools

The School's technology tools are exclusively for educational use consistent with the School's educational objectives and are not intended for any other purpose. Students may not use the School's technology tools for personal use.

The following are unacceptable uses of the School's technology tools:

1. Any attempt to harm or destroy data of another user or other networks connected to the Internet.
2. Unauthorized use of school resources for commercial, illegal, or profit-making enterprises.
3. Knowingly wasting technology resources.
4. Physical abuse of the equipment.
5. Using technology resources in ways that violate school policies and behavior standards.
6. Degrading or disrupting equipment or system performance.
7. Installing unauthorized software on school computers, or any violation of copyright established for computer software.
8. Knowingly uploading or creating computer viruses.
9. Hacking or gaining unauthorized access to files, resources, or entities.
10. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone.
11. Using another user's account or password.
12. Posting anonymous messages.

13. Using the network for commercial or private advertising.
14. Accessing social media sites, except for those explicitly approved by teachers or the Administration for classroom or educational collaboration.
15. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, harassing, or illegal material.
16. Using the network or technology tools while access privileges are suspended or revoked.

This list of unauthorized uses is not exhaustive and the fact that a particular use is not included should not be construed to authorize the use. Any use of the School's technology tools that is not for an educational purpose consistent with the School's educational objectives is an unacceptable use. Parents/guardians of all users agree to indemnify the School for any losses, costs, or damages, including reasonable attorneys' fees, incurred by the School as a result of or arising out of their child's misuse of technology tools.

Privacy and Safety Procedures

Privacy. By using Brookside Charter's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by Brookside Charter. To that end, School staff, administrators, and parents all have access to student e-mail and accounts for monitoring purposes. Students have no expectation of privacy on any of the School's technology tools or accounts.

Electronic communications, downloaded material, and all data stored on Brookside Charter's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored, or searched by Brookside Charter administrators or their designee(s) at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with Brookside Charter policies and rules and investigating potential misconduct. Any such search, access or interceptions shall comply with all applicable laws. Users are required to return Brookside Charter technology resources, including but not limited to mobile phones, laptops and tablets, to Brookside Charter upon demand.

Safety. The School will take all measures necessary to provide students with the understanding and skills necessary to use the Internet appropriately in ways that meet educational needs and maximize personal safety. There is, however, always the risk that students may encounter material on the Internet that is inappropriate or could potentially harm the student. Due to the uncontrollable nature inherent in the Internet, the School cannot guarantee that students will never gain access through the Internet or computer environment to inappropriate or harmful content. In an effort to prevent any such exposure, the School will comply with the Children's Internet Protection Act (CIPA) by using available filtering software for both the Internet and e-mail.

Parents are responsible for monitoring their children's use of technology tools when students access programs away from school.

Students are responsible for their own behavior at all times.

Student safety is our highest priority.

Students must comply with the following **safety procedures** when using Brookside Charter technology tools:

1. Students may not post their or anyone else's personal information. This includes last names, addresses, phone numbers, e-mail addresses, and credit card numbers or other financial information.
2. Students must never arrange for a face-to-face meeting with a stranger or anyone they meet online without their parent's approval and participation.
3. Students must never respond to abusive or suggestive messages and must report them immediately to a teacher or a member of the School Administration. Students must inform a teacher or member of the School Administration about any message they receive that is inappropriate or makes them feel uncomfortable.
4. Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no circumstances may a student provide his or her password to another person, with the exception of a parent.

Care for Technology Tools

By using School-provided technology tools, users agree to assume full responsibility for the safety, security, care, and proper use of the School's property. In the case of careless handling/negligence of School property, the borrower agrees to assume full responsibility for the damaged device as deemed necessary by the School or reputable vendors examining the technology tools. Failing to report damage or potentially damaging incidents at the time of the incident may result in additional financial obligation to the student/parent/guardian in the amount of repair or replacement costs for the damaged property.

- Devices should never be exposed to liquids or other foreign substances, including but not limited to drinks, paint, ink, glue, cleaners, polishes, or any type of health/beauty aid (e.g., lotion, nail polish, perfume, soap, shampoo).
- Device surfaces should not be altered or defaced. Do not decorate your assigned device or remove labels, stickers, or tags from the device that are affixed by the School.
- Vandalism will result in suspension or revocation of technology tools privileges and/or other disciplinary action. For purposes of this Agreement and the School's technology tools policies and practices, vandalism is defined as any intentional or malicious attempt to harm or destroy the technology tools (whether hardware, software, or otherwise) assigned by the School to you or any other user.

Digital Standard of Conduct

Treat others well. When using e-mail, the Internet, or any other technology tool, treat others as you want to be treated. Think before you type, and be careful with what you say about others and yourself. Written communication can cause emotional harm just like verbal communication. Students must refrain from using the School's technology tools for any purpose harmful to others such as mocking, teasing, bullying, or any similar use. Such behavior will not be tolerated and will result in suspension or revocation of technology tools privileges or other discipline permitted by the School discipline policies.

Respect the rights of copyright owners. Copyright infringement occurs when an individual reproduces a work without permission that is protected by a copyright. This includes but is not limited to copying or reproducing text or graphics found on the Internet

without permission. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If a user is unsure about the permitted uses of a particular work, he or she should request permission from the copyright owner before reproducing the material in any form. The absence of a copyright notice should not be construed as permission to copy and reproduce the materials.

Students have First Amendment rights to free speech. While students have constitutional rights to freedom of speech and expression, those rights are not absolute. This means that the School can limit students' rights in school to prevent interference with the learning environment. School web sites, e-mail, and other technology tools are for educational use and are not considered public forums for debating ideas. Students must refrain from using the School's technology tools to access social media sites for personal purposes.

Violations of Technology Usage Policies and Procedures

Use of technology resources in a disruptive, inappropriate, or illegal manner will not be tolerated. Any violation of Brookside Charter policies or procedures or the Technology Tools Student Agreement may result in temporary, long-term, or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of Brookside Charter's technology resources.

PAC (PARENTS ACTION COMMITTEE)

Brookside Charter School's Board and staff value the support from families. The most effective parental involvement is the parent and teacher working collaboratively to support the student's learning. Parents are encouraged to volunteer for community events, assistance in the classroom, and assistance with field trips. We have worked hard with our parent organization group, PAC, which stands for Parents Action Committee. This group meets on a regular basis to collaborate with Brookside Charter School.

STUDENT-LED CONFERENCES

Twice during the school year, Brookside Charter schedules student-led conferences. School Administration highly recommends that parents/guardians contact their child's teacher(s) in advance to schedule their conference. In addition to student-led conferences, parents and guardians are encouraged to contact the appropriate building administrator or their student's teachers anytime they have any questions or concerns regarding their child's academics and/or behavior during the school year. For elementary (Pre-K – 5) concerns, contact Emily Twyman at etwyman@brooksidecharter.org or (816) 531-2192 x1107. For middle school (6-8) concerns, contact Ryan Blake at rblake@brooksidecharter.org or (816) 531-2192 x2306.

CLASSROOM VOLUNTEERS

Parents/guardians, grandparents, and other adult family members are encouraged to help in the children's classrooms. The Administration will provide interested volunteers with guidelines so that the instructional environment established by the teacher and the privacy of the students is maintained. Volunteers are required to sign the "Volunteer Guidelines" form (attached at the back of this Handbook) that explains the expectations for volunteers. Brookside Charter School reserves the right to require background checks on any volunteers.

FIELD TRIPS

Brookside Charter School encourages all children to participate in field trips, which are considered educational and/or enriching experiences. Families have already given permission at the time of enrollment for their children to go on field trips, and they will receive written notification about field trips.

For the safety of all our children, every child going or participating on a field trip *must leave school and return to school with the entire field trip group*. Exceptions need to be approved by the Administration before the day of the field trip. Children may not meet the class at a field-trip site or be dropped off by parents/guardians. If children arrive at Brookside Charter School after their group has left the school, they will join another group of children until their group returns to school.

The Brookside School Safe School and Discipline Policy applies to field trips. Any student with outstanding fees/fines will not be allowed to participate in field trips.

PROGRAMS FOR TRANSITIONAL STUDENTS

Brookside Charter strives to help all of its families, including those that lack a fixed regular and adequate nighttime residence. The school, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school have access to a free and appropriate public education. Homeless students are automatically eligible for certain additional support, including, but not limited to, the school meals program, instructional services through Title I, and transportation.

If parents/guardians find their family in any of these situations, please contact the Superintendent for assistance. Once school officials determine that an enrolling student is homeless, the school's homeless coordinator must assist in the student in obtaining his/her education, immunization, medical, and other records. According to McKinney-Vento, the student must be enrolled in the interim.



ACADEMICS

Brookside Charter School is committed to nurturing the growth and development of students through a rigorous academic program. Our curriculum is aligned to the Missouri Learning Standards, which define what students should know and be able to do at the end of each year. The standards are designed to be robust and relevant, and to reflect the knowledge and skills needed for college and career readiness.

Charter schools may choose their own curriculum materials and methods of instruction in order to teach the Missouri Learning Standards. Instructional practices of Brookside Charter School include, but are not limited to:

- Integrated instruction in language arts, math, science, and social studies
- Emphasis on active critical thinking, problem solving, inquiry, and real-world application
- Need-based, differentiated small group instruction in every grade and content
- Engaging and developmentally appropriate learning opportunities
- Culturally responsive pedagogy
- Ongoing formal and informal assessment
- High standards for the quality of student work

Additionally, we believe that academic success is intrinsically tied to the social, emotional, and character development of your student. All students will receive social, emotional support and development through Morning Meetings and LEAD Time (K-5) and Leadership Class (6-8). Our curriculum is a combination of research-based social/emotional skills training according to need and character education lessons influenced by the 7 Habits of The Leader in Me. As students progress through Brookside Charter School, they will build the academic knowledge and skills and character habits needed to succeed academically, socially, and emotionally in middle school and high school and thrive in their future roles.

DAILY ACADEMIC RESPONSIBILITIES

Students in grades K-5 are expected to attend school each day with:

- Homework folder/binder
- Planner
- Independent reading book
- Completed homework

Students in grades 6-8 are expected to attend school each day with:

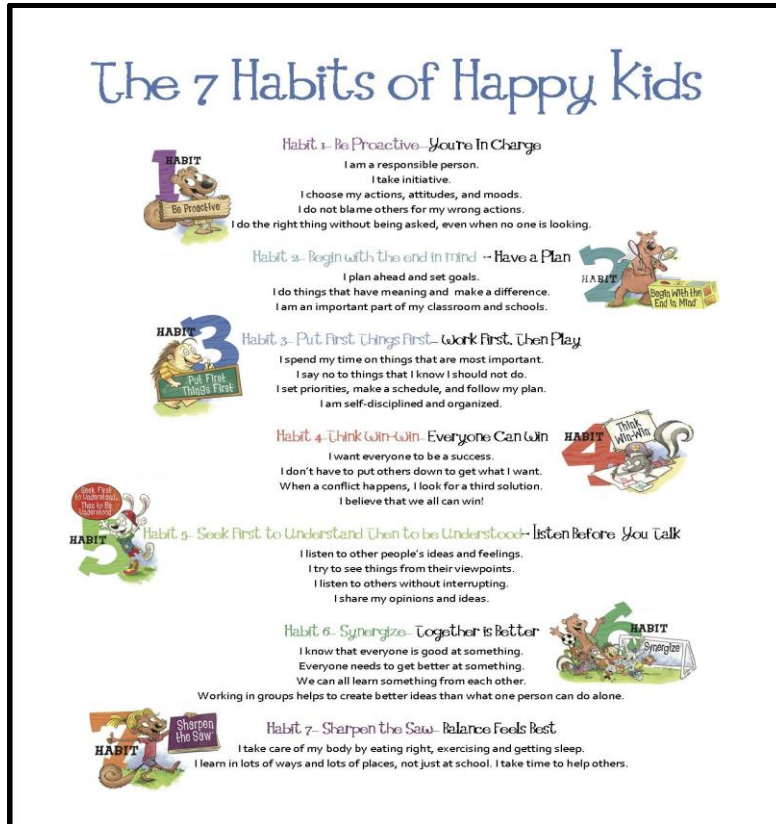
- Pencil
- Planner
- Independent reading book
- Chromebook
- Any classroom specific materials

PLANNERS (1st-8th GRADES)

Brookside Charter School furnishes assignment student planners. Students are expected to write their daily objectives and homework to share with their families. Parents and guardians are asked to sign the planners daily. This is also a communication tool between the teachers and parents/guardians. Students learn responsibility and self-discipline with successful, careful use of their planners. Students in grades Pre-kindergarten and Kindergarten use a take home folder to communicate with families.

THE LEADER IN ME






Brookside Charter School teaches the Seven Habits of Happy Kids to equip students with the tools to take care of themselves as well as lead others. The Leader in Me provides our school with the vision and language to lead the school in a way that addresses all areas of development. As each child discovers and develops his or her unique gifts and talents, they are given opportunities to lead. As leaders, they become active, engaged partners in their own education and their self-confidence, responsibility, and initiative grows. The children quickly understand the benefits of different gifts and talents; they learn to listen to new ideas, work together to achieve results, and motivate one another to be the best.



PRE-KINDERGARTEN

Students in pre-kindergarten are immersed in the Emerging Language and Literacy Curriculum (ELCC). The scientifically-based curriculum prepares pre-kindergarteners for success in kindergarten and gives them strong foundation in oral language and literacy. Students are learning across all developmental domains with theme-based units, children's literature, multisensory activities, scaffolded instruction and parental involvement. The classroom becomes an engaging environment with activity and play-based learning.

The goals of the ELCC curriculum are:

| | | | | |
|--|--|---|---|--|
| <p>To develop self-awareness through interaction with children and adults in a planned learning environment</p>  | <p>To build on prior knowledge, construct new knowledge and practice skills in an interactive environment.</p>  | <p>To expand abilities in all developmental domains:</p> <ol style="list-style-type: none"> 1. social/emotional 2. physical/motor 3. cognitive/academic 4. language/literacy  | <p>To develop foundational skills for emergent language and literacy</p>  | <p>To acquire knowledge and skills consistent with school readiness</p>  |
|--|--|---|---|--|

To achieve the best outcomes for children when using the ELLC, fidelity to the curriculum should be maintained through implementation of shared storybook reading, cognitive circle time learning centers, and small phonological awareness groups. All key components are integrated into each of the units in the ELLC.

Early Literacy and Language Curriculum Unit Overview

| Month (Weeks) | Key Concepts |
|---------------------------------|---|
| Aug 10-Sept 8 4 weeks | Same/ Different and Feelings |
| Sept 11-29 4 weeks | Apples Apple Orchard immersive experience |
| Oct 2-13 2 weeks | Shapes and Grocery Store |
| Oct 16-27 2 weeks | Pumpkins and sounds |
| Now 1-10 1.5 weeks | Families and Nature Walks Seminary Park immersive experience |
| Nov 13-21 1.5 weeks | Cookies and Smells Bakery immersive experience |
| Nov 23- Dec 22 4 weeks | Holidays Library immersive experience |
| Jan 4- 12 1.5 weeks | Dressing for winter Zoo-mobile immersive experience |
| Jan 16-26 2 weeks | Snow and Snowmen |
| Jan 29- Feb 16 3 weeks | Post Office and Valentine’s Day The post office immersive experience |
| Feb 20- Mar 9 3 weeks | Homes Home Depot immersive experience |
| Mar 19- 23 1 week | Size Order |

| | |
|--------------------------------|--|
| Mar 26-Apr 13 3 weeks | Transportation Ambulance/Firetruck immersive experience |
| April 16-26 2 weeks | Stores and Shopping Wonderscope immersive experience |
| May 1-11 2 weeks | Farms Deanna Rose Farmstead immersive experience |
| May 14-23 2 weeks | Insects |

K-2 HOMEWORK & INDEPENDENT READING RESPONSIBILITIES

Grades K-2 will receive a stapled homework packet of work Monday-Friday (must be signed each night by a parent/guardian). In addition, students in grades K-2 should take place in nightly reading for 20 minutes by supporting the student’s reading or reading to the scholar. Reading aloud (either with or to and adult) improves a student’s fluency, confidence, comprehension, concentration and is a great way to bond with your child. Daily sight word practice will also help your student feel more confident while developing their foundational reading skills. All K-2 homework materials will be sent home in the student’s homework folder/binder. This folder/binder will also include important school communication, graded work and periodic progress reports so make sure to check your child’s folder/binder nightly and help them keep their backpack and materials organized. Every child should bring a backpack with these materials to school daily. In Kindergarten-2nd grade, students may need help with reading the directions of their homework, but should be able to practice the skills with minimal parent support.

K-2 INDEPENDENT READING EXPECTATIONS

Research shows that the number one way to improve a scholar’s reading speed, accuracy, vocabulary, and comprehension skills is to have them read on a daily basis. We ask that families supervise their child in reading every night and every day on weekends. At the beginning of kindergarten, this may look more like an adult reading to a student. As we move towards first grade, students should begin to own more of the reading. Please do not sign your student’s reading log if you have not actually seen and heard him or her read. It is important that families help scholars by creating routines and productive spaces at home so that homework and reading can take place. These habits will set the foundation for your student as they move through intermediate, middle and high school.

3-5 HOMEWORK EXPECTATIONS

Grades 3-5 nightly homework may be from stapled packet or separate sheets of paper depending on the student’s grade level. All students must partake in Independent Reading for 30 minutes that is logged in reading log. Occasional study guides will be sent home to prepare for an upcoming assessment. You will be able to look in your student’s planner to determine when that assessment will take place and what learning standards your student is practicing at home. All 3-5 homework materials will be sent home in the student’s homework folder/binder. This folder/binder will also include important school communication, graded work and periodic progress reports so make sure to check your child’s folder/binder nightly and help them keep their backpack and materials organized. Every child should bring a backpack with these materials to school daily. These materials are designed to teach scholars the importance of responsibility and organizational skills.

6-8 HOMEWORK EXPECTATIONS

Grades 6-8 will have weekly homework from their core classes. Additionally, students will be expected to complete nightly reading assignments from their ELA books.

Occasional study guides will be sent home to prepare for an upcoming assessment. You will be able to look in your student's planner to determine when that assessment will take place and what learning standards your student is practicing at home. Every child should bring a backpack with their ELA book and homework to school daily. These materials are designed to teach scholars the importance of responsibility and organizational skills.

3-5 INDEPENDENT READING EXPECTATIONS

As students age, they shift from becoming a reader to reading for comprehension. Research shows that the number one way to improve a scholar's reading comprehension skills is to have them read on a daily basis. We ask that 3rd through 5th grade families supervise their child in reading independently every night and every day on weekends. To check for comprehension, ask your student to summarize what he/she has read. Please do not allow your student to fill out their reading log if you have not actually seen him or her read. It is important that families help students by creating routines and productive spaces at home so that homework and reading can take place. These habits will set the foundation for your student as they move through middle and high school.

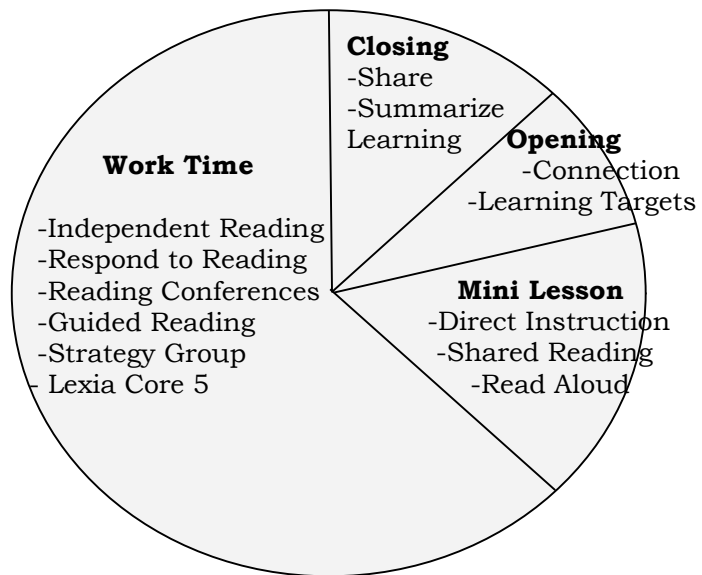
READING WORKSHOP (Grades K-5)

The workshop structure is made up of the opening, the mini-lesson, work time and share time. The **Opening** is an opportunity to share the day's learning targets and set the stage for the day. During the **Mini-Lesson** the teacher teaches the students a skill or strategy, procedure or genre through demonstration and direct instruction. The mini-lesson can incorporate either a read-aloud or shared reading experience. **Reading Aloud** is an important component of any reading program. It provides opportunities to foster interest and motivation, model fluent reading, engage students in discussing and analyzing text, and demonstrate comprehension strategies. **Shared Reading** is when students read with the teacher to support language acquisition.

Work Time is when the students are reading and writing and directly applying the lesson they just learned. Work time is also a time when students read independently. **Independent Reading** is a time when students have the opportunity to read books they select themselves. Teachers teach them how to choose books they can read and want to read, books that will capture their interest and keep them reading. Extended time spent reading independently increases the amount or volume of reading, improves automaticity with sight words, increases fluency, and gives students the opportunity to practice strategies they have internalized.







During Independent Reading Time, the teacher engages in student **conferences** on an individual or group basis. Teachers can also engage in Guided Reading with groups of students who need additional support. **Guided Reading** supports students as they read at their instructional reading level. At their **Instructional Level**, students would not be able to fully comprehend the text or its structure without support or scaffolding from the teacher. During guided reading, the teacher provides explicit instruction and scaffolded support throughout the lesson. Students are grouped by missing skill or by instructional reading level. Student needs are determined through ongoing assessment. Groups consist of no more than six students. A teacher can provide guided reading to two or three groups each day.

Sharing Time is when students meet together to discuss what they learned in their books or literacy centers. The learning is summarized at this time.



LEXIA CORE 5 PERSONALIZED LEARNING

Brookside Charter School students (K-5) use Lexia Core 5’s research-proven program as a supplemental, personalized reading program that provides explicit, systematic, personalized learning in the six areas of reading instruction, targeting skill gaps as they emerge, and providing teachers with the data and student-specific resources they need for individual or small-group instruction. Each student takes a baseline assessment and is assigned a goal of units needed to complete per week in order to stay on grade level. These goals are tracked by teachers weekly and celebrated at quarterly School Wide Academic Goal Assemblies.

| | Phonological Awareness  | Phonics  | Structural Analysis  | Automaticity /Fluency  | Phonological Awareness  | Comprehension  |
|-----------------------------|--|---|---|--|--|--|
| Level 1 (Pre-K) | <ul style="list-style-type: none"> • Rhyming | <ul style="list-style-type: none"> • Upper and Lower Case Letters (visual matching) | — | <ul style="list-style-type: none"> •Automaticity with Foundational Concepts •Sentence Structure | <ul style="list-style-type: none"> • Basic Categories | <ul style="list-style-type: none"> • Listening Comprehension • Picturing |
| Levels 2-5 (K) | <ul style="list-style-type: none"> • Blending & Segmenting Syllables & Sounds • Beginning Sounds • Ending Sounds • Short & Long Vowel Sounds •Manipulating Sounds | <ul style="list-style-type: none"> • Digraphs • Easily Reversible Letters (b, d, p) • Word Families •Contractions • Six Syllable Types • Timed Silent Reading | — | | <ul style="list-style-type: none"> • Spatial Concepts • Advanced Adjectives | <ul style="list-style-type: none"> • Listening Comprehension • Picturing • Comprehension Strategies with Narrative & Informational Text |
| Levels 6-9 (Grade 1) | <ul style="list-style-type: none"> • Short & Long Vowel Sounds •Manipulating Sounds (substitutions) | <ul style="list-style-type: none"> • Irregular Plurals and Verbs • Hard and Soft c & g • Six Syllable Types • Rules for | — | <ul style="list-style-type: none"> • Automaticity with Foundational Concepts •High-Frequency Sight Words | <ul style="list-style-type: none"> • Categorizing & Associations • Multiple Meaning Words | <ul style="list-style-type: none"> • Listening Comprehension • Understanding Text Structure • Building Sentences |

| | | | | | | |
|-------------------------------|---|---|--|--|--|---|
| | | Syllable Division • Spelling Generalizations and Rules | | • Sentence Structure • Timed Silent Reading at Word Level | | ◦ Analyzing Sentence Structure ◦ Signal Words |
| Levels 10-12 (Grade 2) | • Manipulating Sounds (additions & deletions) | • Irregular Plurals and Verbs • Hard and Soft c & g • Six Syllable Types • Rules for Syllable Division • Spelling Generalizations and Rules | • Simple Suffixes • Prefixes | • Timed Silent Reading at Paragraph Level • Modeled Prosody with Connected Text | • Synonyms and Antonyms • Similes and Metaphors | • Comprehension Strategies with Narrative & Informational Text ◦ Main Idea/Mainly About ◦ Details |
| Levels 13-14 (Grade 3) | — | | • Suffixes • Spelling Rules for Adding Affixes • Prefix Meanings | | • Idioms • Analogies • Affix and Root Meanings | ◦ Vocabulary ◦ Prediction ◦ Inferencing ◦ Conclusion ◦ Cause and Effect |
| Levels 15-16 (Grade 4) | — | | • Root Meanings • Greek Combining Form Meanings • Accent Placement | | • Multiple Meaning Words • Shades of Meaning • Advanced Analogies • Greek Combining Forms | ◦ Compare and Contrast ◦ Summarizing ◦ Paraphrasing ◦ Perspective ◦ Fact vs. Opinion |
| Levels 17-18 (Grade 5) | — | — | | | | |

EUREKA MATH (GRADES K-8)

Eureka Math (also known as EngageNY) is the vertically aligned K-8 curriculum implemented at Brookside Charter School.

The math lessons are made up of components written by a team of teachers and mathematicians who took great care to present mathematics in a logical progression. This coherent approach allow teachers to know what incoming students already have learned and ensures that students are prepared for what comes next.

Fluency activities are focused on either preparation for the day’s new concept, maintenance of already taught facts skills, or anticipation of knowledge and skills soon to be taught. The **Application Problem** requires students to utilize the concepts they’ve just learned in a real world setting. **Concept Development** is the part of the lesson focused on new learning. A **Problem Set** is usually completed with or after the concept development, composed of problems related to the objective of the lesson. Upon completion of the problem set, students uncover the objective of the lesson and discuss key points with a **Debrief**. Class ends with a 5-minute **Exit Ticket**, which gives teachers a quick formative assessment of the lesson. Most lessons include a **Homework Page**, which most often mirrors the Problem Set and gives students additional practice with the learning of the lesson.

LEADERSHIP NOTEBOOKS

Brookside Charter School implements Leadership Notebooks in the *Leader in Me™* process. Students set goals using their notebooks, giving students ownership of their own goals communicates that they are leaders of their education. Students learn how to track and interpret data to meet their goals and develop action steps for success.

For more information, see www.theleaderinme.org.

MAKE-UP WORK

When students are sick and out of school, make-up work will be given when the student returns. Students will have three (3) days for every day that they were absent to make up the work and turn it in to their teachers.

CHEATING

Cheating is not tolerated at Brookside Charter School. Cheating includes plagiarism as well as stealing or passing off as one's own the ideas or words of another, even if the person gives you permission. Teachers reserve the right to assign a grade of zero (0) to any assignment that they determine involved cheating.

MISSOURI LEARNING STANDARDS

The Missouri Learning Standards give school administrators, teachers, parents, and students a roadmap for learning expectations in each grade and course. The Missouri Learning Standards do not require schools to use specific curriculum or teaching methods—those decisions will continue to be made at the local level by school boards, superintendents, principals, and teachers.

RETENTION POLICY

To meet the rigors of education and academic accountability, students can be retained in a specific grade level when a determination is made that students are performing below grade level. Determination is based upon the student reading substantially below grade level and/or social factors (e.g., excessive unexcused absences) indicating that promotion to the next grade level will have a detrimental effect on the student's academic progress. Criteria for determination include results from standardized tests, grades, grade level Benchmarks, and faculty recommendation.

Parents/guardians of students who are being considered for retention will be notified as soon as possible after the concern is noted. A conference will be scheduled with parents/guardians, teacher(s), and other relevant staff. Brookside Charter School will make the final decision.

FEDERAL TITLE PROGRAMS

Brookside Charter School is a school-wide Title I Reading Program. Students who qualify for additional support in reading will receive supplemental reading support. All students have access to materials such as classroom libraries purchased with federal programs funds.

GRADES AND REPORT CARDS

Report cards are issued for each reporting period. Progress Reports will also be sent home to share academic progress with families midway through the 2nd, 3rd, and 4th academic quarters.

Kindergarten

The grade cards for students in kindergarten will show students' progress towards mastery of foundational skills for a successful academic career. Students in kindergarten will not receive traditional letter grades. They will receive marks reflecting whether that child is still **Working Towards** or has **Mastered** the objective.

Grades 1 - 5, Grading Scale

The grade cards for first through fourth grade will show the introduction and mastery of specific concepts and skills. Students in these grades will not receive traditional letter grades. They will receive objective marks for academic and developmental skills.

AD = Advanced – Exceeds Expectations

PR = Proficient – Meets Expectations

BA = Basic – Approach Expectations, Needs Short-Term Intervention

BB = Below Basic – Does Not Meet Expectations, Needs Intensive Intervention

Grades 6 to 8, Grading Scale and Components

Grading Scale

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = Below 60%

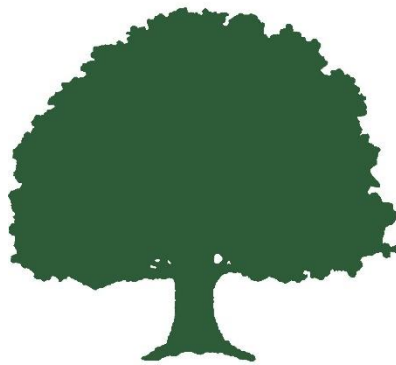
Grading Components

30% Class work/participation

60% Assessments

10% Homework

Brookside Charter School reserves the right to withhold Progress Reports and Report Cards in the office for families who owe any past due amounts.



DISCIPLINE

A Restorative Practice Approach

INTRODUCTION

The purpose of the Discipline Handbook is to provide a safe and secure environment that enables students to acquire the academic, social, and emotional skills necessary to become productive members of our community. The Discipline Handbook is based on the belief that discipline is a learning experience for the student and not simply punitive in nature. It clearly states the expectations Brookside Charter School has for its students and the consequences that follow any infraction of the Discipline Handbook.

The Board of Directors has charged the Brookside Charter School Administration with the basic responsibility for the development of regulations regarding student conduct as may be needed to maintain a constructive atmosphere at Brookside Charter. The Administration has the authority to suspend students from Brookside Charter in accordance with regulations and guidelines established by the Board of Directors as noted in the Discipline Handbook and any addendums.

Brookside Charter has the authority to address student conduct that is detrimental to the learning environment or the execution of the school's mission. Authorized school officials will hold students accountable for misconduct in school, on school property, during school-sponsored activities, and away from school or in non-school activities, if it affects school discipline.

Disciplinary consequences include, but are not limited to, withdrawal of school privileges (e.g., field trips, athletics, intramurals, student clubs and activities, and school social events); removal for up to ten (10) school days by the Administration; long-term suspension by the Superintendent; or expulsion from school by the Board of Directors.

Students should expect to attend Brookside Charter School without fear for their health and safety. Any student who interferes with the educational process, the health and safety of students, or who impairs the morale of students or teachers will be subject to disciplinary consequences under this policy.

Continued referrals for the same offense may result in more severe disciplinary action. Failure to comply with and complete assigned consequences will result in a referral to the Board of Directors with the recommendation for expulsion from Brookside Charter School.

No discipline policy can specifically address all discipline situations that can occur. Incidents not described in this discipline policy will be evaluated on an individual basis by the Administration.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

Brookside Charter School recognizes classroom management and student achievement have a direct relationship. When students are engaged in content and build a relationship with their teacher, they will grow socially, emotionally, and academically.

Positive Behavioral Interventions and Supports (PBIS) is a behavior management system that partners students with adults to help them manage disruptive or harmful behavior. The mission of PBIS is to help students, parents, teachers, and administrators learn strategies to create positive change and create a healthy learning environment for all students.

PBIS is designed to help students address their behavior, take accountability for their part in a problem, find a solution to their problem, and repair the harm to any relationship. If a student problem is unresponsive to proactive schoolwide and classroom procedures, information about the student's behavior is gathered and used to partner with the student, family, teacher, counselor and/or administration to create a plan that enables the student to experience success in the classroom. The plan will address the "why" behind the behavior, strengthen social and emotional skills, identify and remove antecedents and consequences that promote problem behavior, and identify and add antecedents and consequences that promote and maintain acceptable behavior.

PBIS utilizes eight effective classroom management strategies **before** moving to a continuum.

- Classroom Norms/Expectations
- Classroom Procedures and Routines
- Provide Specific Positive Feedback
- Discourage Inappropriate Behavior
- Active Supervision
- Opportunities to Respond
- Activity Sequencing and Choice
- Task Difficulty

STUDENTS' RESPONSIBILITY FOR ITEMS IN THEIR POSSESSION

Students are responsible for any contraband found in their possession. For purposes of the Discipline Handbook, such items are deemed to be within a student's possession if the items are found in any of the following places: student's clothing (i.e., pockets, jackets, shoes, socks, etc.), student's purse/book bag, student's desk, and the student's locker located on school property. Brookside Charter defines contraband as drugs, weapons, alcohol, and/or other materials deemed illegal or unauthorized under Missouri and Federal law, Board policy, or the Discipline Handbook.

Students may not use radios, cellular phones, iPods, MP3 players, compact disc players, portable gaming systems, or other electronic devices in school or on school premises. If confiscated, only a parent or legal guardian may retrieve these devices. An administrative contact will be made to the parent or legal guardian. Continued misuse of electronic devices will result in further consequences as outlined in the Discipline Guidelines and Policies.

Brookside Charter School reserves the right to perform random safety screenings throughout the year. Student property may be searched based on a reasonable suspicion of an infraction of the Discipline Handbook by Administration, faculty, or staff. Reasonable suspicion must be based on facts or credible information known to the Administration. These screenings may include, but are not limited to, students' bag, locker, desk, and other school property. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist.

DOCUMENTATION IN STUDENT'S DISCIPLINE RECORD

All discipline records are stored electronically and maintained in Brookside Charter's Student Information System (SIS).

EXPLANATION OF CONSEQUENCES

Students who are suspended out of school or expelled for any reason are prohibited from being on Brookside School property including arrival and dismissal of the school day. Students who are suspended or expelled are prohibited from attending or taking part in any School-sponsored activity (field trips, graduation, athletics, intramurals, student clubs and activities, and School social events), regardless of location, or any activity that occurs on School property. Students who violate these provisions will be required to leave the activity and may face further discipline, including an additional period of suspension.

In-School Suspension (ISS)

ISS is a suspension lasting one (1) to ten (10) days as determined by the Administration and in accordance with the Discipline Handbook and is served in the Recovery Room. The purpose of ISS is to keep students engaged in school in situations that might otherwise result in an out-of-school suspension. The ISS program is a highly-structured environment with an emphasis placed on solving the student's problem and addressing their social and emotional needs. Students who refuse ISS or fail to adhere to ISS policies may receive an out-of-school suspension.

Out-of-School Suspension (OSS)

OSS is a suspension lasting from one (1) to ten (10) days as determined by Administration and in accordance with the Discipline Handbook and is served outside the school building. The purpose of OSS is to temporarily remove a student from the school community for a more serious infraction.

Long-term Suspension

Long-term suspension is the exclusion from school for a period of eleven (11) to one hundred eighty (180) school days and is determined only by the Office of the Superintendent.

Expulsion

Expulsion is the exclusion from school for a period exceeding one hundred eighty (180) days. The School Board is the only governing body that may expel a student.

BROOKSIDE CHARTER SCHOOL EXPECTATIONS

Brookside Charter expects all students attending school, extended care, or school sponsored events, to accept the obligation and responsibility to comply with Brookside Charter's Discipline Handbook. Brookside Charter holds students accountable when they choose not to meet the expectations. In order to provide a safe and positive environment in which students can maximize their learning potential, Brookside Charter will administer consequences for any infraction in accordance with the Discipline Handbook. Below are the expectations of Brookside Charter School:

Classroom

- Follow classroom norms and procedures
- Follow directions from staff members
- Use classroom appropriate language and volume levels
- Maintain appropriate dress code
- Use classroom materials and

furniture appropriately

Hallway

- Follow all directions from staff members
- Use appropriate language and volume levels
- Always walk on the right-hand side of the hallway
- Keep hands, feet, and possessions to yourself

Restroom

- Follow directions from staff members
- Use appropriate language and volume level
- Use facilities appropriately
- Use during passing period or with permission from a staff member
- Wash hands
- Leave area clean and orderly
- Report any inappropriate activity to staff
- Respect others' privacy
- Be timely in the restroom

Cafeteria

- Follow all directions from staff members
- Use appropriate language and volume level
- Raise your hand to ask permission to use the restroom
- Speak only to students sitting around you at your table
- Use appropriate table manners
- Clean your area when directed by your teacher
- Raise hand for assistance from staff members
- Stay seated until directed to move by your teacher
- Walking feet at all times

Stairs

- Keep hands, feet, and possessions to yourself
- Use the handrail
- Use one step at a time
- Use appropriate language
- Voice Level 0
- Stay on the right

Gym: Before and After School

- Follow directions from staff members
- Use school appropriate language and volume levels
- Stay seated
- Use the stairs when entering or exiting the bleachers
- Sit in the lower rows before filling upper rows

Playground

- Follow all directions from staff members
- Put materials away appropriately
- Use good sportsmanship
- Maintain safe behavior at all times
- Follow all lining-up procedures
- Use playground equipment appropriately

Library

- Follow all directions from staff members
- Use appropriate language and voice volume
- Handle all library books with care
- Before leaving, return all library furniture to its original location
- Follow all library norms and procedures

LEVELS OF STUDENT BEHAVIORS AND INTERVENTIONS

When students fail to meet Brookside’s behavior expectations, school staff and administrators are expected to respond to this behavior consistently and appropriately. Infractions are assigned to one or more levels of interventions. The following chart divides inappropriate and disruptive behaviors into four levels.

LEVEL 1 BEHAVIORS AND INTERVENTION

Level 1 infractions will generally be addressed by the classroom teacher using interventions or disciplinary responses that teach correct alternative behavior so students can learn and demonstrate safe and respectful school behaviors. Teachers are expected to use a variety of teaching and classroom management strategies to prevent and correct these behaviors

Level 1

| Student Infraction | Possible Adult Interventions |
|---|--|
| <p>Failure to Follow Classroom and Schoolwide Norms and Procedures</p> <p>Gateway Behaviors: Displaying behaviors that are intentionally distracting to the learning environment. These behaviors may include, but are not limited to loud/inappropriate talking and laughing, lip smacking, foot stomping, eye rolling, or tapping/beating on the desk.</p> <p>Inappropriate Language/Profanity: Using words in an inappropriate way.</p> | <ul style="list-style-type: none"> ● Proactive Classroom Management Strategies ● Guardian Contact by teacher ● Redirection ● Calm Down Corner ● Alternative Seat/Safe Seat ● Buddy Room ● Processing Meeting ● Restorative Conference ● Circle Process ● Logical Consequence and practice the missing skill ● Care Team Referral ● Community Service <p>If the behavior persists, then a Collaborative Student Plan will be implemented.</p> |
| <p>Misuse of Property: Using school property in an inappropriate way.</p> | <ul style="list-style-type: none"> ● Processing Meeting ● Restorative Conference ● Community Service ● Guardian Contacted ● Administrative conference with guardian ● Logical Consequences ● Restitution |
| <p>Misuse of Technology: Intentional misconduct while using technological equipment at Brookside Charter School that results in inappropriate use.</p> | <ul style="list-style-type: none"> ● Break Tech Norms Once: Warning ● Break Tech Norms Twice: One-day unplugged ● Break Tech Norms Three Times: Unplugged for one week and parent contact ● Break Tech Norms Four Times: |

| | |
|---|--|
| | Unplugged for two weeks, parent contact, referral to administration and a technology plan |
| Dress Code Violation: Failing to comply with the dress code requirements as noted in the Family Handbook. | <ul style="list-style-type: none"> • Guardian contact to bring appropriate clothing • Loss of recess and/or gym due to unsafe shoes • Four or more infractions will result in a conference to discuss solutions |
| Academic Dishonesty: Scholastic dishonesty that includes, but is not limited to, cheating on school assignments/tests, plagiarism, or collusion. Academic consequences may also be assigned. | <ul style="list-style-type: none"> • Logical Consequences • Administrative conference with guardian • May impact your course or assignment grade |

LEVEL 2 BEHAVIORS AND INTERVENTIONS

Level 2 infractions will generally be addressed by the Administration. Administrative interventions may be appropriate when supports have been put in place in the classroom to address student behavior, but the behavior has continued to have a negative impact on the learning of the student and others. These actions aim to correct behavior by stressing the seriousness of the behavior while keeping the student in school.

Furthermore, if past interventions and supports have been put in place but the behavior continues to escalate, possible disciplinary actions may include in-school suspension from 1-10 days, out-of-school suspension from 1-10 days and/or a referral to the Office of the Superintendent.

Level 2

| Student Infraction | Possible Administrative Interventions |
|--|---|
| <p>Chronic Level 1: The continuation of Level 1 infractions, even with interventions.</p> <p>Defiance to Authority: Challenging authority by arguing or talking back to staff members.</p> <p>Failure to Comply with a Student Plan: Failing to follow the agreed upon guidelines of their Collaborative Student Plan.</p> <p>Instigating a Fight: Intentionally promoting a student to engage another student in a physical or verbal conflict.</p> | <p><u>1st Infraction</u></p> <ul style="list-style-type: none"> • Proactive Classroom Management Strategies • Written Referral • Processing Meeting • Guardian contact by Assistant Principal • Restorative conference • Peer mediation • Family mediation/conference • Circle Process • Meet with the counselor • Recovery Room: Up to 1 day • Community Service <p><u>2nd Infraction</u></p> |

This includes spreading hearsay that may cause emotional harm and disrupts the educational process.

Public Display of Affection: Physical contact that is inappropriate for the school setting including, but not limited to, kissing, caressing, and groping.

Sexually Inappropriate Behavior: Engaging in sexually inappropriate behavior, language, gestures, literature, or other artwork.

Theft Minor: Unauthorized taking possession of or receiving stolen property of another person, up to fifty dollars. Restitution may be required.

- Proactive Classroom Management Strategies
- Written Referral
- Processing Meeting
- Guardian Contact by Assistant Principal
- Restorative and/or Administrative Conference
- Peer Mediation
- Family Mediation/Conference
- Circle Process
- Meet with the counselor
- Collaborative Student Plan
- Community Service
- Recovery Room: Up to 2 days
- 1-3 days ISS

3rd Infraction

- Proactive Classroom Management Strategies
- Written Referral
- Processing Meeting
- Guardian Contact by Assistant Principal
- Restorative and/or Administrative Conference
- Peer Mediation
- Family Mediation/Conference
- Circle Process
- Meet with the counselor
- Collaborative Student Plan
- Recovery Room: Up to 3 days
- Community Service
- 1-3 days ISS or 1 day OSS

4th Infraction

- Written Referral
- Processing Meeting
- Guardian Contact by Assistant Principal
- Restorative and/or Administrative Conference
- Peer Mediation
- Family Mediation/Conference
- Circle Process
- Meet with the counselor
- Collaborative Student Plan
- Care Team Referral
- Community Service
- 1-3 days ISS or 1-2 days OSS

Subsequent Infractions

- 3 day OSS, 5 day OSS, 10 day OSS

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| | <ul style="list-style-type: none"> ● 10 day OSS returns to meeting with the Superintendent ● Family Mediation/Conference |
| <p>Dangerous Behavior: Students behave in a manner that poses a safety concern and could cause physical or emotional harm. This could potentially include, but is not limited to, slapping, hitting, punching, kicking, shoving, and throwing objects.</p> <p>Horseplay: Physical or verbal behavior between two or more students that disrupts the educational process or routine procedures.</p> <p>Leaving a Supervised Area Without Permission: Leaving a designated area where they are supervised without permission from the supervisors.</p> | <p><u>1st Infraction</u></p> <ul style="list-style-type: none"> ● Proactive Classroom Management Strategies ● Written Referral ● Processing Meeting ● Guardian Contact by Assistant Principal ● Restorative and/or Administrative Conference ● Peer Mediation ● Family Mediation/Conference ● Circle Process ● Collaborative Student Plan and/or Care Team Referral ● Meet with the counselor ● Recovery Room ● Community Service ● Up to 3 days ISS <p><u>2nd Infraction</u></p> <ul style="list-style-type: none"> ● Proactive Classroom Management Strategies ● Written Referral ● Processing Meeting ● Guardian Contact by Assistant Principal ● Collaborative Student Plan and/or Care Team Referral ● Meet with the counselor ● Recovery Room ● Restorative and/or Administrative Conference ● Peer Mediation ● Family Mediation/Conference ● Circle Process ● Recovery Room ● Community Service ● 1-3 days ISS or 1 day OSS <p><u>3rd Infraction</u></p> <ul style="list-style-type: none"> ● Proactive Classroom Management Strategies ● Written Referral ● Processing Meeting ● Guardian Contact by Assistant Principal ● Restorative and/or Administrative Conference ● Peer Mediation |

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| | <ul style="list-style-type: none"> ● Family Mediation/Conference ● Circle Process ● Care Team Referral ● Meet with the counselor ● Recovery Room ● Community Service ● 1-3 days ISS or 1-2 days OSS <p><u>4th Infraction</u></p> <ul style="list-style-type: none"> ● Proactive Classroom Management Strategies ● Written Referral ● Processing Meeting ● Guardian Contact by AP ● Restorative and/or Administrative Conference ● Peer Mediation ● Family Mediation/Conference ● Circle Process ● Meet with the counselor ● Recovery Room ● Care Team Referral Evaluation ● Community Service ● 1-3 days OSS |
| <p>Property Damage/Vandalism (Minor): Participating in an activity that results in up to fifty dollars of destruction or disfigurement of property.</p> | <ul style="list-style-type: none"> ● Processing Meeting ● Restorative Conference ● Community Service ● Administrative conference with family ● Logical Consequences ● Restitution may be required |

LEVEL 3 BEHAVIORS AND INTERVENTIONS

Level 3 infractions will be addressed by the Administration. Level 3 infractions are more serious behaviors that have a serious impact on the safety of others in school. Possible disciplinary actions may include in-school suspension from 1-10 days, out-of-school suspension from 1-10 days, and/or a referral to the Office of the Superintendent.

Level 3

| Student Infraction | Possible Administrative Interventions |
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| <p>Chronic Level 2: The continuation of Level 2 infractions, even with interventions.</p> <p>Abusive, Obscene, Offensive, or Profane Language: Using any language, acts, unwelcome remarks or expressions, names, slurs, obscene gestures,</p> | <p><u>1st Infraction</u></p> <ul style="list-style-type: none"> ● Proactive Classroom Management Strategies ● Written Referral ● Guardian Contact by Assistant Principal ● Restorative and/or Administrative Conference |

innuendoes, or other verbal conduct reflecting on an individual's sex, race, religion, color, national origin, ancestry, age, disability, or sexual orientation with any staff or students that has the purpose or effect of creating an intimidating, hostile, or offensive educational environment.

Trespassing: Being physically present on school property or at a school event after being directed not to be there including periods of dismissal or suspension.

Leaving the School Without Permission: Leaving school grounds during the designated school day without obtaining consent of the proper school authority.

- Peer Mediation
- Family Mediation/Conference
- Circle Process
- Collaborative Student Plan and/or Care Team Referral
- Meet with the counselor
- Community Service
- Recovery Room
- 2 days ISS

2nd Infraction

- Proactive Classroom Management Strategies
- Written Referral
- Guardian Contact by Assistant Principal
- Restorative and/or Administrative Conference
- Peer Mediation
- Family Mediation/Conference
- Circle Process
- Collaborative Student Plan and/or Care Team Referral
- Recovery Room
- 1 day OSS
 - Return to 2 days ISS
- Community Service

3rd Infraction

- Proactive Classroom Management Strategies
- Written Referral
- Guardian Contact by Assistant Principal
- Restorative or Administrative Conference
- Peer Mediation
- Family Mediation/Conference
- Circle Process
- Care Team Referral Evaluation
- Recovery Room
- 3 days OSS
 - Return to 2 days ISS
- Community Service

Subsequent Infractions

- 5 day OSS, 10 day OSS
- 10 day OSS returns to meeting with the Superintendent
- Family Mediation/Conference

Fires/False Alarms/911 Calls:

Tampering or interfering with fire alarm system, false 911 calling/reporting, or failure to exercise caution, resulting in fire.

1st Infraction

- 5 days OSS
 - Returns to 5 days ISS
- Guardian Contact
- Referral written on official record

Fighting: A physical altercation between two or more students causing a disruption of the educational process.

Gang Activity: Engaging in conduct on behalf of a gang, perpetuating the existence of any gang, affecting the common purpose and design of any gang, or representing a gang affiliation in any way.

Property Damage/Vandalism Major: Participating in an activity that results in more than fifty dollars of destruction or disfigurement of property. Restitution may be required.

Sexual Misconduct: Engaging in sexual behavior, including but not limited to, sexual intercourse, viewing sexually explicit material, indecent exposure, sexting, and other sexual contact.

Use/Possession of a Simulated Weapon: Possessing, concealing, or displaying a simulated weapon including, but not limited to, toy guns and/or cap guns that would put a reasonable person in fear or apprehension of harm.

Theft Major: Unauthorized taking possessions of or receiving stolen property of another more than fifty dollars. Restitution may be required.

Threats to Staff or Student: Any oral, written, physical threat, sign, or act that conveys intent to cause harm or violence and who possesses an apparent ability to do so and in doing so creates a reasonable fear that such violence may occur.

Use/Possession of Combustibles: Possessing substances/objects readily capable of causing bodily harm and/or property damage including, but not

1st Infraction

- Proactive Classroom Management Strategies
- Referral written on official record
- Guardian Contact by Assistant Principal
- Restorative and/or Administrative Conference
- Peer Mediation
- Family Mediation/Conference
- Circle Process
- Meet with counselor
- Collaborative Student Plan
- Recovery Room
- 1 day OSS
 - Return to 2 days ISS

2nd Infraction

- Proactive Classroom Management Strategies
- Referral written on official record
- Guardian Contact by Assistant Principal
- Restorative and/or Administrative Conference
- Peer Mediation
- Family Mediation/Conference
- Circle Process
- Meet with counselor
- Collaborative Student Plan and/or Team Referral
- Recovery Room
- 3 days OSS
 - Return to 2 days ISS

3rd Infraction

- Proactive Classroom Management Strategies
- Guardian Contact by Assistant Principal
- Restorative and/or Administrative Conference
- Peer Mediation
- Family Mediation/Conference
- Circle Process
- Meet with counselor

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| <p>limited to, matches, lighters, firecrackers, gasoline, lighter fluid, or live ammunition.</p> <p>Bullying: Intimidation or harassment that causes a student to fear for his or her physical and/or emotional safety or property. Bullying may consist of physical actions, including gestures, or oral, cyber-bullying, electronic, or written communication, and any threat of retaliation for reporting such acts. The behavior is continuous or has the potential to be continuous.</p> | <ul style="list-style-type: none"> ● Care Team Referral Evaluation ● Recovery Room ● 5 days OSS ● Referral written on official record <p>4th Infraction</p> <ul style="list-style-type: none"> ● Proactive Classroom Management Strategies ● 10 days OSS ● Peer Mediation ● Family Mediation/Conference ● Circle Process ● Guardian Meeting with Superintendent |
| <p>Property Damage/Vandalism (Major): Participating in an activity that results in over fifty dollars of destruction or disfigurement of property.</p> | <ul style="list-style-type: none"> ● Processing Meeting ● Restorative Conference ● Community Service ● Administrative conference with family ● Logical Consequences ● Restitution may be required |

LEVEL 4 BEHAVIORS AND INTERVENTIONS

Level 4 infractions will be addressed by the Administration. Level 4 infractions are more serious behaviors that have a serious impact on the safety of others in school. Possible disciplinary actions may include in-school suspension from 1-5 days, out-of-school suspension from 5-10 days, long-term out-of-school suspension, a referral to the Office of the Superintendent, and/or the notification of law enforcement

Level 4

| Student Infraction | Possible Administrative Interventions |
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| <p>Arson: Planning and/or participating in malicious burning of property</p> <p>Assault: An intentional hit, strike, or punch of a student or staff member against his/her will with the intent of causing serious physical harm.</p> <p>Conspiracy to Commit a level IV Offense: An agreement, plan, and/or concerted effort by one or more persons to commit a Class IV offense.</p> <p>Criminal Act Against a Staff Member: Committing an act against staff member that would be a crime if committed by an</p> | <ul style="list-style-type: none"> ● Administrative Conference ● Restorative Conference ● Peer Mediation ● Family Mediation/Conference ● Circle Process ● Meet with the counselor ● 1-10 days ISS/OSS ● Referral to the Office of Superintendent ● Possible referral to law enforcement ● Expulsion from school by the Board of Directors ● Long-term out of school suspension up to 180 days by the Office of Superintendent |

adult.

Robbery/Extortion: The taking of, or attempting to take anything of, value that is owned by another organization and/or individual, under confrontational circumstances, by force, threat of force, violence, or by putting victim in fear.

Selling Controlled Substances: Selling or distributing illegal drugs, synthetic drugs/imitations, alcohol, tobacco, or other controlled substances.

Use/Possession of Controlled Substances: Being under the influence of or possessing illegal drugs, synthetic drugs/imitations, alcohol, tobacco, or other controlled substances.

Use/Possession of Paraphernalia: Possessing items used to pack, weigh, store, contain, conceal, inject, ingest, inhale, other otherwise introduce into the body a controlled substance.

Use/Possession of Toxic Substance: Using intoxicants that cause a loss of control or inebriation including, but not limited to, glue, solvent, ammonia, and similar substances.

Sexual Assault: Engaging in forced sexual contact or sexual activity.

Terroristic Threats: Threatening to commit any crime of violence with intent to terrorize another or to cause evacuation of a building, place of assembly, or vehicle.

Weapon and/or Firearm: Possession of and/or using an instrument, firearm, device or projectile that could be used for attack, defense against another person, to threaten/intimidate another person, or inflict physical injury or harm to another person.

No discipline policy can specifically address all discipline situations that can occur. Incidents not described in this discipline policy will be evaluated on an individual basis by the Administration.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Note: Students with special needs (i.e., disabilities, IEPs or Section 504 Plans) must be disciplined in accordance with federal and state law, as well as School policy.

Removal from Current Educational Placement for Not More Than Ten Consecutive School Days; Not More Than Ten Cumulative Days Removal for the Current School Year

A student with a disability who violates Brookside Charter School's discipline policy who has not been removed from the current educational placement for more than ten (10) cumulative days for the current school year may be disciplined for not more than ten (10) consecutive school days in the same manner as other students.

Services will not be provided to the student when the total number of days the students has been removed from the current educational placement is not more than ten (10) days, unless services are provided to children without disabilities who have been similarly removed.

Removal from Current Educational Placement for More than Ten Cumulative School Days

A student with a disability who violates Brookside Charter School's discipline policy who has been removed from the current educational placement for more than ten (10) cumulative days in the current school year may be disciplined for not more than ten (10) consecutive school days in the same manner as other students, if the pattern of short term exclusions totaling more than ten (10) cumulative days does not constitute a change of placement. If more than 10 days pass before the child returns to class, the IEP student will receive services.

On the eleventh day of removal in a school year, Brookside Charter School will provide educational services. If the cumulative removals do not constitute a change of placement, the services to be provided will be determined by school personnel in consultation with the student's special education teacher.

A series of removals from the current educational placement for more than ten (10) days may amount to a pattern of exclusion that constitutes a change of placement. If a student with a disability has been removed for more than ten (10) cumulative school days and the removals constitute a change of placement, or if a school administrator determines that a removal for more than ten (10) consecutive school days is being considered, on the date a decision to make such a removal is made, the parents will be notified of the decision and provided a copy of the IDEA procedural safeguards.

Not later than ten (10) business days after commencing a cumulative removal that constitutes a change of placement or when considering a removal of greater than ten (10) consecutive school days, the School will convene an IEP meeting to develop a functional behavioral assessment plan if one has not previously been conducted. After completing the assessment, an IEP meeting will be held to develop a behavioral intervention plan if appropriate and necessary. If a behavior plan already has been developed, the IEP team will meet to review the plan and its implementation. The plan and its implementation will be modified as necessary.

In addition, not later than ten (10) days after the date of the decision to remove a student for more than ten (10) cumulative days constituting a change of placement or for consideration of a removal of more than ten (10) consecutive school days, the IEP

team and other qualified personnel will meet to review the relationship between the student's disability and the behavior subject to disciplinary action.

If a determination is made that the student's behavior was not a manifestation of the student's disability, disciplinary rules will be applied to the student in the same manner they would be applied to a student without a disability, except that a free appropriate public education will be provided to the student as determined by the IEP team.

Long-Term Changes in Placement (Drugs, Weapons, and Bodily Injury)

In addition to any other actions consistent with this regulation, school administrators may assign a student to an interim alternative educational setting for a period of time not to exceed forty-five (45) calendar days, when a student with a disability is involved in a disciplinary action involving:

1. Possession of a weapon at school or at a school function; or
2. Possession or use of illegal drugs or sale or solicitation for sale of a controlled substance while at school or at a school function; or
3. A serious bodily injury.

On the date a decision to make such a removal is made, the parents/guardians will be notified of the decision and provided a copy of the IDEA procedural safeguards.

Not later than ten (10) business days after commencing such a removal, the School will convene an IEP meeting to develop a functional behavioral assessment plan if one has not been previously conducted. After completing the assessment, an IEP meeting will be held to develop a behavioral intervention plan, if appropriate and necessary. If a behavior plan already has been developed, the IEP team will meet to review the plan and its implementation. The plan and its implementation will be modified as needed.

Not later than ten (10) days after the date of the decision to assign a student to an interim alternative educational setting, the IEP team and other qualified personnel will meet to review the relationship between the student's disability and the behavior subject to the disciplinary action and to determine the interim alternative educational placement.

The IEP team will decide on an interim alternative educational setting that will allow the student to continue to progress in the general curriculum, to receive the services and modifications that will enable the child to meet the goals set out in the student's IEP, and to receive services and modifications to attempt to prevent the student's behavior from recurring.

STUDENT DUE PROCESS

Students have the right to appeal disciplinary actions taken against them by an official of Brookside Charter School. In-School Suspensions and Out-of-School Suspensions not exceeding ten (10) days are not open to appeal beyond the building principal.

Before any student is suspended:

- The student shall be given oral notice of the charges which form the basis of the proposed suspension.

- The student shall be given the opportunity to present their version of the incident.
- If a student denies the charges, the student will be given an explanation of the facts that form the basis of the charges.

Students with disabilities may not be excluded from special education services for more than ten (10) school days in a school year. For more information, see previous Section titled “Discipline of Students With Disabilities.”

Appeal Process

Any suspension of more than ten (10) days entitles the student to appeal the action to the Superintendent. If the student or parent gives notice of his or her intent to appeal the suspension, the suspension shall be stayed until the Superintendent renders its decision. However, if, in the judgment of the Superintendent, the student poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the student will be immediately removed from school and the hearing will follow as soon as practical.

Parents/Legal guardians may pursue an appeal of suspension by:

- Submitting a written appeal to the building administrator or Superintendent, within ten (10) school days from the notification of suspension.
- Appeals should be restricted to statements of fact directly pertaining to the infraction that resulted in imposition of the long-term suspension. Notification of the status of the appeal will be sent to the guardian within seven (7) school days of receipt of the written appeal.

PROHIBITION AGAINST BULLYING

Missouri law provides as follows:

1. Every district shall adopt an anti-bullying policy by September 1, 2007.
2. “Bullying” means intimidation or harassment that causes a student to fear for his or her physical and/or emotional safety or property. Bullying may consist of physical actions, including gestures, or oral, cyber-bullying, electronic, or written communication, and any threat of retaliation for reporting of such acts.
3. Each district’s anti-bullying policy shall be founded on the assumption that all students need a safe learning environment. Policies shall treat students equally and shall not contain specific lists of protected classes of students who are to receive special treatment. Policies may include age-appropriate differences for schools based on the grade levels at the school. Each such policy shall contain a statement of the consequences of bullying.
4. Each district’s anti-bullying policy shall require district employees to report any instance of bullying of which the employee has firsthand knowledge. The district policy shall address training of employees in the requirements of the district policy.

Brookside Charter expressly adopts the foregoing. Brookside Charter strictly prohibits any form of bullying or intimidation by students toward School personnel or students on school grounds, at a school sponsored activity, on a school bus, or in any school-related context. Consistent with the foregoing, Brookside Charter considers bullying to be any intentional action by an individual or group of individuals to inflict physical, emotional, or mental suffering on another individual or group of individuals.

PROHIBITION AGAINST DRUGS AND ALCOHOL

The use of controlled substances, alcohol, and substances represented to be such, as well as the possession of drug paraphernalia, is prohibited at all times and is subject to disciplinary action. (For medication, families are required to follow “Medication: Policy and Procedures for Dispensing.”)

PROHIBITION AGAINST FIREARMS AND WEAPONS

Brookside Charter prohibits the possession of firearms and weapons on school premises at all times, except for possession by duly-authorized law enforcement officials acting in their official capacity.

For purposes of school policy, “school premises” includes all Brookside Charter buildings, grounds, vehicles, and parking areas. This prohibition also extends to on-site and off-site school activities, whether or not those school activities occur on Brookside Charter property.

Brookside Charter will notify law enforcement officials and the individual violating this policy must leave the premises. Suspensions of students are for no less than one (1) year and are subject to permanent expulsion. However, the Superintendent (or his or her designee) may modify such suspension or recommendation for expulsion on a case-by-case basis. Brookside Charter policy bars non-students from all school premises and school activities for a period of one (1) Year. Subsequent violations by the same individual will result in additional school-related restrictions.

A weapon may include any of the following:

- any of the weapons listed under Notice Provision Missouri Safe Schools Act, Section II
- knife (see statutory definition under Notice Provision Missouri Safe Schools Act, Section II
- ordinary pocket knife or an instrument with a blade measuring four inches or less in length;
- pen knives;
- projectile weapon (e.g., pellet gun, BB gun, slingshot, bow, crossbow, etc.);
- blackjack;
- brass knuckles;
- pepper spray;
- mace;
- “tasers”; and
- normal school supplies, household items, or other materials (examples include, but are not limited to, scissors, nail files, chains, laser beam pointers, razor blades, box cutters, combination and/or pad locks, etc.), which are used to attack, threaten, intimidate, or inflict physical injury or harm on another person, when such items are actually used as a weapon.

PROHIBITION AGAINST SMOKING

Brookside Charter strictly prohibits the use, sale, transfer, and possession of tobacco products at school and at school-sponsored activities. Brookside Charter is a smoke-free campus. This includes vehicles parked on the premises.

MISSOURI SAFE SCHOOLS ACT COMPLIANCE

Brookside Charter School operates in compliance with the Missouri Safe School Act. The Missouri Safe School Act includes the following areas:

Corporal Punishment

Brookside Charter School employees are strictly prohibited from using corporal punishment with children. Corporal punishment is defined as any penalty involving bodily contact or humiliation including spanking, hitting, slapping, taping the mouth, putting stickers on mouths, yelling, screaming, or ridiculing children, or any other form of punishment which the Brookside Charter School Administration deems unnecessarily forceful, inappropriate, and/or harmful to children. The Brookside Charter School Administration retains the right to determine the severity of such actions.

Violence is the intentional use of physical force or power, threatened or actual, against oneself, another person, or against a group or community, that either results in or has a high likelihood of resulting in injury, death, psychological harm, maldevelopment or deprivation. (World Health Organization) Brookside Charter School defines “**acts of school violence**” or “**violent behavior**” as the exertion of physical force by a student with the intent to do serious bodily harm to another person while on school property, including a school bus in service on behalf of the school or while involved in school activities. “Serious physical injury” is physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of the function of any part of the body to another person while on school property, including a school bus in service on behalf of the school, or while involved in school activities. The Administration must report acts of school violence to “need to know” employees (school personnel who are directly responsible for the student’s education or who interact with the student while acting within the scope of their assigned duties).

The Administration is also required by law to report to law enforcement authorities any of the following criminal acts, committed by adults or children, occurring on school property: first and second degree murder, kidnapping, first and second and third degree assault, forcible rape, forcible sodomy, first and second degree burglary, first degree robbery, distribution of drugs, arson, voluntary and involuntary manslaughter, sexual assault, felonious restraint, property damage, possession of a weapon, child molestation in the first degree, deviant sexual assault, sexual misconduct involving a child, sexual abuse, harassment, and stalking.

This explanation of violence is required by law and is important for implementing a safe school environment. Brookside Charter School, however, has a strong reputation as a caring community with a positive learning environment. Our compliance with the law is intended to ensure this continued reputation.

Additionally, school administrators are required to report acts of school violence to the proper authorities. When a pupil allegedly commits an assault or possesses controlled substances or weapons, the incident must immediately be reported to the police. “Assault,” “Controlled Substances,” and “Weapons” are defined in this handbook.

In addition, if the school is notified by a juvenile officer that a petition has been filed alleging that a pupil has committed a serious offense against persons or property, teachers and other school employees with a “need to know” shall be notified of the information. Any information regarding serious offenses shall be kept confidential and may only be used for the limited purposes of assuring that good order and discipline are maintained in the school. This information may not be used as the sole basis for not providing educational services to a pupil. If a student’s IEP includes an indication that the student’s condition includes violent behavior, this information will be provided to teachers and other school employees with a “need to know”.

The Administration shall report, as soon as possible, to the appropriate law enforcement agency any of the following felonies, or any act which if committed by an adult would be one of the following felonies, committed on school property or while involved in school activities:

1. First degree murder under 565.020, R.S.Mo.;
2. Second degree murder under 565.021, R.S.Mo.;
3. Kidnapping under 565.110, R.S.Mo.;
4. First degree assault under 565.050, R.S.Mo.;
5. Forcible rape under 566.030, R.S.Mo.;
6. Forcible sodomy under 566.030, R.S.Mo.;
7. Burglary in the first degree under 569.160, R.S.Mo.;
8. Burglary in the second degree under 569.170, R.S.Mo.;
9. Burglary in the first degree under 569.020, R.S.Mo.;
10. Distribution of drugs under 195.211, R.S.Mo.;
11. Distribution of drugs to a minor under 195.212 under R.S.Mo.;
12. Arson in the first degree under 569.040, R.S.Mo.;
13. Voluntary manslaughter under 565.023, R.S.Mo.;
14. Involuntary manslaughter under 565.024, R.S.Mo.;
15. Second degree assault under 565.060, R.S.Mo.;
16. Sexual assault under 566.040, R.S.Mo.;
17. Felonious restraint under 565.120, R.S.Mo.;
18. Property damage in the first degree under 569.100, R.S.Mo.; and
19. Possession of a weapon under chapter 571, R.S.Mo..

The Board of Directors is authorized to remove immediately through suspension or expulsion a pupil upon finding by the Administration or the Board that such pupil poses a threat of harm to self or others, based upon the child’s prior conduct.

No school board is permitted to readmit or enroll a pupil suspended or expelled for having committed certain felonies.

GLOSSARY OF TERMS

Administrative Conference: A meeting with an administrator.

Buddy Room: A designated Safe Seat in another teacher's classroom.

Care Team Referral: The student's behavior is documented and sent to the Care Team for consultation, review, or further action.

Circle Process: A dialogue within a safe space where people are treated with dignity and come together as equals to talk about painful or difficult situations and/or strengthen relationships.

Collaborative Student Plan: An individualized student plan created by the student, teacher, parent/guardian, counselor, and/or administration to address multiple missing skills or unwanted behaviors that are hindering the student from being successful in the classroom. This plan may consist of multiple interventions or support strategies.

Contraband: Drugs, weapons, alcohol, and/or other materials deemed illegal or unauthorized under Missouri or Federal law, Board policy, or the discipline handbook.

Community service: Work that is completed to improve the Brookside community.

Expulsion: Expulsion is the exclusion from school for a period exceeding one hundred eighty (180) days. The School Board is the only governing body that may expel a student.

Family Mediation: A process by which two or more families involved in a dispute meet in a private, safe, and confidential setting to solve their problem(s).

In-School Suspension (ISS): A suspension lasting one (1) to ten (10) days as determined by the Administration and in accordance with the Discipline Handbook, served inside the school building.

Logical Consequence: An outcome connected to the choice of a student

Norms: An established Brookside standard or way of behaving that staff, students, and parents accept and follow daily.

Out-of-School Suspension (OSS): OSS is a suspension lasting from one (1) to ten (10) days as determined by Administration and in accordance with the Discipline Handbook, served outside the school building.

Peer Mediation: A process by which two or more students involved in a dispute meet in a private, safe, and confidential setting to solve their problem(s).

Procedures: An established series of actions conducted in a certain order or manner.

Processing Meeting: Questions that the adult asks the student so that he/she may take ownership, practice skills, and create a plan to make better choices.

Redirection: A verbal or nonverbal cue from a teacher to help a student correct his/her behavior.

Restitution: After contacting the parent/guardian and/or a conference with the student and parent/guardian, a student may be required to repair, restore, replace, or pay for damaged, vandalized, lost, or stolen school property.

Restorative Conference: A structured meeting in which students accept the consequences of their behavior and decide how to repair the harm.

Recovery Room: A room specifically designed for students who need time away from the classroom in a safe area with an adult.

Think Sheet: An optional written reflection that may be completed in a safe seat or buddy room. It is designed to help a student self-regulate and process his/her emotions and behavior.

Triage: A systematic way to provide early intervention and support for students that require additional strategies to help them self-regulate so they can be successful in the classroom.

Written Referral: The student's behavior is documented and sent to the Assistant Principal for consultation, review, or further action.



HEALTH AND SAFETY

IMMUNIZATION DOCUMENTATION REQUIREMENTS

The current School Immunization Requirements are kept on file in the Brookside Charter School office. Parents may request a copy. **All** students **must** present documentation of month, day and year of each immunization. Students must present immunization records to the school, and all immunizations must be up-to-date before being permitted to enroll or attend classes. To remain in school, students marked as “In Progress” must receive immunizations as soon as they become due. A written note from the physician is required if your child has had the chicken pox (varicella) disease. Religious and medical exemptions will be allowed.

STUDENT HEALTH

Students who are ill or injured shall be sent to the School Nurse for assessment and treatment, if needed. The Nurse, or office staff in the absence of the School Nurse, will determine treatment and if the child may return to class. In the event of an emergency involving any student, however, any School staff member shall immediately contact emergency medical services by calling 911. The School Nurse also handles all medication dispensing for any student consistent with the School’s Medication Policy.

In the event any student is injured while at School, the School Nurse shall complete an Accident Report to be sent home to the student’s family. The Accident Report shall outline the circumstances surrounding the injury and any treatment that was provided in response. Administrative staff may add any comments and give the report to families to sign and return.

The School Nurse is also responsible for notifying teachers about any students’ health issues that teachers need to be aware of including, but not limited to, asthma, hemophilia, diabetes, and allergies.

The School does not provide medical insurance to pay for medical expenses when students are injured at school. This is the responsibility of the parents/guardians or legal liability insurance. Parents/guardians should be prepared to pay for their child’s possible medical expenses.

All student health information is protected from unauthorized disclosure by the Health Insurance Portability and Accountability Act (“HIPAA”). All School personnel, including the Nurse who may have access to such information pursuant to parental consent, shall exercise great care in maintaining the confidentiality of all student health information. All student health records are maintained by the School Nurse separately from any other records.

SICK CHILDREN / OUTBREAK CONTROL

Brookside Charter has implemented reporting and disease outbreak control measures in accordance with the provisions of Missouri Department of Health publication PACH-16, “Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers and Day Care Operators,” a copy of which is on file in the office of the Superintendent. While process and procedure are set forth in more detail in that Guide, in general, children are **NOT** allowed at school with **FEVER, DIARRHEA, VOMITING, NAUSEA** and/or while in a **CONTAGIOUS STATE**.

Furthermore, Brookside Charter School is required to follow Missouri State guidelines concerning when a child may return to school following a contagious illness. It is very important that we prevent the spread of communicable disease. Under the

Missouri Department of Health's "Prevention and Control of Communicable Diseases" publication, children should not attend school under the following circumstances:

General Illness

Child is unable to participate in routine activities or needs more care than can be provided by school staff.

Fever

Until the child has been fever free *without* the use of fever-reducing medicine for at least 24 hours or until a medical exam indicates that it is not due to a communicable disease.

Most medical professionals define fever as a body core temperature elevation above 100.4°F (38°C) and a fever which remains below 102°F (39°C) is considered a low-grade fever.

Possible Severe Illness

Until a healthcare provider has done an evaluation to rule out severe illness when the child is unusually tired, has uncontrolled coughing, unexplained irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs for the child.

Diarrhea

Until the child has been free of diarrhea for at least 24 hours or until a medical exam indicates that it is not due to a communicable disease. Diarrhea is defined as an increased number of stools compared with a normal pattern, along with decreased stool form and/or stools that are watery, bloody, or contain mucus.

Vomiting

Vomiting two or more times in the previous 24 hours, unless determined to be caused by a noncommunicable condition and the individual is not in danger of dehydration.

Mouth Sores with Drooling

Until a medical exam indicates the child may return or until sores have healed.

Rash with Fever or Behavior Change

Until a medical exam indicates these symptoms are not those of a communicable disease that requires exclusion.

Eye Drainage

When purulent (pus) drainage and/or fever or eye pain is present, unless a medical exam indicates that the student may return.

Unusual Color of Skin, Eyes, Stool, or Urine

Until a medical exam indicates the individual does not have hepatitis A. Symptoms of hepatitis A include yellow eyes or skin (jaundice), gray or white stools, or dark (tea or cola-colored) urine.

When children become ill at school (including a temperature of 100°F oral, 100 °F temporal, or 99°F under the arm), Brookside Charter School staff will isolate them and expect the parent/guardian to make arrangements to pick up the sick child within one hour after we call. After that point, Brookside Charter School will call the emergency numbers listed on the enrollment form. Parents/guardians who do not pick up their student within one hour must meet with building administration.

If your child has been diagnosed as having a contagious illness, please advise the Nurse so that we may send out a contagion notice to other families.

LIMITING ACTIVITIES FOR RECUPERATING CHILDREN

Brookside Charter School does not keep children in from recess without a *physician's* note. If a note is brought to school, the student may not attend any outside activities, including PE, nor attend field trips for the duration of the doctor's instructions.

EMERGENCY TREATMENT

If the need for emergency treatment should arise, the emergency room at Research Hospital will normally be used. Immediate notification of the accident will be given to the parent/guardian of the child involved. Students must have an enrollment form which includes procedures for emergency treatment. The form must be notarized and on file with us. **Please make certain that current telephone numbers are on file with the school.** To assist you, forms to update emergency numbers and contacts are available at the office.

MEDICATION: POLICY AND PROCEDURES FOR DISPENSING

Brookside Charter School works to promote the good health and safety of students. Brookside Charter School understands that some medication regimens necessitate the administration of medication during school hours. Safe and effective administration of medication, therefore, requires adherence to this Medication Policy.

Brookside Charter School staff does not administer *any* medications or other health-related products (e.g., prescription medication, over-the-counter medication, lotion, lip balm, antiseptics, cough drops) without the *written* permission of the child's parent/guardian. The Brookside Charter School Nurse is the only Brookside Charter School staff authorized to dispense medications or other health-related products.

Medication Administration

By the School Nurse

The Brookside Charter School Nurse is the only Brookside Charter School staff authorized to dispense medications or other health-related products. Medications will be stored in a secured cabinet or refrigerator in the School Nurse's Office. Brookside Charter reserves the right to refuse to administer certain types of medication (at the

discretion of the School Nurse or the Superintendent) when such administration could prove harmful to staff or student without proper training or direction of a doctor. In that instance, parents/guardians will be notified.

The School Nurse may provide assistance with dispensing medication (this includes prescription or over-the-counter medication) only if all of the following requirements are met:

- Prescription drugs must be in the original container, bear the name of the student, the name of the physician, and the name of the pharmacy filing the prescription. Over-the-counter drugs must be maintained in the original container, as well.
- A parent or guardian must complete and sign a medication dispensing form. Brookside Charter School staff does not administer *any* medications or other health-related products (e.g., prescription medication, over-the-counter medication, lotion, lip balm, antiseptics, cough drops) without the *written* permission of the child's parent/guardian.
- The School Nurse (or other designated employee in the event the School Nurse is unavailable) shall document any medication taken by a student and maintain the written report in the School Nurse's office.

By the Student

Self-managed administration of medication (e.g., inhalers/nebulizers, blood glucose/insulin, Epi-Pens) is permitted so long as the following requirements of state law are satisfied: (1) student has his/her parent/guardian's written permission; (2) student has demonstrated to his/her physician and the School Nurse the skill level necessary to use the medication and any device necessary for prescribed administration; (3) student's physician has approved and signed a written treatment plan that includes a statement permitting student self-administration; (4) the parent/guardian has submitted to the School any required written documentation; and (5) the parent/guardian has signed a statement acknowledging that the School and its employees or agents shall incur no liability as a result of any injury arising from the student's self-administration or the administration by School staff. Students must self-administer their medications in the presence of Brookside Charter School staff. Parents/guardians must pick up excess or unused medications from the School Nurse's Office. Medications may only be transported by a parent/guardian.

Emergency Situations

Students' personal emergency medications such as an epinephrine auto injector (Epi-Pen) must accompany the student on all scheduled field trips. This includes only those emergency medications that the Missouri State Board of Nursing has deemed allowable to delegate its administration by a non-health provider such as a teacher. The parent/guardian is responsible for providing emergency medications to Brookside Charter School. If the emergency medication has not been provided or is expired, the student may not attend the field trip.

Brookside Charter School will attempt to identify students with life-threatening allergies, including food allergies. At enrollment, the person enrolling the student will be asked to provide information on any allergies the student may have. Information about individual students with allergies will be provided to staff members and others who need to know the information to provide a safe learning environment for the student. Information about individual students with allergies will be shared with students and others who do not have a legitimate educational interest in the information

only to the extent authorized by the parent/guardian or as otherwise permitted by law, including the Family Educational Rights and Privacy Act.

Response to an allergic reaction shall be in accordance with established procedures, including application of the student's 504 Plan or IHP/EAP. In the event of anaphylaxis (a life-threatening allergic reaction that may be triggered by a food allergy, insect bite, or drug allergy), an Epi-Pen will be used by school personnel and 911 will be notified. The School Nurse shall maintain an adequate supply of Epi-Pens to be administered in accordance with this policy. This stock epinephrine is available for students with no prior diagnosis of anaphylaxis or in cases of known anaphylaxis where personal medication on hand is identified as flawed.

General Guidelines

1. Students may bring NO medications or other health-related products (e.g., prescription medication, over-the-counter medication, lotion, lip balm, antiseptics, cough drops) to school. *ONLY* parents/guardians may transport medications. Any medications or other health-related items found in a student's possession will be sent to the Nurse's Office, and the student's parents/guardians notified.
2. Parents/guardians must complete the Medication Forms in the front office and submit these forms to the Nurse's Office. Medication in the original container, appropriately labeled to include the child's name, name of medication, strength, dosage schedule, and dates to be dispensed, must accompany the completed form. Parents need to indicate on the form if medication is to be dispensed for one or more days.
3. Prescription medication must have the Rx label from the pharmacy or a physician's authorization as well as the parent/guardian written permission.
4. Medications will be stored in a secured cabinet or refrigerator in the Nurse's Office.
5. Self-managed administration of medication (e.g., inhalers/nebulizers, blood glucose/insulin, Epi-Pens) is permitted so long as students have their parents'/guardians' written permission and meet the responsibility requirements of the Nurse's Office and his/her designees. Students must self-administer their medications in the presence of Brookside Charter School staff. (NOTE: Parents/guardians must pick up excess or unused medications from the Nurse's Office.)

ACCIDENT REPORTS

"Accident Reports" will be prepared for children sustaining minor injuries. Parents/guardians will be required to sign these reports and return them to the Nurse's Office to be filed in the child's file.

NO NIT – HEAD LICE POLICY

Brookside Charter follows the guidelines of the National Pediculosis Association that recommends the No Nit Policy as the public health standard intended to keep children lice free, nit free, and in school. Brookside will take measures needed to ensure that infested children do not attend school during their infestation. Students will be excluded from school until *all* head lice, lice eggs (nits), and egg cases have been removed. This exclusion prevents further infestation and protects uninfected children. These measures are not punitive. Head lice are considered communicable in similar ways to contagious diseases.

If a child is found to have head lice and/or nits, Brookside office personnel will contact the parent/guardian to pick up the child, treat the child's hair with appropriate and recommended measures, and keep the child home until nit free. The nurse will begin checking the heads of all the children. Brookside will provide families with detailed guidelines for ridding their families' heads and homes of lice. Children who have been excluded from school because of head lice must have their heads checked by Brookside staff before returning to the classroom.



GENERAL INFORMATION

CURRENT CONTACT INFORMATION

Parents/guardians are required to inform the Offices if any information on their child's registration/enrollment forms changes. Brookside Charter School needs accurate daytime telephone and/or cell phone numbers to reach parents/guardians in case of emergency. Failure to update contact information may result in a parent meeting with building administrators.

TELEPHONE

- Students will not be called to the office to take phone calls.
- Staff members will deliver only those messages of an *emergency* nature that Brookside Charter School receives from parents/guardians.
- Teachers are not called to the phone while they are supervising children. Parent/guardians may leave a message for a teacher to return the call.
- Cell phones found during the school day will be given to the Assistant Principal of Discipline for parents/guardians to pick up.

VISITORS IN THE BUILDING

Visitors are welcome at Brookside Charter School. All visitors, including parents/guardians during the academic day, are required to report to the Front Office upon entering the school building. The Brookside Charter School staff will help visitors with their requests. Visitors, including family members, are required to sign in and out and to wear a visitor's badge. Visitors will be accompanied by a member of Brookside's Administration and/or Support Staff. While classes are in session, visits will be limited to approximately 20 minutes so that disruptions to the learning environment are kept to a minimum. Visitors wishing to stay longer than 20 minutes should arrange such a visit with a school administrator.

POLITICAL/RELIGIOUS ADVOCACY POLICY

Staff, families, students, guest speakers, visitors, organizations affiliated with the school, and/or organizations doing business with the school will refrain from advocating any political or religious preferences while on school property conducting school business.

LOST AND FOUND

Any student who finds an item that does not belong to him or her should turn it in to a school office. All lost and found items will be housed in the hallway next to the Elementary Office. Please routinely check the "Lost and Found" box located in that area for lost personal items. Monthly, items left are donated to charities. Brookside Charter School is not responsible for personal items that are lost or stolen.

TOYS

Brookside Charter School requests that toys remain at home. This includes all electronic devices. **Brookside will not be held responsible for personal items that are lost, damaged, or stolen.**

FIRE AND TORNADO DRILLS

Posted near the door, each classroom has a diagram of the evacuation route for fire and tornado drills. Children are expected to follow the directions given by the staff and Administration to help them move quickly and quietly to assigned areas during regular drills.

Every child and staff member must recognize the safety issue and seriousness of these drills. Failure to act in an appropriate manner could mean the difference between life and death. Cooperation and mature action is needed at all times.

BIRTHDAYS

Birthday parties are only allowed for students in Pre-K – 5.

- Birthdays may be celebrated at school. Parents/guardians must plan with the teacher one week in advance. Appropriate activities at the discretion and approval of the classroom teacher.
- In our effort to educate, parents are asked to bring snacks that are nutritious and wholesome. Extravagant parties are inappropriate at school.
- The classroom teacher makes the final decision about party plans, and they shouldn't start before 3 pm.

INCLEMENT WEATHER DAYS

- Parents/guardians should watch local television stations to receive information regarding closings.
- The Blast (School automated system) will also contact families who have given Brookside Charter School permission to include their contact information.

WELCOME TO BROOKSIDE CHARTER SCHOOL!

Enter to Learn, Exit to Lead



BROOKSIDE CHARTER SCHOOL

1815 East 63rd Street, Kansas City MO 64130

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FAX: 816-756-3055

www.brooksidecharter.org



Technology Tools Student Agreement

Brookside Charter School (the “School”) recognizes that technology, including the Internet, serves educational purposes when used properly. Accordingly, the School provides students with various technology tools and the privilege of using those tools for educational purposes. This agreement outlines acceptable uses of those tools, privacy and safety procedures designed to protect students in their online use, a standard of conduct for online use, and other information relating to use of the School’s technology tools. For more information concerning the School’s policies and procedures concerning use of technology tools, see Board Policy 1.33.

Technology Privileges

Access to the School’s technology tools is considered a privilege, not a right, that can be revoked at the discretion of the School. The School reserves the right to withdraw immediately a student’s access and use of technology tools when there is reason to believe that violations of law or School policies have occurred, or where the student has engaged in any unacceptable use.

In any such cases, the alleged violation will be referred to the Principal for further investigation. Any investigation that reveals that a student has violated law or policy or engaged in any unacceptable use may result in restriction or termination of the student’s technology tools privileges or other discipline permitted under the School’s discipline policies.

I understand that my access to Brookside Charter’s technology tools can be restricted or terminated if I engage in any violation of law or School policy, or if I engage in any unacceptable use.

Student Signature

Printed Name

Google Apps for Education

One technology tool that will be made available to students is “Google Apps for Education.” Google Apps for Education accounts include free, web-based programs such as e-mail, document creation tools, shared calendars, and collaboration tools.

Google Apps for Education runs on an Internet domain purchased and owned by the school and is intended for educational use. Your student’s teachers will use Google Apps and other technology tools for lessons, assignments, and communication.

Acceptable Use of Technology Tools

The School's technology tools, including Google Apps for Education, are exclusively for educational use consistent with the School's educational objectives and are not intended for any other purpose. Students may not use the School's technology tools for personal use.

The following are unacceptable uses of the School's technology tools:

- Any attempt to harm or destroy data of another user or other networks connected to the Internet.
- Unauthorized use of school resources for commercial, illegal, or profit-making enterprises.
- Knowingly wasting technology resources.
- Physical abuse of the equipment.
- Using technology resources in ways that violate school policies and behavior standards.
- Degrading or disrupting equipment or system performance.
- Installing unauthorized software on school computers, or any violation of copyright established for computer software.
- Knowingly uploading or creating computer viruses.
- Hacking or gaining unauthorized access to files, resources, or entities.
- Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone.
- Using another user's account or password.
- Posting anonymous messages.
- Using the network for commercial or private advertising.
- Accessing social media sites, except for those explicitly approved by teachers or the administration for classroom or educational collaboration.
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, harassing, or illegal material.
- Using the network or technology tools while access privileges are suspended or revoked.

This list of unauthorized uses is not exhaustive and the fact that a particular use is not included should not be construed to authorize the use. Any use of the School's technology tools that is not for an educational purpose consistent with the School's educational objectives is an unacceptable use.

Privacy and Safety Procedures

Privacy. School staff, administrators, and parents all have access to student e-mail for monitoring purposes. Students have no expectation of privacy on any of the School's technology tools.

I understand that I have no expectation of privacy when utilizing Brookside Charter School's technology tools.

Student Signature

Printed Name

Safety. The School will take all measures necessary to provide students with the understanding and skills necessary to use the Internet appropriately in ways that meet educational needs and maximize personal safety. There is, however, always the risk that students may encounter material on the Internet that is inappropriate or could potentially harm the student. While the School will inform students concerning the appropriate use of e-mail and Internet safety and will take all necessary measures to ensure students use computers and the Internet safely and consistent with this Agreement and Board Policy 1.33 concerning use of technology, due to the uncontrollable nature inherent in the Internet, the School cannot guarantee that students will never gain access through the Internet or computer environment to inappropriate or harmful content. In an effort to prevent any such exposure, the School will comply with the Children’s Internet Protection Act (“CIPA”) by using available filtering software for both the Internet and e-mail.

Parents should keep in mind that Google Apps for Education is available at home, in the library, or anywhere with Internet access. School staff will monitor students’ use of this tool, and all other technology tools, when students are at school. Parents are responsible for monitoring their children’s use of technology tools when students access programs away from school.

Students are responsible for their own behavior at all times.

Student safety is our highest priority.

Students must comply with the following **safety procedures** when using Brookside Charter technology tools:

- Students may not post their or anyone else’s personal information. This includes last names, addresses, phone numbers, e-mail addresses, and credit card numbers or other financial information.
- Students must never arrange for a face-to-face meeting with a stranger or anyone they meet online without their parent’s approval and participation.
- Students must never respond to abusive or suggestive messages and must report them immediately to a teacher or a member of the School administration. Students must inform a teacher or member of the School administration about any message they receive that is inappropriate or makes them feel uncomfortable.
- Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no circumstances may a student provide his or her password to another person, with the exception of a parent.

I understand and agree to comply with Brookside Charter’s safety procedures for use of technology tools.

Student Signature

Printed Name

Digital Standard of Conduct

Treat others well. When using e-mail, the Internet, or any other technology tool, treat others as you want to be treated. Think before you type, and be careful with what you say about others and yourself. Written communication can cause emotional harm just like verbal communication. Students must refrain from using the School's technology tools for any purpose harmful to others such as mocking, teasing, bullying, or any similar use. Such behavior will not be tolerated and will result in suspension or revocation of technology tools privileges or other discipline permitted by the School discipline policies.

Respect the rights of copyright owners. Copyright infringement occurs when an individual reproduces a work without permission that is protected by a copyright. This includes but is not limited to copying or reproducing text or graphics found on the Internet without permission. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If a user is unsure about the permitted uses of a particular work, he or she should request permission from the copyright owner before reproducing the material in any form. The absence of a copyright notice should not be construed as permission to copy and reproduce the materials.

Students have First Amendment rights to free speech. While students have constitutional rights to freedom of speech and expression, those rights are not absolute. This means that the School can limit students' rights in school to prevent interference with the learning environment. School web sites, e-mail, and other technology tools are for educational use and are not considered public forums for debating ideas. Students must refrain from using the School's technology tools to access social media sites for personal purposes.

I understand and agree to comply with Brookside Charter's Standard of Conduct for use of technology tools.

Student Signature

Printed Name

Care for Technology Tools

By using School-provided technology tools, the user agrees to assume full responsibility for the safety, security, care, and proper use of the School's property. In the case of careless handling/negligence of School property, the borrower agrees to assume full responsibility for the damaged device as deemed necessary by the School or reputable vendors examining the technology tools. Failing to report damage or potentially damaging incidents at the time of the incident may result in additional financial obligation to the student/parent/guardian in the amount of repair or replacement costs for the damaged property.

- Devices should never be exposed to liquids or other foreign substances, including but not limited to drinks, paint, ink, glue, cleaners, polishes, or any type of health/beauty aid (e.g., lotion, nail polish, perfume, soap, shampoo).
- Device surfaces should not be altered or defaced. Do not decorate your assigned

device or remove labels, stickers, or tags from the device that are affixed by the School.

- Vandalism will result in suspension or revocation of technology tools privileges and/or other disciplinary action. For purposes of this Agreement and the School's technology tools policies and practices, vandalism is defined as any intentional or malicious attempt to harm or destroy the technology tools (whether hardware, software, or otherwise) assigned by the School to you or any other user.

Indemnification

Parents/guardians of all users agree to indemnify the School for any losses, costs, or damages, including reasonable attorneys' fees, incurred by the School as a result of or arising out of their child's violation of this Agreement or Board Policy 1.33 concerning the School's technology tools policies and practices.

I understand that I am responsible for any damage that my child causes to Brookside Charter's technology tools. I understand that I or my child must report to a teacher or the Brookside Charter administration any damage that my child or someone else causes to the technology tools provided to my child. I have discussed these responsibilities with my child.

Student Signature

Printed Name



BROOKSIDE CHARTER SCHOOL

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www.brooksidecharter.org



Guidelines and Responsibilities for Volunteers

Brookside Charter would like to welcome you as a volunteer and partner in supporting our students' academic success. We also want to thank you for sharing your time and talents with our students and staff. In order to ensure you have a positive volunteering experience we ask that you adhere to the following responsibilities and guidelines. Please complete the information below and return this sheet to the teacher/staff member who you are volunteering with.

Guidelines and Responsibilities:

- Sign in and out of the volunteer book located at the front desk of the school.
- Wear a volunteer lanyard and name tag while you are visiting the school.
- Keep all student information confidential, unless abuse or neglect is suspected; in that case, report concerns to Assistant Principal of Student Services.
- Please schedule volunteer times and dates with teachers.
- Volunteer assignments are approved by building administration.
- Volunteers may not photograph or videotape students.
- Volunteers may not give gifts or lend money to students.
- Treat all teachers, staff, students, and parents with respect.
- Do not make negative comments to others about students, parents, or staff.
- Volunteers must stay within eyesight of a teacher when working with children.
- Please call the school if you are coming late or will be absent and leave a message for the teacher.
- The use of weapons, drugs, alcohol, and tobacco is prohibited.
- Attire should be neat, clean and comfortable – appropriate for a school setting and the activities that you will be assisting.
- Volunteers may not attempt to influence or persuade students on religious or political matters.
- Volunteers must follow Brookside Charter School's civility policy as outlines in the Family Handbook.

I _____ have read the above and agree to follow these responsibilities and guidelines.

Signature of Volunteer

Date



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Volunteer Full and General Release of Liability

This Full and General Release of Liability (“Release”) , executed on this _____ day of _____, 20____, is in relation to the performance of _____ (“Volunteer”) as a volunteer to Brookside Charter School for the duration of _____ (“Project”) for the duration 2018-2019 school year.

In consideration for allowing the above-named Volunteer to participate in the Project, the Volunteer hereby covenants and agrees on his/her own behalf that the Brookside Charter School District, its past and present officers, trustees, employees, agents, representatives, successors, or volunteers (collectively, “Brookside Charter School District Affiliates”) shall be released, to the maximum extent permissible under law, from ANY AND ALL LIABILITY FOR ANY AND ALL CLAIMS, DAMAGES, OR CAUSES OF ACTION, KNOWN OR UNKNOWN, INCURRED DURING OR ARISING OUT OF THE PROJECT, including, but not limited to, claims for bodily injury or property damages suffered by Volunteer while participating in the Project.

Volunteer attests and verifies that he/she is eighteen (18) years of age or over. Volunteer further attests and verifies that he/she is in good physical health and if Volunteer believes that he/she is physically unable to participate in any aspect of the Project, Volunteer will refrain from participation.

VOLUNTEER AGREES NOT TO SUE OR OTHERWISE MAKE ANY CLAIM FOR DAMAGES AGAINST THE DISTRICT OR THE DISTRICT AFFILIATES FOR ANY INJURY OR PROPERTY DAMAGE WHICH MAY ARISE DURING THE PARTICIPATION OF THE VOLUNTEER IN THE PROJECT.

READ THIS DOCUMENT CAREFULLY BEFORE SIGNING. THIS IS A LEGALLY VALID AND BINDING OBLIGATION TO RELEASE A PARTY FROM ALL KNOWN AND UNKNOWN OBLIGATIONS. By signing below, I indicate that I have read this document and that I understand and agree with its content.

VOLUNTEER PRINTED

NAME VOLUNTEER

SIGNATURE BROOKSIDE REPRESENTATIVE

TITLE



BROOKSIDE CHARTER SCHOOL

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Volunteer Application 2018-2019

All new volunteers are required to complete a Volunteer Application, a background screening, and sign the Volunteer Full and General Release of Liability. All volunteers must adhere to the Brookside Charter School Guidelines and Responsibilities for Volunteers. Please complete the following application and return to the Brookside Charter School Office.

First and Last Name _____ Date ____/____/____

Mailing Address _____ City _____ State _____ Zip _____

Phone (daytime) _____ Phone (cell) _____ Phone (home) _____

Preferred email address _____

Affiliations:

- Parent or Family
- Community Volunteer
- Retired Teacher
- Student
- Other (Ex. church, business or neighborhood partners)

Type of Volunteer Work:

- Classroom Helper
- Office Support
- Field Trips Chaperone
- Sports Events
- On-Call

Name of teacher/staff member volunteering with _____