



# Family Handbook 2023-2024

**ENTER TO LEARN,  
EXIT TO LEAD**

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

[www.brooksidecharter.org](http://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 Elementary, Upper School, and Extended-Care. 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 parents/guardian and student agreement to provisions of the Family Handbook. The most current version of the Family Handbook is available at [www.brooksidecharter.org](http://www.brooksidecharter.org).

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## **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 guardians 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.

# BROOKSIDE CHARTER SCHOOL

## CALENDAR

1815 E 63rd Street, Kansas City, MO 64130

Building Hours: 7:30 am - 6 pm Office Hours: 7:30 am - 4:30 pm

### 2023

AUGUST				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

SEPTEMBER				
M	T	W	TH	F
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OCTOBER				
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30	31			

NOVEMBER				
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DECEMBER				
M	T	W	TH	F
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18	19	20	21	22
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### School Terms

September 14, 1st QTR Mid-Term

October 20, 1st QTR Ends

December 1, 2nd QTR Mid-Term

January 19, 2nd QTR Ends

February 15, 3rd QTR Mid-Term

March 15, 3rd QTR Ends

April 19, 4th QTR Mid-Term

### IMPORTANT DATES

August 1-2, Admin & Office Report (Building Closed)
August 2-4, New Teacher Training (Building Closed)
August 7-11, All Staff PD/Work Day (Front Office Open)
August 14-15, Back to School Conferences
August 15, Back to School Bash (BCS BBQ)
August 16, Building CLOSED
August 17, First Day of School
September 4, NO SCHOOL (Labor Day)
September 15, NO SCHOOL (Staff Work Day)
September 29, NO SCHOOL (Staff PD)
October 13, NO SCHOOL (Staff Work Day)
October 27, NO SCHOOL (Staff PD)
October 30-31, Fall Conferences
November 1, NO SCHOOL
November 9, (Veterans Day)
November 10, NO SCHOOL (Staff Work Day)
Nov 20-27, NO SCHOOL (Thanksgiving Break)
November 27, NO SCHOOL (Staff PD)
December 8, NO SCHOOL (Staff Work Day)
December 21, NO SCHOOL (Staff PD)
Dec 22 - Jan 3, NO SCHOOL (Holiday Break)
January 3, NO SCHOOL (Staff Work Day)
January 15, NO SCHOOL (MLK, Jr)
January 26, NO SCHOOL (Staff PD)
February 9, NO SCHOOL (Staff Work Day)
February 16, Spring Conference
February 19, NO SCHOOL (Presidents' Day)
March 1, NO SCHOOL (Staff PD)
March 18 - 22, NO SCHOOL (Spring Break)
March 29, NO SCHOOL
April 1, NO SCHOOL (Easter Monday)
April 12, NO SCHOOL (Staff Work Day)
April 26, NO SCHOOL (Staff PD)
May 23, Last Day of School
May 27, BUILDING CLOSED (Memorial Day)
May 28-29, NO SCHOOL (Staff PD)
Summer School May 30 - June 28 (21 Days)
June 19, NO SCHOOL (Juneteenth)

Student School Days 160 - Staff Days 189 - New Staff Days 192

Semester 1 = 85 Days Semester 2 = 75 Days

### 2024

JANUARY				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
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29	30	31		

FEBRUARY				
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MARCH				
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APRIL				
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29	30			

MAY				
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JUNE				
M	T	W	TH	F
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17	18	19	20	21
24	25	26	27	28

BOE Approved: January 30, 2023



# GENERAL OPERATIONS



## **VISION**

We empower students to be leaders of their tomorrow.

## **MISSION STATEMENT**

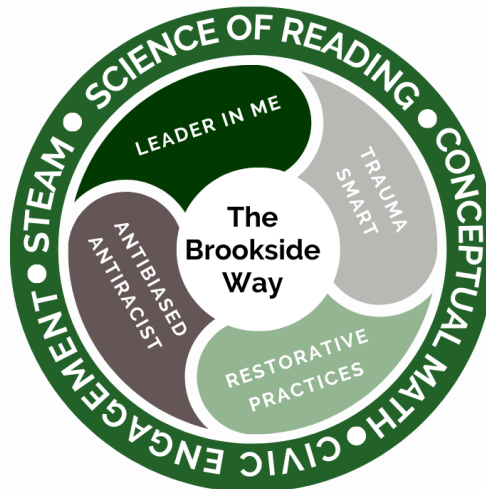
We develop leaders who bravely make the world a more just place. We nurture the whole child, instill a growth mindset and foster cultural competence.

## **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 Missouri Charter Public School Commission

[www.mcpsc.mo.gov](http://www.mcpsc.mo.gov)

#### **BOARD OF DIRECTORS**

Dr. Eric Sipes, President  
Kraig Kohring, Vice President  
Vicki Miller, Treasurer  
Sherry Twyman, Secretary  
Kiva Dennis, Board Member  
Jason LaSalle, Board Member  
Dr. Kerry Dixon, Board Member  
Di'Anna Saffold, Board Member  
Tiffany Price, Board Member

#### **ADMINISTRATION**

Roger Offield, Superintendent  
Emily Twyman-Brown, Principal (Pre-K – 4)  
Shampayne Mitchell, Assistant Principal (Pre-K-4)  
Roger Rodriguez, Assistant Principal (Pre-K-4)  
Ryan Blake, Principal (5 – 8)  
James Smith, Assistant Principal (5 – 8)

#### **OFFICE PERSONNEL**

Jasmine George, Business/HR Director  
Elise Cotton, HR Assistant  
Lorean Banks, Elementary School  
Tamica Cooke, Upper School  
Yolanda Irvin, Front Office  
Cheryl White, Ext. Care Admin. Assistant

BSDS, Inc. dba Brookside Charter School is the governing agency for Brookside Charter School. Brookside Charter School is sponsored by the Missouri Public Charter School Commission. 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 Library. 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.
  - guardians 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](mailto:roffield@brooksidecharter.org)  
(816) 531-2192 x2205

Emily Twyman-Brown, Principal Pre-K –4  
[etwyman-brown@brooksidecharter.org](mailto:etwyman-brown@brooksidecharter.org)  
(816) 531-2192 x1107

Ryan Blake, Principal 5 – 8  
[rblake@brooksidecharter.org](mailto: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:

Jasmine George, Business/HR Director and/or Roger Offield, Superintendent  
Brookside Charter School  
1815 East 63rd Street  
Kansas City, Missouri 64130  
(816) 531-2192

If the issue concerns the Superintendent, individuals may contact another member of the Administrative Staff or the President 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 Upper 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 Judy Hill, Special Education Director, at [jhill@brooksidecharter.org](mailto:jhill@brooksidecharter.org) or (816) 531-2192 x1113.

## **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 are 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 education 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 educational 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, guardians, 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 guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. By definition, a "guardian" is a natural guardian, a guardian, or an individual acting as a guardian in the absence of a guardian or guardian; and FERPA affords full rights to either guardian, 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/guardians have the right to inspect and review their student's educational 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. guardians 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 educational records, except to the extent that FERPA authorizes disclosure without consent. Upon request, the school discloses educational 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 Upper 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

## **FAMILY COMMUNICATION WITH TEACHERS**

- Please contact your child’s teacher **first** if you have a question or concern regarding your child
- Teachers are expected to respond to guardian contacts within 2 business days (excluding holidays and weekends)
- Teachers will establish office hours for answering student questions during distance learning; consult the teacher to find out the teacher’s office hours

## **CONCERNS AND COMPLAINTS**

Brookside Charter knows that guardians and guardians care deeply about their students. When guardians 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 guardians 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 Filed 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 Filed 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 guardians, 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.**

### **GUARDIAN'S RIGHT TO INFORMATION**

Under the Every Student Succeeds Act of 2015 ("ESSA"), upon request, Brookside is required to provide guardians 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/guardian:

- 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.

### **Guardian and Family Engagement Policy**

- Brookside will conduct outreach and engage parents/guardians of participating children, including guardians of migrant and EL children, in meaningful consultation to plan and implement parent/guardian involvement programs, activities, and procedures.
- The guardian and family engagement policy is developed jointly with, agreed upon with, and distributed to parents/guardians of participating children. Brookside will:
  - Conduct an annual Open House/Title I school-wide meeting during the fall semester to explain the requirements of the Title I program.
  - Involve parents/guardians in the planning, review and



- improvement of Title I, including the school guardianal involvement policy and school-guardian compact.(Appendix A)
- Involve parents/guardians in the joint development of the improvement plan
  - Provide opportunities for parent/guardian participation and volunteer activities.
  - Parents/guardians sign the Family Handbook, which includes the guardian and family engagement policy.
  - Documents are provided to our parent/guardian committee, who review the information and provide suggestions to administrators.



# ENROLLMENT & PROCEDURES

## ANNUAL REGISTRATION/ENROLLMENT REQUIREMENTS

### Students must provide:

1. Completed online application
2. Birth certificate
3. Current immunization record

### Students new to Brookside Charter School also need:

- Release of Records request from 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 on the first school Monday after winter break 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, guardians are responsible for their child's transportation.
- Parents/guardians and students are required to sign and honor a guardian-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.
- **Kindergarten:** Students must be five (5) years old before September 1st, the summer *before* entering kindergarten.

### Residency

Students enrolled into the Brookside Charter School are required to live within the Kansas City Public Schools District boundaries to enroll in and attend Brookside Charter School.

Brookside Charter School staff reserve the right to request residency from a parent/guardian per the following guidelines:

- Upon enrollment at Brookside Charter School
- Upon re-enrollment, annually, at Brookside Charter School
- Returned mail received for student
- Tardies in excess of 7, per semester

Brookside Charter School accepts the following items for proof of residency:

#### Acceptable Proofs of Residency (2 required)

- Rental Agreement

- Lease
- Deed (All items below must be dated within the past 30 days)
- Mortgage Statement
- Water Bill
- Gas Bill
- Electric Bill

If a parent/guardian is unable to provide valid proof of residency as listed above, please contact your registrar at [enrollment@brooksidecharter.org](mailto:enrollment@brooksidecharter.org) for support in providing residency for your student.

A deadline of 7 days will be given for a parent/guardian to provide valid proof of residency, upon request from staff.

Parents/guardians will receive a letter via email/US Mail that includes the reason residency is being requested as well as the given deadline to provide valid residency.

If residency is not provided by a given deadline, students may be withdrawn from Brookside Charter School.

Brookside Charter School's McKinney-Vento Liaison is Kamilah Lee, at: 816-531-2192 ext. 1112

### **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 guardians, we request that guardians seek agreement without involving the school. The guardians 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 guardian 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 guardian. Brookside Charter School reserves the right to decline participation in disputes between parents/guardians 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 academics 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. **Academic Discussion:** Adults in the student's family that are allowed to discuss academics and behavior at pick up.

4. **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.
5. **Shared Custody:** Custodial and non-custodial guardians 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 their 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.

### **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.

## **HOURS OF OPERATION AND EXPECTATIONS**

### **SCHOOL HOURS**

Office Hours: Open 7:30 am Close 4:30 pm

Building Hours: Open 7:30 am Close 6:00 pm

Elementary School Hours: Start Time 8:15 am End Time 3:30 pm

Upper School Hours: Start Time 8:45 am End Time 4:00 pm

### **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.

### **FAMILY DROP-OFF INFORMATION**

- The building opens at 7:30 am for Elementary Breakfast and Upper School Zero Hour
- Students will not be allowed on the property until 7:30 am. If students are dropped off along Woodland, Brookside Charter School is not responsible for students until 7:30 am when the building opens.
- Breakfast will be served from 7:30 - 8:00 for Elementary students and 8:00 - 8:30 am for Upper School students.

### **ELEMENTARY FAMILY PICK-UP**

Parents/guardians with Elementary Students **ONLY** (*except for those enrolled in Extended Care or Carpool*) will need to park in either the Main Lot or the South Lot. After parking students will need to be picked up from the classroom. Please follow these guidelines:

- Students must be picked up between 3:30 p.m. and 4:00 p.m. from the classroom.
- At 4:00 p.m. the Elementary Door will close and you will be required to sign the student out, then they will be called down.
- 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 per child. If the child is not picked up by 4:15 p.m., then they will be automatically enrolled in Extended Care for the day at a rate \$10 per child, per day.
- **Photo Identification will be needed for pick up to ensure that students are signed out to adults on their student profile.**

## **SIBLINGS IN BOTH BUILDINGS**

Parents/guardians with siblings in Elementary AND Upper School will need to plan accordingly:

### **Morning**

ZERO Hour (or Upper School Students with Elementary Siblings):      Start    7:30 a.m.  
End       8:00 a.m.

### **Afternoon**

Families with both Elementary and Upper School students must first pick up their Elementary students between 3:30-4:00 pm then come to the gym to pick up their Upper School students between 4:00-4:30 pm.

### **Upper School (5th-8th Grade) FAMILY PICK-UP**

Parents/guardians with Upper School Students ONLY (*except for those enrolled in Extended Care or Carpool*) will need to park in either the Main Lot or the South Lot. After parking students will need to be picked up from the gym. Please follow these guidelines:

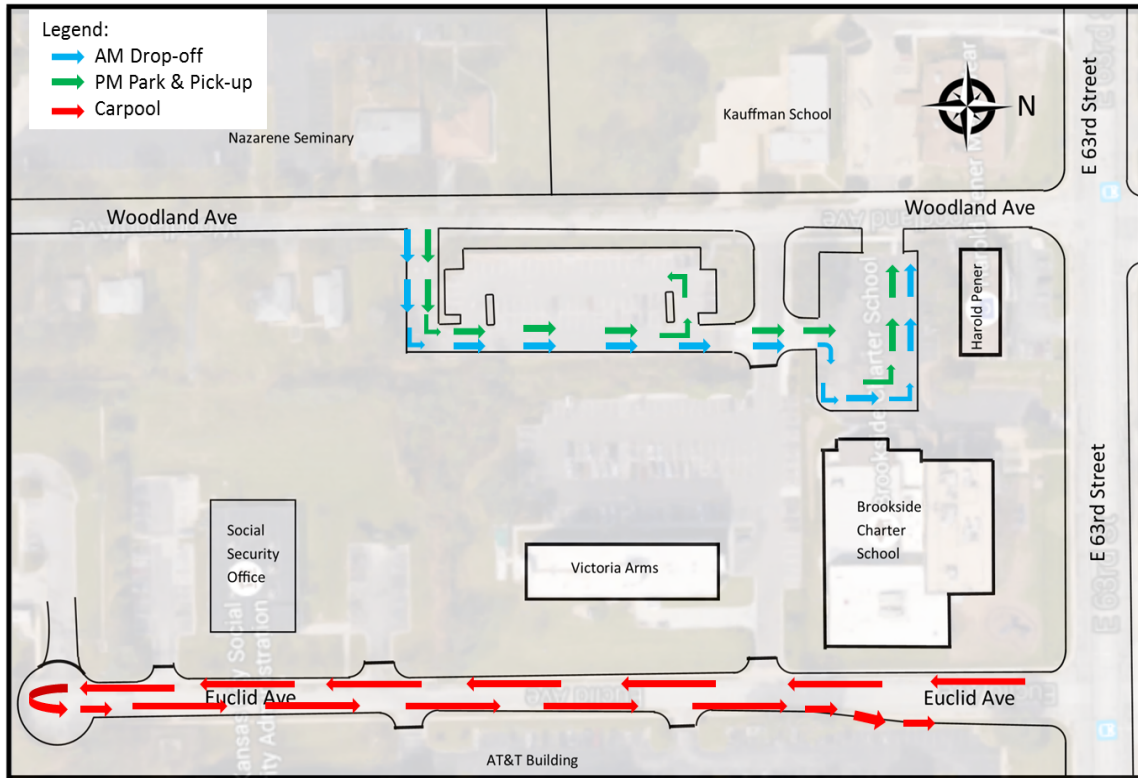
- Students must be picked up between 4:00 p.m. and 4:30 p.m. from the Gym.
- At 4:00 p.m. the Gym doors will open and you will be required to sign your student(s) out from their Leadership Teacher.
- At 4:30 p.m. the Gym doors will close.
- Failure to pick your student(s) up by 4:30 p.m. will result in a fee: Between 4:30 p.m. and 4:45 p.m. you will be charged a \$5 fee per child. If the child is not picked up by 4:45 p.m., then he or she will be automatically enrolled in Extended Care for the day at a rate \$10 per child, per day.
- **Photo Identification will be needed for pick up to ensure that students are signed out to adult on their student profile.**

### **CARPOOL**

Brookside Charter understands it may be difficult to enter the building every day, and has created an option for guardians to pick up their child/children. Carpool is designed to have guardians 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 4:00 p.m. Please do not arrive before 3:20 p.m.
- Carpool ends at 4:30 p.m. If you are not in line prior to 4:25 p.m., you will be asked to park your car and enter the building.
- Carpool numbers tags must be hung on the rearview mirror. If you do not have your number to display, then you must park your car in the main lot and come into the building. The person picking up must have their ID on them to pick up.
- Your carpool number is your family's number for the entire year. We will not replace your carpool number tags.
- Obey all traffic laws, and please do not make U-turns. Use the cul-de-sac at the end of Euclid Ave.
- When exiting Euclid Ave, please make a right turn only due to ongoing construction on 63rd St.
- 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





## **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. 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.

Parents/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 Upper 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 guardian 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. 1105

Upper School: 816-531-2192 Ext. 2204

Students missing eight (8) or more days in a semester are eligible to be immediately withdrawn, examined on a case-by-case basis; (3) consecutive days without prior notification will result in immediate withdrawal from school and students will be placed on waiting list.

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

## CIVILITY POLICY

The Brookside Charter School staff will treat guardians 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 their 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. This policy extends to communication via email, text, phone, and video conference.

### 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 their supervisor and provide a written report of the incident.
4. If a family member experiences uncivil behavior from a staff member, please refer to "Concerns and Complaints" on page 11 of this Family Handbook.

***No Trespass policy can specifically address all situations that can occur. Incidents not described in this policy will be evaluated on an individual basis by the Administration. We reserve the right to make decisions that will uphold the safety of our students, staff, and families.***

## TRESPASS WARNINGS

A Trespass Warning is a formal verbal or written order for people school personnel view as disruptive or noncompliant with the school's procedures. Trespass Warnings prohibit people from entering the building, coming onto the outside parking lots (private property), and school buses governed by Brookside Charter School. Violation of a Trespass Warning will result in arrest and prosecution according to the law. The Superintendent reserves the right to modify a Trespass Warning. Brookside Charter reviews all Trespass Warnings annually in July.

### **Class I Infractions**

Class I Infractions include behavior that, in the judgment of school administrators, is disruptive to the educational environment, including but not limited to disturbing the peace and profanity. More than one (1) occurrence may result in more severe consequences.

**1st Occurrence: Written Warning**

**2nd Occurrence: 90-Day Trespass Warning Issued**

### **Class II Infractions**

Class II Infractions include being in unauthorized areas; being noncompliant with instructions and/or directions from staff, including but not limited to noncompliance with traffic duty staff in the parking lots. More than one (1) occurrence may result in more severe consequences.

**1st Occurrence: Written Warning**

**2nd Occurrence: 90-Day Trespass Warning Issued**

**3rd Occurrence: 180-Day Trespass Warning Issued**

**Subsequent Occurrence – Superintendent’s Discretion**

### **Class III Infractions**

Class III Infractions refer to verbally aggressive behavior, which includes but is not limited to, threats, harassment, intimidation, profanity, phone, e-mail, and/or other forms of electronic communication; and unauthorized contact with students. More than one (1) occurrence may result in more severe consequences.

**1st Occurrence: One (1) Calendar Year Trespass Warning Issued**

**Subsequent Occurrence: Superintendent’s Discretion**

### **Class IV Infractions**

Class IV Infractions include physical and/or violent behavior, including but not limited to, assault, property damage, trespass on school bus loading and unloading zone, chronic misconduct, and Safe Schools Act Violations.

**1st Occurrence: Indefinite Trespass Warning Issued**

## **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's clothing must properly cover the private parts of the body and their undergarments.
- 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 hand level 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.
- While in the classroom, it will be up to the teacher's discretion to ask students to take their hoods off, if it is causing a distraction to the learning environment.
- 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, slides not in sport mode) are not permitted.
  - If shoes are not adequately covering, the student may miss recess and gym. The student might also be required to wait until new shoes arrive.
- Clothing or other articles that present a safety concern (e.g., chains, spikes, dangerous jewelry, safety pins, etc.) are prohibited.
- Clothing or jewelry that display 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 Upper 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
- 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
- Bottoms in any of the following categories:
- Too short - shorts, skirts, and dresses must be below the hand when arms are held straight down at the sides.
  - 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 exceptions 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.

### **PTAC (PARENT-TEACHER ACTION COMMITTEE)**

Brookside Charter School's Board and staff value the support from families. The most effective parent/guardian involvement is the parent/guardian and teacher working collaboratively to support the student's learning. Parents/guardians are encouraged to volunteer for community events, assistance in the classroom, and assistance with field trips once they have been verified through Raptor. We have worked hard with our guardian organization group, PTAC, which stands for Parent-Teacher 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. These may take place either in person or virtually. 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 – 4) concerns, contact Emily Twyman-Brown at [etwyman-brown@brooksidecharter.org](mailto:etwyman-brown@brooksidecharter.org) or (816) 531-2192 x1107. For Upper School (5-8) concerns, contact Ryan Blake at [rblake@brooksidecharter.org](mailto:rblake@brooksidecharter.org) or (816) 531-2192 x2306.

### **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 STUDENTS IN TRANSITION**

Brookside Charter strives to help all of its families, including those that lack a fixed, regular and adequate nighttime residence. This may include living in a hotel, shelter or other temporary situations. In accordance with the McKinney Vento Homeless Assistance Act, the education of students experiencing homelessness will be given special attention to ensure that students experiencing homelessness have access to a free and appropriate public education. Students experiencing homelessness are automatically eligible for certain additional supports, including, but not limited to, counseling/therapy referrals, instructional services through Title I, and transportation.

If parents/guardians find their family in any of these situations, please contact the Family Services Director for assistance. Once the Family Services Team determines that an enrolling student is experiencing homelessness, the Family Services Director (McKinney Vento Liaison) must assist the student in enrollment, obtaining immunization, medical, and other records. According to the McKinney-Vento Homeless Assistance Act, the student must be enrolled in the interim.

Brookside Charter School's Family Services Director (McKinney-Vento Liaison) is Kamilah Lee. She can be contacted at: 816-531-2192 ext. 1112 or [klee@brooksidecharter.org](mailto:klee@brooksidecharter.org).








# ACADEMICS

# PARADIGM OF LEADERSHIP: EVERYONE CAN BE A LEADER LEADERSHIP PRACTICES

## PRE-KINDERGARTEN

Students in pre-kindergarten (pre-k) are engaged in the Emerging Language and Literacy Curriculum (ELLC). The scientifically-based curriculum prepares pre-k children for success in kindergarten and gives them a 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 parent/guardian involvement. The classroom becomes an engaging environment with hands-on activities and play-based learning.

The goals of the ELLC curriculum are:

<p>To develop <b>self awareness</b> through interaction with children and adults in a planned learning environment</p> 	<p>To <b>build on</b> prior knowledge, <b>construct new</b> knowledge and <b>practice skills</b> in an <b>interactive</b> environment.</p> 	<p>To expand abilities in <b>all developmental domains:</b></p> <ol style="list-style-type: none"> <li>1. Social/Emotional</li> <li>2. Physical/Motor</li> <li>3. Cognitive/Academic</li> </ol> 	<p>To develop foundational skills for emergent <b>language and literacy</b></p> 	<p>To acquire knowledge and skills consistent with <b>school readiness</b></p> 
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To achieve the best outcomes for our children when using ELLC, precision to the curriculum is maintained through implementation of shared storybook reading, circle time, learning centers, and small phonological awareness and math groups.



## Emerging Language and a Literacy Curriculum Unit Overview

Weeks Month (Weeks)	Key Concepts
4 weeks	Same/ Different and Feelings
3 weeks	Apples   <b>Apple Orchard immersive experience</b>
2 weeks	Shapes and Grocery Store
2 weeks	Pumpkins and sounds
2 weeks	Families, Pets and Nature Walks   <b>Seminary Park immersive experience</b>
1.5 weeks	Cookies and Smells   <b>Bakery immersive experience</b>
3 weeks	Seasonal Celebration   <b>Library immersive experience</b>
1 weeks	Dressing for winter   <b>Zoo-mobile immersive experience</b>
2 weeks	Snow and Snowmen
3 weeks	Post Office and Beyond   <b>The post office immersive experience</b>
3 weeks	Homes and Size   <b>Home Depot immersive experience</b>
2 weeks	Transportation   <b>Ambulance/Firetruck immersive experience</b>
2 weeks	Stores and Shops   <b>Wonderscope immersive experience</b>
2 weeks	Farms and Gardens   <b>Deanna Rose Farmstead immersive experience</b>
2 weeks	Insects and Camping
2 weeks	Ocean and Ecology
.5 weeks	Getting Ready for Kindergarten

## **ELEMENTARY SCHOOL**

### **Grades K-4**

#### **Core Subjects**

##### **Reading**

Instruction is based on the Science of Reading which recognizes the main pillars of reading instruction Phonemic Awareness, Phonics, Fluency, Vocabulary and Comprehension. Students will engage in whole group and small group instruction. Reading Units will incorporate Social Studies topics to help students build content knowledge.

##### **Phonics**

Phonics instruction is incorporated into daily 30 minute lessons in K-3 classes. The classes use components of the Foundations program, a phonics program that aligns with the Science of Reading. The following skills will be worked on in their daily lessons: phonemic awareness, phonics, word study, high frequency word study, vocabulary, comprehension strategies, handwriting, and spelling. Within the phonics lessons, decodable readers are used to help support the skills that were taught. The phonics daily instruction will help support your child's reading and spelling progress.

##### **Writing**

Writing Workshop is a student-centered framework that allows students to write frequently, for extended periods of time, and about topics they choose. We value writing daily as it is a foundation to higher reading achievement.

##### **Math**

At Brookside Charter, we believe students learn math conceptually through the concrete, pictorial, abstract structure. This means learning starts by experiencing math using concrete objects called manipulatives, then transitions to drawing picture representations, and finally being able to understand math in an abstract way. Eureka 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 allows teachers to know what incoming students already have learned and ensures that students are prepared for what comes next.

##### **Social Studies**

At Brookside Charter, we have revised and expanded our Social Studies curriculum not only to identify and remove bias and racism but to include anti-racism content and methodology. Learning about history that shines a light of abundance on our students' ancestors will build up their self esteem and self image. To lead your tomorrow, you must be confident in who you are. We utilize texts and documents that are culturally relevant and have characters, authors, and illustrators that represent our students.

##### **Science**

Students will engage with science through Project Lead the Way and Picture Perfect. Project Lead the Way develops understanding of scientific concepts through hands-on exploration. Picture Perfect integrates literacy skills in learning science concepts.

### **Centers - Learning Through Play**

At Brookside Charter, we value developmentally appropriate practice and have play based centers PreK-2nd grade. We understand that young children learn through play and through hands-on experiences. Centers incorporate core writing, reading, and math skills through a play based model. Children learn how to share, work with others and problem solve within their centers and practice many other skills.

### **Individualized Educational Software Programs to Support Classroom Instruction**

#### **Lexia**

K-5 students use Lexia Core 5's research-proven program as a supplemental, personalized reading program that provides systematic learning 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 number of units needed to complete per week in order to stay on grade level. These goals are tracked by teachers weekly.

#### **Reading Plus**

Reading Plus focuses on fluent reading, vocabulary and reading comprehension.

#### **Zearn**

Zearn provides students with an opportunity to practice the skills that they learned in their daily teacher-led lesson independently. Students progress through the program at their own pace and receive feedback on their skills instantly.

#### **Xtra Math**

XtraMath is used to practice basic addition, subtraction, multiplication, and division facts daily to ensure students are building fact fluency.

### **Specials**

#### **Physical Education**

Through physical education, students learn to perform the motor skills necessary in everyday living as well as the skills needed for a lifetime of physical activity.

#### **Leader in Me**

In Leadership class we learn about the 7 Habits of Highly Effective People and how to apply them to our lives. We dive deeply into how we can be a leader to better help ourselves, our school and our community. We use music skills to transform Leadership concepts into beautiful melodies.

#### **Library**

In Library Class we learn that there are books on a wide variety of subjects that are fun and interesting. We discover that everyone can have fun reading while we work on reading skills.

#### **STEAM**

STEAM (Science, Technology, Engineering, Art, Math) class builds off the classroom learning from Project Lead the Way and Picture Perfect Science with more in depth and hands-on learning projects. Students will make connections with scientific concepts and incorporate skills

in technology, engineering and math with each project.

### **Standards Based Grading**

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

At Brookside Charter Elementary, we implement standard based grading. This means student progress is measured by their proficiency on standards. We focus our curriculum units on priority standards set by the Missouri Department of Elementary and Secondary Education (DESE). On the grade reports, you will see "I can" standards that align with the priority standards with Objective Marks.

### **Explanation of Objective Marks:**

#### **Kindergarten**

WT = Working Towards

MA = Mastered

#### **1st-4th Grade**

AD = Advanced - Exceeds Expectations

PR = Proficient - Meets Expectations

BA = Basic - Approaches Expectations, Needs Short Term Intervention

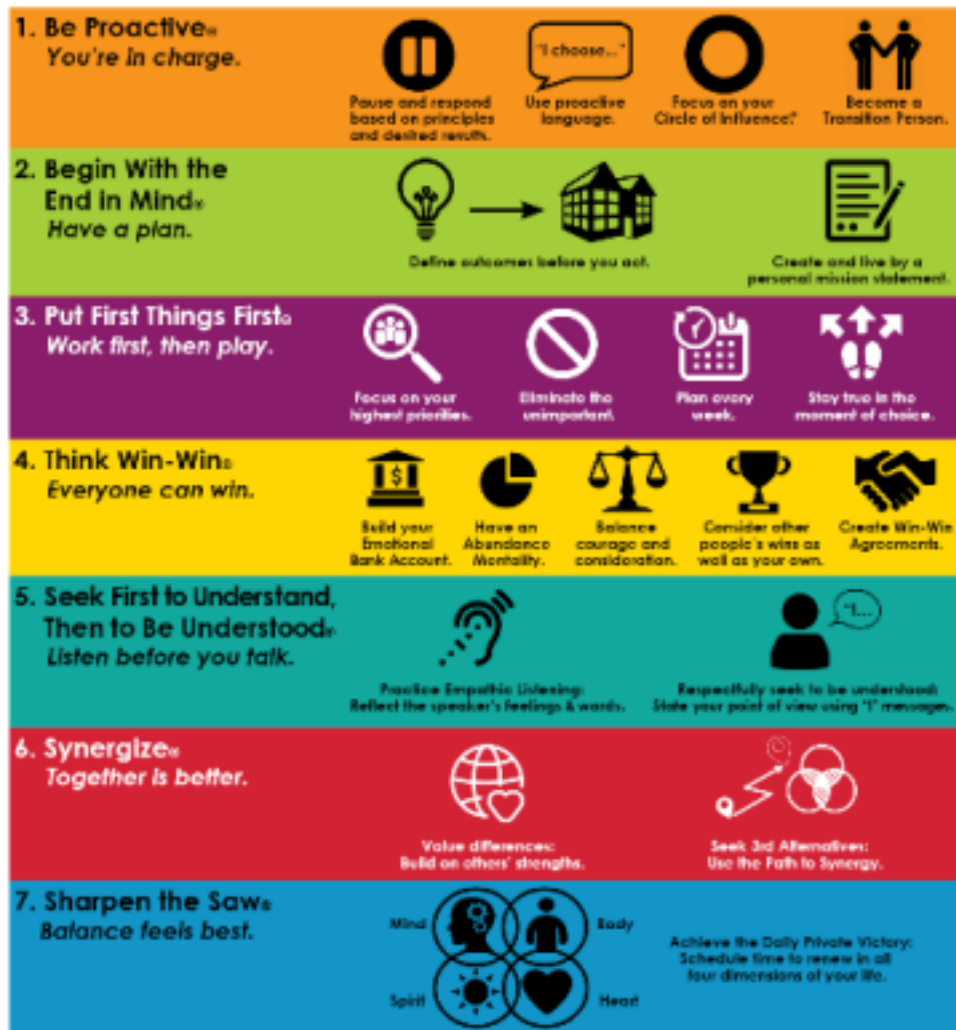
BB = Below Basic - Does Not Meet Expectations, Needs Intensive Intervention

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

## Leader in Me

Brookside Charter School teaches all students to apply the highly effective practices of Stephen Covey's *7 Habits of Highly Effective People* as part of the Leader in Me process. Students also learn and apply the *4 Disciplines of Execution*.

### The 7 Habits of Highly Effective People®



### The Four Disciplines of Execution:

#### DISCIPLINE 1: FOCUS ON THE WILDLY IMPORTANT

We want to get from the starting line to the finish line by a deadline—we call that getting "From X to Y by When." To do it, we narrow our focus to just one or two goals that will close a big gap. We call these Wildly Important Goals.

#### DISCIPLINE 2: ACT ON THE LEAD MEASURES

Once we establish our WIG, we identify and act on one or two high leverage strategies that will drive it. These are activities and behaviors that we can influence and that we can say with confidence, “I predict if I do this thing, I’ll achieve my WIG.”

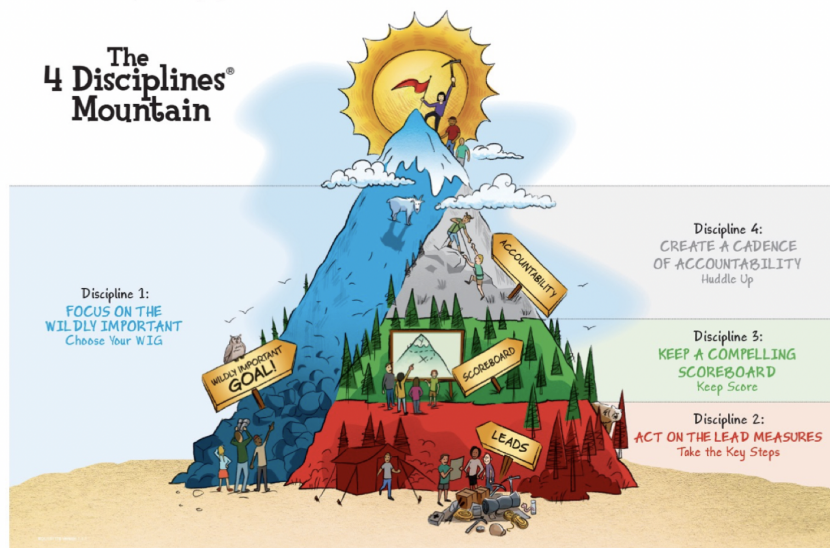
### **DISCIPLINE 3: KEEP A COMPELLING SCOREBOARD**

If we really want to achieve our WIG, we have to know how we’re doing on a regular basis. So, we create and keep a scoreboard where we track our lead measures and the progress we are making to our goal. The scoreboard helps us know when to adjust our strategy along the way and makes it easy to hold each other accountable.

### **DISCIPLINE 4: CREATE A CADENCE OF ACCOUNTABILITY**

This is where the fun begins. To ensure we are achieving our goal, we huddle up once a week. We share our scoreboard and report on how well we are doing. We account for each other and make new commitments for the next week so we stay on track.

 | Coaching System™



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## **Upper School Core Subjects**

### **ELA**

English Language Arts includes the study of Reading, Writing, Speaking, and Listening.

### **Math**

This course emphasizes computational skills and improvement of problem solving in the real world.

### **Science**

The scientific process, hands-on exploration, measurement and graphing is emphasized.

### **Social Studies**

Students will study people, places and cultures throughout the world. Eighth grade will focus on American history.

### **Reading**

Reading class is designed to provide all students with a sacred time for reading everyday, along with personalized reading instruction.

## **Electives**

### **Physical Education**

Through physical education, students learn to perform the motor skills necessary in everyday living as well as the skills needed for a lifetime of physical activity.

### **Drumline**

This course offers a well-rounded approach to learning percussion instruments to develop basic music reading and general musicianship.

### **Performance Drumline**

This course is for students who have successfully completed Drumline. Students are required to audition for placement.

### **STEAM**

The world of computing, web design, and coding are among the topics explored in this course.

### **Art**

Students will develop essential skills needed for a solid foundation in the visual arts. The elements of art and the principles of design will be introduced through the exploration of various mediums.

### **Citizenship: Self in an Ever-Changing Society**

The learner will see themselves as a member of a neighborhood, city/municipality, county, state and national identity and understand their roles and opportunities within this framework.

## **Leadership Portfolios**

Brookside Charter School implements Leadership Notebooks in the *Leader in Me*<sup>™</sup> 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. In Upper School, these notebooks are in digital form.

For more information, see [www.leaderinme.com](http://www.leaderinme.com).

### **Textbooks and Instructional Materials**

All textbooks, workbooks, and basic instructional materials are issued by Brookside Charter School on a loan basis and are to be returned at the end of the school year in acceptable and reusable condition, with allowance for normal wear. Any book, equipment, or material loaned to a child that is not properly returned will be billed to the child's family at the replacement or repair cost.

### **Homework**

Homework is a method for reinforcing skills taught in class. Homework can also provide the opportunity for family conversations regarding the content of the students' classes. Best practices for parent/guardian involvement with homework include:

- providing time and space for study
- answering questions
- helping the student to plan time wisely
- encouraging perseverance and self-discipline

### **Late Assignments**

Meeting deadlines is an essential life skill. Students who choose to turn in work late will receive a grade of "0" until work is submitted. Students will have until the next grading period or by the end of the unit, whichever is first, to complete this work, with a 10% penalty. If the assignment is not turned in by the end of the grading period or by the end of the unit, students will earn a "0" on that assignment.

### **Student Lockers**

School lockers and other Brookside Charter property are for the convenience of students and are subject to periodic inspection without notice. Brookside Charter assigns a hall locker to every student in grades 6-8. Students must use only the locker assigned to them and keep it locked at all times. Students are responsible for the contents of their locker. Therefore, students must not share lockers or disclose their combination to others. If there are any problems with a locker or lock, students should notify an adult promptly so the problem can be resolved. Damage to lockers will be considered vandalism and will result in consequences (minor/major property damage).

### **Grades and Report Cards**

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

### **Grading Scale**

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = Below 60%

### **Grading Components**

75% Classwork/participation



## 25% Assessments

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

### **ACADEMIC DISHONESTY**

Academic dishonesty is not tolerated at Brookside Charter School. This includes plagiarism, using another's work, and copying work from a classmate. Teachers reserve the right to assign a grade of zero (0) to any assignment that they determine was done dishonestly.

### **MISSOURI LEARNING STANDARDS**

The Missouri Learning Standards give school administrators, teachers, guardians, and students a roadmap for learning expectations in each grade and course.

### **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.



2023-2024

**DISCIPLINE HANDBOOK**  
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.***

## BROOKSIDE CHARTER SCHOOL RESTORATIVE DISCIPLINE MODEL

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.

Brookside Charter School uses a discipline model that partners students with adults to help them manage disruptive or harmful behavior. The mission of Brookside Charter's discipline model is to help students, guardians, teachers, and administrators

learn strategies to create positive change and create a healthy learning environment for all students.

Brookside Charter School's discipline model 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.

Brookside Charter 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 Differentiation

If a student's behavior continues to be disruptive or harmful and is unresponsive to these strategies, they may move on to the Behavior Continuum.

The continuum may include, but is not limited to the following:

1. Friendly verbal/nonverbal reminder/redirect
  2. Private Conversation
  3. Calming Corner
  4. Alternate Seat in the classroom
  5. Safe seat in the classroom
  6. Buddy room in another teacher's classroom
  7. Guardian Contact by teacher
  8. Recovery room & Dean of Student/Admin contact
  9. The student is sent home & Dean of Student/Admin contact.
- This is always a last resort.

### **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 cellular phones, portable gaming systems, smart watches, ear pods, or any other electronic devices in school or on school premises. If

confiscated, only a guardian or legal guardian may retrieve these devices. An administrative contact will be made to the guardian 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 urgent 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
- Keep self and others safe

### **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
- Flush toilet
- Wash hands
- Leave area clean and orderly
- Report any inappropriate activity to staff
- Respect others' privacy, only one student each stall
- 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

## **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
- Keep your hands, feet, and possessions to yourself

## **Playground**

- Follow 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
- Keep hands to yourself

## **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><b>Failure to Follow Classroom and Schoolwide Norms and Procedures</b></p> <p><b>Gateway Behaviors:</b> 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><b>Inappropriate Language/Profanity:</b> Using words in an inappropriate way.</p> <p><b>Defiance to Authority- Minor:</b> Challenging authority by arguing or talking back to staff members; not following directions from the adult (ie: not going to the safe seat).</p>	<ul style="list-style-type: none"> <li>• Proactive Classroom Management Strategies</li> <li>• Guardian Contact by Teacher</li> <li>• Redirection</li> <li>• Calm Down Corner</li> <li>• Alternative Seat/Safe Seat</li> <li>• Buddy Room</li> <li>• Processing Meeting</li> </ul>
<p><b>Misuse of Property:</b> Using school property in an inappropriate way.</p>	<ul style="list-style-type: none"> <li>• Processing Meeting</li> <li>• Restorative Conference</li> <li>• Community Service</li> <li>• Guardian Contacted</li> <li>• Administrative conference with guardian</li> <li>• Logical Consequences</li> <li>• Restitution</li> </ul>



<p><b>Misuse of Technology:</b> Intentional misconduct while using technological equipment at Brookside Charter School that results in inappropriate use.</p>	<p>Break Tech Norms Once:</p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• Teacher Calls Home</li> <li>• Break Tech Norms Three Times: Misuse of technology referral</li> <li>• Additional Infractions: Misuse of technology referral</li> </ul>
<p><b>Dress Code Violation:</b> Failing to comply with the dress code requirements as noted in the Family Handbook.</p>	<ul style="list-style-type: none"> <li>• Guardian contact to bring appropriate clothing</li> <li>• Loss of recess and/or gym due to unsafe shoes</li> <li>• 4 or more infractions will result in a conference to discuss solutions</li> <li>• May sit in recovery for inappropriate clothing violations</li> </ul>
<p><b>Academic Dishonesty:</b> Scholastic dishonesty that includes, but is not limited to, cheating on school assignments/tests, plagiarism, or collusion. Academic consequences may also be assigned.</p>	<ul style="list-style-type: none"> <li>• Logical Consequences <ul style="list-style-type: none"> <li>◦ Redoing assignment during alternative time</li> </ul> </li> <li>• Administrative conference with guardian</li> <li>• May impact students course or assignment grade</li> </ul>

## LEVEL 2 BEHAVIORS AND INTERVENTIONS

Level 2 infractions will be addressed by teachers using our behavior management model or by the Administration when necessary. 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 support 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><b>Chronic Level 1:</b> The continuation of Level 1 infractions, even with interventions.</p> <p><b>Failure to Comply with a Student Plan:</b> Failing to follow the agreed upon guidelines of their Collaborative Student Plan.</p> <p><b>Instigating a Fight:</b> Intentionally promoting a student to engage another student in a physical or verbal conflict. This includes spreading hearsay that may cause emotional harm and disrupts the educational process.</p> <p><b>Public Display of Affection:</b> Physical contact that is inappropriate for the school setting including, but not limited to, kissing, caressing, and groping.</p> <p><b>Theft Minor:</b> Unauthorized taking possession of or receiving stolen property of another person, up to fifty dollars. Restitution may be required.</p>	<p><b><u>1st Infraction</u></b></p> <ul style="list-style-type: none"> <li>● Proactive Classroom Management Strategies</li> <li>● Written Referral</li> <li>● Processing Meeting</li> <li>● Guardian contact by Assistant Principal</li> <li>● Restorative conference</li> <li>● Peer mediation</li> <li>● Family mediation/conference</li> <li>● Circle Process</li> <li>● Meet with the counselor</li> <li>● Recovery Room: Up to 1 day</li> <li>● Community Service</li> </ul> <p><b><u>2nd Infraction</u></b></p> <ul style="list-style-type: none"> <li>● <b>All 1st level infractions</b></li> <li>● Restorative and/or Administrative Conference</li> <li>● Collaborative Student Plan</li> <li>● Recovery Room: Up to 2 days</li> <li>● 1-3 days ISS</li> </ul> <p><b><u>3rd Infraction</u></b></p> <ul style="list-style-type: none"> <li>● <b>All 1st &amp; 2nd level infractions</b></li> <li>● Guardian Contact by Assistant Principal</li> <li>● Recovery Room: Up to 3 days</li> <li>● 1-3 days ISS or 1 day OSS</li> </ul> <p><b><u>4th Infraction</u></b></p> <ul style="list-style-type: none"> <li>● <b>All 1st-3rd level infractions</b></li> <li>● Care Team Referral</li> <li>● 1-4 days ISS or 1-3 days OSS may include Family Mediation/Conference before student returns to class</li> </ul> <p><b><u>Subsequent Infractions</u></b></p> <ul style="list-style-type: none"> <li>● 4 days OSS, 5 day OSS, 10 day OSS</li> <li>● Family Mediation/Conference before student returns to class and Student Success Plan</li> <li>● 10 day OSS returns to meeting with the Superintendent</li> <li>● Family Mediation/Conference</li> </ul>

<p><b>Dangerous Behavior:</b> 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, (play fighting), and throwing objects.</p> <p><b>Horseplay:</b> Physical or verbal behavior between two or more students that disrupts the educational process or routine procedures.</p> <p><b>Leaving a Supervised Area Without Permission:</b> Leaving a designated area where they are supervised, without permission from the supervisors.</p> <p><b>Defiance to Authority - Major:</b> Chronically challenging authority or talking back to staff members.</p> <p><b>Property Damage/Vandalism (Minor):</b> Participating in an activity that results in up to fifty dollars of destruction or disfigurement of property.</p> <p><b>Recording on BCS campus without permission:</b> Videoing other people without permission.</p>	<p><b><u>1st Infraction</u></b></p> <ul style="list-style-type: none"> <li>• Proactive Classroom Management Strategies</li> <li>• Written Referral</li> <li>• Processing Meeting</li> <li>• Guardian Contact by Assistant Principal</li> <li>• Restorative and/or Administrative Conference</li> <li>• Peer Mediation</li> <li>• Family Mediation/Conference</li> <li>• Circle Process</li> <li>• Collaborative Student Plan and/or Care Team Referral</li> <li>• Meet with the counselor</li> <li>• Recovery Room</li> <li>• Community Service</li> <li>• Up to 3 days ISS or 1 day OSS</li> </ul> <p><b><u>2nd Infraction</u></b></p> <ul style="list-style-type: none"> <li>• <b>All 1st level infractions</b></li> <li>• 2-3 days ISS or 1-2 days OSS</li> </ul> <p><b><u>3rd Infraction</u></b></p> <ul style="list-style-type: none"> <li>• <b>All 1st &amp; 2nd level infractions</b></li> <li>• Care Team Referral</li> <li>• 2-3 days ISS or 2- 3 days OSS</li> </ul> <p><b><u>4th Infraction</u></b></p> <ul style="list-style-type: none"> <li>• <b>All 1st-3rd level infractions</b></li> <li>• 2-5 days OSS may include Mandatory Family Mediation/Conference before student returns to class</li> <li>• Administrative conference with family</li> <li>• Restitution may be required</li> </ul>
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### 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
<p><b>Chronic Level 2:</b> The continuation of Level 2 infractions, even with interventions.</p> <p><b>Abusive, Obscene, Offensive, or Profane Language and/or Body Gestures:</b> Using any language, acts, unwelcome remarks or expressions, names, slurs, obscene gestures, 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 <u>that has the purpose or effect of creating an intimidating, hostile, or offensive educational environment.</u></p> <p><b>Trespassing:</b> Being physically present on school property or at a school event after being directed not to be there including periods of dismissal or suspension.</p> <p><b>Leaving the School Without Permission:</b> Leaving school grounds during the designated school day without obtaining consent of the proper school authority.</p>	<p><b><u>1st Infraction</u></b></p> <ul style="list-style-type: none"> <li>• Proactive Classroom Management Strategies</li> <li>• Written Referral</li> <li>• Guardian Contact by Assistant Principal</li> <li>• Restorative and/or Administrative Conference</li> <li>• Peer Mediation</li> <li>• Family Mediation/Conference</li> <li>• Circle Process</li> <li>• Collaborative Student Plan and/or Care Team Referral</li> <li>• Meet with the counselor</li> <li>• Community Service</li> <li>• Recovery Room</li> <li>• 2 days ISS or (1-2) days OSS</li> </ul> <p><b><u>2nd Infraction</u></b></p> <ul style="list-style-type: none"> <li>• <b>All 1st level infractions</b></li> <li>• 1- 2 days OSS <ul style="list-style-type: none"> <li>◦ Return to 2 days ISS</li> </ul> </li> </ul> <p><b><u>3rd Infraction</u></b></p> <ul style="list-style-type: none"> <li>• <b>All 1st &amp; 2nd level infractions</b></li> <li>• 3 days OSS <ul style="list-style-type: none"> <li>◦ Return to 2 days ISS may include Mandatory Family Mediation/Conference before student returns to class</li> </ul> </li> </ul> <p><b><u>Subsequent Infractions</u></b></p> <ul style="list-style-type: none"> <li>• 5 day OSS may include Mandatory Family Mediation/Conference before student returns to class</li> <li>• 10 day OSS returns to meeting with the Superintendent</li> <li>• Family Mediation/Conference</li> </ul>

### Level 3 (Continued)

<p><b>Fires/False Alarms/911 Calls:</b> Tampering or interfering with fire alarm system, false 911 calling/reporting, or failure to exercise caution, resulting in fire.</p>	<p><b><u>1st Infraction</u></b></p> <ul style="list-style-type: none"> <li>• 5 days OSS <ul style="list-style-type: none"> <li>◦ Returns to 5 days ISS</li> </ul> </li> <li>• Guardian Contact</li> <li>• Referral written on official record</li> </ul>
<p><b>Fighting:</b> A physical altercation between two or more students causing a disruption of the educational process.</p> <p><b>Biting, Choking and Spitting:</b> Aggressive behavior that harms other students with bodily fluids or cuts off the breathing airways.</p> <p><b>Gang Activity:</b> 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.</p> <p><b>Property Damage/Vandalism Major:</b> Participating in an activity that results in more than fifty dollars of destruction or disfigurement of property. Restitution may be required.</p> <p><b>Sexually Inappropriate Behavior:</b> Engaging in sexually inappropriate behavior, language, gestures, literature, or other artwork.</p> <p><b>Use/Possession of a Simulated Weapon:</b> Possessing, concealing, or displaying a simulated weapon including, but not limited to, toy guns and/or cap guns that would put a reasonable person of fear or apprehension of harm.</p> <p><b>Theft Major:</b> Unauthorized taking possessions of or receiving stolen property of another more than fifty dollars. Restitution may be required.</p> <p><b>Threats to Staff or Student:</b> Any oral, written, physical threat, sign, or act that conveys intent to cause harm or violence</p>	<p><b><u>1st Infraction</u></b></p> <ul style="list-style-type: none"> <li>• Proactive Classroom Management Strategies</li> <li>• Referral written on official record</li> <li>• Guardian Contact by Assistant Principal</li> <li>• Restorative and/or Administrative Conference</li> <li>• Peer Mediation</li> <li>• Family Mediation/Conference</li> <li>• Circle Process</li> <li>• Meet with counselor</li> <li>• Collaborative Student Plan</li> <li>• Recovery Room</li> <li>• Community Service</li> <li>• 1- 5 days OSS <ul style="list-style-type: none"> <li>◦ Return to 2 days ISS may include Mandatory Family Mediation/Conference before student returns to class</li> </ul> </li> </ul> <p><b><u>2nd Infraction</u></b></p> <ul style="list-style-type: none"> <li>• <b>All 1st level infractions</b></li> <li>• Collaborative Student Plan and/or Team Referral</li> <li>• 3-5 day OSS <ul style="list-style-type: none"> <li>◦ Return to 2 days ISS may include Mandatory Family Mediation/Conference before student returns to class</li> </ul> </li> </ul> <p><b><u>3rd Infraction</u></b></p> <ul style="list-style-type: none"> <li>• <b>All 1st &amp; 2nd level infractions</b></li> <li>• Care Team Referral Evaluation</li> <li>• 5-10 days OSS <ul style="list-style-type: none"> <li>◦ Return to 5 days ISS may include Mandatory Family Mediation/Conference before student returns to class</li> </ul> </li> <li>• Referral written on official record</li> </ul>

### Level 3 (Continued)

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 limited to, matches, lighters, firecrackers, gasoline, lighter fluid, or live ammunition.

**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.

**4th Infraction**

- **All 1st-3rd level infractions**
- 10 days OSS
- Guardian Meeting with Superintendent

#### 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
<p><b>Arson:</b> Planning and/or participating in malicious burning of property</p> <p><b>Assault:</b> 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><b>Conspiracy to Commit a level IV Offense:</b> An agreement, plan, and/or concerted effort by one or more persons to commit a Class IV offense.</p> <p><b>Criminal Act Against a Staff Member:</b> Committing an act against a staff member that would be a crime if committed by an adult.</p> <p><b>Robbery/Extortion:</b> 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 the victim in fear.</p> <p><b>Selling Controlled Substances:</b> Selling or distributing illegal drugs, synthetic drugs/imitations, alcohol, tobacco, or other controlled substances.</p> <p><b>Use/Possession of Controlled Substances:</b> Being under the influence of or possessing illegal drugs, synthetic drugs/imitations, alcohol, tobacco, or other controlled substances.</p>	<ul style="list-style-type: none"><li>• Administrative Conference</li><li>• Restorative Conference</li><li>• Peer Mediation</li><li>• Family Mediation/Conference</li><li>• Circle Process</li><li>• Meet with the counselor</li><li>• 1-10 days ISS/OSS may include Mandatory Family Mediation/Conference before student returns to class and student success plan</li><li>• Referral to the Office of Superintendent</li><li>• Possible referral to law enforcement or the Department of Family Services</li><li>• Expulsion from school by the Board of Directors</li><li>• Long-term out of school suspension up to 180 days by the Office of Superintendent</li></ul>

#### Level 4 (Continued)

<p><b>Use/Possession of Paraphernalia:</b> Possessing items used to pack, weigh, store, contain, conceal, inject, ingest, inhale, other otherwise introduce into the body a controlled substance.</p> <p><b>Use/Possession of Toxic Substance:</b> Using intoxicants that cause a loss of control or inebriation including, but not limited to, glue, solvent, ammonia, and similar substances.</p> <p><b>Terroristic Threats:</b> Threatening to commit any crime of violence with intent to terrorize another or to cause evacuation of a building, place of assembly, or vehicle.</p> <p><b>Weapon and/or Firearm:</b> 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</p> <p><b>Verbal Sexual Harassment:</b> Engaging in verbal discussion of sexual behavior, including but not limited to, viewing sexually explicit material, indecent exposure, and/or sexting.</p>	<p><i>See Infraction list on previous page.</i></p>
<p><b>Inappropriate Touching:</b> Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.</p> <p><b>Sexual Assault:</b> Engaging in forced sexual contact or sexual activity.</p>	<ul style="list-style-type: none"> <li>• Administrative guardian and Student Conference</li> <li>• Meet with the counselor</li> <li>• Referral to the Office of Superintendent</li> <li>• Possible referral to law enforcement or the Department of Family Services</li> <li>• Expulsion from school by the Board of Directors</li> <li>• 1-10 days ISS/OSS</li> <li>• Long-term out of school suspension up to 180 days by the Office of Superintendent</li> <li>• Prior to returning to class the student <b>must</b> enroll in outside services</li> </ul>



***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 student 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 (reformatted; was taking up 3 lines)**

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 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 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 School Board. If the student or guardian gives notice of his or her intent to appeal the suspension, the suspension shall be stayed until the School Board renders a 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.

### **Guardians/Legal guardians may pursue an appeal of suspension by:**

- Returning the appeal form to the building level administrator, 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**

### **Prohibition Against Bullying**

Brookside Charter School is committed to maintaining a learning and working environment free from any form of bullying or intimidation. The District strictly prohibits bullying on school grounds, during school time, at a school-sponsored activity or in a school-related context.

Bullying is the intentional action by an individual or group of individuals:

- to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property;
- substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or
- substantially disrupts the orderly operation of the school.

Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

“Cyberbullying” means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication devices, computer, or tablet. Brookside Charter may prohibit and/or discipline students for cyberbullying that originates on Brookside Charter School campus or at a Brookside Charter activity. This includes using the school's technological resources to send the electronic communication, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the Brookside Charter School campus or at a school activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus that materially and adversely affects the education of Brookside Charter School students are subject to discipline.

Brookside Charter School strictly prohibits bullying, as defined in this policy. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal or designee. Brookside Charter School employees are required to report any instance of bullying which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal or designee.

The principal or designee who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten (10) school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students found to have violated this policy will be subject to consequences dependent on factors such as; age of student(s), degree of harm, severity of behavior, number of incidents, etc. Possible consequences for a student who violates this policy include: loss of privileges, conference with teacher, guardians contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion, and law enforcement contact.

Brookside Charter School shall give annual notice of the policy to students, guardians or guardians, and staff. This policy shall be included in the Brookside Charter Family Handbook. Brookside Charter School shall provide information and appropriate training to Brookside Charter staff that have significant contact with students regarding the policy. All staff with significant student contact will receive training on the requirements of this policy on an annual basis.

Brookside Charter School shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. Brookside Charter School shall instruct its school counselors to educate students who are victims of bullying on techniques for students to overcome the negative effects of bullying. Such techniques include but are not limited to cultivating the student's self-worth and self-esteem; teaching the student to defend oneself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

## **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;
- 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 padlocks, 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.

### Violent Behavior

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.;
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.

### **Cell Phone Policy**

The purpose of the Brookside Charter School Cell Phone Policy is to support student safety and academic achievement. The ringing of cell phones during class, and student use of social media or text -messaging, takes away from the valuable time needed for instruction and most importantly, student learning. We recognize that cell phones may be a safety/security tool. However, in the event of a school emergency, cell phones may hinder the protocol to manage emergencies in a safe and effective manner. Students choosing to bring cell phones to school must adhere to the following expectations.



For the purpose of this policy. A cell phone includes all watches that function as a cell phone.

- Student cell phones must be turned off while on school property.
- Students are to put cell phones away upon arrival, they are to be kept in backpacks throughout the student's time at school.
- Failure to comply will result in the phone being taken to the office and potential disciplinary action.
- Refusal to turn over a cell phone when requested by any staff member escalates disciplinary action.
- Cell phones that have been taken may be picked up by a parent/guardian between 7:30-4:30.
- Students wishing to call their parent/guardian during the school day will be sent with a pass to the middle school office to place the call.
- Brookside Charter School is not responsible for lost or stolen cell phones, nor do we have the resources to investigate if they are lost or stolen.

Students who break the cell phone policy are subject to the following disciplinary actions.

**1st Infraction:**

The phone is taken from the student and returned to the parent/guardian.

**2nd Infraction:**

The student receives a consequence of one (1) school day of Recovery OR the phone will be confiscated and returned to a parent or guardian after five (5) school days (parent's choice).

**3rd Infraction:**

The student receives a consequence of two (2) school days of Recovery OR the cell phone will be confiscated and returned to a parent or guardian after a ten(10) school days (parent's choice).

**4th Infraction:**

Any further infractions will result in the student not having a cell phone on school grounds during the school day. Students who do not adhere to these guidelines will be subjected to other disciplinary actions and/or community service.

## 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:** 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 and is served inside of 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 guardians 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 and is served outside the school building.

**Peer Mediation:** 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 they 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

**Safe seat:** A designated seat away from peers designed to help the student calm down before returning to the classroom community

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

**Restorative Reflection 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. guardians may request a copy. **All** students **must** present documentation of the 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 chickenpox (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 guardianship 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 processes and procedures 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 **CONTIGUOUS 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 or staff 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, 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**

### ***Medication Administered 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 students 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, bearing the name of the student, the name of the physician, and the name of the pharmacy filling the prescription. Over-the-counter drugs must be maintained in the original container, as well.
- A guardian 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.

### ***Medication Administered By the Student***

Self-managed administration of medication (e.g., inhalers/nebulizers, blood glucose/insulin, EpiPens) 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.

### ***Medication Administered in 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.

### **General Guidelines**

1. Students may bring NO medications or other health-related products (e.g., prescription medication, over-the-counter medication, perfumed lotion, lip balm, antiseptics, cough drops) to school. *ONLY* parents/guardians may transport medications. The use of perfumed lotions and body sprays can lead to allergic reactions from other students and should be avoided. 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. guardians 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, EpiPens) is permitted so long as students have their guardians'/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’s nurse 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 nurses 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 change. 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 guardian 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. Parents/guardians may leave a message for a teacher to return the call. Teachers will respond within 2 business days (excluding weekends and holidays).
- 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.**

Family wanting to come have a birthday party in grades K-5:

- Complete [Birthday Party Request Form](#) at least 2 business days in advance
- Get approval from staff before hosting party
- Complete Raptor Screening at least 15 minutes prior to visit
- 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, guardians are asked to bring prepackaged store bought 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.

## **OUTSIDE FOOD DELIVERIES**

**Outside food cannot be delivered to students at the school (unless by the parent/guardian in our school information system). This includes, but is not limited to, Uber Eats, Door Dash, Grub Hub, etc. This is to better ensure the security of the school as well as to minimize disruptions to the school day. Food deliveries to students by outside delivery services will be canceled at the door.**

## **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.



# TECHNOLOGY HANDBOOK

**Purpose:**

The purpose of the Brookside Charter School's Technology Program is to provide students with academic support inside and outside of the classroom. The technology program supports the school's mission in providing more educational opportunities for students. The purpose of this handbook is to assist students and guardians in using Brookside Charter School's technology resources safely and appropriately. The devices used in this program are the property of Brookside Charter School and are temporarily loaned to the students. The supplied devices are to be used exclusively as an educational tool and are not intended for any other purpose.

**Terms:**

Students will be issued a Brookside Charter School owned device. Financial obligation is not issued to the parent/guardian unless there is loss or damage of the borrowed device. Failure to comply with the Technology Handbook will result in loss of privileges and rights of possession effective immediately and Brookside Charter School may repossess the property.

**Title:**

The legal title to the borrowed device belongs to Brookside Charter School and shall at all times remain as such. Your right of possession and use of the borrowed device is limited to, and conditioned upon, your full and complete compliance with the expectations detailed in the Brookside Charter School Technology Handbook. Because the borrowed device is the property of the school district, it is subject to monitoring and search of content at any time. There is no expectation of privacy in use or data stored on a district-owned device.

**Handling, Care, and Use**

Once checked out, the parent/guardian is responsible for all device use.

- Make sure all media, internet usage, downloads, file creation, file deletion, file sharing, file storage, and all software applications are appropriate for assignments/projects for school.
- Do not access, store, create, consume, or share any media, downloads, files or software with the purpose to disrupt the school internet filtering or technology policies.
- Keep devices fully charged.
- Your device should never be exposed to liquids or other foreign substances, including but not limited to slime, drinks, paint, ink, glue, cleaners, polishes, or any type of health/beauty aid (lotion, nail polish, perfume, soap, shampoo, etc.).
- The surface of your device 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 Brookside Charter School.
- The protective case is also on loan and should not be altered, or defaced.
- Chromebook will remain in the protective case that Brookside provided at all times. Removing it is a violation of use and will result in restrictions or loss of privileges.
- Only Brookside Charter School Technology staff and K12itc can service the checked-out device. The school can troubleshoot, diagnose, or repair your borrowed device. Do not allow any other third-party services to handle your assigned device.
- Parents/Guardians are responsible for the care of the Chromebook they have been issued by Brookside Charter School. Siblings, friends, and family members should not have use of the Chromebook.

## **Screen Care**

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. To avoid damage please adhere to the following rules:

- Do not lean on the Chromebook.
- Do not place anything near or on top of the Chromebook that could put pressure on the screen.
- Do not place anything in between the keyboard and screen when the Chromebook is shut.
- Do not press on screen with fingernails, pencil leads, pen tips or anything hard that might damage or fracture the screen.
- Clean the screen only with a soft, dry cloth (preferably a microfiber cloth)
- Do not overstuff pocket on case
- Do not use Windex or any other harsh chemicals or liquids to clean the screen.

## **Security, Storage, and Transport**

- Keep electronic devices powered off when not in use.
- Transport electronic devices to and from school within a Brookside provided protective carrying case at all times.
- Do not carry a Chromebook that does not belong to you.
- Carefully remove or unplug all cords and accessories before moving the Chromebook.
- Handle the device with care and caution, even when in the protective carrying case.
- Do not throw, slide, drop, or toss the device, even while in the carrying case.
- Do not leave it in your school locker for overnight storage.
- Keep the device and cords at home out of reach of young children, pets, or anyone capable of careless handling or inadvertent damage of the property.
- You are responsible for making sure you do not share or switch the device or its accessories with other students.
- You are responsible for any loss or damage that may occur to it, regardless of whether loss/damage occurs at school or away and regardless of who is using it at the time of loss/damage.

## **Wireless Internet Access**

- All Brookside Charter School usage expectations and policies apply to use on public Wi-Fi and home networks just as they do when at school.
- Brookside Charter School devices cannot be used with Wi-Fi networks that require installation of networking software, reconfiguration of security settings, manipulation of firewall settings, use of network connection wizards, or manually assigning an IP address.

## **Content Filtering**

- Brookside Charter School uses network content filtering safeguards that meet the criteria as set out by the Children's Internet Protection Act (CIPA), which address concerns about access to offensive content over the internet on school devices.
- All guardians will be required to sign up for the guardian portal through Securly. This is a free service requiring only an email address. The email address provided upon school enrollment will be used.
- All Brookside Charter School usage expectations and policies apply to use on public Wi-Fi networks just as they do when at school.
- Attempts to go around or alter Brookside's content filtering or firewall is a violation of use and will result in restrictions or loss of privileges.

## **Inspections**

Students may be selected at random to provide their Chromebook for inspection. This includes:

- all content such as images, settings, documents, etc.
- checking for damages to devices and accessories.

## **Privacy**

All messages and information created, sent, or retrieved on a Brookside Charter School electronic device or network are the property of Brookside Charter School. Electronic mail messages and other use of electronic resources by students, including accessing web pages, should not be considered confidential. Brookside Charter School reserves the right to access user content to ensure appropriate use of resources.

## **Wireless Hotspot**

- The T-Mobile wireless hotspot is the property of Brookside Charter School. Your right of possession and use of the borrowed device is limited to, and conditioned upon, your full and complete compliance with the expectations detailed in the Brookside Charter School Technology Handbook.
- The T-Mobile wireless hotspot is for use with your Brookside Charter issued device.
- The T-Mobile wireless hotspot is unlimited high speed data.
- The T-Mobile wireless hotspot may remain at your home unless requested to be returned by Brookside Charter.
- Follow all care, handling, security, and transport guidelines outlined in this Technology Handbook.
- Brookside reserves the right to terminate or suspend service at any time for misuse, theft, or failure to return the hotspot.

## **Loss or Theft:**

By taking possession of a borrowed device, the borrower agrees to assume full responsibility for the safety, security, and care of the borrowed property. In the case of complete loss, the borrower agrees to pay replacement cost. In the case of loss or theft occurring at school, the borrower must report the incident to the school within one school day of the occurrence. In the case of loss or theft occurring away from school, the borrower must report the incident to the law enforcement officials of jurisdiction within 24 hours of the occurrence and then provide documentation of the previously mentioned law enforcement report to the Brookside Charter School Principal.

## **Damage:**

By taking possession of a borrowed device, the borrower agrees to assume full responsibility for the safety, security, care, and proper use of the borrowed property. In case of accident, fire, flood, or careless handling of the property, the borrower agrees to assume full responsibility for the damaged device as deemed necessary by Brookside Charter School. In the case of damage to a borrowed device, the user must report a potentially damaging incident to the Brookside Charter School Administration within two school days of the occurrence.

<b>Commonly Damaged Parts</b>	<b>Price</b>
Screen	\$60



Bezel (frame around the screen)	\$40
AC Adapter (power cord)	\$30
Keyboard	\$100
Base Plastic (bottom outside casing)	\$60
Back Cover (top outside casing)	\$40
Trackpad (Mouse)	\$40
Key Replacement (per key)	\$10
Total Replacement of Chromebook Due to Loss	\$300
T-Mobile Wireless Hotspot Replacement	\$90
T-Mobile Hotspot Charging Cord	\$10
Replacement of Case	\$35

\*Only commonly replaced parts are listed above. Other costs may apply.

### **Repossession:**

If you do not fully comply with all terms of the Brookside Charter School Technology Handbook, including the timely return of the property, Brookside Charter School shall be entitled to declare you in default and come to your place of residence, or other location of the device, to take possession of the property.

### **Terms of Agreement:**

A user's right to use and possess the borrowed property terminates no later than the last day of the school year unless earlier terminated by Brookside Charter School for noncompliance or upon withdrawal from active enrollment in the school. The devices must be returned within 24 hours of withdrawal from Brookside Charter, otherwise, it will be considered stolen property and reported to the Kansas City Police Department.

### **Appropriation:**

Your failure to timely return the property and/or the continued use of the borrowed property for non-school purposes without Brookside Charter School's consent may be considered unlawful appropriation of the Brookside Charter School's property

### **Tech Norms:**

1. Carrying devices appropriately with two hands or a zipped case
2. Using the devices on flat table surfaces only
3. Using your own device and not someone else's and not allowing anyone else to log on to your device or logging on to someone else's devices
4. Not sharing usernames and passwords
5. Being a digital citizen
6. Bringing your device charged

**Tech Infractions:**

1. Break Tech Norms Once- warning
2. Break Tech Norms Twice- unplugged for one day
3. Break Tech Norms Three Times- unplugged for one week and parent contact by teacher
4. Break Tech Norms Four Times-unplugged for two weeks, parent contact by teacher and discipline referral

**What should I do if my child's computer breaks?**

Brookside Charter has a technology department, and also works with a managed services partner, K12itc. K12itc provides a help desk platform where tickets are submitted and worked according to urgency and the time received.

My child's Chromebook  
or Hotspot isn't working  
or I lost my charger.  
Now what?



step  
**1**

Call the Help Desk:  
816-382-4840

Monday-Friday 7am-7pm

Give them a very detailed description  
as to what is wrong. They may be able  
to fix it over the phone!

\*You'll need to know your child's teacher's name.\*

If it cannot be fixed over the phone:  
You will be contacted by the Tech  
Office to schedule a time to swap  
out the device.

\*Make sure you supply your phone number  
to the help desk.\*

step  
**2**

step  
**3**

Bring the device and charge  
cord with you to your  
scheduled time for the swap.



# Volunteer Handbook 2023-2024

## **Parent/Guardian Volunteer Opportunities:**

### **Family wanting to come have a birthday party in grades K-5:**

- ☐ Complete [Birthday Party Request Form](#) at least 2 business days in advance
- ☐ Get approval from staff before hosting party
- ☐ Complete Raptor Screening at least 15 minutes prior to visit
- ☐ Items must be store bought and pre-packaged

### **Parent/Guardian/Community Member wanting to volunteer for a field trip:**

- ☐ Complete and submit **Parent Volunteer Application and Waiver** at least 2 business days in advance
- ☐ Review and sign **Parent Volunteer Handbook** at least 2 business days in advance
- ☐ View Field Trip Chaperone and/or Event Chaperone Video(s) and sign acknowledgement
- ☐ Complete Raptor Screening at least 15 minutes prior to visit/event

### **Parent/Guardian/Community Member wanting to visit a classroom for a special circumstance (speaker, read aloud, etc):**

- ☐ Coordinate your visit with a classroom teacher who will alert the Front Office of your visit
- ☐ Complete Raptor Screening at least 15 minutes prior to visit/event
- ☐ Obtain a school visitor badge

### **Parent/Guardian/Community Member wanting to consistently volunteer at the school (Breakfast/Lunch Buddy, Greeter, or Classroom Volunteer):**

- ☐ Complete and submit **Parent Volunteer Application and Waiver** at least 2 business days in advance
- ☐ Review and sign **Parent Volunteer Handbook** at least 2 business days in advance
- ☐ Register & Complete Volunteer Orientation (held three times per year)
- ☐ Complete Raptor Screening at least 15 minutes prior to visit/event

### **Parent/Guardian/Community Member wanting to volunteer for a class party or be a room parent:**

- ☐ Complete and submit **Parent Volunteer Application and Waiver** at least 2 business days in advance
- ☐ Review and sign **Parent Volunteer Handbook** at least 2 business days in advance
- ☐ Register & Complete Volunteer Orientation (held three times per year)
- ☐ Complete Raptor Screening at least 15 minutes prior to visit/event
- ☐ Coordinate schedule and planning with classroom teacher

### **Parent/Guardian/Community Member wanting to volunteer for a school event:**

- ☐ Complete and submit **Parent Volunteer Application and Waiver** at least 2 business days in advance
- ☐ Review and sign **Parent Volunteer Handbook** at least 2 business days in advance
- ☐ Register & Complete Volunteer Orientation (held three times per year)
- ☐ Complete Raptor Screening at least 15 minutes prior to visit/event
- ☐ Coordinate schedule and planning with event supervisor

## Building the Family-School Partnership

When schools and families work together to support learning, **EVERYONE** benefits. Students do better in school and in life, parents become empowered, teacher morale improves, schools improve and communities grow together.

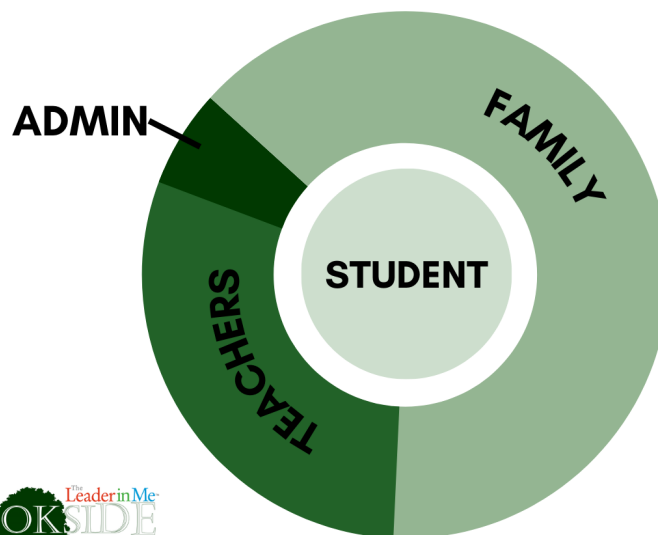
Most students at all levels—PreK to 12th grade—want their families to take active roles in between home and school (although they may not say it!) When parents/families are regularly active and present at the school, it reinforces the view for the child that school and home are connected and that school is an integral part of the whole family's life.

The earlier in a child's educational career parent involvement begins, the more powerful the effects. The most effective forms of engagement include parents working directly with their children on learning activities at home. Decades of research demonstrates that when families are involved, students have **higher grades, test scores and graduation rates, improved school attendance, increased self-esteem and motivation, lower rates of suspension and decreased use of drugs and alcohol. Parent/Guardian partnerships create greater gains in academic achievement. When schools work together with families to support learning, children tend to succeed not just in school but throughout life.**

Families and schools must operate as a team for the child's success. The Learning Team (the child, the family and the school administration) work together to develop the whole child.

## THE LEARNING TEAM

All roles of The Learning Team work together and support one another to develop the whole child.



Parent/Guardian Engagement is the process of inviting, training and supporting parents as partners to improve their child's progress in school and develop as a whole child. Parent/Guardian Engagement can look many different ways. This chart includes **6 Types of Parent Involvement**, a framework provided by the National Coalition for Parent Involvement in Education

<b>Parenting/ Guardianship Paradigm</b>	Families establish home environments that support children as students. Families see themselves as integral partners in their children's success at school.
<b>Communicating</b>	Families become active participants in communication from a school-to-home and home-to-school perspective. Parents understand how to contact their children's teachers, principals, etc., as well as access the school's website, newsletter and parent-teacher organization. They know how to use the school's student information system to learn about their children's progress
<b>Volunteering</b>	Volunteering opportunities for Parents/Guardians/Community Members at Brookside Charter School are listed above.
<b>Learning at Home</b>	Families can help their children develop good study habits, supervise their homework, monitor TV and social media viewing and supervise regular bedtimes and school attendance. Parents/Guardians read to their children and provide stimulating experiences that contribute to student achievement.
<b>Decision Making</b>	Families can join the Parent Teacher Action Committee. They can help develop school improvement plans and provide parent representations and support by participating in school surveys and informational nights.
<b>Collaborating with the Community</b>	Families and schools help students by forming collaborative relationships with many public and private agencies that provide family support services. These partnerships create shared responsibility for the well being of children, families and schools by all members of the community.

## **Volunteer Orientation Agenda**

### **Parent Volunteer Guidelines and Responsibilities**

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. We hope that you enjoy your time. In order to ensure that you have a positive volunteer experience, we ask that you adhere to the following **Guidelines and Responsibilities.**

1. Register with the Raptor System located at the front office. Your State Issued ID is required to do so
2. Learn where to sign in and out of the volunteer book located at the front office
3. Understand where to obtain and return a volunteer lanyard
4. Pledge to keep all student information confidential, unless abuse or neglect is suspected. In this case, report these concerns to an administrator
5. Learn how to schedule classroom volunteer dates and times with teachers ahead of time and get approved
6. Understand that cell phones must be silenced while volunteering
7. Acknowledge that volunteers may not photograph or record students for any reason
8. Acknowledge that volunteers may not give/purchase gifts or give/lend money to students
9. Understand that discipline is to be handled by the teacher and/or support team. Intervene any potentially dangerous behavior and notify teacher or staff
10. Treat all teachers, staff, students and other parents with respect (adhere to Brookside Charter's Civility Policy outlined in the Family Handbook)
11. Do not make negative comments to others about students, staff or other parents, including social media posts, conversations, etc. If you have concerns, we welcome any and all feedback to address concerns and/or make improvements where needed
12. Volunteers are not to be alone with any student; a teacher or staff member should be present at all times when working with students
13. Avoid discussions with the teacher or staff member about your child while volunteering, during an event and/or during class instruction. Schedule a separate time for this
14. Do not bring other children/siblings to volunteer or other adults that have not scheduled prior or completed the volunteer requirements
14. Inform the appropriate staff person if you will be late or will no longer be volunteering via email and/or voice message
15. Weapons are prohibited on the immediate and surrounding premises. Drugs, alcohol and tobacco are prohibited on the immediate and surrounding premises or prior to volunteering
16. Attire should be neat, clean, comfortable AND appropriate for the school setting
17. Volunteers may not attempt to influence or persuade students or staff on religious or political matters
18. Follow the guidelines established by the school, such as dress code, hours of work, adult behavior, values and all regulations, rules, and policies stated for school employees and volunteers.



## Volunteer Application

### Volunteer Application

All new volunteers are required to complete a Volunteer Application and sign the Volunteer Release and Waiver of Liability. Depending on your volunteer level, you may also be required to complete a background check (that will be paid for by Brookside Charter School). All volunteers must adhere to the Volunteer Guidelines and Responsibilities. Please complete the information below and return to the front office.

Full Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

I am a:

- ☐ Current Parent/Family
  - ☐ Name/Grade of **Oldest** Attending Student: \_\_\_\_\_
- ☐ Community Volunteer
- ☐ Retired Teacher/Staff
- ☐ Former Parent or Student
- ☐ Other (church, business, neighborhood partner, etc.)
  - ☐ Explain \_\_\_\_\_

By signing below, I certify that I have **a)** read and completed requirements from the Volunteer Checklist, **b)** read and understand the Volunteer Handbook in its entirety, and **c)** read and agree to the Volunteer Guidelines and Responsibilities.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
Date Approved

### Appendix 3: Volunteer Acknowledgement

### Volunteer Orientation Acknowledgement Form

Volunteers are required to attend Volunteer Orientation (held three times a year) before volunteering in the classroom or within the school building. This form acknowledges that you have completed Volunteer Orientation and acknowledge the following:

- \_\_\_\_\_ I understand that my cell phone must be silenced while volunteering.
- \_\_\_\_\_ I pledge to keep all student information confidential.
- \_\_\_\_\_ I understand that all volunteer times and dates must be coordinated with the appropriate BCS Staff Member.
- \_\_\_\_\_ I will not photograph or record students or staff.
- \_\_\_\_\_ I understand that I may not purchase items or give money to individual students (class parties/celebrations excluded.)
- \_\_\_\_\_ I understand that any food brought for class parties/ celebrations must be coordinated ahead of time with the classroom teacher.
- \_\_\_\_\_ I understand that student discipline will be handled by BCS staff members.
- \_\_\_\_\_ I pledge to treat all students, families and staff with respect and adhere to Brookside Charter's Civility Policy outlined in the Family Handbook.
- \_\_\_\_\_ I understand that I am not to be alone with students.
- \_\_\_\_\_ I understand that I am here to volunteer and will schedule alternative times to have discussion with staff members.
- \_\_\_\_\_ I will not bring other children or adults with me while volunteering.
- \_\_\_\_\_ If at any time I wish to stop volunteering I will notify the appropriate BCS Staff Member.
- \_\_\_\_\_ I understand the use of drugs, alcohol or tobacco is strictly prohibited on BCS property.
- \_\_\_\_\_ I will adhere to the BCS Dress Code outlined in the Family Handbook while volunteering.
- \_\_\_\_\_ I understand that I cannot persuade or influence students towards specific political or religious beliefs.

By signing below, I acknowledge that I have completed the required Volunteer Orientation in order to volunteer and agree to the items listed above.

\_\_\_\_\_  
Volunteer Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Phone

## Volunteer Release & Waiver of Liability

### Volunteer Release & Waiver of Liability–Full and General

*PLEASE READ CAREFULLY BEFORE SIGNING. THIS IS A LEGALLY VALID AND BINDING DOCUMENT  
RELEASING A PARTY FROM ALL KNOWN AND UNKNOWN OBLIGATIONS.*

This Volunteer Release & Waiver of Liability (this “**Release**”), is executed on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ (“**I**” or “**me**”) in favor of Brookside Charter School, a corporation organized and existing under the laws of the State of Missouri, and its members, directors, officers, trustees, employees, volunteers, representatives, successors, and agents (collectively, “**BCS**”).

I desire to volunteer for BCS and engage in activities and/or projects related to being BCS’s volunteer for the duration of the 2023-2024 school year (the “**Activities**”). I understand that as a volunteer I will receive no compensation or remuneration for my services and will not be eligible for any employee benefits. I acknowledge that I am not an employee.

In exchange for being allowed to participate in the Activities as a volunteer and for other good and valuable consideration, the receipt and sufficiency of which I acknowledge, I hereby freely, voluntarily, and without duress execute this Release and agree to the following terms:

1. Compliance with Policies. I acknowledge and agree that I have received and read BCS’s Volunteer Handbook 2023-3024 (the “**Handbook**”). I agree to comply with the Handbook and all other applicable policies and procedures, training, and safety rules of BCS, and will follow BCS’s instructions in carrying out the Activities.
2. Assumption of Risk. I am aware and understand that the Activities may expose me to a variety of foreseen and unforeseen hazards and risks. I acknowledge that I am voluntarily participating in the Activities and have considered those risks. I hereby expressly and specifically assume such risks, including any and all risk of injury, harm, or loss that I may incur as a result of my participation in the Activities.
3. Medical Treatment. I hereby give consent and authority to BCS to obtain medical treatment on my behalf if I am injured or require medical attention during my participation in the Activities. I understand and agree that I am solely responsible for all costs related to such medical treatment, medical transportation, and/or evacuation. I hereby release, forever discharge, and hold harmless BCS from any claim whatsoever in connection with such treatment or other medical services.
4. Release and Waiver. I hereby fully and forever release and discharge BCS from, and expressly waive, any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, that may arise from my participation in the Activities. I agree not to make or bring any such claim or demand against BCS, and fully and forever release and discharge BCS from liability under such claims or demands.

I UNDERSTAND THAT THIS RELEASE DISCHARGES BCS FROM ANY LIABILITY OR CLAIM THAT I MAY HAVE AGAINST BCS WITH RESPECT TO ANY BODILY INJURY, PERSONAL INJURY, ILLNESS, DEATH, PROPERTY DAMAGE, OR PROPERTY LOSS THAT MAY RESULT FROM THE ACTIVITIES, WHETHER CAUSED BY THE NEGLIGENCE OF BCS OR OTHERWISE.

5. Insurance. I understand that BCS does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance of any nature in the event of my injury, illness, or death, or damage to or loss of my property. I also understand that workers' compensation insurance is not available to volunteers and that BCS does not provide workers' compensation insurance for volunteers. I expressly waive any claim for compensation or liability on the part of BCS in the event of any injury or medical expense.
6. Miscellaneous. I hereby agree that this Release represents the full understanding between BCS and me and supersedes all other prior agreements, understandings, representations, and warranties, both written and oral, between us, with respect to the subject matter hereof. If any term or provision of this Release shall be held to be invalid by any court of competent jurisdiction, that term or provision shall be deemed modified so as to be valid and enforceable to the full extent permitted. The invalidity of any such term or provision shall not otherwise affect the validity or enforceability of the remaining terms and provisions. This Release is binding on and inures to the benefit of BCS and me and our respective heirs, executors, administrators, legal representatives, successors, and permitted assigns. Section headings are for convenience of reference only and shall not define, modify, expand, or limit any of the terms of this Release.
7. Governing Law. I hereby agree that this Release is intended to be as broad and inclusive as permitted, and that this Release shall be governed by and interpreted in accordance with the laws of the State of Missouri, without reference to any choice of law doctrine.
8. Age and Health Declaration. I hereby attest and verify that I am eighteen (18) years of age or over. I further attest and verify that I am in good physical health and if I believe that I am physically unable to participate in any aspect of the Activities, I will refrain from participating in the Activities.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD ALL OF THE TERMS OF THIS RELEASE AND THAT I AM VOLUNTARILY GIVING UP SUBSTANTIAL LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE BCS.

_____	_____	_____
Volunteer Printed Name	DOB	Group Affiliate (if applicable)
_____	_____	
Volunteer Signature	Date	

*In accordance with Missouri Statute: 161.670.44. Brookside Charter School informs all families of their child's right to participate in the Missouri Course Access and Virtual School Program (MOCAP). For more information please contact Superintendent Roger Offield.*