



# Family Handbook 2021-2022

**ENTER TO LEARN, EXIT TO LEAD**  
**BROOKSIDE CHARTER SCHOOL**

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

[www.brooksidecharter.org](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, Middle 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 parent 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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# BROOKSIDE CHARTER SCHOOL

2021

## CALENDAR

2022

JULY

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

1815 East 63rd Street  
 Kansas City, MO 64130  
 816-531-2192  
 Building Hours: 7:30 am - 6 pm  
 Office Hours: 7:30 am - 4:30 pm

JANUARY

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

AUGUST

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

### IMPORTANT DATES

August 2-3, Admin & Office Report (Building Closed)  
 August 4-6, New Teacher Training (Building Closed)  
 August 9-13 Staff PD  
 Building Open - August 9

FEBRUARY

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				

SEPTEMBER

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

August 16-17, Back to School Conferences  
 August 18, Building CLOSED  
 August 19, First Day of School  
 September 6, NO SCHOOL (Labor Day)  
 September 2, 1st QTR Mid-Term  
 October 6, 1st QTR Ends  
 October 7 - 8, NO SCHOOL (Fall Break)

MARCH

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	

OCTOBER

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October 29, NO SCHOOL (Fall Conferences)  
 November 1, NO SCHOOL (Staff PD)  
 November 11, (Veterans Day)  
 November 12, 2nd QTR Mid-Term  
 Nov 24-26, NO SCHOOL (Thanksgiving Break)  
 November 29, NO SCHOOL (Staff PD)  
 Dec 20 - Jan 3, NO SCHOOL (Holiday Break)

APRIL

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

NOVEMBER

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

January 3, NO SCHOOL (Staff PD)  
 January 7, 2nd QTR Ends  
 January 17, NO SCHOOL (MLK, Jr)  
 February 4, 3rd QTR Mid-Term  
 February 18, NO SCHOOL (Spring Conferences)  
 February 21, NO SCHOOL (Presidents' Day)(Staff PD)

MAY

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

DECEMBER

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

March 11, 3rd QTR Ends  
 March 14 - 18, NO SCHOOL (Spring Break)  
 April 15, NO SCHOOL (Staff PD)  
 April 18, NO SCHOOL (Easter Monday)  
 May 26, Last Day of School 1/2 Day (1pm Dismissal)  
 May 27, 31 and June 1, NO SCHOOL (Staff PD)  
 May 30, BUILDING CLOSED (Memorial Day)  
 Summer School June 2 - June 30 (21 Days)

JUNE

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

171 Student School Days / 188 Staff Days / 191 New Staff Days  
 Semester 1 = 82 Days (Q1 - 34) (Q2 - 48) Semester 2 = 89 Days (Q3 - 42) (Q4 - 47)

## **IMPORTANT NOTE**

### Parent/Guardian and Student Acknowledgement

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

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



# **Acknowledgement of the 2021-2022 Family Handbook and Discipline Handbook**

## **Parent/Guardian Acknowledgment**

I certify that I received copies of the 2020-2021 Family Handbook and Discipline Handbook and reviewed both with my child.

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

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

\_\_\_\_\_  
Parent/Guardian's Printed Name

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

## **Student Acknowledgment**

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

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

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

### **SCHOOL OFFICAL USE ONLY:**

Received: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

By (initial): \_\_\_\_\_



# GENERAL OPERATIONS



### **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**

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

#### **ADMINISTRATION**

Roger Offield, Superintendent  
Emily Twyman, Principal (Pre-K – 5)  
Dustin Wiley, Assistant Principal (Pre-K – 5)  
Ryan Blake, Principal (6 – 8)  
James Smith, Assistant Principal (6 – 8)

#### **OFFICE PERSONNEL**

Jasmine George, Business Manager  
Twannia Burnett, Elementary School  
Tamica Cooke, Middle School

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

### Contact Information:

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

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

Emily Twyman, Principal Pre-K –5  
[etwyman@brooksidecharter.org](mailto:etwyman@brooksidecharter.org)  
(816) 531-2192 x1107

Ryan Blake, Principal 6 – 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:

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

If the issue concerns the Superintendent, individuals may contact another member of the Administrative Staff or the 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 Middle School and marked with appropriate signage.

### **SPECIAL EDUCATION**

Brookside Charter School provides special education services for children with current Individual Education Plans (IEPs) and students who are evaluated and qualify for services. Students may be referred by faculty and/or families to the Building Administrator for special education evaluation. For any questions or concerns about the process, please contact Judy Hill, Special Education Director, at [jhill@brooksidehcharter.org](mailto:jhill@brooksidehcharter.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 needed, an educational program will be designed to meet the learning needs of the broadest spectrum of students within the regular classroom. Special education teachers will work with teachers and students with special needs within the regular classroom—and also in separate settings, when necessary, to meet the individual needs of the child. Brookside Charter School will work to ensure that students with special needs remain involved and focused.

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

### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

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

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

Parents have the right to inspect and review their student’s education records upon written request to the Superintendent, who will make arrangements for access with notification of the time and place where the records may be inspected. Parents of

eligible students may ask the school to amend a record that they believe is inaccurate or misleading. The law defines steps required. Privacy rights restrict consent to disclosures of personally-identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

## **STUDENT FILES**

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

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

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

## **MEDIA POLICY**

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

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

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



## **PARENT 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 parent contacts within 24 hours (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 parents and guardians care deeply about their students. When parents or guardians express concerns or lodge a complaint, we will strive to evaluate those issues impartially and resolve them as quickly and effectively as possible. In all cases, Brookside encourages parents and guardians to talk directly with the school about challenges or disagreements rather than talking first with other members of the school community.

### **Concerns and Complaints Lodged with Brookside Charter**

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

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

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

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

## **Complaints Lodged with DESE**

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

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

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

During the investigation, the following will occur:

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

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

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

## **PARENT AND GUARDIAN’S RIGHT TO INFORMATION**

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

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

In addition, Brookside must provide to each individual parent:

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

### **Parent and Family Engagement Policy**

- Brookside will conduct outreach and engage parents of participating children, including parents of migrant and EL children, in meaningful consultation to plan and implement parent involvement programs, activities, and procedures.
- The parent and family engagement policy is developed jointly with, agreed upon with, and distributed to parents 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 in the planning, review and improvement of Title I, including the school parental involvement policy and school-parent compact.
  - Involve parents in the joint development of the improvement plan.
  - Provide opportunities for parent participation and volunteer activities.
- Parents sign the Family Handbook, which includes the parent and family engagement policy.
- Documents are provided to our Parent committee, who review the information and provide suggestions to administrators.



# ENROLLMENT / PARENT AND STUDENT LIFE

## **ANNUAL REGISTRATION/ENROLLMENT REQUIREMENTS**

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

### **Students should provide:**

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

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

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

## **GUARDIANSHIP ISSUES RELEVANT TO ENROLLMENT**

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

1. **Educational Decision-Maker:** Parents/guardians indicate the Educational Decision-Maker on the enrollment form. Consistent with FERPA, this person or these persons are the only ones to whom Brookside will release information regarding 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. **Pick-Up Procedures:** If school personnel have reason to believe that releasing any Brookside Charter School student may place that child in danger, we reserve the right to withhold release of the child and call the police or the Division of Family Services for the State of Missouri.
4. **Shared Custody:** Custodial and non-custodial parents are expected to confer and agree upon pick-up orders for their children. Only those individuals who are listed on the registration form will be allowed to pick up students. Brookside Charter School reserves the right to require photo identification of anyone picking up a child under our supervision. Additions and subtractions from the list must be in writing and presented to the office.

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

### **ADMISSION/PLACEMENT POLICY**

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

### **CLASSROOM ASSIGNMENTS**

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

### **HOURS OF OPERATION AND EXPECTATIONS**

#### **SCHOOL HOURS**

Office Hours:           Open 7:30 a.m.                           Close 4:30 p.m.

Building Hours:       Open 7:00 a.m.                           Close 5:00 p.m.

### **BREAKFAST AND LUNCH**

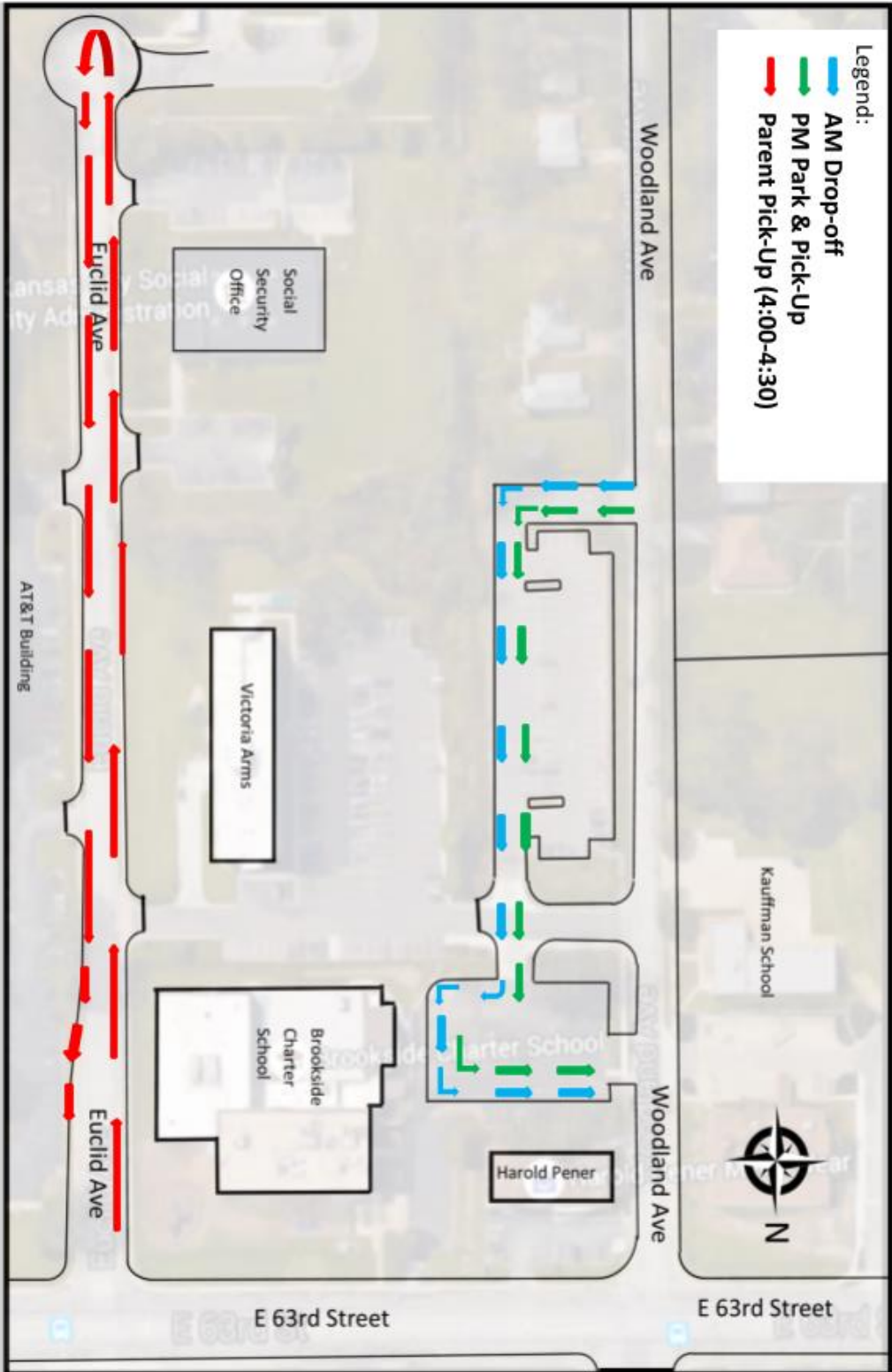
Brookside Charter School has qualified for the federal Community Eligibility Provision (CEP) program, which permits the School to offer **FREE** breakfast and lunch for all of our students.

## Parent Pick-Up

The safety and security of our Brookside Charter community is our priority. Brookside Charter also understands it may be difficult to enter the building every day. Parent pick-up is designed to have parents stay in their cars, and students come out to you. In order to participate in parent pick-up, you must register in advance and receive a parent pick-up number. Once you have a parent pick-up number, please follow these guidelines:

- Parent pick-up is on the east side of the building, opposite of the main entrance (Located on Euclid Ave).
- Parent pick-up starts at 4:00 pm, please do not arrive before 3:30 pm. All traffic will be directed to continue moving until 3:30 pm.
- Parent pick-up ends at 4:30 pm. If you are not in line prior to 4:30 pm, you will be asked to park your car and enter the building.
- Parent pick-up number tags must be displayed on the rear view 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.
- Your parent pick-up number is your family's number for the entire year. We will not replace your parent pick-up number tags. If you lose your number you can pay a \$10 fee for a new tag.
- Obey all traffic laws, please do not make U-turns. Use the cul-de-sac at the end of Euclid Ave.
- If you decide to change your dismissal method for the year, please fill out a "Change of Dismissal" form with the front office.
- Please note, if a teacher or administrative team needs to meet with you, you may be asked to park your car in the main lot, and enter the building.
- Parent pick-up will be capped at 150 families. Please make sure to register in advance.
- Please review the attached map.

# Brookside Charter Drop-off and Pick-up 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.

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

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

Office Numbers:

Elementary School: 816-531-2192 Ext. 1105

Middle 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; (5) consecutive days without prior notification will result in immediate withdrawal from school and student placed on waiting list.

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

## **CIVILITY POLICY**

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

### **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 or 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 should be clean and neat in his or her personal dress and grooming.
- A student's clothing must properly cover the private parts of the body.
- A student's dress and grooming must not distract the student or others from learning or otherwise disrupt the educational process or create a risk to students' health or safety.
- Shirts, blouses, and other tops must cover the waistband of pants, skirts, shorts, or other bottom attire.
- Shorts, skirts, and dresses must be below 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. Girls are allowed to wear headbands or bandanas. They can be worn over the head completely, or just across the circumference of the head like a headband. Boys are not allowed to wear headbands.
  - No hoodies up over the head in the hallways. While in the classroom, it will be up to the teacher's discretion to ask students to take 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) are not permitted.
- Clothing or other articles that present a safety concern (e.g., chains, spikes, dangerous jewelry, safety pins, etc.) are prohibited.
- Clothing or jewelry that displays obscene, vulgar, or pornographic words or images, as well as those that advertise or promote illegal uses of drugs, alcohol, or tobacco products or acts of violence, is prohibited.

- Coats, backpacks, purses, and bags are not to be taken to class by middle school students. They are to be stored in lockers before the bell for first-hour sounds. Elementary students may not bring purses to school, but may store coats and backpacks on their hooks.

Examples of school attire that is NOT PERMISSIBLE include:

Tops/Shirts in any of the following categories:

- Tube
- Mesh
- Halter
- Backless
- Spaghetti straps (straps should be at least 3 fingers wide at the narrowest point)
- Half-shirts/cropped-tops/short enough to expose the midriff during standard school activity
- Muscle shirts
- Transparent, ripped, or torn allowing inappropriate exposure (Holes in pants should be below the hands when arms are held straight down at the sides.)

Bottoms in any of the following categories:

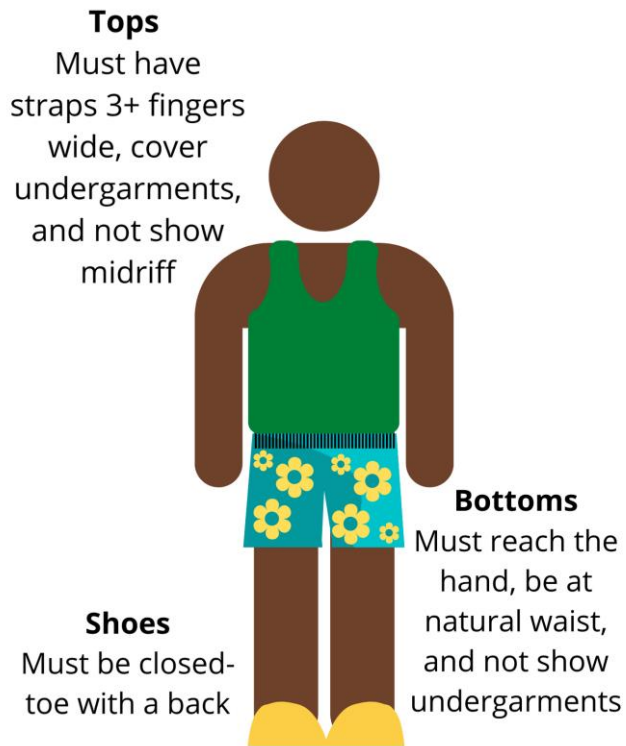
- Transparent, promoting inappropriate exposure of undergarments
- Too short - shorts, skirts, and dresses must be below the hand when arms are held straight down at the sides.
- Underwear worn as outer garments
- Worn low as to expose undergarments (Sagging – i.e., pants falling below waist, potentially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

### **Exceptions**

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

### **Dress Code Violations**

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



### **PAC (PARENTS ACTION COMMITTEE)**

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

### **STUDENT-LED CONFERENCES**

Twice during the school year, Brookside Charter schedules student-led conferences. 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 – 5) concerns, contact Emily Twyman at [etwyman@brooksidecharter.org](mailto:etwyman@brooksidecharter.org) or (816) 531-2192 x1107. For middle school (6-8) concerns, contact Ryan Blake at [rblake@brooksidecharter.org](mailto:rblake@brooksidecharter.org) or (816) 531-2192 x2306.

## **CLASSROOM VOLUNTEERS**

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

## **FIELD TRIPS**

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

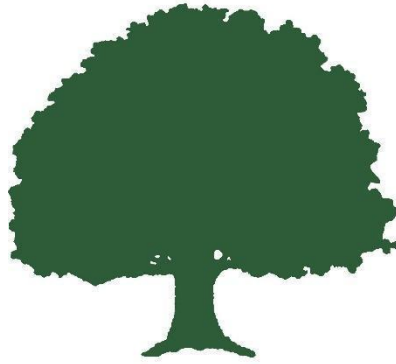
For the safety of all our children, every child going or participating on a field trip *must leave school and return to school with the entire field trip group*. Exceptions need to be approved by the Administration before the day of the field trip. Children may not meet the class at a field-trip site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

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

## **PROGRAMS FOR TRANSITIONAL STUDENTS**

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

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



# ACADEMICS

# PARADIGM OF LEADERSHIP: EVERYONE CAN BE A LEADER

## LEADERSHIP PRACTICES

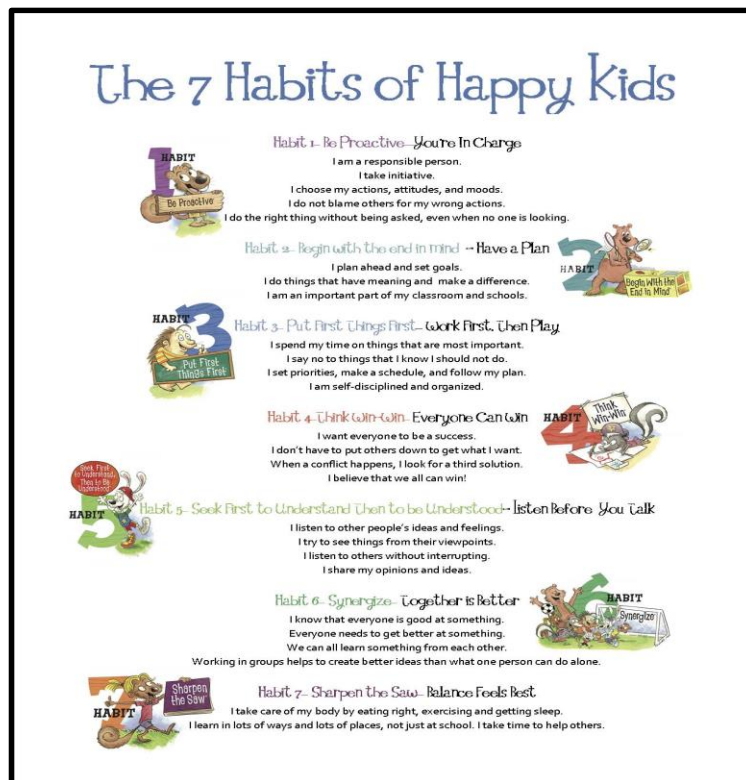
### PLANNERS (1ST-8TH GRADES)

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

Middle School students will use electronic, rather than physical planners. Parents and guardians are not required to sign these, but are encouraged to have their child share the content of these planners.

### THE LEADER IN ME

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





## **PARADIGM OF POTENTIAL: EVERYONE HAS GENIUS**

### **CORE ACADEMICS**

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

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

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

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

### **DAILY ACADEMIC RESPONSIBILITIES**

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

- Their homework folder/binder
- Their planner
- Their independent reading book
- Their completed homework

### **HOMEWORK & INDEPENDENT READING RESPONSIBILITIES**

Grades K-2 will receive a stapled homework packet of work Monday-Friday (must be signed each night by a parent/guardian). In addition, parents of students in grades K-2 should take part in nightly reading for 20 minutes by supporting the student's reading or reading to the scholar. Reading aloud (either with or to an adult) improves a student's fluency, confidence, comprehension, concentration, and is a great way to bond with your child. Daily sight word practice will also help your student feel more confident while developing their foundational reading skills. All K-2 homework materials will be sent home in the student's homework folder/binder. This folder/binder will also include

important school communication, graded work and periodic progress reports, so make sure to check your child's folder/binder nightly and help them keep their backpack and materials organized. Every child should bring a backpack with these materials to school daily. In Kindergarten-2nd grade, students may need help with reading the directions of their homework, but should be able to practice the skills with minimal parent support.

### **K-2 INDEPENDENT READING EXPECTATIONS**

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

### **3-5 HOMEWORK EXPECTATIONS**

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

### **3-5 INDEPENDENT READING EXPECTATIONS**






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

### **PRE-KINDERGARTEN**

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

activity and play-based learning.

The goals of the ELCC curriculum are:

<p>To develop <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 knowledge and 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> <li>4. language/literacy</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 children when using the ELLC, fidelity to the curriculum should be maintained through implementation of shared storybook reading, cognitive circle time learning centers, and small phonological awareness groups. All key components are integrated into each of the units in the ELLC.

### Early Literacy and Language Curriculum Unit Overview

Month (Weeks)	Key Concepts
4 weeks	Same/ Different and Feelings
4 weeks	Apples   <b>Apple Orchard immersive experience</b>
2 weeks	Shapes and Grocery Store
2 weeks	Pumpkins and sounds
1.5 weeks	Families and Nature Walks   <b>Seminary Park immersive experience</b>
1.5 weeks	Cookies and Smells   <b>Bakery immersive experience</b>
4 weeks	Holidays   <b>Library immersive experience</b>
1.5 weeks	Dressing for winter   <b>Zoo-mobile immersive experience</b>
2 weeks	Snow and Snowmen
3 weeks	Post Office and Valentine’s Day   <b>The post office immersive</b>

	<b>experience</b>
<b>3 weeks</b>	Homes   <b>Home Depot immersive experience</b>
<b>1 week</b>	Size Order
<b>3 weeks</b>	Transportation   <b>Ambulance/Firetruck immersive experience</b>
<b>2 weeks</b>	Stores and Shopping   <b>Wonderscope immersive experience</b>
<b>2 weeks</b>	Farms   <b>Deanna Rose Farmstead immersive experience</b>
<b>2 weeks</b>	Insects

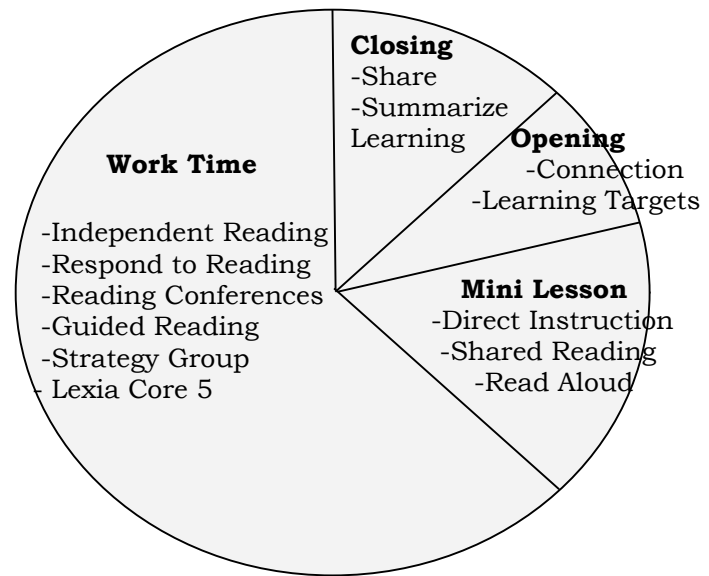
### READING WORKSHOP (GRADES K-5)

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

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







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

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



### LEXIA CORE 5 PERSONALIZED LEARNING

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

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

		<ul style="list-style-type: none"> <li>• Rules for Syllable Division</li> <li>• Spelling Generalizations and Rules</li> </ul>		<ul style="list-style-type: none"> <li>• Sentence Structure</li> <li>• Timed Silent Reading at Word Level</li> </ul>		<ul style="list-style-type: none"> <li>◦ Analyzing Sentence Structure</li> <li>◦ Signal Words</li> </ul>
<b>Levels 10-12 (Grade 2)</b>	<ul style="list-style-type: none"> <li>• Manipulating Sounds (additions &amp; deletions)</li> </ul>	<ul style="list-style-type: none"> <li>• Irregular Plurals and Verbs</li> <li>• Hard and Soft c &amp; g</li> <li>• Six Syllable Types</li> <li>• Rules for Syllable Division</li> <li>• Spelling Generalizations and Rules</li> </ul>	<ul style="list-style-type: none"> <li>• Simple Suffixes</li> <li>• Prefixes</li> </ul>	<ul style="list-style-type: none"> <li>• Timed Silent Reading at Paragraph Level</li> <li>• Modeled Prosody with Connected Text</li> </ul>	<ul style="list-style-type: none"> <li>• Synonyms and Antonyms</li> <li>• Similes and Metaphors</li> </ul>	<ul style="list-style-type: none"> <li>• Comprehension Strategies with Narrative &amp; Informational Text <ul style="list-style-type: none"> <li>◦ Main Idea/Mainly About</li> <li>◦ Details</li> <li>◦ Vocabulary</li> <li>◦ Prediction</li> <li>◦ Inferencing</li> <li>◦ Conclusion</li> <li>◦ Cause and Effect</li> <li>◦ Compare and Contrast</li> <li>◦ Summarizing</li> <li>◦ Paraphrasing</li> <li>◦ Perspective <ul style="list-style-type: none"> <li>◦ Fact vs. Opinion</li> </ul> </li> </ul> </li> </ul>
<b>Levels 13-14 (Grade 3)</b>	—		<ul style="list-style-type: none"> <li>• Suffixes</li> <li>• Spelling Rules for Adding Affixes</li> <li>• Prefix Meanings</li> </ul>		<ul style="list-style-type: none"> <li>• Idioms</li> <li>• Analogies</li> <li>• Affix and Root Meanings</li> </ul>	
<b>Levels 15-16 (Grade 4)</b>	—		<ul style="list-style-type: none"> <li>• Root Meanings</li> <li>• Greek Combining Form Meanings</li> <li>• Accent Placement</li> </ul>		<ul style="list-style-type: none"> <li>• Multiple Meaning Words</li> <li>• Shades of Meaning</li> <li>• Advanced Analogies</li> <li>• Greek Combining Forms</li> </ul>	
<b>Levels 17-18 (Grade 5)</b>	—		—			

### EUREKA MATH (GRADES K-8)

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

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

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

**PARADIGM OF MOTIVATION:  
EDUCATORS EMPOWER STUDENTS  
TO LEAD THEIR OWN LEARNING**

Brookside Charter School is committed to furthering the development of the whole child. Brookside Charter School students (K-8) are offered exploratory classes daily that allow them to further their creativity and active learning. Students in Kindergarten through 5th grade will attend Art Studio, Cooperative Learning, PE, Library, Leadership and Technology courses throughout the school year.

<b>MUSIC</b>	
<b>Drums on Line</b>   Grades 6-8	<b>Credit</b>   Semester
This course looks at music from a fresh, new perspective, discussing skills needed as a musician in the 21st century. Students will learn creative composition and music production, using digital, audio workstations (DAW). Students will learn rhythms, chords, harmony, and recording skills. We will also incorporate kinesthetic learning using drumsticks and practice pads.	
<b>STEAM: SCIENCE, TECHNOLOGY, ENGINEERING, ART, MATHEMATICS</b>	
<b>Studio Art</b>   Grades K-5	
Elementary Studio Program is a sequential art curriculum, developing interaction between each student's creative expressions and their appreciation for art and design. The Elementary Studio provides maximum opportunity for students to have hands-on experiences developing ideas and skills enhanced by the integration of art history, aesthetics, technology and cultural studies. Classes will encourage perceptual awareness by building on creative and critical problem-solving skills, as well fostering an appreciation for historical and contemporary art works.	
<b>STEAM CS</b> Grades 6-8	<b>Credit</b>   Semester
STEAM- CS: Students will explore the world of computer science through the problem solving process. They will create apps, websites, and games as they work to solve real-life problems. Students will work to answer the questions "what is a computer?" and "how can computers help solve problems?". They will learn to code using block-programming, HTML/CSS, Javascript and Python.	
<b>STEAM DC</b> Grades 6-8	<b>Credit</b>   Semester
STEAM-DC: Digital Communications is an opportunity for students to use their voice and create. In this class students work as a team to present the announcements and to create content on topics important to them. They will learn to perform on camera, record content, edit content and publish their work.	

Microsoft and Google Suites and basic coding skills are taught in this introductory class which includes a refresher course in keyboarding and digital citizenship.

### LEADERSHIP NOTEBOOKS/PORTFOLIOS

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

For more information, see [www.theleaderinme.org](http://www.theleaderinme.org).

### 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 useful method for reinforcing skills taught in class and for sharing curriculum with families as they interact with their student at home. Homework can provide the opportunity for family conversations regarding the content and the context of the assignments, the “what” and the “why” of the learning. The parental role in homework involves:

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

Families should not do their student's assignments for them.

Teachers make an effort to minimize the length of time that the students must give to accomplish the assignments as the students maximize their chance for long-term learning. For the most part, assignments given at school are completed at school. Teachers work with the students to help them learn to budget and prioritize their time. Students are given ample time to work during class time.

Students who choose to turn in work late for reasons other than illness will receive a grade of “Incomplete” 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.

**Completing assignments on time shows responsibility and self-discipline. Teachers reserve the right to give a zero (0) for assignments that are not completed in a timely manner.**



## **MAKE-UP WORK**

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

## **STUDENT LOCKERS**

School lockers, desks and other Brookside Charter property are for the convenience of students and, as such, are subject to periodic inspection without notice. Brookside Charter assigns a hall locker to every student in grades 6-8. The student locker is the property of the school. Students must use only the locker assigned to them and keep it locked at all times (if applicable). 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 or their teacher promptly so the problem can be resolved. Damage to lockers will be considered vandalism and will result in consequences (minor/major property damage). Student lockers remain the property of Brookside Charter at all times and are subject to searches.

## **CHEATING**

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

## **MISSOURI LEARNING STANDARDS**

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

## **RETENTION POLICY**

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

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

## **FEDERAL TITLE PROGRAMS**

Brookside Charter School is a school-wide Title I Reading Program. Students who qualify for additional support in reading will receive supplemental reading support. All

students have access to materials such as classroom libraries purchased with federal programs funds.

## **GRADES AND REPORT CARDS**

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

### **Kindergarten**

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

### **Grades 1 - 5, Grading Scale**

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

AD = Advanced – Exceeds Expectations

PR = Proficient – Meets Expectations

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

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

### **Grades 6 to 8, Grading Scale and Components**

#### **Grading Scale**

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

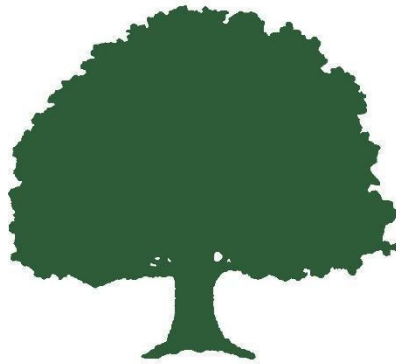
F = Below 60%

#### **Grading Components**

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.**



2020-2021

**DISCIPLINE HANDBOOK**  
A Restorative Practice Approach

**ENTER TO LEARN, EXIT TO LEAD**

## INTRODUCTION

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

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

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

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

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

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

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

## POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

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

Positive Behavioral Interventions and Supports (PBIS) is a behavior management system that partners students with adults to help them manage disruptive or harmful behavior. The mission of PBIS is to help students, parents, teachers, and administrators

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

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

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

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

If a student's behavior continues to be disruptive or harmful and is unresponsive to these strategies, he/she may move on to the Unexpected 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. Guardian Contact
6. Triage in the Recovery Room (5-10 minutes)
7. Movement Pass in the Recovery Room (5-10 minutes)
8. Safe seat in the classroom
9. Buddy room in another teacher's classroom
10. Recovery room
11. An Alternate Grade Level
12. The student is sent home. 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 radios, cellular phones, iPods, MP3 players, compact disc players, portable gaming systems, or other electronic devices in school or on school premises. If confiscated, only a parent or legal guardian may retrieve these devices. An administrative contact will be made to the parent or legal guardian. Continued misuse of electronic devices will result in further consequences as outlined in the Discipline Guidelines and Policies.

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

### **DOCUMENTATION IN STUDENT'S DISCIPLINE RECORD**

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

### **EXPLANATION OF CONSEQUENCES**

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

#### **In-School Suspension (ISS)**

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

#### **Out-of-School Suspension (OSS)**

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

#### **Long-term Suspension**

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

## **Expulsion**

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

## **BROOKSIDE CHARTER SCHOOL EXPECTATIONS**

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

### **Classroom**

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

### **Hallway**

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

### **Restroom**

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

### **Cafeteria**

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

## **Stairs**

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

## **Gym: Before and After School**

- Follow directions from staff members
- Use school appropriate language and volume levels
- Stay seated
- Use the stairs when entering or exiting the bleachers
- Sit in the lower rows before filling upper rows
- Keep your hands, feet and possessions to yourself

## **Playground**

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

## **Library**

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

## **LEVELS OF STUDENT BEHAVIORS AND INTERVENTIONS**

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

### **LEVEL 1 BEHAVIORS AND INTERVENTION**

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



**Level 1**

<b>Student Infraction</b>	<b>Possible Adult Interventions</b>
<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>	<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> <li>● Restorative Conference</li> <li>● Circle Process</li> <li>● Logical Consequence and practice the missing skill</li> <li>● Care Team Referral</li> <li>● Community Service</li> </ul> <p>If the behavior persists, then a Collaborative Student Plan will be implemented.</p>
<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: Warning</p> <ul style="list-style-type: none"> <li>● Teacher Calls Home <ul style="list-style-type: none"> <li>● Break Tech Norms Three Times: Misuse of technology referral</li> <li>● Additional Infractions: Misuse of technology referral</li> </ul> </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> </ul>

	<ul style="list-style-type: none"><li>• 4 or more infractions will result in a conference to discuss solutions</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</li><li>• Administrative conference with guardian</li><li>• May impact student's course or assignment grade</li></ul>

**LEVEL 2 BEHAVIORS AND INTERVENTIONS**

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

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

**Level 2**

<b>Student Infraction</b>	<b>Possible Administrative Interventions</b>
<p><b>Chronic Level 1:</b> The continuation of Level 1 infractions, even with interventions.</p> <p><b><u>Defiance to Authority- Minor:</u></b> Chronically (at least 3 incidences) challenging authority by arguing or talking back to staff members; not following directions from the adult (ie: not going to the safe seat).</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>● 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>● Meet with the counselor</li> <li>● Collaborative Student Plan</li> <li>● Community Service</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>● 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>● Meet with the counselor</li> <li>● Collaborative Student Plan</li> <li>● Recovery Room: Up to 3 days</li> <li>● Community Service</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>● 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>● Meet with the counselor</li> <li>● Collaborative Student Plan</li> <li>● Care Team Referral</li> <li>● Community Service</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 may include 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</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> </ul>

throwing objects.

**Horseplay:** Physical or verbal behavior between two or more students that disrupts the educational process or routine procedures.

**Leaving a Supervised Area Without Permission:** Leaving a designated area where they are supervised, without permission from the supervisors.

**Defiance to Authority - Major:** Challenging authority or talking back to staff members, when the safety of students is involved.

- Guardian Contact by Assistant Principal
- Restorative and/or Administrative Conference
- Peer Mediation
- Family Mediation/Conference
- Circle Process
- Collaborative Student Plan and/or Care Team Referral
- Meet with the counselor
- Recovery Room
- Community Service
- Up to 3 days ISS or 1 day OSS

### **2nd Infraction**

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

### **3rd Infraction**

- Proactive Classroom Management Strategies
- Written Referral
- Processing Meeting
- Guardian Contact by Assistant Principal
- Restorative and/or Administrative Conference
- Peer Mediation
- Family Mediation/Conference
- Circle Process
- Care Team Referral
- Meet with the counselor
- Recovery Room
- Community Service
- 2-3 days ISS or 2- 3 days OSS

	<p><b><u>4th 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 AP</li> <li>● Restorative and/or Administrative Conference</li> <li>● Peer Mediation</li> <li>● Family Mediation/Conference</li> <li>● Circle Process</li> <li>● Meet with the counselor</li> <li>● Recovery Room</li> <li>● Care Team Referral Evaluation</li> <li>● Community Service</li> <li>● 2-5 days OSS may include Mandatory Family Mediation/Conference before student returns to class</li> </ul>
<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>	<ul style="list-style-type: none"> <li>● Processing Meeting</li> <li>● Restorative Conference</li> <li>● Community Service</li> <li>● Administrative conference with family</li> <li>● Logical Consequences</li> <li>● Restitution may be required</li> </ul>

**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**

<b>Student Infraction</b>	<b>Possible Administrative Interventions</b>
<p><b>Chronic Level 2:</b> The continuation of Level 2 infractions, even with interventions.</p> <p><b>Abusive, Obscene, Offensive, or Profane Language:</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,</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> </ul>

age, disability, or sexual orientation with any staff or students that has the purpose or effect of creating an intimidating, hostile, or offensive educational environment.

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

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

- Collaborative Student Plan and/or Care Team Referral
- Meet with the counselor
- Community Service
- Recovery Room
- 2 days ISS or (1-2) days OSS

### **2nd Infraction**

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

### **3rd Infraction**

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

### **Subsequent Infractions**

- 5 day OSS may include Mandatory Family Mediation/Conference before student returns to class
- 10 day OSS

	<ul style="list-style-type: none"> <li>• 10 day OSS returns to meeting with the Superintendent</li> <li>• Family Mediation/Conference</li> </ul>
<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>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 and who possesses an apparent ability to do so and in doing so creates a reasonable</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- 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>2nd 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 and/or Team Referral</li> <li>• Recovery Room</li> <li>• 3-5 day OSS <ul style="list-style-type: none"> <li>◦ Return to 2 days ISS may include Mandatory Family</li> </ul> </li> </ul>



<p>fear that such violence may occur.</p> <p><b>Use/Possession of Combustibles:</b> 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.</p> <p><b>Bullying:</b> Intimidation or harassment that causes a student to fear for his or her physical and/or emotional safety or property. Bullying may consist of physical actions, including gestures, or oral, cyber-bullying, electronic, or written communication, and any threat of retaliation for reporting such acts. The behavior is continuous or has the potential to be continuous.</p>	<p style="text-align: right;">Mediation/Conference before student returns to class</p> <p><b>3rd Infraction</b></p> <ul style="list-style-type: none"> <li>● Proactive Classroom Management Strategies</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>● Care Team Referral Evaluation</li> <li>● Recovery Room</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> <p><b>4th Infraction</b></p> <ul style="list-style-type: none"> <li>● Proactive Classroom Management Strategies</li> <li>● 10 days OSS</li> <li>● Peer Mediation</li> <li>● Family Mediation/Conference</li> <li>● Circle Process</li> <li>● Guardian Meeting with Superintendent</li> </ul>
<p><b>Property Damage/Vandalism (Major):</b> Participating in an activity that results in over fifty dollars of destruction or disfigurement of property.</p>	<ul style="list-style-type: none"> <li>● Processing Meeting</li> <li>● Restorative Conference</li> <li>● Community Service</li> <li>● Administrative conference with family</li> <li>● Logical Consequences</li> <li>● Restitution may be required</li> </ul>

**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**

<b>Student Infraction</b>	<b>Possible Administrative Interventions</b>
<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 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 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> <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</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             <ul style="list-style-type: none"> <li>Mandatory Family Mediation/Conference before student returns to class and student success plan</li> </ul> </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>

<p>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><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 Parent 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**

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

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

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

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

In addition, not later than ten (10) days after the date of the decision to remove a student for more than ten (10) cumulative days constituting a change of placement or for consideration of a removal of more than ten (10) consecutive school days, the IEP team and other qualified personnel will meet to review the relationship between the student's disability and the behavior subject to disciplinary action.

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

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

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

1. Possession of a weapon at school or at a school function; or

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

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

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

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

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

### **STUDENT DUE PROCESS**

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

Before any student is suspended:

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

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

### **Appeal Process**

Any suspension of more than ten (10) days entitles the student to appeal the action to the School Board. If the student or parent 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.

**Parents/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 incidences, etc. Possible consequences for a student who violates this policy include; loss of privileges, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion, and law enforcement contacted.

Brookside Charter School shall give annual notice of the policy to students, parents 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.

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.

## 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 parents accept and follow daily

**Out of School Suspension (OSS):** OSS is a suspension lasting from one (1) to ten (10) days as determined by Administration and in accordance with the Discipline Handbook 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 he/she may take ownership, practice skills, and create a plan to make better choices

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

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

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

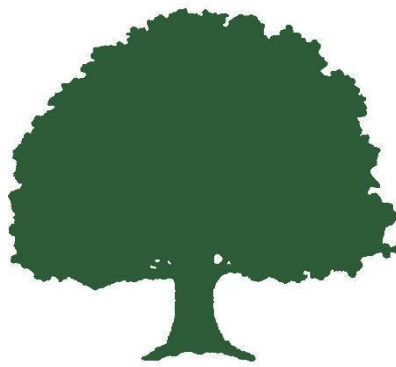
**Safe seat:** A designated seat away from peers designed to help the student calm down before returning to the classroom community

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

## **STUDENT HEALTH**

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

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

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

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

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

## **SICK CHILDREN / OUTBREAK CONTROL**

Brookside Charter has implemented reporting and disease outbreak control measures in accordance with the provisions of Missouri Department of Health publication PACH-16, “Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers and Day Care Operators,” a copy of which is on file in the office of the Superintendent. While 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 **CONTAGIOUS STATE**.

Furthermore, Brookside Charter School is required to follow Missouri State guidelines concerning when a child may return to school following a contagious illness.

It is very important that we prevent the spread of communicable disease. Under the Missouri Department of Health's "Prevention and Control of Communicable Diseases" publication, children should not attend school under the following circumstances:

### General Illness

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

### Fever

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

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

### Possible Severe Illness

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

### Diarrhea

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

### Vomiting

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

### Mouth Sores with Drooling

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

### Rash with Fever or Behavior Change

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

### Eye Drainage

When purulent (pus) drainage and/or fever or eye pain is present, unless a medical exam indicates that the student 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, lotion, lip balm, antiseptics, cough drops) without the *written* permission of the child's parent/guardian. The Brookside Charter School Nurse is the only Brookside Charter School staff authorized to dispense medications or other health-related products.

#### **Medication Administration**

##### ***By the School Nurse***

The Brookside Charter School Nurse is the only Brookside Charter School staff authorized to dispense medications or other health-related products. Medications will be stored in a secured cabinet or refrigerator in the School Nurse's Office. Brookside

Charter reserves the right to refuse to administer certain types of medication (at the discretion of the School Nurse or the Superintendent) when such administration could prove harmful to staff or student without proper training or direction of a doctor. In that instance, parents/guardians will be notified.

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

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

### ***By the Student***

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

### ***Emergency Situations***

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

Brookside Charter School will attempt to identify students with life-threatening allergies, including food allergies. At enrollment, the person enrolling the student will be asked to provide information on any allergies the student may have. Information about individual students with allergies will be provided to staff members and others who need to know the information to provide a safe learning environment for the



student. Information about individual students with allergies will be shared with students and others who do not have a legitimate educational interest in the information only to the extent authorized by the parent/guardian or as otherwise permitted by law, including the Family Educational Rights and Privacy Act.

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

### **General Guidelines**

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

### **ACCIDENT REPORTS**

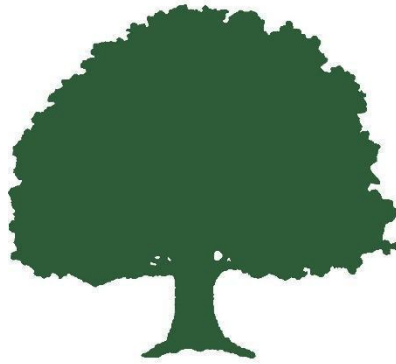
"Accident Reports" will be prepared for children sustaining minor injuries. Parents/guardians will be required to sign these reports and return them to the Nurse's Office to be filed in the child's file.

### **NO NIT – HEAD LICE POLICY**

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

These measures are not punitive. Head lice are considered communicable in similar ways to contagious diseases.

If a child is found to have head lice and/or nits, Brookside'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 nurse 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 parent meeting with building administrators.

### **TELEPHONE**

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

### **VISITORS IN THE BUILDING**

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

### **POLITICAL/RELIGIOUS ADVOCACY POLICY**

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

### **LOST AND FOUND**

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

### **TOYS**

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

## **FIRE AND TORNADO DRILLS**

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

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

## **BIRTHDAYS**

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

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

## **INCLEMENT WEATHER DAYS**

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

**WELCOME TO BROOKSIDE CHARTER SCHOOL!**

**Enter to Learn, Exit to Lead**

## Technology Handbook 2020-21

### 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 equitable educational opportunities for students. The purpose of this handbook is to assist students and parents 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 at no cost to the parent/guardian. 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 use 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 are responsible for all device use.

- 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 drinks, paint, ink, glue, slime, 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.
- Only Brookside Charter School Technology staff are to service the checked out device. The school can troubleshoot, diagnose, or repair your borrowed device. Do not allow any 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, swing, slide, drop, or toss the device, even while in the carrying case.
  - Do not leave the Chromebook in your school locker for overnight storage.
- Keep 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 Parents agreeing to allow their students to take home their device will be signed up for the parent portal through Securly.
- All Brookside Charter School usage expectations and policies apply to use on public Wi-Fi networks just as they do when at school.

## **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 student, 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 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.
  - Service of the T-Mobile wireless hotspot is unlimited high speed data.



- The T-Mobile wireless hotspot may remain at your home unless requested by Brookside Charter. It is not necessary to bring to school daily like your Brookside Charter issued device.
- Follow all care, handling, security, and transport guidelines outlined in this Technology Handbook.

**Loss or Theft:**

By taking possession of a borrowed device and wireless hotspot, the borrower agrees to assume full responsibility for the safety, security, and care of the borrowed property. In a 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 and wireless hotspot, 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
Chromebook Charger	\$20
Keyboard	\$100
Base Plastic (bottom outside casing)	\$60
Back Cover (top outside casing)	\$40
Trackpad (Mouse)	\$40

Motherboard	\$100
Key Replacement (per key)	\$10
Total Replacement of Chromebook Due to Loss	\$300
T-Mobile Wireless Hotspot Replacement	\$75
Hot Spot Charger	\$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.

**Term 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.

## **APPENDIX A – OPERATIONAL PROCEDURES**

### **PANDEMIC PROTOCOLS**

The following policies are adopted and enacted by Brookside Charter as a response to the SARS II COVID 19 Outbreak. These policies will be in effect throughout the entirety of the 2020 – 2021 school year, or until regular operations are resumed. If any of the policies outlined in this Appendix conflict with provisions found in the remainder of the family handbook, those listed in this Appendix will control for the 2020 – 2021 school year. Brookside Charter reserves the right to alter or amend these policies and procedures by written notice throughout the school year as the circumstances surrounding the global pandemic evolve, and based on the health, safety and well-being of staff and students.

#### **APPENDIX A.1**

##### **HEALTH SCREENINGS**

Brookside Charter School will follow the Kansas City Department of Health’s guidance that health screening should occur for staff members and students during the SARS-II-CoV-2 (Covid-19) outbreak.

##### **Employee Screenings**

Prior to arrival to school, all Brookside employees shall screen themselves for COVID-19 related symptoms and report the outcome of that screening to the on-duty nurse. A self-screening form shall be provided to all Brookside staff and will be posted at all school entrances. Each employee shall self assess their symptoms and report a “pass” or “fail” response to the on-duty nurse. Brookside Charter will maintain records of any self-screening “fail” responses. In addition, the on-duty nurse shall perform a temperature check on each employee upon arrival to school either via thermal temperature screening methods or some other means. If an employee reports a “fail” response to the on-duty nurse for the self-screening of COVID-19 symptoms, or registers a temperature over 100.4 degrees Fahrenheit, the employee will not be permitted to report to work.

The Superintendent of Schools will assess each COVID-19 screening failure or temperature over 100.4 and may require the employee to obtain a medical certification prior to returning to work. In such instances, leave may be taken under Appendix D.2.

##### **Student Screenings**

Prior to arrival to school, students, with parental assistance, shall screen themselves for COVID-19 related symptoms and report the outcome of that screening to a designated staff member. A self-screening form shall be provided and posted at all school entrances. Each student shall self-assess, with parental assistance, and report a “pass” or “fail” response to the designated staff member. Brookside Charter shall maintain records of any student self-screening “fail” responses. In addition, Brookside Charter shall perform a temperature check on each student upon arrival to school by thermal scanning or other means. If a student reports a “fail” response to the designated staff member for the self-screening of COVID-19, or registers a temperature over 100.4 degrees Fahrenheit, the student will not be permitted entry into Brookside Charter for that day.

The Superintendent of Schools will review each COVID-19 screening failure and temperature over 100.4 and may require the student to obtain medical certification prior to returning to school.

### **Visitor Screening**

Visitors are prohibited from entering the school without demonstrated need for the 2020 – 2021 school year. In the event it is necessary for a visitor to enter the school, the office staff or a designated staff member will require the visitor to self-assess for COVID-19 symptoms and report a “pass” or “fail” response. The office staff or designated staff member will perform a temperature check of all necessary visitors via thermal screening and receive a verbal confirmation of the temperature reading. All necessary visitors with a temperature reading over 100.4 and/or a failed COVID-19 screening response will be denied entry. Visitors shall sign-in and sign-out, recording times of entry and exit. Brookside Charter shall also document the locations in the school visited by the visitor.

## **APPENDIX A.2**

### **DISTANT LEARNING**

Due to the COVID-19 Pandemic, Brookside Charter may elect to conduct learning by distant means upon determining remote learning is necessary for the health, safety, and wellness of its students and the community, or in the event of a mandatory school closure. The superintendent of schools shall be given authority to implement other rules and regulations related to distant learning as operational needs require.

Instructional materials, including course expectations, class announcements, learning objectives, and class assignments, will be distributed to students by their teacher on a distant learning platform to be accessed on each student's provided Chromebook. Brookside Teachers will make every effort to deliver assignments and communications in a consistent method and manner.

Attendance is expected and will be monitored daily through the completion of daily lessons, assignments, and appearance at and participation in virtual instruction. Excessive absences will be dealt with by school administration in the same manner as in-person learning.

Google Meet, Google Classroom, or another online distant learning platform, will be used to host live class sessions. If a student is unable to attend a live session, the teacher will provide a recorded version of the video conference.

#### **Teacher Office Hours**

##### **Elementary.**

Elementary teachers will hold office hours each day from 8:00 a.m. to 4:00 p.m. Monday – Thursday. Teachers will be accessible to students during these times and will, as instruction permits, respond to parent or guardian emails during these times. The preferred method of communication between students and parents and teachers is email or messaging via the Class Dojo application. However, teachers may utilize a variety of formats to communicate with both students and parents (included, but not limited to, phone calls, Google Meet sessions, Google Docs, etc.).

##### **Middle School.**

Middle school teachers will be available via Google Meet for student and parent questions during the following time blocks each day Monday - Thursday:

- a. Science: 8:30 – 10:00
- b. ELA: 10:00 – 11:30
- c. Social Studies: 11:30 – 1:00
- d. Math: 1:00 – 2:30
- e. STEAM, ART, Drumline: 2:30 – 3:30.

Teachers will make every effort to be available outside of these timeframes by student or parent request during the school day.

Brookside Charter has provided each student with a Google Chromebook for use during virtual instruction. Electronic usage policies remain in effect and shall govern the use of all electronic means by students and staff during distant learning protocols. Failure

to follow established electronic protocol may result in fees, restrictions, or other disciplinary action. Students should ensure that they follow all classroom decorum policies while appearing in the virtual environment and adhere to all established dress codes. Each student's background should be appropriate and non-distracting.

The Brookside Superintendent will hold a telephone conference with the parent(s)/guardian(s) of each student who has accommodations to discuss how Brookside will provide instruction to that student. Special education students will receive accommodations outlined in their Individualized Educational Plan (IEP). English Learners will receive accommodations according to their Individual Learning Plan (ILP). Students with Section 504 Plans will receive appropriate accommodations outlined in their 504 Plan.

## **APPENDIX A.3**

### **OPERATIONS FOR IN-PERSON LEARNING**

In response to the COVID-19 Outbreak, Brookside Charter shall conduct daily health screenings of all staff and students of Brookside Charter to ensure the safety, health, and wellbeing of our community.

Should a student begin exhibiting any of the symptoms listed below during the school day, the student will be taken to an isolated room and a parent or guardian will be called. It is expected that parents make every attempt to report to the school immediately and arrive within 30-40 minutes of being called.

- Cough
- Fever or chills
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Confusion
- Persistent pain in the chest
- Bluish lips or face

All classrooms the student visited that day will be disinfected, as will all materials used by that student. The child will remain home until their symptoms are no longer present for 36 hours. In addition, the school superintendent may require medical certification that the student does not have, or is not believed to have, COVID-19.

If a student has seasonal or food related allergies or any other medical condition that may mimic these symptoms, a parent or guardian may send a doctor's note confirming such. It is within the discretion of the Superintendent of Schools to still require any student exhibiting such symptoms to remain out of school for 36 hours and obtain medical certification that they are not experiencing a communicable disease.

Brookside Charter will implement different policies and practices affecting daily operation depending upon the level of virus in within both the community and the school. These will be known as "normal," "enhanced," and "high mitigation."

**Normal Operations:** when there is no community transmission within a classroom, the following general protocols will be in place:

- Physical distancing where appropriate.
- Cohort by grade – meaning each grade level will stay separated and will not intermingle between rooms.
- Daily health screenings (See Appendix A.1).
- Strict handwashing protocols for all staff and students throughout the day.
- No touch greetings: handshakes and hugs are to be replaced by smiles and waves.
- Windows and doors will be opened to ventilate facilities.
- Outdoor classrooms will be utilized as much as practicable during the school day. Be sure to dress your student appropriately for the weather.
- Sanitizing high touch areas throughout the day.
- Parents and guardians will remain outside of the facilities and may only enter the main office to drop off items.
- Visitors will not be allowed on campus unless there is a demonstrated need.
- All birthday celebrations, observations, parent meetings, and other events will be postponed until further notice.

**Enhanced Operations:** when a student or teacher becomes ill while at school, all of the procedures outlined in the “normal” operations protocol will be in place, plus:

- The student will be isolated from the student body and a parent will be called.
- A teacher will be isolated immediately, and a substitute or administrator will take over control of their classroom.
- The room and materials of the sick staff member or student will be disinfected.
- The student or staff member will remain home until their symptoms are no longer present for 36 hours. The superintendent of schools may also require medical certification from a health care provider that the individual is not known to have or believed to have a communicable disease.
- If necessary, contact tracing protocols outlined in Appendix A.6 will be implemented.

**High-Mitigation Operations:** If a student or staff member is diagnosed with COVID-19 the following additional protocols will be enacted:



- The effected classroom will close for 3 to 14 days as recommended by the Health Department. The length of the closure will be determined in conjunction with the health department and/or other local authorities.
- If necessary, contact tracing protocols outlined in Appendix A.6 will be implemented.
- In the event there is a multi-classroom outbreak, the Superintendent of schools may close the facilities and provide lessons via distant learning platforms. The length of the closure will be made based on the level of community spread and in conjunction with local health authority officials.

## **APPENDIX A.4**

### **MASKS**

Brookside Charter will follow the Kansas City Department of Health's guidance that all employees, students (4<sup>th</sup> grade and over), and visitors wear masks in any charter school building.

Masks will be required for all students in grades 4 and above. Masks should be worn at all times while inside the school building and must cover both the student's nose and mouth. Parents and/or guardians are responsible for washing their student's masks on a regular basis and ensuring that students are sent to school each day with a clean and proper fitting mask.

Masks are not required while eating, drinking, or when outside while maintaining a social distance. Masks are also not required during indoor physical education as long as a six-foot social distance can be maintained.

Any student who is unable to wear a mask for medical reasons must provide a note from their health care provider describing in sufficient detail the medical or behavioral reason that a facial covering cannot be worn. These exceptions will be reviewed by the Superintendent of Schools.

Any student, without a qualifying medical reason, who refuses to wear a mask or follow this procedure will be provided learning materials and be required to utilize distant learning options.

## **APPENDIX A.5**

### **CONTACT TRACING**

Brookside Charter School will follow the Kansas City Department of Health's guidance regarding contact tracing. The Superintendent of Schools shall be designated as the liaison between Brookside Charter and the Kansas City Department of Health as it relates to the implementation of this policy.

Once a staff member or student has been diagnosed with COVID-19 or has a suspected case of COVID-19 the Superintendent of Schools shall be responsible for identifying any student or staff member that should be considered exposed to the staff member or student who has been diagnosed with COVID-19 or has a suspected case of COVID-19. The Superintendent of Schools shall notify the Department of Health with information about the individual who has been diagnosed or has a suspected case of COVID-19 and any staff member or student who has been exposed to that person. Brookside Charter shall notify any exposed staff member or student and inform them not to return to school until their quarantine is complete. Brookside Charter may notify other staff members and students that there has been a person who is suspected of having COVID-19 or diagnosed with COVID-19. This notification should include the notice that unless a staff member or student has received a notice that they were exposed, they were not exposed to COVID-19.

## **APPENDIX A.6**

### **PRIVACY OF STUDENT HEALTH INFORMATION**

Brookside Charter is committed to protecting the health information of its employees and students while engaging in health screenings and contact tracing.

Any health information received by Brookside shall be saved in a secure location and separated from any personnel or student files. If the information is received electronically, the school shall store this information in a password protected electronic file. Only the school administrator and school health care provider shall have access to the password. If the information is received through non-electronic means, Brookside Charter shall store this information in a locked file. Only the school administrator and school health care provider shall have access to the key to the file. This information shall be securely discarded at the end of the school year.

If Brookside Charter is made aware of a student or employee who has tested positive for COVID-19, Brookside shall only share the student or employee's name or other personally identifiable information with the Kansas City Department of Health. Brookside Charter shall notify students or employees who came in contact with the positive individual; however, the school is prohibited from sharing the individual's name or other personally identifiable information. Brookside Charter may notify students or employees who did not come in contact with the positive individual only to share the steps the school is taking to provide a safe and healthy school environment in light a positive COVID-19 test.



### **GUIDELINES AND RESPONSIBILITIES FOR VOLUNTEERS**

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

Guidelines and Responsibilities:

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

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

---

Signature of Volunteer

Date



**VOLUNTEER FULL AND GENERAL RELEASE OF LIABILITY**

This Full and General Release of Liability (“Release”) , executed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, is in relation to the performance of \_\_\_\_\_ (“Volunteer”) as a volunteer to Brookside Charter School for the duration of \_\_\_\_\_ (“Project”) for the duration 2020-2021 school year.

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

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

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

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

\_\_\_\_\_  
VOLUNTEER SIGNATURE

\_\_\_\_\_  
VOLUNTEER PRINTED NAME

\_\_\_\_\_  
SIGNATURE BROOKSIDE REPRESENTATIVE

\_\_\_\_\_  
TITLE



**VOLUNTEER APPLICATION 2020-2021**

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

First and Last Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (daytime) \_\_\_\_\_ Phone (cell) \_\_\_\_\_ Phone (home) \_\_\_\_\_

Preferred email address \_\_\_\_\_

**Affiliations:**

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

**Type of Volunteer Work:**

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

Name of teacher/staff member volunteering with \_\_\_\_\_