



BROOKWOOD
SCHOOL

Family Handbook

2020-2021

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COVID-19 DISCLAIMER

Brookwood notes that there may be inconsistencies between this Manual and the policies in the Student Handbook. To the extent that there are inconsistencies, community members should adhere to the COVID-19 Manual throughout the duration of the pandemic. The COVID-19 pandemic is an evolving situation, and Brookwood will continue to assess its policies in light of new information and evolving practices. Brookwood will communicate any changes to our policies or procedures.

MISSION STATEMENT

Brookwood is a warm, child-centered community of exuberant learners with an extraordinary commitment to both the development of the mind and the development of the self. Through a purposeful balance of challenge, encouragement, and opportunity for appropriate risk-taking, the School fosters lifelong habits of inquiry, critical thinking, creativity, and scholarship, just as it instills a healthy sense of self, a flexible mindset, and a deep respect for the dignity of others. Ultimately, Brookwood strives to graduate academically accomplished individuals of conscience, character, compassion, and cultural competence.

THE NEW FACE OF RIGOR

Educational rigor has a different face these days; at Brookwood, we know that new face well. Here, we know that preparing a student for the world in which we live today is a task entirely unlike that which faced educators twenty-five years ago.

We know it is no longer enough to require the memorization of important facts and figures, for there no longer exists a discrete and finite body of knowledge (dates, definitions, formulas) that students can learn in order to master a subject. We know also that it is not enough to learn to compete against peers in a host of challenges; instead, the student of today must learn to build and sustain the collaborative relationships demanded by the interconnectedness of our world.

He or she must learn to manage the avalanche of information that proliferates daily; to access, organize, evaluate, and apply that knowledge to circumstances that can change overnight. Our students need analytical skills in order to deconstruct the complexity of their lives and the problems they will face; instead of simply finding answers, they need to learn to make good decisions. And to make these decisions, they need to know themselves well and to understand the principles they seek to advance. We know that command of their language will give them command of their lives and, above all else, we know that Brookwood students must come to love learning, for it is a process in which they will necessarily be engaged for the rest of their lives.

Just as our undertaking with students today has evolved away from a focus on memorization and competition, changed also is what we know about learning. Over the past 50 years, psychologists and neurologists have taught us that the traditional face of rigor in an academic environment is not necessarily the best one to wear: Unlike our predecessors, we know now that emotions actually influence thought and that students learn best when they feel physically healthy, personally recognized, and emotionally safe. We know that personal change and growth occur through the experience of relationships, and that students construct the meaning of their worlds as a function of their stage of development in life, rather than by simply accepting an objective definition of that reality. Very simply put, we know that how kids feel determines in large measure whether kids learn, and that is a powerful bottom line.

At Brookwood, we develop academic excellence, and we do so using the means and methodologies we know to be best suited to that end: We are "warm" and "child-centered" because it is educationally sound to be both; we are mindful of the relationships we offer and those we nurture and supervise because we know that vigilance to be an educational imperative. We know that the mind cannot develop if the self lies unattended, and that neither will develop if both challenge and support are not equally tendered to the learner. We know that our students will someday be required to solve problems of currently unimaginable complexity, and that their own safety and the survival of our world depend ultimately on their having not just the intellectual acuity to understand those problems, but also the skills to work with others of diverse backgrounds as they tackle them, and the "conscience, character, and compassion" required to persevere. Our educational environment is one designed for our age, and we are proud of the superlative scholarship it engenders.

CODE OF ETHICS

The values we wish to nurture in our students are:

- Respect for Self
- Respect for Others
- Respect for School Property and our Learning Environment
- Honesty
- Integrity

The attitudes we wish to encourage in our students are:

- Respect
- Cooperation
- Friendliness
- Pride
- Acceptance of Others
- Fair Play
- Responsibility to One's Communities

We wish to promote in each student the self-esteem and self-discipline without which all value systems are ultimately useless. We believe that parents, faculty, and staff together can nurture these values in students by treating all constituents with respect, by setting a consistent example of these values and attitudes, by exercising good judgment, and by demonstrating common sense. Therefore, trust between parents and school is essential.

STATEMENT OF COMMITMENT

In an effort to create an equitable, just, and caring school environment for all members of our community, we endorse the following Statement of Commitment:

It is my right to be physically and emotionally safe within the Brookwood School community.

It is my responsibility to help create a positive environment by treating all people with dignity. I will strive daily to respect difference in appearance, perspective, ability, race, gender identity, gender expression, ethnicity, religion, age, sexual orientation, class, and family structure.

When I choose to communicate my perspectives, I will strive to communicate with them directly. I will listen respectfully to the perspectives of others.

SCHOOL HISTORY

Brookwood School was founded in 1956 as a non-denominational, co-educational, non-profit day school by a number of parents whose aim was to provide the community with an elementary school of the highest standards. From a group of sixty-five children, first grade and under, the school has grown to its present size of approximately 300 students of diverse backgrounds enrolled in Pre-Kindergarten through Grade Eight on a campus of twenty-six acres. The excellence of the academic program and the warmth of personal feeling at Brookwood School are testaments to the nature of Philip Cutler, a founder and the first Headmaster. Though he retired in 1973, the values Pip Cutler stood for remain. John Ogden served as the second Headmaster until 1979, and A. Marshall Lawton from 1980 until 1992. John Peterman became Head of School in 1992 and served for 23 years, his tenure ending in June 2015. Nancy Evans is Brookwood's interim Head of School.

TEACHER RESIDENCY PROGRAM

The Brookwood Teacher Residency Program is a one year accelerated masters degree program offered in collaboration with Lesley University. Participants in this program, Teaching Apprentices (TAs), have received their

Bachelor's Degree, yet have varying levels of experience in working with children. At the end of the program, they will graduate from Lesley University with a Masters Degree in Education and initial licensure to teach in the state of Massachusetts.

Teaching Apprentices are placed in two different grade levels over the course of the year, and receive guidance and support from their Mentor Teachers, the Director of the Teacher Residency Program, and Lesley University. In their role as TA, they are treated as members of the faculty with the same responsibilities and respect from students. However, it is the Mentor Teacher who has the responsibility for all classroom decisions and curriculum. Any questions or concerns should be directed to the appropriate Mentor Teacher or Division Head.

THE BOARD OF TRUSTEES

The Board of Trustees is the governing body of Brookwood School, an institution chartered by the Commonwealth of Massachusetts for the specific purpose of educating children. There are 18 Trustees, chosen for their diversity of talent, competence, interest in the school, willingness to work, and stature in the community. The Board Officers are Board Chair, Vice Chairs, Treasurer, and Secretary. The Head of School and the President of the Parents' Association are ex-officio members of the Board. Board members are active on various standing and ad hoc committees that address specific areas of Board policy making.

The primary responsibility of the Board of Trustees is to ensure that the school operates in the best interests of all its constituencies — students, faculty, and parents. Its most important function is the development of basic policy for the school. Within the guidelines of its by-laws, the Board is responsible for the entire management and control of all the properties and affairs of the corporation. The Trustees oversee care of the school's physical property, raise funds for its maintenance and improvement, and manage the school's operating funds.

2020-2021 BOARD MEMBERS

Theresa Ellis, *Board Chair*
Kira Fabrizio, *Treasurer*
John Corcoran, *Assistant Treasurer*
Molly Cook, *Secretary*

Paul Bolno	Monica Palmer
Faith Emerson	Akshay Patel '86
Kerri Foley Richard	Jenny Perkin
Brian Hanrahan	Nicole Plante '93
Katy Langhorst	Rachel Rosenfeldt '95
Gavin McGrath '97	Cynthia Ruis
Joseph Mueller	Arthur Steinert

Nancy Evans, Interim Head of School

THE PARENTS' ASSOCIATION

The purpose of the Brookwood School Parents' Association (PA) is to serve as a liaison between the parents and faculty, the Board of Trustees and the Administration, as well as to support the school's mission, programs, and activities. In addition, the Parents' Association seeks to create opportunities for parents, caregivers, and families to connect as a community, learn from each other and give back to our communities at large. All Brookwood parents and caregivers are members of the Parents' Association.

Volunteering with the Parents' Association is an ideal way to meet other parents and get involved in the school community. All parents are encouraged to attend PA meetings (dates will be identified at the start of the school year). PA meetings are a great opportunity to catch up with other parents, ask questions, get answers, and find out how to get involved. We welcome any amount of time you have and thank you for your participation and support.

Contact the PA Executive Committee by email: pa@brookwood.edu

2020-2021 PARENTS' ASSOCIATION OFFICERS

Vice President	Sarah Kehoe	781-417-9677
	sarahemkehoe@gmail.com	
Vice President	Gretchen Knight	781-718-8049
	gretchenknight06@gmail.com	
Vice President	Courtney Melei	978-743-2494
	mccullochcourtney@yahoo.com	
Vice President	Matt Plum	508-843-0497
	matthias.plum@gmail.com	
Vice President	Chris Soucy	617-223-1727
	chris@innateforce.com	
Vice President	Gina Weishaupt	978-852-1073
	ginaw94@yahoo.com	

PARENTS' ASSOCIATION FOCUS AREAS AND COMMITTEES

Artistic, Cultural, and Curricular Enrichment:

- Art Display Committee
- Cultural & Curricular Enrichment
- BWD Reuse/Recycle (BWD clothing/item exchange)

Community Development and Engagement:

- Parent Education
- Wellness

Community Outreach, Events, and Stewardship:

- Brookwood and PA Events
- Community Outreach
- School Store and Shop to Support Brookwood

Faculty/Staff:

- Coffee Bar Supply
- Employee Appreciation Breakfast & Events
- Faculty Grants and Wish List

Library:

- Book Fairs (Fall/Spring)
- Library - Birthday Book Program
- Library - Volunteers

ADMISSIONS

Brookwood seeks to enroll students who will benefit from the School's academic program, child-centered environment and will contribute positively to the school community. Brookwood is eager to enroll students with a

broad range of backgrounds, talents and interests. The ability to find success in school life and a willingness to engage positively within the school community are the main criteria for admission.

In addition to academic standards, admission decisions at Brookwood are shaped by a number of factors including gender balance, diversity, and the consideration of current families and alumni/ae. Siblings who meet the admissions requirements are given preference only when they apply for Pre-Kindergarten and Kindergarten.

Once students are admitted, Brookwood makes every effort to support them in all areas of their growth and recognizes that such support is the result of a strong partnership between family and school. However, if at any time the School determines Brookwood is no longer the best setting for the child or the family, it may be necessary to help the family seek other alternatives.

Ultimately, a child's ability to succeed in the classroom and to be a positive member of the school community is paramount in the admissions process.

Admission to Brookwood is based on academic and personal qualifications. Brookwood School admits students of any race, color, national and ethnic origin, family structure, gender identity, sexual orientation, or religion to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, family structure, gender identity, sexual orientation, or religion in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

ADMISSIONS PROCESS

The admissions process is designed to match families to our school setting. When the match is a good one, the result is a strong, trusting relationship between families and school – a partnership in which the child is the greatest beneficiary. A good match occurs when there is open and honest communication about the school and the child.

Brookwood is eager to enroll qualified children from a broad range of backgrounds who will experience success during their years at the School. Once students are admitted to Brookwood, the School makes every effort to support them in all areas of their growth. The child's ability to succeed at Brookwood is our primary concern.

The admissions process formally begins in the fall for enrollment in the following academic year, although applications can be made at any time. Open houses, class visiting days, and receptions give interested families the chance to tour the school and talk with faculty, administrators, and current Brookwood parents.

Parents seeking financial assistance must request a financial aid application and guidelines from the Admissions Office.

RE-ENROLLMENT

Re-enrollment contracts, along with the published rates for tuition and fees as established by the Board of Trustees for the next school year, are sent by the School to families in January. If there is any question regarding the status of a student's re-enrollment for any reason, the School will notify the family in lieu of sending a re-enrollment contract. A signed contract, along with a non-refundable enrollment deposit, must be returned to Brookwood by February 5, 2021 to assure a place for the next school year. Failure to pay the enrollment deposit on or before February 5 places a student's enrollment in jeopardy, and the School assumes no responsibility to assure a place for students enrolled after that date.

The Brookwood experience is grounded in mutual respect and trust between family and school. Parents who have chosen to send their child to Brookwood have made an informed decision; therefore, we assume parental support of our philosophy of education and its expression in the day-to-day school and classroom programs. The education of your child is a joint venture of families and school, and your support of our policies and decisions and/or your willingness to communicate with us directly whenever concerns or questions arise are of utmost importance. The School values open and honest communication with all families.

Enrollment is made with the acceptance by parents and students of rules, conditions and requirements of Brookwood School as stated in the Handbook and is contingent upon the satisfactory completion of the current school year and reappointment by the School. It is understood that students may be required to withdraw from school because of disregard for rules and regulations, violations of the law, personal maladjustment, prolonged academic deficiency, or a severe lack of parental cooperation.

Enrollment, as specified within the Re-enrollment Agreement, may be canceled in writing with forfeiture of the Tuition Deposit, prior to May 1, 2021. If enrollment is canceled after May 1, parents or guardians financially responsible for the student are obligated to pay the full annual tuition charges.

FINANCIAL AID

Brookwood School grants financial aid on the basis of demonstrated need of the family and is available to students entering Kindergarten through Grade Eight. Parents interested in applying for financial assistance should request financial aid materials from the Admissions Office. The Parents' Financial Statement must be completed and forwarded to the School and Student Service by NAIS. A completed copy of your family's Federal Tax return must be sent to SSS. The deadline for returning families to apply for Financial Aid is December 15, 2020. Families receiving financial aid must re-apply for assistance each year.

TUITION AND FEES SCHEDULE 2020-2021

Grades	Tuition	Tuition Refund Plan *
Early Childhood	\$14,490	\$90
EC additional 3 afternoons	\$ 1,800	
EC additional 5 afternoons	\$ 3,150	
Kindergarten – Grade 3	\$30,660	\$170
Grade 4	\$31,800	\$170
Grade 5	\$32,900	\$170
Grades 6 – 8	\$38,100	\$200

**May be waived with written authorization if tuition and fees are paid in full by July 1, 2020*

Optional Fees based on student enrollment in specific programs

AFTER-SCHOOL PROGRAM

Early Childhood–Grade 3 REACH
3:00 p.m.-4:00 p.m. M–F \$1,500 for full year or hourly drop-in rate

Early Childhood–Grade 3 REACH
3:00 p.m.-6:00 p.m. M–TH, 3:00 p.m.-5:00 p.m. F \$2,300 for full year or hourly drop-in rate

Grade 4 -8 Reach
4:00 p.m.-6:00 p.m. M-TH, 4:00 p.m.-5:00 p.m. F \$1,900 for full year or hourly drop-in rate

Drop in rate for REACH or Homework Club \$14 per hour
\$1 per minute after 6:00 p.m. M-TH/5:00 p.m. F

After-School Classes cost varies by class

TRANSPORTATION

Morning Bus Transportation (limited service area) \$1,700
Afternoon Bus Transportation (limited service area) \$1,700

SKILLS CENTER SERVICES

30-minute weekly 45-minute weekly 60-minute weekly

Yearly charge for each weekly session \$2,270 \$3,025 \$3,775

The costs are adjusted for semi-private sessions.

Payment Policy

We agree

- That this re-enrollment is contingent upon the payment of all charges for the current school year.
- That payments 30 days past due will be considered delinquent and a late charge of 1.5% per month will be charged on delinquent accounts.
- That failure to pay 60% of the tuition by November 30 or 100% of tuition by February 15 may result in suspension of the student until such time payment is received in full.
- That the student shall not be entitled to graduate or receive a transcript of credits from the School until all tuition, fees and other charges, together with any interest which may be due thereon, have been paid in full.
- To pay any legal and other collection expenses incurred by the School in their effort to collect any outstanding balance on the account.

Please refer to the 2020-2021 re-enrollment agreement for complete details of payment terms and requirements.

NOTE: All students are enrolled for the full school year unless the contract is canceled in writing by May 1. No refunds or deductions from tuition will be given for withdrawal, illness, or any other cause. The School offers Tuition Refund Plan – Broad Form, which offers parents the opportunity to guard themselves at a small cost against absence, withdrawal, or dismissal. The tuition refund plan is mandatory for payment plan B and C, and is strongly encouraged for payment plan A. You must pay 100% of the tuition and fees by July 1 and notify the school in writing if you wish to cancel the tuition refund plan.

THE TUITION REFUND PLAN

Why do you need a tuition refund plan?

Your financial obligation to the school is for the full annual tuition as stated in the School's enrollment contract. The School cannot refund tuition or cancel unpaid obligations if your child is forced to withdraw during the academic year.

If your son or daughter withdraws, the Tuition Refund Plan will pay benefits (subject to the terms of the policy and the amount insured) to the school, which provides substantial assistance in meeting your financial obligation.

Every year, thousands of students must withdraw from independent schools. The following are examples of reasons why:

- Family Move
- Scholastic Difficulties
- Change of Objective
- Financial Problems
- Injury or Sickness
- Mental Health Conditions
- Death of Parent or Student
- Job Loss
- Disciplinary Dismissal

This explains how to protect your financial commitment against unforeseen withdrawals or dismissals. The Plan provides substantial insurance protection at a modest cost.

WHAT THE PLAN COVERS

Withdrawal for other than medical reasons (*examples include: moves, change of objective, financial hardship, and voluntary withdrawals.*)

The Plan will pay 60% of the unused yearly insured fees provided the student has withdrawn from school after attending more than fourteen consecutive calendar days beginning with the student's first class day of attendance in the *academic year*.

- Dismissal from the school
 - The Plan will pay 75% of the unused yearly insured fees provided the student is dismissed from the school after attending more than fourteen consecutive calendar days beginning with the student's first class day of attendance in the *academic year*.
- Withdrawal or absence for medical reasons
 - The Plan will pay 100% of the unused yearly insured fees, provided the student's injury or sickness forces the student to withdraw from school or medical absence lasts for 31 or more consecutive days. Benefits are paid retroactive to the first day of medical absence.
 - The Plan will pay 60% of the unused yearly insured fees, provided the student's mental health condition, as referenced in DSM IV, forces the student to withdraw from school or medical absence lasts for 31 or more consecutive days.
- Tuition continuation benefit
 - The Plan will pay 100% of the unused yearly insured fees, whether or not the student continues in school, upon the death of the student's parent or legal guardian during the *academic year*.

DEFINITIONS AND CONDITIONS

- The "*academic year*" (referred to as "period of coverage" in the policy) upon which benefits are based consists of the actual calendar days in the school year (including weekends, holidays, and vacations) beginning with the first day of formal academic instruction (excluding pre-season athletic practice, orientation, registration, and graduation days) and ending with the last day of formal academic instruction, including examinations.
- "*Withdrawal or absence for medical reasons*" means complete, involuntary severance from classes as certified to and regularly treated during the period of coverage by a legally qualified medical practitioner, not related to the student.
- "*DSM IV*" is the American Psychiatric Association's Diagnostic and Statistical Manual.
- "*Withdrawal for other than medical reasons*" means complete, voluntary severance from classes for the balance of the academic year.
- "*Dismissal*" means complete, involuntary severance from classes by the school authorities for scholastic or disciplinary reasons for the balance of the academic year.
- "*Unused yearly insured fees*" means the portion of the insured fees paid or payable by the insured student/parent for the remaining time in the current school year after the student's withdrawal or dismissal. (i.e., the prorated tuition insured from date of separation to the end of the academic year.)

PERIOD OF COVERAGE

Coverage is effective under the plan as follows:

- Medical: From August 1 through the last day of the academic year.
- Non Medical/Dismissal: For the entire academic year after meeting the fourteen-day attendance requirement.
- Late-Entering students: who commence classes after opening day may enroll in the Plan provided premium is paid within 10 days after starting classes. Medical coverage begins on the date the premium is received. Non-medical coverage is effective after the student has satisfied the fourteen-day attendance requirement.

EXCLUSIONS NOT COVERED UNDER THE PLAN

Medical withdrawal or absence due to:

1. War or any act of war or terrorism
2. Taking part in a riot
3. Pregnancy and/or childbirth
4. Use of any drug, narcotic or agent, which is similarly classed or has similar effect unless given by and while under the care of a doctor
5. Suicide or intentionally self-inflicted injury or self-inflicted sickness
6. Alcoholism or use of alcohol
7. Nuclear reaction, radiation or radioactive contamination

8. Failure to attend classes for any reason other than injury or sickness
9. Injury or sickness (including mental health conditions) for which medical care was received within 180 days prior to the effective date.

Withdrawal for other than medical reasons or dismissal due to:

1. Any hostile or warlike action
2. Rebellion, riot, or civil commotion
3. Any order of a de jure or de facto governmental or sovereign power directed to the student
4. Nuclear reaction, radiation or radioactive contamination
5. Destruction of any school facility due to any cause
6. Inability of the school to operate and provide formal academic instruction including closure for any reason
7. Temporary non-medical absences, or suspensions
8. Boycotting of classes by the student
9. Completion of academic requirements or early graduation
10. Any withdrawal or dismissal prior to or within the first fourteen consecutive calendar days beginning with the student's first class day of attendance in the academic year.

NOTE:

- Medical benefit period ends immediately upon student's resumption of classes at any school or upon becoming gainfully employed.
- For medical withdrawals, coverage ceases on the last day of formal academic instruction by the school due to any reason.
- Withdrawal or dismissal must result in the loss of scholastic credit at the school.
- The maximum aggregate benefit per insured student for all coverages under this policy is 100% pro-rata refund.

CLAIMS

Claim forms with instructions are available at the school business office. Claims must be reported within 30 days from the date of separation. Benefit payment is made to the school to be credited to the student's account. Benefits not required to settle your account with the school, if any, will be refunded to you by the school.

COST

The cost of the Tuition Refund Plan is detailed in your enrollment materials. Written notification of enrollment in the Plan must be made by the first class day. Premium payment is due within ten days after the first class day of the academic year.

UNDERWRITER

The Tuition Refund Plan policy is underwritten by Atlantic Specialty Insurance Company, New York, NY, for A.W.G. Dewar, Inc.

ADVANCEMENT

PHILANTHROPIC SUPPORT

Brookwood has a strong commitment to providing students with a superb education. Like most independent schools, tuition dollars alone do not fully cover the cost of the robust curricular programming that sets Brookwood apart. To fill this gap, we rely on philanthropic donations from our entire school community. Whatever the size of your gift, or however you choose to give, we hope that you will make Brookwood one of your top philanthropic priorities.

Each year, the top fundraising priority is the Brookwood Fund. Donations to this annual fund are unrestricted and provide the most flexibility for the school's operating budget, funding classroom materials, technology upgrades, athletic programs, and necessary campus maintenance. Every fall, we asked current families to contribute to the Brookwood Fund and we strive to reach 100% participation. Gifts to the Brookwood Fund range from \$25 - \$25,000.

While the Brookwood Fund is the heartbeat of our fundraising program, you can also consider giving back with an additional major gift, in-kind donation or volunteering your time. Major gifts are one-time gifts that provide funding for needs identified by the school. These needs include student scholarships, facilities improvements, endowed funds, and curricular enhancements. Gifts in-kind are also important ways you show your support of Brookwood. While we appreciate your financial support, we also know our parent community is full of incredible talents. Volunteering on a committee with the Parents' Association is another way to invest in our community.

To learn more about how you can support Brookwood and/or get involved with our fundraising efforts, please contact the Advancement Office. We are always open to exploring new ways to make investments back to our faculty and our programs.

BROOKWOOD ALUMNI

At Brookwood, we have a robust alumni community. We continue to seek ways to engage our alumni; their continued connection to the school helps to enrich all of us. Our graduates frequently share their appreciation for the foundation that Brookwood provided them – with many of our alumni, their experience at Brookwood was the longest period of time spent at any educational institution so the bonds with one another and the school are strong.

Our alumni maintain close contact with the school in many ways such as: return visits to campus as participants in our Alumni Mentor Series, posting on the Brookwood School Facebook page, contributors to the Alumni Notes section in the *Brookwood Magazine*, volunteering at school events and as counselors in *Summer at Brookwood*. Many alumni return for the annual Young Alumni Reunion before the Grade Eight musical, and others speak at Commencement, Trustee Breakfasts, etc. An extraordinary example of our Alumni communities' commitment to the school is the number of Alumni who chose to send their children to Brookwood. On average, we have about 20 current parents who are Alumni.

BROOKWOOD COMMUNICATIONS

Communication is highly valued at Brookwood, and the school makes it a priority to communicate regularly to our many constituencies such as parents, Trustees, alumni, grandparents, past parents, faculty, staff, friends and prospective families through our communications department. Distributed to current families via email every week, our e-newsletter informs them about upcoming events, classroom activities, parent projects, and other timely news items. Our website, brookwood.edu, is another source of valuable information with content highlighting people, projects and events. *The Brookwood Magazine* is published once a year and features in-depth articles about specific programs, projects, school events, students and alumni. We also maintain social media profiles, including Facebook, Instagram, LinkedIn, Twitter, YouTube and Vimeo.

GENERAL CURRICULUM INFORMATION

Organizationally, Brookwood is comprised of two divisions: The Lower School consists of Early Childhood through Grade Four. The Upper School includes the fifth, sixth, seventh, and eighth grades. Throughout all grades at Brookwood, we think of curriculum as being comprised of many variables: developmentally appropriate, thoughtfully sequenced subject matter; a range of study and thinking skills; the strategies for applying those skills; as well as teaching styles and methodologies. We use a school-wide instructional calendar which allows for online curriculum mapping that is current and comprehensive; curriculum development is overseen by Department Coordinators, and it is reviewed by departments in three year cycles. Goals for our graduating students are organized into department and grade-level benchmarks in the various disciplines. In addition to the traditional academic areas of focus and an exceptionally strong creative arts program, Brookwood offers a variety of programs of special note. Descriptions of some of those programs follow.

WORLD LANGUAGE PROGRAM

Our world language program is designed to create a solid listening, speaking, reading, and writing foundation for further studies at the secondary school level, and a cultural component is integral to the curriculum. Students can be found discussing and researching places where the target language is spoken, listening to authentic music, or sharing recipes and food during a class period. Our program seeks to inspire curiosity concerning other cultures and places, and to develop proficiency in a second language. First-hand experience and exposure to each language will ultimately help families and their children make educated decisions about when to select a language to study for the remainder of their time at Brookwood.

THE ADVISOR PROGRAM

Brookwood's Advisor Program is designed to provide Upper School families with a primary contact person and students with a consistent small group in which to address the issues and objectives of the PGD program. Each group consists of a faculty advisor and approximately nine students. Groups are intended to be a forum for individual exploration of PGD topics in an atmosphere of close communication, cooperation, and trust. Advisors check in with advisees during the week and meet with them formally throughout the year and as issues arise; they are the primary contact for parents regarding the academic, social, and emotional growth of advisees and, as such, they communicate regularly with the Head of Upper School. Should questions or concerns arise about specific academic courses or situations, contact should be made directly with academic subject teachers. Otherwise, a student's advisor should be a family's first point of contact for information and help in just about any situation.

PHYSICAL EDUCATION AND ATHLETICS

PHYSICAL EDUCATION: Physical education in Pre-Kindergarten through Grade Four is a coeducational program of varied activities, the goals of which are: To promote the attainment of competency in body management through movement education; to increase knowledge and enjoyment of open and group games played in large or small units; to develop safety skills and awareness; to promote the development of a positive self-image in each child; to encourage one to work outside of their comfort zone by taking risks; and to encourage an understanding of sportsmanship in a closely supervised activities.

In Grades Four and Five, a greater emphasis is put on motor skill development, physical fitness, team and self-discipline, risk-taking, sportsmanship, and the skills and understanding of a variety of games. (Please see the section on Athletic Dress for grades 5 - 8 later in this document.)

In Grade Six, increased emphasis is placed on those sports offered in our seventh and eighth grade interscholastic athletic program, and students are introduced to interscholastic competition by participating in a handful of games each season. (Please see the section on Athletic Dress later in this document.)

ATHLETICS: Brookwood School is dedicated to a comprehensive athletic program for Grades Seven and Eight that provides for the physical and social development of each child in the school. The Brookwood athletic program, directed by faculty, provides training in motor skills, muscular development, physical fitness, teamwork, safety, and competitive athletics. The athletic program seeks to foster and develop self-confidence, cooperation, team spirit, loyalty, self-discipline, respect for oneself and for others, responsibility, concentration, risk-taking, and good sportsmanship.

In Grades Seven and Eight, students are eligible for interscholastic competition at the Junior Varsity and Varsity levels. In order to provide the greatest and most appropriate challenge for each student, the emphasis is different at the two levels. Junior Varsity teams concentrate on skill development, teamwork, sportsmanship, and game strategies, and they provide equal playing time to each student during competitive play. The respective degrees of competition are designed to meet the needs of each level. In addition, on the Varsity level a stronger emphasis is placed on winning, and playing time for students can vary. When numbers only allow for one team, we schedule games for both levels with the understanding that players will play in the appropriate level games. Except in the case of illness, team members are expected to be at every practice and every game.

Tryouts for Varsity and JV teams are held at the beginning of each season with selections made through a tryout process overseen by all coaches affiliated with each sport, as well as by the Athletic Director. At the conclusion of tryouts, each athlete has a one on one conversation with a coach about his/her team placement, and then teams are announced. Both Varsity and JV teams will include a mix of seventh and eighth graders, and the size of the teams will vary season-to-season depending on the number of players involved. Among the criteria considered during the tryout period are: skill level under pressure, coachability, attitude, work ethic, confidence, strategic competence, teamwork, willingness to take risks, sportsmanship, and fitness. While we recognize that team placement can be a sensitive issue, a program goal is to field competitive teams at both levels and to develop our athletes at levels in which they will currently be most successful.

All students in Grades Seven and Eight are required to participate in three sports seasons.

In our continued effort to provide safe opportunities for our Upper School students to take risks, work outside their comfort zone, and experience the team concept by playing for their school, we require that all seventh and eighth graders play at least one team sport each year. The other two seasons, they can continue to choose to play a team sport or they may choose to do the sport choice that allows for a 4:00 p.m. pick up. We realize that there are students with outside conflicts and we will do our best to embrace those conflicts while upholding the integrity of the school program. Each season there are options where a student can play on a junior varsity team or participate in a non-interscholastic sport, which allows for more flexibility in schedule. Where needed, the Athletic Director will work to help each student and family find the right season for him or her. We feel that by requiring each student to play on a team, they will leave Brookwood with an experience that cannot be replaced. Team play helps to foster: responsibility, positive work ethic, cooperative play, sportsmanship, and it helps develop and nurture one's social skills.

Our goal in the Athletic Department is to provide the appropriate level of play and competition for each student, while remaining sensitive to the physical and social demands of adolescents. We offer non-competitive sports options that allow those students with outside school conflicts to have regular daily dismissal at 4:00 p.m., while still meeting their participation requirements. In such cases where there is both an outside conflict and time issue, the Athletic Director will work with the family to make appropriate accommodations while still upholding the integrity of the school's program.

Athletic Options May Include: *(note-sport offerings are dependent on viable numbers)*

Fall: Boys and Girls soccer, Girls field hockey, running and fitness

Winter: Boys and Girls basketball, yoga

Spring: Boys and Girls lacrosse, cardio

* Please check the parent portal for most up-to-date posting regarding Game Schedules, which can be weather dependent.

ATHLETIC DRESS

All students in Grades 5-8 are required to bring and wear appropriate athletic clothing to physical education classes and team practices. The 5th grade starts the year without changing attire for PE class, but may change later in the year as the students grow and change. Each student must supply an appropriate T-shirt (no tank tops), shorts, athletic socks, and footwear. In addition, each student must have a pair of sweatpants and sweatshirt, and all clothing should be clearly marked with the student's name. The school, at the request of the student and/or parent, supplies locks for lockers. We encourage all to use our locks to ensure that valuables are safe during class.

Game uniforms are distributed at the start of each season and collected after the last game; a replacement fee will be assessed to students for lost or damaged uniforms.

In addition fourth, fifth, and sixth graders should have shin guards and a mouthguard for P.E. classes. Seventh and eighth graders should refer to seasonal equipment list needs.

EXCUSED ABSENCES FROM SPORTS

When a student is to be excused from P.E. or sports due to medical reasons, we ask that a doctor's excuse be submitted to the school nurse. In order for a student to return to his/her activity, a doctor's note is required and should also be submitted to the nurse.

In both theory and practice, Brookwood supports the benefits of participation in physical activity, physical education, and athletics for its students. However, if, in the view of his or her academic teachers, a seventh or eighth grade student is exhibiting a chronic problem with meeting academic deadlines or responsibilities, those teachers may exercise their right to "pull" that student from participation in sports until the student has regained solid academic footing; the period of time involved may vary in length from one day to longer, but will most certainly be kept to the minimum necessary.

ATHLETIC EXEMPTION

Full participation in Brookwood's athletic program is an important element of the overall program offered in 7th and 8th grades. The experience of participating on a team or engaging in daily physical education with one's peers is both an important aspect of the student experience and the overall well being of our students. While we hope that all 7th and 8th graders participate fully in our physical education program either on a team or through one of our non-competitive opportunities, we also understand that some students wish to pursue athletic offerings that are not a part of our regular program. We wish to honor the commitments of our students by flexibly looking at the activities our students pursue outside of school. On rare occasions, we offer an athletic exemption if the activity outside of Brookwood meets the following criteria outlined below. If a student wishes to apply for an athletic exemption, he/she should bring it to the attention of the Upper School Division Head and the Athletic Director for consideration.

1. Each application will be considered on an individual basis and prior cases will not have any implication on the subsequent applications.
2. Granting of an exemption for a term will not have any bearing on the acceptance or denial of subsequent applications for exemption from the Brookwood Athletic program.
3. The alternative activity is not offered at Brookwood.
4. The student applying for exemption must be instructed by a paid professional within the field of study.
5. The alternative activity must meet for a minimum of 12 hours a week.
6. The student must participate in a performance/competition in the alternative activity during the time of their exemption.
7. Participation in the Brookwood athletic program will interfere with the student's ability to perform at a high level in the alternative activity.
8. Applications for exemption must be submitted *by the student* to the Athletic Director and the Head of the Upper School as soon as possible. Applications for exemption must include: reasoning for submitting exemption, name of instructor and organization sponsoring student athlete, and weekly timetable showing student's time commitment to alternate activity.

SCHOOL MEETING

School Meeting is held on Thursdays from 10:00-10:30 a.m., bringing together the entire school community for announcements, student performances, poetry readings, game reports, and more. Parents are welcome to attend. Interested students may find Mrs. Gantt at school to sign-up to perform or present at School Meeting, or parents may call or email Debbie Gantt to request a spot for their child or children. We do not send out individual notices to parents once a student has been booked; we rely on parents to check the School Meeting schedule on the website. After a date is agreed upon, students may come to the Beinecke Music Room for practice with Mrs. Gantt and the School Meeting Band two weeks prior to the performance date, each morning between 7:30-8:05 a.m. Songs may or may not be edited depending on the lyric content, and performing students should be in daily dress code attire. All students are allowed to perform once annually as a soloist or in a small group unless unexpected openings become available (check with Mrs. Gantt). Occasionally, circumstances arise that require us to change our School Meeting schedule and student performances therein. We will contact parents directly if this is the case. If you are arriving late, please find a seat in the back. Additionally, please know that there is room in the lobby for parents to bring toddlers who may become fussy during any School Meeting. Finally, we ask that you not bring

flowers to school for performers, so that we can keep the playing field level for all our student performers, some of whom have parents who cannot attend their performances. Thank you for being part of our weekly gathering!

EIGHTH GRADE STUDENT LEADERSHIP GROUPS

In 2010, Brookwood chose to move away from student-elected leaders and adopted a self-selected system to allow students interested in obtaining leadership roles to freely pursue those interests. Our goal was to create and sustain leadership opportunities that are available to all interested students and cover a wide variety of specified areas. We have established five specific 8th grade leadership groups each with its own focus: Reception and Admissions, Student Life, School Meeting and Communications, Writing Partners, and Yearbook Committee. Eighth graders must be able to fully commit to each group's unique responsibilities and expectations. Faculty mentors work with each group to teach and cultivate important leadership skills such as: communication, collaboration, problem-solving, role-modeling, and responsibility.

Any 8th grader interested in joining one of the leadership groups must write a letter of intent or produce a one-minute video that includes responses to the following questions:

1. Why does leadership at Brookwood interest you?
2. What are the leadership qualities that you possess that make you a good choice for this particular leadership group?
3. What are other things that compete for your time in your life and what is your strategy for devoting time to this leadership group?

A committee of faculty convenes to read the letters/watch the videos expressing interest and determines which students will be invited to join each group.

EIGHTH GRADE PLAY

The Eighth Grade Play is an important event in the life of the Brookwood community. For Brookwood students, it is a cumulative experience, which seeks to enhance the emotional, academic, and developmental needs of each eighth grade student. Years of personal growth and community service experience are put to the test in this effort. The Eighth Grade Play involves much more than simple instruction in dramatic performance. It is project-based learning, teaching students to work together as a class unit, to experience the hard work necessary to complete a quality group project, and to grow personally in self-confidence and self-esteem. Each student becomes a vital part of the team and contributes both as a performer and in "behind-the-scene" projects.

Student choice allows 8th graders to pick additional projects; costuming, sets, photography/video, tech, and prop management. The Eighth Grade Play is an opportunity to equip our students with the necessary tools to present themselves with confidence before an audience. We work hard to ensure that every Brookwood student is successful in this area, acquiring necessary skills for future public speaking. Brookwood also regards the play as a community-building project, since parents and faculty members play a significant role in its overall success.

All eighth graders participate and will have some after-school rehearsals. The schedule is shared in late fall with families.

STEEP WEEK

During one week in May, Brookwood Upper Schoolers partake in Steep Week during which each student immerses him or herself in one intensive, singularly focused course. The name Steep Week grew out of the notion that sometimes, to understand a thing, one has to immerse oneself in it and steep, as a teabag steeps in hot water.

Designed to take down the walls of the classroom or transcend "school as usual," Steep Week courses involve multiple grades, multiple teachers (internal and/or external), and multiple disciplines. While Brookwood faculty design and teach the courses, individually or in pairs, experts from a wide range of fields serve as ancillary instructors. Each Steep Week course is intended to provide a deeply immersive and enriching learning experience

for students that emphasize elements of experiential and interdisciplinary learning. Additionally, each course also gives teachers and students an opportunity to share their passions, explore an area of established or potential interest, connect with each other in new ways, and pilot initiatives that could be incorporated into future curriculum.

ACADEMIC SUPPORT SERVICES

The current Academic Support Services Program has developed in response to Brookwood School's commitment to most effectively serve a diverse student population. The program endeavors to make learning accessible to all students in the classroom through collaboration with teachers, parents, and division administrators. Learning Skills Specialists are in place to facilitate the recognition, understanding, and management of students with differences in learning. In instances when a student requires academic support outside of the classroom, the specific areas of need will be identified and addressed through direct service in a one-on-one or small group format.

Consistent communication between classroom teachers and Skills faculty is essential to the success of a child's educational programming; for this reason, the school encourages use of school based support services.

All Academic Support Services charges are billed directly to parents by the school. When support services are deemed necessary, parents are asked to contract with the school for the comprehensive support program that their child will receive through the Skills Center. Billing occurs twice a year (October and February).

For more information about Academic Support Services, contact the appropriate Division Head: Head of Lower School Moira Smith (ext. 6323) or Head of Upper School Dave Samson (ext. 6271).

OUTSIDE TUTORS

Families may hire non-Brookwood learning specialists to tutor their children at school if Brookwood does not offer the specific services needed. Tutoring and therapy by outside learning specialists, tutors, speech-language therapists or occupational therapists can take place before school or after the school day with prior approval from division heads and if space permits. Initial and follow up assessments by outside therapists may be given during school hours with the permission of the Division Head. To schedule room arrangements, contact Anya Ciarametaro at aciarometaro@brookwood.edu.

BEFORE AND AFTER-SCHOOL PROGRAMS

In order to provide appropriate supervision outside of regular school day hours, we offer the following programs to ensure the safety of all our students while on campus:

BEFORE SCHOOL: EARLY BIRDS

Available to all division levels, Early Birds is a morning program for students who arrive at school before 8:05 a.m. The mixed age group of students (PreK–8) may arrive beginning at 7:15 a.m. in the library. Teaching Assistants supervise students as they read, review their homework, work on the computer, and play quiet games. Students need not sign up in advance. Cost: FREE

AFTER-SCHOOL PROGRAMS

Care is available for all ages in our after-school programs five days a week, from dismissal-6:00 p.m. Monday through Thursday, and from dismissal until 5:00 p.m. on Friday. The daily-rate cost is \$13.25 per hour (charged in fifteen-minute increments) from 4:00-6:00 p.m., and \$1.00 per minute after 6:00 p.m. (or 5:00 p.m. Friday). If you know that your child will attend after-school programming on any weekday, please sign up via your parent portal. To register on a drop-in basis, please sign-up on the Parent Resources Server and email your child's homeroom teacher. For last minute after-school changes (after 12:00 p.m. on the day of service), please call the front office. If you would like your child picked up in the Middle School carpool line or

Upper School courtyard carpool line at 4:00 p.m., please include those arrangements. The specifics of each program, designated by grade level, follow:

Early Childhood and K AFTER-SCHOOL PROGRAM

This program meets the specific needs of our youngest children from 3:00-6:00 p.m., in the comfort of their own space. Students enjoy a balance of active and quiet time, with indoor and outdoor activities. Snack is provided. Offerings include child-initiated and teacher-led activities such as block play, cooking, dance, dress-up, painting, outdoor play, storytime, and more. There is an annual enrollment fee of \$2,250. The program is also available on an as needed basis at an hourly fee.

Grade 1 – Grade 3 REACH (Recreation, Enrichment & Arts for Children)

REACH is based in the Liston Commons and Town Square. Students meet briefly as a large group, have a snack and then choose between age-appropriate, structured options in/on the Town Square, gyms, playgrounds, turf, and/or the Liston Commons. Offerings include a structured homework area, Legos, blocks, fort-building, drawing, reading, and more. A variety of clubs will also be offered this year from 3:00-4:00 p.m. as an alternate option to regular REACH. Pick-up is in the Town Square (enter in the Lower School entrance). A fee of \$1,450 includes coverage for every Monday-Friday 3:00-4:00 p.m.; the drop-in rate applies 4:00-6:00 p.m. Mondays-Thursdays, 4:00-5:00 p.m. Fridays, or when used on an as-needed basis or an annual enrollment fee of \$2,250 can be paid for coverage 3:00 – 6:00 p.m. Monday-Thursday and 3:00-5:00 p.m. Friday.

Grade 4 TEAM (Team building, Effective problem solving, Art, & Mindfulness)

TEAM is based in the Shlopak Library and runs from Monday-Thursday each week. Students will craft, play cooperative games, work on mindfulness, and enjoy plenty of time for free play. Pick-up is typically in the library prior to 5:00 p.m., then in the Town Square from 5:00-6:00 p.m. (M-Th only). Friday's 4th grade students will join "Homework Club" in the DiCroce library for choices and free play. Use of this program is billed at an hourly rate in 15-minute increments or an annual fee of \$1,850 can be paid for coverage 3:00 – 6:00 p.m. Monday-Thursday and 3:00-5:00 p.m. Friday.

Grade 5 – Grade 8 HOMEWORK CLUB

Homework Club is an optional after-school program for Grades 5–8 based in the DiCroce library. A quiet supervised study hall takes place during the first hour and students may join in recreational activities following the 4:30 p.m. snack time. Pick-up is typically in the library prior to 5:30 p.m., then in the Town Square from 5:30-6:00 p.m. Use of this program is billed at an hourly rate in 15-minute increments or an annual fee of \$1,850 can be paid for coverage 3:00 – 6:00 p.m. Monday-Thursday and 3:00-5:00 p.m. Friday.

AFTER-SCHOOL CLASSES: Grade 1– Grade 8

In addition to our regular after-school program, a series of after-school enrichment classes are available to students across all three divisions (Grades 1–8), with new offerings in fall, winter, and spring. Registration is through your parent portal. where you will find a complete listing of classes each session. Pre-registration is required to attend. There is an additional fee to attend these classes as noted in the class descriptions posted online.

INDIVIDUAL LESSONS AND COMBO GROUPS

Brookwood offers an individual music lesson and combo group program open to any current Brookwood student. Lessons are given once a week throughout the school year, and a recital occurs in spring. Combo groups perform at School Meetings at various times during the year. Currently, we offer piano, guitar, bass, voice, drums, violin, flute, clarinet, sax, trumpet, French horn, trombone, and percussion.

Individual Music Lesson Policies:

1. Lessons are weekly, one half hour in length, after or before school. Not all lessons can be scheduled immediately after school is out. Teachers will offer times that they have available and are not required to fulfill requests. Parents of students up through the third grade may have to enroll their child in the REACH program until their child's lesson time. Students in fourth grade and above may have to enroll in the "Homework Club." Students waiting for a lesson or waiting to be picked up from a lesson are required to

be under supervision at all times in either the appropriate After School Program or by a parent/guardian. Parents should pick up their child from a lesson from the After School Program.

2. The cost per 1/2 hour lesson is \$32.00, payable by the term (twice a year) in advance. There is also a \$20 one time registration fee per student. The terms are September - December and January - June. Payment is made directly to the instructor by the second lesson of the term. If payment is not received, the private lesson may be terminated. Once a student has committed to lessons, he or she is required to continue for the full term. If a student chooses not to attend these lessons, the money is non-refundable.
3. The instructor may make materials available to the student, which parents will be required to purchase.
4. If an instructor is absent from a lesson, the lesson will be made up. An instructor will allot one lesson at the end of each semester for a "Make-up Lesson." Teachers are only required to allot one make-up lesson per semester. This includes make-up lessons for snow days. Please keep your music lesson instructor's home phone number and contact them directly to cancel a lesson. This will be provided to you upon confirmation of the lesson. The front office is not responsible for calling the music lesson teacher to cancel a lesson.
5. All private lesson students will be eligible to participate in our yearly recital in the Spring. No student is required to perform. Students who take lessons outside the school are welcome to join us for this event. Please contact Debbie Gantt for more information about the Brookwood recital.
6. Students must have access to an instrument for daily practice.
7. No lessons scheduled on noon dismissal days. On 3 pm dismissal days an individual music teacher may contact you if they want to arrange lessons on one of those dismissal days.
8. Seventh and eighth graders will have some game conflicts during their private lesson time. We will provide one make-up lesson per semester. There may be more than one missed lesson because of a game so please keep this in mind when scheduling private lessons. There are fewer games on Fridays (though there are 8th grade play rehearsals for speaking-part characters). Tuesdays may also be a good option.

Enrollment details and complete list of offerings were sent out to parents via summer registration. Please contact Andrew Jones andrewjones98@me.com with any questions. NOTE: Students waiting for music lessons to begin or for a late pick up must go to Brookwood's after-school program. When students stay beyond 15 minutes, parents will be charged the regular rate of \$13.25 per hour (billed in 15-minute increments). Students may not be left unsupervised on campus after school regardless of grade level.

Ensembles

Contemporary Music and Jazz Combos are open to students in fourth grade and above, and are formed in early September by Mrs. Gantt. There are no auditions for these groups, though space dictates how many groups can be formed. Please contact Andrew Jones if you or your student would like to participate. These groups remain intact for the entire school year.

The 4th - 8th grade Concert Band is open to band students who are at a more advanced playing level by audition only. Students who play clarinet, flute, saxophone, trumpet, French horn, trombone, guitar, bass, piano, and percussion are eligible. This ensemble will meet once a week. Andrew Jones and Alex Edwards conduct this group. This is an opportunity for students to learn the basics of being a part of a band.

The School Meeting Band accompanies Brookwood students at many School Meetings. This group is open to sixth, seventh, and eighth grade instrumentalists and auditions are held in late May. Depending on need, there may be a rare exception for a Middle School student. Contact Mrs. Gantt in the spring for participation the following school year. There is a half-year term limit on this group, unless certain instrumentalists cannot be found. This group meets every morning from 7:30-8:05 a.m. in the Beinecke Music Room.

String ensemble is open to students who play the violin, viola, cello or string bass.

Acapella groups meet weekly in the morning and are available to students in grades 3-8. Acapella groups costs vary depending on the size of the group. Groups meet once a week in the mornings, 7:30-8:05 a.m.

The cost for combos is \$11 per session.

Lower School Ensembles

The 3rd Grade Concert Band is open to students who are just beginning their instrument or are in an ensemble for the first time. This is a group that will teach the basics of being a part of a band. Students who play clarinet, flute, saxophone, trumpet, French horn, trombone, and/or percussion are eligible. This ensemble will meet once a week. This group does not begin until the end of October. Please look for information in a September homeroom newsletter.

Music Lessons/Combo Groups on early dismissal days: There will be no individual lessons or combos on 12:00 p.m. dismissal days. On 3:00 p.m. early dismissal days, please be sure to make specific arrangements with your individual lesson teacher. Please refer to the weekly newsletter for these dates.

Contact Andrew Luman for more information on any aspect of the music program.

ACADEMIC PROCEDURES

ACADEMIC POLICY

Brookwood values the parent partnership and works extensively with parents, teachers, and division heads to best support students. The School may at its discretion require summer work or the repeat of a grade when it's in the best interest of the child. There are situations when, for various reasons, it is best that a student not be promoted to the next grade level which may include failure of a course. Intellectual, social, emotional, or physical growth may be such that the child will benefit most if the present grade is repeated. It is the school's policy that decisions of this nature will only be made after multiple meetings with the family, division head and teachers who are involved with the child.

If, after a period of time, it becomes apparent that Brookwood is not an appropriate school for a student, then the school advises the parents early in the winter and counsels them concerning other school placement. This happens only after every avenue of intervention available at Brookwood is tried in an effort to help the child attain success.

REPORTS AND GRADES

LOWER SCHOOL

Parents receive formal written comments on all student work twice a year. These reports reflect your child's academic and social emotional growth. A Back-to-School Night is planned in the Fall, when teachers present a short summary of their plans for the year. Scheduled Lower School parent-teacher conference days are in October and February. A conference may be requested at anytime either by parent, teacher or Lower School Head; consistent and frequent communication with parents is a priority. In partnership with the classroom teacher, the learning skills specialist and the Lower School Head may recommend in-house or outside testing to better understand the more subtle pieces of a child's learning profile.

UPPER SCHOOL

There are three marking periods. Grades are given at mid-term and at the end of fall and spring terms. Reports are submitted about each student's progress and performance at least once during each term. A comment is also written when a student has earned a grade of C- or below, or if the grade has declined or improved significantly (one full grade) since the previous marking period. An evaluation of a student's effort and attitude is an integral part of all written comments. The following marks represent the standards of the Brookwood School grading system:

Definitions of Letter Grades

A - Excellence: High Honors

B - Achievement Superior to the satisfactory level: Honors

- C - Satisfactory work - meeting all requirements
- D - Meeting minimum requirements only; passing, but not satisfactory.
- F - Failure to meet the minimum requirements - not passing

Numerical Values of Letters

A+	=	97 - 100	C+	=	77 - 79
A	=	94 - 96	C	=	74 - 76
A-	=	90 - 93	C-	=	70 - 73
B+	=	87 - 89	D+	=	67 - 69
B	=	84 - 86	D	=	64 - 66
B-	=	80 - 83	D-	=	60 - 63
			F	=	below 60

Honor Roll Standards (Grades 6 - 8)

Honor Roll	85.0 average with no grade below 80
High Honor Roll	90.0 average with no grade below 85

N.B. A student who matriculates in from another school for a semester cannot be eligible for that semester’s Honor Roll status at Brookwood. Honor roll status is a calculated average and not rounded up to the full point.

SECTION PLACEMENT

Students are placed in a particular class as a result of input from the preceding teacher, specialist teachers and the Division Head. Decisions are based upon a variety of factors that include balancing the class by gender, social interactions, academic development, and the individual needs of each child. Please do not make teacher requests. If you have information about your child that you would like to share in a conversation with a Division Head in order that they have all the information you think pertinent to the sectioning process, please make sure to do so before May 1.

HOMEWORK: UPPER SCHOOL

Homework is an important part of a child’s education. Our 5th Grade uses homework to develop habits of scholarship, reinforce daily classwork, and foster individual creativity. Even though students are working towards independence at this age, it is still developmentally appropriate to continue school and home conversations to help move students towards that independence.

In grades 6th through 8th, homework is used primarily to impart independent work habits and time management, to reinforce skills already firmly and correctly established, to apply classroom learning in new and creative ways, and/or to prepare students for upcoming classwork. Completing homework assignments is one of the academic requirements of your child’s program. In the case of student absence, it is the responsibility of the student to communicate with teachers about missed work and to use Google Classroom and GSuite as a resource to insure they are caught up. Upper School students should check email or websites for missed assignments. Parents can email advisors if there is a need for textbooks or binders or other materials not available online; advisors will do their best to have necessary homework materials at the front desk by 3:00 p.m. for pick-up.

PARENT/TEACHER CONFERENCES

Brookwood sincerely values the partnership between family and school. Formal parent/teacher conferences are scheduled (on the Brookwood calendar) twice per year in each division, and teachers are happy to confer by telephone with parents during the school day when they have a free period available or after school. The Head of School and Division Heads are also available by appointment to confer with parents at any time.

OTHER PROCEDURAL INFORMATION

THE SCHOOL DAY

For all students, the school day begins with class meetings at 8:20 a.m., and students should arrive at the school no earlier than 8:05 a.m. Any student needing to be dropped off before 8:05 a.m. must go to “Early Birds” in the library from 7:15-8:05 a.m.

All students in the school, Early Childhood through Grade 8, are served a hot lunch on each day of the week. The Head of School must clear any exceptions to this lunch arrangement.

The Early Childhood school day ends at 12:30 p.m., while the school day for students in Kindergarten–Grade 3 ends at 3:00 p.m. However, as a convenience to parents, Brookwood offers children throughout the entire Lower School an opportunity to remain at school until 6:00 p.m. Early Childhood students may enroll in the Extended Day Program, which runs from 12:30-3:00 p.m. Following Extended Day, we offer an Early Childhood and Kindergarten After-School Program and REACH for students in Grades 1–3, which run from 3:00-6:00 p.m. Mondays through Thursdays, and until 5:00 p.m. on Fridays.

The school day ends for Grade 4 and Upper School students at 4:00 p.m. Mondays through Thursdays, and 3:00 p.m. on Fridays. TEAM and Homework Club after-school program for students in Grades 4-8 runs from 4:00-6:00 p.m. Mondays through Thursdays, and until 5:00 p.m. on Fridays.

ATTENDANCE

Unless there is an emergency, students and families will be expected to observe vacation dates, neither leaving early nor returning late from holidays. Similarly, parents are respectfully requested not to take students out of school for convenience holidays. Faculty members expect to assist students who are unavoidably absent from school as a result of illness or family emergencies.

Please note that the School is not prepared to supervise students in homeroom prior to 8:05 a.m. or after 4:15 p.m. Class meetings take place at 8:20 a.m. each morning, classes begin promptly at 8:30 a.m., and it is requested that students arrive between 8:05-8:20 a.m. and leave by 4:15 p.m. When arriving after 8:20 a.m., parents of Lower School students are responsible for signing their child in at the front office. Students in Upper Schools arriving after 8:20 a.m. are responsible for signing themselves in at the front office prior to going to homeroom. Any student arriving prior to 8:05 a.m. must report to the supervisor in the Shlopak Library. Students in Grades 4–8 who are not picked up by 4:15 p.m. will be sent to the After-School Program.

For security purposes, a written note must be sent in with a student, or a telephone call made to the front office in the morning, if a child is to be excused early or is to be leaving school with someone other than their parents or designated guardian.

For safety and accurate record keeping, families are required to let the school know if a child is absent for a full day or more. In the case of planned absences, please contact the appropriate Division Head or teacher well ahead of time. In the case of illness or unexpected absences, please contact the office by 8:30 a.m. If we have not been contacted and a child is absent, we will call to confirm that the child should not be in school. To ensure a minimum of such calls, it is extremely important that the office is notified of all absences.

Parents are also asked to notify the school with the name of their childcare provider when they are away for an extended period, to ensure proper emergency contact information.

EXCESSIVE ABSENCES AND TARDIES

Ten or more absences or tardies in a school year are a cause for concern. Missing too much class time makes it very difficult for students to stay in touch with classroom dynamics and benefit from the important learning that takes place through classroom discussions. Parents will be contacted if students have excessive absences and/or tardies.

DROP-OFF AND DISMISSAL PROCEDURES

LOWER SCHOOL: Morning Drop-Off – Enter Dan Wise Way between 8:05-8:20 a.m. and drop off at the Godfrey Portico. Exit via Brookwood Road. If arriving between 7:15-8:05 a.m., enter Brookwood Road, park in the Courtyard and walk your child to Early Birds. Students arriving before 8:05 a.m. must be escorted to Early Birds in the DiCroce Library.

12:30 p.m. Early Childhood Pick-Up – Enter Dan Wise Way and pick your child up at the Godfrey Portico. Exit via Brookwood Road.

Afternoon Pick-Up – Enter Dan Wise Way and pick up at the Godfrey Portico. Exit via Brookwood Road. Dismissal begins at 3:00 p.m. Mondays–Fridays for Early Childhood through Grade 3, and Grade 4 is dismissed at 4:00 p.m. Mondays-Thursdays, 3:00 Fridays.

UPPER SCHOOL: Morning Drop-Off – Enter Brookwood Road and drop off in the Front Courtyard between 7:15-8:20 a.m. Students arriving before 8:05 a.m. must go to Early Birds in the DiCroce Library.

Afternoon Pick-Up – On Mondays through Fridays, enter Brookwood Road and pick up in the Front Courtyard. Younger siblings in the Lower School (these students are called "crossovers") will be walked to Upper School pick up. Dismissal begins at 4:00 p.m. Mondays–Thursdays, 3:00 p.m. on Fridays.

EARLY DISMISSAL PROCEDURE

We require that AN ADULT sign out any student leaving school before the regular time, rather than allowing the student to sign themselves out. The sign-out book is located by the front desk. In addition, we ask that all students expecting to be signed out early wait INSIDE THE BUILDING in the front lobby for the adult who is signing them out. Please apprise any relatives or caretakers who drive your children of this policy to help us ensure the safety and whereabouts of all our students.

EARLY DISMISSAL OF SIXTH GRADERS FOR EXTRACURRICULAR REASONS

Students in sixth grade are expected to fulfill Brookwood's curricular requirements by participating in the entire academic program, including World Language, physical education, music, art, and study hall. Classes are scheduled Monday-Thursday 8:05 a.m.-4:00 p.m., Friday until 3:00 p.m.. It is not possible to excuse students from school early without impacting the academic program and students' learning experience. Therefore, we cannot excuse sixth grade students from school early to participate in extracurricular athletic programs. We expect our families to understand that this policy is not born of insensitivity to individual needs, but of institutional necessity.

An exception may be made for a sixth grade student in good standing, who has demonstrated a serious (formal) commitment to an extracurricular activity that is not offered at Brookwood. This exception will allow a one-day per week early dismissal at 3:00 p.m. if it does not conflict with a scheduled academic class. A parent/guardian must send a written request to the Division Head, and notification of the decision will be sent to the parent/guardian and the advisor.

SCHOOL CANCELLATION AND DELAYED OPENINGS

Brookwood School will make one of three decisions when snow or inclement weather threatens the area.

We will either:

1. remain open;
2. open at 10:00 a.m. (delayed opening); or
3. close school for the day

If we remain open, our judgment is based on immediate area conditions and local weather forecast. We recognize that some students and faculty travel from great distances to attend Brookwood. We also recognize that the micro-climates of the North Shore and Cape Ann area affect everyone differently. Therefore, parents must use their own judgment regarding safety. If the roads in your area are not safe, please stay home.

DELAYED OPENING GUIDELINES:

- We will begin classes at 10:00 a.m.
- Students should begin arriving at 9:45 a.m. and go directly to their homerooms.
- Students riding the morning bus should arrive at their bus stop 90 minutes later than normal.
- There will be no early morning programs such as early birds, lessons, tutorials, etc. on delayed opening days.
- Delayed openings will be announced in the same manner as school closings.

The decision to close school will normally be made by 6:00 a.m. and Brookwood will use our emergency contact system (School Messenger by West Corp.) to notify families using a voice message to call home and cell numbers you provided us. Announcements will also be placed with radio and TV media but may first appear after some delay. Announcements will be made on radio stations WBZ, 1030 AM, Boston; WRKO, 680 AM, Boston; Channels 4, 5, 7 and Fox 25 TV. The school-closing announcement will also be placed on the school answering machine at (978) 526-4500 and posted on our website, brookwood.edu.

Please be reminded that if school is in session, Brookwood will remain open throughout the school day, regardless of weather conditions. If you have a concern about bad driving conditions later in a school day and wish to pick your child(ren) up before dismissal, please notify the front office and come whenever you are comfortable doing so. For safety reasons, when weather conditions become increasingly severe throughout the school day, a decision will be made by noon and communicated via email regarding the cancellation of all after school programs and lessons; be assured that supervision will be provided by an administrator until every child is picked up. In the event of an unexpected school emergency, please refer to the emergency information inside the back cover of this handbook.

BUS TRANSPORTATION ON SNOW DAYS POLICY

North Reading Transportation (the bus provider for Brookwood School) provides School transportation to students in a number of Cities and Towns in Massachusetts.

In the event of a delayed opening, bus service will be provided on a 90-minute delay.

Please be advised: NRT will not transport a student who lives in a City or Town that has cancelled their Public Schools for the day. If the Public Schools are closed in the City or Town that a student resides, the conditions are not considered safe for students to travel to school. NRT will not transport the student that day for safety reasons even if Brookwood is open.

This policy helps to ensure the safety of our students, drivers, and monitors.

SCHOOL WORK DURING SNOW DAYS

The occasional snow day is a great opportunity to take a break and enjoy the winter, but during some seasons these days become all too common. Multiple snow days during a given winter takes valuable teaching time away and compromises our ability to reach our curricular goals. In this case, teachers may send work/activities home for students to complete.

HEALTH

Prior to the beginning of school, parents must submit the following completed health forms and records. No student will be permitted to attend school unless there is a signed Medical Emergency Form and updated immunization record on file. This is effective on the first full day of school.

All students must have:

1. Emergency Medical Release

Parents are immediately contacted in the event of an injury requiring further medical treatment. This form is sent out over the summer via the Infosnap registration process. This form needs to be printed out and returned to the school updated, signed, and dated by a parent or legal guardian. This signature is also required by hospital emergency rooms prior to any treatment being rendered.

2. Yearly Health Update

Should be completed online through Powerschool registration.

3. Permission to Medicate

Should be completed online through Powerschool registration.

State mandated forms for students who have asthma or allergies that require a student to use an inhaler and/or EpiPen are also available online and must be completed and returned prior to the first day of school.

Brookwood follows the regulations for “The Administration of Prescription Medications in Public and Private Schools” issued by the Department of Public Health. A parent or legal guardian shall deliver all prescription medication to be administered by the school nurse or qualified personnel. The prescription medication must be in a pharmacy-labeled container.

All Students must have:

1. Proof of an updated physical form within the last 18 months.
2. An updated Immunization record on file at school.

Immunizations Required for School:

By Kindergarten:

3 doses of Hep B

5 doses of DTaP/DTP

4 doses of Polio

2 doses of MMR

1 dose of Varicella

By 7th Grade:

3 doses of Hep B

1 booster dose of Td

3 doses of Polio

2 doses of MMR

1 dose of Varicella

The following Massachusetts statute applies to all children in grades pre-K through twelve, and it provides for exemption from the immunization requirement for medical or religious reasons:

“No child shall, except as hereinafter provided, be admitted to school except upon presentation of a physical certificate that the child has been successfully immunized against diphtheria, pertussis, tetanus, measles, and poliomyelitis and such other communicable diseases as may be specified from time to time by the Department of Public Health.”

Please note Brookwood School does not conduct health examinations that the state of Massachusetts requires for all public school students. We recommend that you consult with your healthcare provider, your local school committee, or your local board of health for information about these examinations and to ensure these exams are carried out for your children.

A child should be kept home from school if he/she has:

- An above normal temperature
The child should NOT return to school until his/her temperature has returned to normal and has remained within a normal range for at least 24 hours.
- Vomiting and/or Diarrhea
As above, the child should remain at home until he/she has been without vomiting and/or diarrhea for at least 24 hours. It is also preferred that the child is back to eating a regular diet before they return back to school.
- Any serious cold symptoms that would prevent your child from participating in school activities
- Any contagious disease

In case of contagious diseases in the home or of exposure to contagious diseases elsewhere, the school should be notified at once.

COMMUNICABLE ILLNESS

The School reserves the right to exclude a person with a communicable illness from its facilities if the School finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable illness and/or the welfare of other students, employees or visitors. The School's decisions involving persons who have communicable illnesses shall be based on current and well-informed medical judgments concerning the illness, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable illness and an analysis of the identified risks and available alternatives for responding to an individual with a communicable illness.

VISION AND HEARING SCREENINGS (Early Childhood - Grade 3)

Early in the school year, Brookwood School conducts vision and hearing screenings. These are screening procedures, and are not considered diagnostic. Any diagnosis would need to be made by a physician after further evaluation. Students who do not pass the screening test on the first exam will be re-tested a second time. Should your child fail either the vision or hearing screening a second time, you will be notified in writing and asked to follow up with your child's primary care physician and/or eye doctor.

IMPACT TESTING AND CONCUSSION MANAGEMENT

All students entering sixth grade and those new to seventh and eighth grade are administered baseline testing through the ImPACT Program. If a student receives an impact to the head and there is concern for concussion by teachers, coaches, the nurse, and/or parents, a second impact test will be administered. A copy of the results will be given to the family, and the student will need to be seen by his or her primary care physician and/or neurologist. Once a diagnosis is made, academic support will be arranged as necessary. A child will not be allowed to return to play until their doctor has cleared them in writing.

FOOD ALLERGIES POLICY

All students who have food allergies that may require the use of an EpiPen must have state mandated forms filled out by a doctor and on file prior to the first day of school. These forms can be found and printed out during online registration. The nurse, teachers, and any relevant staff annually review Emergency Action Plans that are developed for these students.

Brookwood School does not serve peanut butter or any food that contains peanut and/or nut products. Children with food allergies can have life-threatening reactions with some exposure to even tiny amounts of their allergen. There are certain things that need to be done by all of us in the school community to keep these kids safe and ready to learn. Because our school has many young learners who are still exploring their environment with their hands and mouths and frequently touch their faces, we abide by this policy to decrease the chance of allergic reactions.

It is very important that if you decide to supplement your child's snack from home that you stick to the list of approved snacks. In addition, if you would like to bring food into school for Lower School celebrations, cultural events, or after-school sporting events, it is mandatory that it be nut-free; the best way to ensure the food is nut-free is to READ ALL LABELS. Please do not bring in food that lists nut products of any kind on the ingredient list or that contains the phrase "processed in a plant that also processes peanut and/or nut products." All food brought into the school for these instances must be approved by the Health Office.

SUPPLEMENTAL SNACK GUIDELINES

SENDING SNACKS FROM HOME

While Brookwood provides morning and afternoon snacks to all children (as well as a snack at 4:15 p.m. for those

staying in our after-school program), we recognize that families may want to supplement the school's snack program by sending specific snacks from home with their child.

In order to provide this flexibility while still ensuring the safety of our students with life-threatening food allergies, the following list of approved snack items may be brought to school:

- Any fruit (fresh or dried)
- Any vegetable (fresh or dried)
- Any cheese
- Any jerky
- Any meat (sliced turkey, ham, etc.)
- Yogurt (dairy, soy or coconut-based; no granola-type toppings)
- *Smartfood*, *SkinnyPop* and *Herr's* Popcorn
- *Wheat Thins* or *Triscuit* crackers
- *Pepperidge Farms Goldfish* (any flavor)
- *Nature's Bakery* Bars
- *Enjoy Life* Bars, Protein Bites, Seeds/Fruit
- *Made Good* Granola Bars/minis

(Please note: Each of the above snacks falls within the food allergy guidelines noted above. Where we have identified specific brands, they have been selected because they have been identified as being peanut and tree-nut free. We will continue to explore safe snack options and communicate updates as they are made.)

Students will store snacks from home in their locker/cubby and no refrigeration will be available. Snacks from home will be available to your child during regularly scheduled snack times, including our after school program.

Brookwood will continue to work closely with students with diagnosed food allergies/medical concerns and their families to ensure that we best meet their collective needs. Finally, Brookwood will continue to publish lunch menus in our weekly newsletter, we also will publish a general summary of snack offerings across the week understanding that snacks may have substitutions.

Just as a reminder: Dunkin' Donuts is not a nut-free facility and their products are NOT considered to be "nut free." If you have any questions or concerns about your child's allergies or if you need any assistance with ingredients, please call the nurse at 978-526-4500.

FIRST AID PROCEDURES

Brookwood's staff includes a registered nurse and persons trained in emergency first aid. When an accident or injury occurs, a nurse or CPR and first-aid certified staff is immediately available for consultation and/or emergency intervention. An office log is maintained detailing time, nature, and circumstances of all injuries. Dr. Joann Ganim is our school consulting physician. She provides general consultation to the school nurse and to other administration on matters relating to the health of the school population. Dr. Ganim acts as our consulting physician, and Brookwood will follow her recommendations.

In the event of an injury requiring further medical treatment, parents are immediately contacted; it is therefore IMPERATIVE that up-to-date phone numbers be available on the school's Emergency Form. Emergency room personnel at many local hospitals, including Beverly Hospital, no longer honor the usual time-honored "blanket" permission for treatment of emergency illness or trauma at school. Only life-saving emergency care may be rendered without expressed parental consent on a specific occasion. Other medical care, necessary as it may be, requires parental consent for each individual visit to a health care facility. Therefore, a parent or guardian must be available to decide about, or to give permission for the medical treatment of his/her child on any occasion that it may be needed.

SCHOOL CONSULTING PSYCHOLOGIST

Dr. Shayda Ahi works with us in her role as a consulting psychologist. She is at school every Tuesday and Wednesday, from 8:00 a.m.-4:00 p.m., to meet with individual teachers, faculty, parents, students, or parents & teachers together. Appointments should be made in advance with Cathy Marrero.

Shayda's role is one of bringing to bear her professional expertise on a variety of student situations. When advisable, she will make referrals to appropriate professionals if longer-term attention seems important. Shayda does not see students or parents here on a regular or fee-paying basis. We look upon her role as that of a highly skilled and experienced consulting/resource person able to bring a dimension of medical and counseling expertise unavailable to us through our full-time staff.

DRESS CODE 2020-2021

To ensure a safe, healthy and productive learning environment, Brookwood believes in dressing appropriately for an educational community. The following student dress code is supported by our Mission in Practice and helps students demonstrate respect for self and for Brookwood as a place of work and learning. Faculty will offer guidance and instruction to individual students as necessary in response to any dress code issues. The dress code for Lower School includes daily and special event dress; the code for Upper School includes daily, special event, performance and relaxed dress.

DAILY DRESS

Lower School

Students should dress appropriately for the weather in clothing that is neat, clean, in good repair and appropriate for busy days. Sneakers are required for PE and recess.

Upper School

Students should dress appropriately for the weather in clothing that is neat, clean, and in good repair:

- Opaque shirts with or without sleeves (collars are optional)
 - Solid color or patterned (no words or graphics/images; small brand-identifying pocket logo is acceptable)
 - Shirts and pants/shorts/skirt line must meet (no bare midriffs)
 - No tank tops, spaghetti straps or strapless tops
- Pants (no jeans, yoga or pajama pants)
- Skirts and shorts (at least fingertip length; shorts with at least 5" inseam)
- Dresses with or without sleeves (at least fingertip length)
 - No spaghetti strap or strapless dresses
- Leggings (worn under dresses, skirts or tunic-length shirts)
- Sweaters and fleece jackets/pullovers (no words or graphics/images)
- Closed-toe shoes

Students may not wear:

- Hats in the building (except for religious observance)
- Athletic wear (including sweatshirts with or without hoods, sweatpants, and Brookwood athletic shirts; athletes may wear game jerseys on game days)
- Plain, white undershirts worn as regular t-shirts

SPECIAL EVENT DRESS

Respectful celebratory attire that honors the day's activities (Lower School Play, Revels, Harold W. Wise Declamation Contest, Grandparents' Day, Eighth Grade Salute, Commencement, etc.)

Lower School

- Shirt (solid color, collared)
- Skirt/dress

- Dress pants/shorts (solid color)
- Blazer and/or tie (optional)

Upper School

- Shirt (collared blouse or button-down shirt, with or without sleeves)
- Sweater/blazer (solid color)
- Skirt/dress (no spaghetti strap or strapless dresses)
- Dress pants (full length)
- Footwear (any shoes including those with back straps)
- Tie (dress tie or Brookwood tie)

PERFORMANCE DRESS

attire for participation in musical performances

Grade 4 and Upper School only

- White blouse (no spaghetti straps or bare midriff) or white shirt (collared button-down with pocket, tucked in)
- White sweater (optional)
- Skirt (black/dark, at least fingertip length)
- Dress pants (black/dark, full length, no denim/corduroy)
- Brookwood tie

RELAXED DRESS

casual attire for days designated in advance

Upper School only

In addition to daily dress options, students may wear:

- Jeans
- Shirts with graphics/images/words that are consistent with Brookwood's values
- Brookwood spirit wear
- Sweatshirts with or without hoods
- Any shoe with a back strap

INAPPROPRIATE ITEMS/WEAPONS

Students are not allowed to have items at School that pose risk to oneself or others or will disrupt some aspect of the School day (e.g., skateboards, roller blades, matches, lighters, slingshots, water pistols). If in doubt about whether something is allowed, we expect students to ask a teacher or the division head. Students are expected to exercise good judgment about such matters.

Unless authorized or permitted by applicable law, the School prohibits the possession of any firearm, imitation firearm, pellet gun, knife, tazer or other dangerous weapon, ammunition or fireworks on campus, on any School-sponsored off-campus trip or excursion, or in any school bus. This policy applies to students, faculty, staff, applicants, alumnae, parents and anyone else who enters the campus (*with the exception of public safety personnel*), regardless of whether the individual has a valid permit to carry a firearm.

LOST AND FOUND

We strongly recommend that students' names be written inside of clothing worn at school, especially coats, blazers, sweaters, and gym clothes. There is a Lost and Found receptacle in the Lower, Middle, and Upper School areas, as well as one outside of the Cutler Activity Center. We donate unclaimed Lost and Found clothing to charity during Winter Break and immediately after Commencement in June. Students and parents will be reminded to check the Lost and Found prior to these distributions.

SPECIAL EVENT DAYS 2020-2021

Special Event Days for 2020-2021 will be held in honor of the following events. On recital days, each division is required to wear special event dress on the day of their division’s recital. Other days may be designated during the year, and adequate notification will be given.

Friday, December 11	Lower School Holiday Play
Friday, December 18	Holiday Revels
Friday, May 7	Grandparents’ Day
Friday, June 11	“The Salute”
Friday, June 11 5:30 p.m.	Commencement, Grades 6 & 7

BIRTHDAY PARTIES/SOCIAL EVENTS

Every year, the dynamics of several of our classrooms suffer as a result of one social event or another. Often, this is caused by personal invitations that are distributed to a majority – but not all – students in a given class; by a rash of sleeping bags brought to school for the sleepover for a majority – but not all – students in a given class; by the weekend event for all but one or two members of a class. When you are planning a group outing or get-together for your child, please plan your event with sensitivity and discretion that will best serve all the kids in our community.

FLOWERS AND GIFTS POLICY

In our effort to keep performances and celebrations at Brookwood age-appropriate, we ask that parents do not bring flowers and gifts to school as a way of honoring their child. We appreciate your understanding.

FACULTY GIFT POLICY

Brookwood teachers appreciate the support extended to them by the Brookwood Parents' Association, Classroom Ambassadors, and individual parents. However, the solicitation of families in order to fund faculty gifts can put both teachers and families in uncomfortable positions. Therefore, the school requests that expressions of gratitude to faculty members be both individual and modest. Alternatively, gifts to charitable organizations in a faculty member's name are both appropriate and appreciated.

SCHOOL POLICIES AND GUIDELINES

The Brookwood Values Code, written in 1978, reissued in 1985, was made an integral component of the school philosophy in 1987 and was re-named the Code of Ethics in 1992. The Code of Ethics not only outlines what the school expects of its students, but also it sets the tone of the school and is the basis for disciplinary action. In school, on field trips, and on the daily buses, all students are expected to behave in a manner consistent with School's core values of respect for self, respect for others, respect for school property and our learning environment, honesty, and integrity. While both divisions are guided by these ethics, disciplinary actions are handled with the understanding of the student's age.

While these values underlie our school, we recognize that school-aged children try on behaviors, test limits, and make flawed choices at times. At Brookwood, our goal is to stop inappropriate behaviors, educate students, and work with them (and families, where needed) so that future actions are consistent with our core values. We address specific behaviors on an individual basis and respond most seriously to patterns of problematic behavior. In general, we want students to: fully own their behavior (reinforcing respect for self, respect for others, respect for school property and our learning environment, honesty, and integrity), understand the Brookwood values they have failed to uphold, identify and address root causes, take the lead (when appropriate) in repairing the situation or relationships, and establish alternative behavior choices for the future.

As is made clear in the Brookwood Code of Ethics, all education at Brookwood is founded on our core values. In other words, we believe that a worthy citizen of any healthy family, school, community, or society must develop a clear understanding of the necessity for these values and for behavior that reflects them. Consequently, at Brookwood, specific behaviors antithetical to those values are destructive to the integrity of the Brookwood community and, as such, are actionable offenses. Most particularly, those behaviors include:

1. Targeting / Vilification – is defined as the deliberate and malicious persecution of another individual, either alone or as part of a group. This includes using words and statements that target appearance, ability, race, gender, ethnicity, religion, age, sexual orientation, class, and family structure. Actions or use of language the intent of which is to hurt another person represents blatant disrespect for others, as is physical aggression.
2. Stealing – is defined as the taking of another's belongings without prior permission and therefore constitutes blatant disrespect for people and property. Students at Brookwood should be clear that this includes, for example, unauthorized "borrowing" from another's locker, backpack, or desk, as well as the unauthorized "borrowing" of school athletic equipment.
3. Academic Honesty - Telling the truth and assuming responsibility for one's own work lie at the heart of academic life.
 - Cheating – is defined as the deliberate copying of another's work on tests, examinations, reports, or homework. Copying another's work or making it possible for others to copy carries disciplinary and academic consequences for the student who copies and, if with the other student's knowledge, for the other student as well. Students are guilty of cheating if, for example, they bring information into a test, have materials visible during a test, seek or provide answers during a test, or pass along information

about a test, etc. There are two degrees of cheating, one of which is defined as premeditated or planned, and the other as impulsive. Cheating that requires prior planning and preparation is considered to be more severe.

- Plagiarism - Plagiarism is the act of submitting someone else's work as one's own, whether word for word or the general idea. To avoid plagiarism, students must cite all sources used, including information from the Internet as well as from printed material. Teachers and advisors are available to help students understand what constitutes plagiarism if they are uncertain. The results of group work vary with the project. When individual reports are required, it is assumed that students have completed them independently. In such cases (for example, a lab report) if the content of the students' submissions is the same, the work will be considered plagiarized. If a group project is required, the names of all students who worked on it should be included, designating what each individual did if applicable.

4. Vandalism – is defined as the deliberate damaging or destruction of property and therefore represents blatant disrespect for property. At Brookwood, students should understand that this includes such things as writing on school walls or desks and drawing or marking on photographs and posters.

5. Fighting – is defined as a physical altercation or physical aggression between individuals in conflict. Brookwood students may not solve problems by physical means. Instead they need to exhibit self-control and seek help from an adult in solving the underlying issue.

6. Possession or Use of Controlled Substances - any form or manner of drugs, alcohol, tobacco, or devices designed to deliver nicotine such as e-cigarettes or vapes at any time or place on school grounds or on school trips, including the daily buses, is considered to be a major violation of school policy. Needless to say, such use is illegal, but it also represents disrespect for one's own self and our learning environment.

Deliberate disregard for basic school rules or instructions delivered by any adult at the school constitutes disrespect for the Brookwood community. Students should understand that this might include, for example, repeated violations of the Dress Code or disregard for community norms like cleaning up the dining Commons, etc. and will result in consequences designed to give back to the community.

Finally, because Brookwood is committed to the values of respect for self, respect for others, respect for school property and our learning environment, honesty, and integrity, at the school we seek to protect overtly the right to privacy and the bounds of good taste in language and gesture. Accordingly, profanity, obscenity, and disturbing the property of others constitute unacceptable behavior.

If a student is suspected to have committed an act in violation of any of the clearly stated expectations noted above, an investigation using restorative practices will be conducted by the Division Head with the assistance of faculty or Head of School as needed. Administrators reserve the right to interview students and seek additional information without the consent of parents as early notification to families could bias an ongoing investigation. Families will be notified at the conclusion of the investigation and following the determination of any consequences.

When given, consequences aim to be related to the misbehavior and are given with the intent of encouraging positive alternative behaviors in the future and making things right with individuals impacted by the behavior. Consequences vary depending on the severity or frequency of the infraction. Brookwood strives to maintain a balance between appropriate actions that correspond to the infraction/student and consistency so that all members of the community understand which violations result in which consequences. Because we strive to work with and educate students in a manner that will best promote future positive behavior, a Division Head or a Disciplinary Committee reserves the right to decide upon consequences based on all of the information available to them.

Consequences for unwanted behaviors can include, but are not limited to:

- SUPPORT THE COMMUNITY (STC) - (STCs) in most cases is our disciplinary response to minor infractions. The student has done something to let down the community so the school wants them to support the

community. The student needs to check in with their advisor or Head of Upper School about their assigned task.

- Written or Oral Response to Restorative Practice Questions:
 - What happened? What were you thinking at the time? What have you thought about since then? Who has been impacted by your decision? What do you need to do to make things right?
- Contracts or Behavior Plans - assists the student in identifying alternative behavior choices, reinforces desirable behaviors, reminds student of consequences for continuing problem behaviors, and provides accountability measures
- Increased Adult Involvement/Supervision - parents and teachers provide closer supervision and coordinated behavior-change approaches; increased communication between teachers and parents
- Mediated Restorative Conferences - helps the student repair damaged relationships or damaged trust within the community
- Restitution - allows the student to help restore or improve the school environment by directly addressing the problems caused by the student's behavior (ex: in cases of vandalism, students can work to repair things they damaged)
- Mini-Courses or Skill Modules - teaches the student to have increased awareness or knowledge about the topic related to their inappropriate behavior
- Counseling - the student may be required to receive additional supports or individual counseling from trained professionals (ex: counselor, psychologist, behavioral therapist)
- Academic Consequences - in the case of cheating or plagiarism, the student may receive a failing grade or be asked to redo the assessment or assignment for reduced credit.
- Removal from class or activity
- Loss of permission to attend field trips and/or overnights
- In-house suspension
- Suspension
- Expulsion

Finally, students and parents should understand that Brookwood has the right and the responsibility to impose discipline on students who misbehave off-campus in ways that reflect poorly on the School or interfere with its safe and secure operation. In addition, any on or off-campus use of a website, message board, blog, or other form of technology, to misrepresent oneself, to disparage the school or any person within the school community, or to depict or advocate illegal or inappropriate behavior is a violation of Brookwood School's Code of Ethics and can be cause for a disciplinary response from the School.

BULLYING PREVENTION AND INTERVENTION PLAN

Updated October 2014

At Brookwood, as outlined in our Code of Ethics and Statement of Commitment, we expect that all members of our School community will treat each other with respect and civility. It is the intent of the School to provide and maintain a learning environment that is free of bullying, cyberbullying, and retaliation.

To that end, students in PreK-8th grade are taught the skills necessary to prevent or respond to bullying through our social curriculum and Personal Growth and Development program, through specifically related annual workshops, our technology curriculum, and our Upper School Advisory Program. Similarly, Brookwood annually mandates workshops for Grade 8 parents regarding bullying and additionally offers division-appropriate parent sessions throughout the year; faculty annually review the Policy below and attend a variety of educational programs regarding bullying prevention.

Additionally, the Brookwood School Bullying Prevention and Intervention Plan below is published in response to the 2010 Massachusetts anti-bullying law and is an integral part of our efforts to prevent behavior that can impede the learning process. Our Plan spells out Brookwood's comprehensive approach to addressing bullying, cyberbullying, and retaliation.

This Plan is consistent with broader protections at Brookwood against discrimination, harassment, bullying, and

retaliation that appear in our Handbook for Families and in our Handbook for Faculty and Staff.

It is important that this Plan be well understood by all members of the Brookwood community. The Head of School is responsible for its implementation and administration, and reporting; questions and concerns related to this Plan may be referred to the Head of School or one of the school's Division Heads.

POLICY AGAINST BULLYING, CYBER-BULLYING, AND RETALIATION

The School will not tolerate any form of bullying or cyber-bullying, nor will we tolerate retaliation against any person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Bullying and cyberbullying are prohibited on School grounds and at School-sponsored events, activities, functions, and programs. Bullying and cyberbullying also are prohibited at school bus stops, on school buses and other vehicles owned, leased, or used by the School, and through use of technology or an electronic device owned, leased, or used by the School.

In addition, bullying and cyberbullying are prohibited at any location, activity, function, or program that is not school-related or through the use of technology or an electronic device that is not owned, leased, or used by the School, if the bullying creates a hostile environment at school for a targeted student; infringes on the rights of a targeted student at school; or materially and substantially disrupts the educational process or the orderly operation of the School.

Definitions under the Law. The following definitions are drawn from the Massachusetts law against bullying which recognizes that certain students may be more vulnerable to becoming targets of bullying based on specific characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics.

Bullying. Bullying is defined as the repeated use by one or more perpetrators, including School personnel, of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- Causes physical or emotional harm to the targeted student or damage to the victim's property;
- Places the victim in reasonable fear of harm to himself or herself or of damage to his or her property;
- Creates a hostile environment at school for the victim;
- Infringes on the rights of the victim at school; or
- Materially and substantially disrupts the educational process or the orderly operation of the School.

Cyber-bullying. "Cyber-bullying" is defined as bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a webpage or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (ii), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (ii), inclusive, of the definition of bullying.

Cyber-bullying may take many forms as illustrated in these examples:

Anonymity: Sending negative, hurtful, frightening, intimidating or inappropriate messages while hiding one's identity.

Cyber-stalking: Repeated, intense harassment and denigration that includes threats, intimidation, implied threats, or creates significant fear.

Denigration: "Dissing" someone; e.g. writing, saying, sending or posting gossip or rumors about a person to damage his or her reputation or friendships either in real life or through the use of any electronic media. Making someone the brunt of a joke.

Exclusion: Intentionally and cruelly excluding someone from groups or activities online or in real life.

Flaming: Sending electronic messages with angry and/or vulgar language.

Harassment: Repeatedly sending nasty, mean, or insulting messages in written or electronic form using technology including computers, tablets, cell phones, or the Internet.

Impersonation: Pretending to be someone else and sending or posting material to get that person in trouble or danger, or to damage that person's reputation or friendships.

Intimidation: Using any form of written, spoken, or electronic media to imply an act of violence, aggression, inflicting harm, blackmail, destruction of personal property, and/or exposing information that could be humiliating, embarrassing, or which makes someone the target of harassment.

Malicious Code: Purposely causing a computer infection from a virus, Trojan, spyware, adware or other form of malware.

Misrepresentation: Posting, disseminating, or otherwise using the personal information of another person in ways that result in financial loss, loss of privacy, or in that person's becoming a target of spammers, online marketers, or others who might contact the owner of the information.

Outing: Sharing someone's secrets, embarrassing information, or images online via cell phone or via other electronic device or the Internet.

Publicizing: In conjunction with the examples above, putting images, video or graphic representation of someone into any public forum, including social networks and other web sites, without his or her consent. This includes "tagging" photos in social networks that result in any of the above examples. This may also include purposely sending or posting photos or information about someone to humiliate them.

Trickery: Talking someone into revealing secrets, private personal information, or embarrassing information, and then sharing it with others using the Internet, cell phone, or other electronic media.

Hostile Environment: A hostile environment is a situation in which bullying in any form causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation: Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Legal Definitions and School Policy. It is important to remember that Brookwood may have to impose stricter standards of behavior in order that we may prevent inappropriate verbal and physical conduct before a student has been subject to bullying as it is defined under the law. For example, although the law defines bullying as "repeated use" of certain expressions, acts, and/or gestures, the School reserves the right to apply disciplinary measures and other corrective action in a case of a single expression, act or gesture, if the School determines that it is of sufficient severity to warrant disciplinary measures or other remedial action or that the repetition of that expression, act, or gesture might reasonably result in bullying as defined under the law.

PREVENTION OF BULLYING AND CYBER-BULLYING

From the earliest grades at Brookwood, students learn that as members of our community they have a right to be treated with civility and respect. Our curriculum emphasizes respect for differences, and teachers are clear in their expectations for student behavior. When necessary, parents are notified and asked to reinforce standards for membership in the Brookwood community. In Grades 6-8, the School's Code of Ethics is reviewed with students each fall when they also review carefully and sign a copy of our "Statement of Commitment." Both documents are also explicitly reviewed in Grades 4-5, and the tenets underlying those documents are reviewed in Grades PreK-3 in developmentally appropriate terms, after which the tenets are crafted by students and teacher into analogous Classroom Contracts. Finally, both documents are shared annually with parents through The Handbook for Families. This Handbook includes multiple explicit policies regarding the acceptable use of technology at Brookwood, including an Empowered Use Policy that contains specific expectations for the ethical use of computers and the Internet by Brookwood students. Our extensive Technology curriculum includes acceptable use tenets along with safe practice in its content, and our students in Grades 1-8 meet multiple times throughout the year with Technology Staff and teachers to ensure that they are well informed about what is expected of them and to reinforce positive conduct on the Internet.

At the heart of all faculty efforts during every school day-- in classes, advisory, PGD, lunch table conversations, and in the emphasis on respect and sportsmanship in our Athletic Program lies a focus on developing empathetic and respectful behavior in our students. The development, understanding, and practice of civility, as well as the explicit teaching of social and cultural competency skills, are explicit focal points of our Personal Growth and Development Program and of our entire community. Our PreK-8 Buddy Program emphasizes both working with each other and being responsible for others. PGD classes include examination of the dynamics of peer relationships, and our Student Leadership Groups and Upper School Social Studies classes examine the role of "bystander" and the importance of taking action if students feel targeted or if they witness other students engaging in bullying or other unacceptable behavior.

The administration and faculty recognize that it is essential that expectations for responsible student conduct extend to corridors, locker rooms, lunch, recess, carpool, buses, and the like. Given that, the School strives to ensure that appropriate adult supervision is provided on School premises, including in the corridors and locker rooms, at lunch and at recess, and on School-related transportation throughout the school day as well as at School-sponsored events.

Toward all these ends, we have our faculty review this policy annually, and they receive different forms of related training every year.

REPORTS OF BULLYING, CYBER-BULLYING, OR RETALIATION

Any student who is the target of bullying or cyber-bullying or has witnessed an incident of bullying or cyber-bullying or otherwise has relevant information about bullying or cyber-bullying prohibited by this policy is strongly encouraged to promptly report the matter orally or in writing to the Head of School, a Division Head, or to any other faculty or staff member with whom the student is comfortable speaking. Also, any student who is subject to retaliation in violation of this policy or who knows of another student who has been subject to retaliation is urged to report it as soon as possible.

A parent of a student who is the target of bullying or cyberbullying or of a student who has witnessed or otherwise has relevant information about bullying or cyberbullying is strongly urged to promptly notify the Head of School or a Division Head. Furthermore, any parent who has him or herself witnessed bullying or cyber-bullying or has relevant information concerning such an incident is strongly urged to come forward to the Head of School or a Division Head. A parent should also report any incident of retaliation in violation of this policy to the Head of School or a Division Head.

Anonymous reports of bullying, cyberbullying or retaliation may be delivered in writing to the Head of School or a Division Head. Nevertheless, the School urges students and their parents not to make reports anonymously. Although there are circumstances in which an anonymous report can be better than none at all, it is

far more difficult to determine the facts of what occurred if complaints are made anonymously. Students and parents are encouraged to bear in mind that the School takes its policy against retaliation seriously. Also, while the School cannot promise strict confidentiality, because information must be shared in order to conduct an effective investigation, the School releases information concerning complaints of bullying, cyberbullying, and retaliation only on a legitimate, need-to-know basis.

Reports must be made in good faith. A student who knowingly makes a false accusation of bullying, cyberbullying or retaliation shall be subject to disciplinary action, up to and including dismissal from the School.

Any member of the faculty or staff of the School who witnesses or otherwise becomes aware of bullying or cyberbullying in violation of this policy or who becomes aware of retaliation against a student who reported information concerning a violation of this policy is required to report it immediately to the Head of School or one of the Division Heads. There are to be no exceptions. A member of the faculty or staff may not make promises of confidentiality to a student or parent who informs him/her of an allegation of bullying, cyberbullying, or retaliation. Faculty and staff may not make reports under this policy anonymously.

RESPONDING TO A REPORT OF BULLYING, CYBER-BULLYING, OR RETALIATION

A. Preliminary Considerations. When a complaint of bullying, cyberbullying, or retaliation is brought to the attention of the Head of School or a Division Head, an assessment is made as to whether any initial steps need to be taken to protect the wellbeing of students and to prevent disruption of their learning environment while the investigation is being conducted. As appropriate, strategies such as increased supervision may be implemented to prevent further bullying, cyberbullying, or retaliation during an investigation.

B. Obligation to Notify Parents. It is the policy of the School to notify promptly after a complaint has been made both the parents of any student who is an alleged target of bullying, cyberbullying, or retaliation and the parents of any student who may have been accused of engaging in such behavior.

C. Investigation. The following is an outline of the procedure that is pursued once a complaint has been brought to the attention of the Head of School or one of the Division Heads:

The Head of School or the Division Head conducts an impartial investigation of the complaint. That investigation may include (but will not necessarily be limited to) interviews with the person who made the complaint, with the student who was the target of the alleged bullying, cyberbullying, or retaliation, with the person or persons against whom the complaint was made, and with any students, faculty, staff, or other persons who witnessed or who may otherwise have relevant information about the alleged bullying, cyberbullying, or retaliation. Depending on the circumstances, the Head of School and/or Division Head conducting the investigation also may choose to consult with other teachers, the School's legal counsel, and/or the School Psychologist.

Administrators reserve the right to interview students and seek additional information without the consent of parents as early notification to families could bias an ongoing investigation. Families will be notified at the conclusion of the investigation prior to the issuing of disciplinary consequences and following the determination of said consequences if needed.

D. Resolution: Notification, and Follow-up. Following interviews and any other investigation undertaken, as the School deems appropriate, the Head of School and/or the Division Head will determine whether and to what extent the allegation of bullying, cyberbullying, or retaliation has been substantiated. If it is determined that the policy outlined in this Plan has been violated, the Head of School together with the Discipline Committee (comprised of Division Head, advisor or homeroom teacher, and, depending on the circumstances, another closely involved faculty member) will determine what disciplinary action and/or other remedial action is appropriate and how it will be implemented.

The goal of an investigation and any disciplinary or other remedial process is to take prompt, reasonable steps to correct the situation, to prevent a repetition of the incident, and to prevent retaliation against the targeted student or students and others who participated in the investigation. As an elementary school, Brookwood also

includes in its objectives the intent to educate the parties involved.

In appropriate circumstances, such as when a crime may have been committed, law enforcement or other appropriate government agency will be notified immediately.

Upon completion of the investigation, the Head of School with the Division Head involved in the investigation will meet individually with the student or students who were the target of the alleged incident and with the student or students against whom the complaint was made and their parents to report the results of the investigation and, where disciplinary or other corrective action is determined to be appropriate, to inform the parties of the steps that will be taken to correct the situation. There exists a range of possible disciplinary responses and safeguards designed to “restore a sense of safety” to the victim in such cases; specific responses will be determined by the individual situation and circumstances thereof. The confidentiality laws protecting student records may limit the amount of information provided in these meetings.

Follow-up contacts will be made with any student found to have been targeted in violation of this policy and his/her parents to determine whether further action is warranted.

If an incident of bullying, cyberbullying or retaliation involves a student from another school, Brookwood shall promptly notify the appropriate administrator at the other school for the purpose of responding to the incident. This Plan is intended to (1) prevent bullying and cyberbullying among our students; (2) encourage students and their parents to have confidence in the School’s procedures and to come forward promptly whenever a student is subject to conduct that is prohibited by this or any other School policy; and (3) implement appropriate discipline and other corrective actions that may be followed when warranted.

BUS BEHAVIOR POLICY

Appropriate bus behavior is essential for the safety of all the children on the bus. While the bus is on the road, the driver is in charge, and he or she will make decisions based on safety considerations. The safety of all students on the bus is our highest priority and we consequently mandate that:

- Proper classroom conduct is expected; students are to behave in a manner consistent with the guidelines for in-school behavior and with the behavioral guidelines in this handbook.
- Normal conversational tones of voice are expected; it is important that there be no shouting.
- All parts of the riders’ bodies are to be within the confines of the bus; that is, no arms or heads outside of the windows, etc.
- The front door of the bus must be used at all times. The rear door is for emergency exiting only.
- Students must remain seated and the aisles kept clear at all times.
- As in school, appropriate language must be used. No profanity or verbal abuse will be tolerated.
- No eating, drinking, or gum chewing on the bus. (Exceptions may be made by a coach or teacher for extended trips, such as athletic or field trips. This privilege may be suspended at the discretion of the Division Heads if it is abused).
- The bus must be kept clean; trash and personal belongings should be removed at the end of each ride.
- Any damage or defacement of the bus is the financial responsibility of the parent of the child causing the damage.

USE OF TECHNOLOGY ON BROOKWOOD BUSES

Students riding any Brookwood bus to and from school are permitted to carry phones, iPods, iPads, and/or laptops if necessary. However, in consideration of two factors, 1) the shared space on the bus and 2) the chronological and developmental range of children on the bus, students are NOT permitted to play violent video games of any kind, watch videos or listen to music that contains offensive or vulgar language, or view any content that is considered inappropriate for children to view. Additionally, students are asked to wear earphones when they listen to songs, dialogue, or sound effects emanating from their devices so as not to disturb others who may be working or have other interests. Finally, students should recognize that all behavior on the bus should be in keeping with Brookwood's Code of Ethics and guidelines for behavior.

DISCIPLINARY ACTION RELEVANT TO BUS BEHAVIOR

The Division Heads and/or other administrators will determine consequences for any behavioral infraction. Subsequent to an incident of inappropriate behavior on the bus, a written notice, telephone call, email, or personal contact will be made by the school to the student's parent. Depending on the nature of the inappropriate behavior, students may lose riding privileges for a length of time commensurate with the severity and frequency of the infractions. School administrators may choose to impose any of the more serious disciplinary actions if they find that those actions have endangered the safety of the bus passengers. Finally, in all instances, the bus driver has the authority to refuse to transport a seriously disruptive student.

RIDE SHARING SERVICES POLICY

Ride sharing services such as Uber and Lyft do not allow passengers under the age of 18 to ride unless accompanied by a passenger who is over the age of 18. As such, Brookwood will not allow a student to depart from Brookwood, including from a Brookwood event such as a field trip or athletic event, with a ride sharing service unless accompanied by an adult.

FIELD TRIP DRIVER POLICY

Parents are welcome as chaperones on field trips when requested by the teacher. Parents may not drive students (other than their own child) and may either accompany students on the bus or may meet the students at the field trip driving separately.

CAMPUS PARKING POLICY

As part of Brookwood's safety and security measures, we ask that cars parked on campus have an identification sticker. If you need a new sticker, please contact Alicia Drury at the front desk or at adrury@brookwood.edu. Please place the sticker on the rear, driver's side of the vehicle. Reserved employee spaces are indicated by signs and are provided after the employee completes their 20th school year at Brookwood. These spaces are a symbol of our gratefulness for their dedication to the school. Please refrain from parking in a reserved employee parking spot, even outside of regular school hours and especially during special events.

NO SMOKING POLICY

No person may use a tobacco product within the school buildings or facilities or on the grounds or school buses of Brookwood School or at a school-sponsored event. Tobacco products include any product containing, made, or derived from nicotine and designed to be consumed, by, among other methods, smoking or chewing, or that is ingested by other means including, but not limited to, cigarettes, chewing tobacco, electronic cigarettes, electronic pipes, electronic delivery systems or any other similar products that rely on vaporization or aerosolization. This does not include FDA-approved tobacco cessation products.

DRUG AND ALCOHOL EDUCATION AND POLICY

Use of alcohol or other drugs by a student or chemical abuse in a student's family is a serious health issue, potentially impairing a student's physical, emotional, social, and academic growth. Furthermore, such a development could affect others in the school community. For these reasons, Brookwood offers educational programs for families and students.

For one week in February, the Wellness Collaborative works with students in grades 6th, 7th and 8th grade. The Wellness Collaborative, founded and led by FCD veteran Will Slotnick, aims to promote health and prevent addiction through school programs. Their focus is broad-based and incorporates alcohol, drug, and tobacco education with stress management, mindfulness training, and the promotion of overall social and emotional wellness. Also, Brookwood's student Personal Growth and Development Program seeks to instruct healthful values, to make students aware of their own values, and to make students comfortable with forming decisions based on those values. The development of these personal resources is considered an important deterrent to chemical abuse.

Should a concern develop about a student's use of a drug, Brookwood may, with the family's knowledge and assistance, require a professional evaluation and would, with the family, follow the recommendations resulting from that evaluation. If the student's or the family's inability to follow such recommendations affects either the student or others in the school community, the student may be required to withdraw from Brookwood. In addition, should a problem of chemical abuse in a student's family be indicated, Brookwood may take whatever actions are deemed to be in the best interests of the student, family, and school community. These responses are both required by law and consistent with Brookwood's position as a family school.

POLICY ON CHILD ABUSE AND NEGLECT

MANDATORY REPORTING POLICY

The Brookwood policy on reporting child abuse or neglect conforms to the Massachusetts statutory requirements under General Laws, Chapter 119, Section 51A.

Pursuant to Massachusetts law, whenever a faculty or staff member has reasonable cause to believe that a child under the age of eighteen is being abused or neglected, as defined by the statute, the faculty or staff member must immediately report the situation to the appropriate Division Head and the Head of School. Faculty and staff must report not only clear or obvious cases but also any case where they have a good faith reason to believe that a child is suffering physical or emotional injuries from sexual abuse, malnutrition, or other forms of abuse and neglect. This includes cases where the child may not yet have suffered any actual harm but faces a substantial risk of harm to his or her health or welfare.

POLICY ON STUDENT SEXUAL HARASSMENT

Brookwood's top priority is safety of its students and is committed to providing an environment that is free of harassment based on sex or any other personal characteristic protected by federal or state law. The School prohibits unlawful sexual harassment. The legal definition of sexual harassment is broad and includes sexually oriented conduct that is unwelcome and has the effect, whether intended or not, of creating an environment that is hostile, offensive, intimidating or humiliating. The School also prohibits other forms of unlawful harassment.

The responsibility to investigate complaints of sexual or other harassment has been assigned to the Head of School. If a student experiences or witnesses sexual or other harassment at school, the student or their parents should immediately report it to the Head of School or the Division Head.

Upon receipt of a report of harassment, the School will promptly conduct a thorough investigation in such a way as to maintain confidentiality to the extent practicable under the circumstances. The School will also take appropriate corrective action to address harassment.

SUMMARY OF BROOKWOOD'S RESPONSE PLAN

For seventeen years, Brookwood School has had both a Response Team and an Emergency Response Plan. The team consists of our Leadership Team plus other critically important staff from key areas such as our school nurse and auxiliary program director. Team members meet several times each year to review Brookwood's emergency preparedness, train for particular events, or to discuss local and global events, as well as their impact on our community and how we can best respond to such events.

Brookwood's response plan is continually revised to reflect changes in policies and physical plant at Brookwood and current recommendations from local and national law enforcement and emergency response officials. Below is a summary of the categories of emergencies found in our current plan, along with a brief description of each. Keep in mind that these categories also inform our employee training, which happens several times during the year. If you would like to see a copy of our full plan, please contact Steven Greisdorf, Doug Fodeman, or Rick Chute at any time.

In addition to the many ways that Brookwood employees train and prepare for various emergencies, teachers work with our students in age-appropriate ways to train and prepare them as well. For example, students are trained through fire drills, lockdown/shelter in place drills, evacuation drills to Landmark School, as well as daily awareness of how to help a friend who is injured.

Calling 911

Employees are urged to call 911 if they ever think that it may be needed. Our policy is to engage the assistance of local emergency services immediately, rather than wait for senior leadership to make this decision.

Chain of Command

Brookwood has a well-defined hierarchy when it comes to decision making and responsibilities if various members of the leadership team are not at school when an emergency occurs.

Responding to After-Hours Emergencies

In the event of an emergency before or after the extended school day (before 7:00 am and after 6:00 pm), it is important for every employee to know the proper procedures if they are here at school, and who to contact.

Communication Tools

Employees are capable of using Brookwood's phone system to broadcast an announcement through every phone. In addition to pulling a fire alarm, there are also several blue-light silent alarm buttons, and air horns placed at strategic locations to announce an emergency. In total, Brookwood has nine communications tools and methods for contacting community members. They include:

- Lockdown app on employee smartphones
- School Messenger emergency response system
- Air-horns in twelve key locations
- Smartphone text group of administrators
- Athletic field storage shed has an emergency phone
- Fire alarm at every exit
- Walkie-talkies widely distributed amongst employees and using multiple channels
- Blue strobe light silent alarm system
- Phone-paging

How to Engage the Response Support Team

Brookwood's Response Team members have additional training for a variety of difficult circumstances. Employees are instructed to initiate a request for the Response Team through any one of a variety of communication tools.

Standard Emergency Response Procedures

During any type of emergency response, Response Team members and all employees know that there are certain procedures to be followed. For example, all walkie-talkies are tuned to channel one and Response Team members immediately meet in the Head of School's Office if available to do so.

Emergency Contact Information

The Response Plan includes important contact information of Response Team members, other employees with critical roles related to safety and security, Parent Association and Board leadership, as well as important area services and resources e.g. HVAC and Heating companies, electrician, and Landmark School administration.

Missing Child

Children don't go "missing." However, it is possible that a child does not arrive at a class in the time expected, or does not return in a timely manner from a bathroom visit. Or simply, that a child is expected in one location but goes to another location. Whatever the reason, Brookwood has very specific guidelines about how long we wait

before responding to a “missing child” and what that response is, depending on the circumstances. We also have guidelines in place for how to respond to a child who is missing off campus during a field trip.

Medical Emergency

While medical emergencies are best handled by emergency response professionals, our faculty are typically present when a child is injured. Several simple guidelines can have a significant positive impact on the outcome of a medical emergency before the school nurse or other medical professionals arrive.

Evacuation

Brookwood has four levels of evacuation should it be necessary to leave the building. They are the athletic fields, Landmark School gym, #1010 and #1012 Hale Street and Hastings House in Beverly Farms.

Fire/Smoke

There are procedures to be followed in the event of a fire or smoke being detected, including how to respond if trapped in a space with limited exits or on an upper floor.

Visitors, Strangers, or Intruders on Campus

Protocols have been established on how to best approach and, if necessary, report strangers on campus who are unaccompanied by Brookwood community members. All visitors should be signed in at the front desk and are asked to wear a visitor badge, with only a few known exceptions.

Shelter-in-Place, Lockdown, and Fleeing

Depending on the type of emergency and its location, community members may be asked to stay inside and lockdown their offices and classrooms, or to flee from the school grounds via the fastest and safest means possible.

Power Outages

When power goes out, protocols are in place to make sure that all community members can conduct themselves safely. They are directed to places with ambient or emergency lighting. Brookwood has some built-in and portable emergency generator capabilities, as well as many battery-operated LED lights that are placed in strategic locations, including bathrooms.

Vehicle Accidents

Protocols are in place for responding to vehicle accidents both on and off campus.

Bomb Threats

The FBI has distributed a set of questions to be answered in the event that a school is targeted by a bomb threat. It includes how to listen carefully if a threat is called in. Brookwood has a response protocol as well.

Hazardous Materials

A protocol exists for responding to the release and exposure of hazardous materials, including a “safety data sheet” library onsite of all hazardous materials routinely found at Brookwood.

Disruptive/Violent Person or Person Under the Influence

Protocols are in place if employees witness a person who is a danger to him/herself, others or personal property. This includes someone who is suspected to be under the influence of drugs or alcohol, or someone whose judgment is impaired.

In addition to Brookwood's Response Plan, Response Team, and annual employee training sessions, Brookwood enjoys very close relationships with police and fire officials in both Beverly and Manchester. Members of local police and fire have been to our campus several times and are familiar with the layout, access and alarm systems. In addition, Brookwood's Response Team has a reciprocal relationship with the Administrative team at Landmark School nearby. We routinely inform each other of area concerns and rely on each other's campus for evacuation space if necessary.

STUDENTS GRADES 4–8 EMPOWERED USE POLICY

Brookwood Expectations for the Ethical Use of Technology and the Internet for Students

First and foremost, we expect all Brookwood students to use technology in a way that is consistent with the school's Code of Ethics and its policy and guidelines regarding cyber-bullying, both on and off campus (please refer to pgs. 49-55). The Massachusetts Cyber-bullying law applies both outside of school and inside.

When it comes to computer technology at Brookwood or anywhere else, we ask that students:

*Be empowered to be problem solvers. Use computer technology to get things done and solve the world's problems! Create something awesome and inspiring! Share what you do with others.

*Be careful and gentle. Technology tools can be fragile and deserve respect. Please help us all by taking good care of the equipment you use; both hardware and the many accounts, desktops, screens, icons and software.

*Be nice and be courteous. Please respect the files and computer resources of other people. Don't open and/or use other people's files without their permission. Treat their files and resources as you would want them to treat yours. Don't change or remove the computer resources we all use throughout the school.

*Obey laws about theft. Please don't make copies, or download copies, of software, music or movie files unless you are told that it is free. If you are not sure if something is free, ask an adult. (But be careful! Many "free" things on the Internet include malware – software that is harmful. Ask an adult for help.)

*Be smart and be safe. Use the Internet in ways that are appropriate or ways that you would be proud to show your family and teachers. Unfortunately, most online game sites contain video games that are very violent or contain content that is not appropriate for children from age five and up. Because of this, we ask that you only use Brookwood-approved game sites, such as Funbrain.com before and after the school day. Violent games and games that use weapons are not acceptable game choices at Brookwood. For acceptable game choices, visit: Student.Brookwood.edu and click games.

*Be an up-stander and leader. If you see bad behavior on the Internet, over email, texting, or gaming, don't join in. Ask for it to stop. Say something nice to the person whose feelings are being hurt. Lead by example. If you are hurt, angry, or upset, get offline. Though fun and exciting, using technology tools such as texting, social networks, or emails are very poor tools to help you solve emotional problems. Instead, call someone on the phone or talk to him/her in person!

Although Brookwood uses software & hardware tools to prevent children from viewing objectionable and inappropriate Internet content, and/or to prevent children from socializing online while at school, no solution is foolproof.

POLICY ON STUDENTS' USE OF PERSONAL AND SCHOOL TECHNOLOGY

Student-owned computers (e.g. iPads, laptops) may be used only when indicated by a specific learning need and must be approved by the appropriate Division Head. Personal electronic devices brought to school by students are to be used for educational purposes only; students may not use their own devices to play games or music at any time while at school. Students may not connect their personal computer devices, including Internet-capable cell

phones, to the school's network or Internet connection without having explicit permission either from Mr. Fodeman, Mr. Riles, or Mr. Wise.

Smartphones, iPads and other hand-held personal i-devices may be used on the bus, but may not be used in the buildings, during school hours, or at dismissal without special permission from a Division Head and the Director of Technology. Age-appropriate media (music/videos) and age-appropriate electronic games may be played on the bus. Games should not display graphic violence or contain profane or inappropriate language. Computer games may not be played at school during school hours.

Students are not to use their personal laptops, iPads, smart phones, smart watches, Fitbits (and other activity monitors), at Brookwood, unless a student receives a personal waiver for a specific device from a Division Head for educational purposes. If a waiver is provided, there will be specific stated restrictions that must be agreed upon by parents and student.

If brought to school, all cell phones, smart watches, Fitbits (and other activity monitors) are to be kept turned off in backpacks throughout the entire school day.

Use of the Internet by students is restricted to Brookwood's computers. Students in Grades 4–8 will receive password protected access to the Internet and to Brookwood's Google Apps accounts after they have reviewed Brookwood's Empowered Use Policy and returned it with a parent or guardian's signature. Students should protect the privacy of their passwords and never share them with friends. Brookwood regularly restricts and monitors student Internet use. No filtering solution is perfect and Brookwood requires that students exercise good judgment, follow Brookwood's Empowered Use Policy, and attend to the Code of Ethics. Even on school-maintained electronics, the Internet should be used for school purposes only. All online games, social networking sites, chat features, blogs, and non-Brookwood email use is prohibited unless specifically required or permitted by a teacher or division head. The use of violent online games, games that use weapons, and games that use profanity are not acceptable game choices at Brookwood.

POLICY REGARDING DAMAGE TO COMPUTER EQUIPMENT AT BROOKWOOD

Students are responsible for the care of the computer equipment they use. If the equipment should become damaged, stolen or lost as a result of irresponsible use as determined by the Director of Technology and Division Head, the student may be held financially responsible for the repair or replacement of that equipment as determined by the following criteria:

Damage or loss of an iPad: up to \$300

Damage or loss of a laptop: up to \$800

Damage or loss of a computer mouse or keyboard: up to full replacement cost (which is typically less than \$100)

Damage or loss of robotics equipment or VR glasses: up to \$200

GUIDELINES FOR CONTACTING FACULTY/STAFF BY EMAIL

Brookwood asserts that email is a poor substitute for direct communication. However, recognizing that it can be both convenient and expeditious, we offer the following guidelines:

- Due to the demands on teachers' schedules, please understand that a quick response to email is simply not possible. Many teachers are not able to check their email until late in the day as a result of their time spent with children.
- Emails sent to employees over weekends or during school vacations will be responded to on the following school day. Urgent communication over a weekend or school vacation should be directed to Division Heads, with teachers cc'd.
- Faculty and staff may choose to respond to email with a phone call or face-to-face meeting.
- If the reason for contacting faculty/staff is of a sensitive nature, we ask that parents call or set up a meeting, rather than use email. Furthermore, email is not an effective method of contact during times of crisis or emergency. Please call the front office at these times.
- Email to frontdesk@brookwood.edu may be used to make changes in the carpool or pick-up schedule. However, please call the front office if such changes are urgent.

- We request that any email between parent and faculty/staff remain confidential, as should the faculty/staff email addresses. Email sent by teachers to parents is private, and we ask that parents respect the privacy of the contents.

Thank you for your attention to these guidelines. Should you wish to discuss any of the specific items, please contact Doug Fodeman, Director of Technology.

GUIDELINES REGARDING USE OF COMMUNITY-WIDE PERSONAL INFORMATION

Brookwood keeps parent mail lists and also hosts several parent-group email lists, including email lists by grade, by division, and by the entire parent body. These lists are designed to facilitate communication within our community and are used exclusively for Brookwood business only.

Brookwood endeavors to keep all email lists, telephone numbers, and home addresses private within our community. To that end, these lists are not made available to anyone outside of the Brookwood community, unless they are hired by Brookwood School for Brookwood-related business. These lists may not be used to facilitate personal events that are not officially sanctioned by Brookwood School, such as birthday parties or parent gatherings; neither should they be used for business ventures or solicitations unrelated to the school. Class Ambassadors, however, may use these lists for Brookwood-sanctioned grade-level or division activities. Class Ambassadors should contact Doug Fodeman to request the use of Brookwood's email lists.

Every Brookwood family MUST provide at least one email address to Brookwood for the purposes of email communication. If parents do not wish to have their email addresses included on grade and division-level email lists, they should send a request for removal to Doug Fodeman at dfodeman@brookwood.edu

PERSONAL DATA SECURITY POLICY

The security of personal data is increasingly important in our digital age. Brookwood School is committed to preventing identity theft.

The school collects personal information on a need-to-know basis. It has adopted the following policy covering the personal information of its students, employees, and persons and firms with whom it does business. The policy includes, and is not limited to:

- social security numbers
- driver's license numbers
- financial account numbers (such as a checking account)
- debit and credit card numbers

The school will limit access to and distribution of this personal information to employees and selected contractors (such as hospitals and physicians, and payroll and insurance companies) on a need-to-know basis.

When there is a need to send any of this personal information to an outside contractor in electronic form, the data will be encrypted and/or sent via a secure means.

Off-site use of this personal information by a school employee is not permitted except on a needs basis (such as student health forms traveling with an athletic team).

Personal information in either paper or electronic format will be deleted or destroyed on a regular basis when the school no longer needs the information.

School employees who handle personal data will be regularly trained to identify and appropriately respond to activities that may signal possible identity theft.

VIDEO REQUEST POLICY

Throughout the year, videos of School Meetings, special assemblies and performances are always made available to families through their password-protected Vidigami account. All videos tagged with your child in them will be available to you indefinitely through the Vidigami app, and are downloadable from this platform.

TERMS OF USE:

"This Brookwood video is being made available for personal use only by Brookwood families. This video cannot be posted anywhere on the Internet and made available to others. For example, it may not be posted on YouTube.com. We ask that parents protect the privacy of Brookwood videos because they typically include many children. Thank you for understanding and honoring this requirement."

FOR YOUR INFORMATION

DIRECT CURRICULUM QUESTIONS TO THE DIVISION HEAD (EARLY CHILDHOOD-4) AND THE DEPARTMENT COORDINATORS (GRADES 5-8)

English/Language Arts
History/ Social Studies

Moira Smith (Early Childhood–4), Ray Falconer (Grs. 5-8)
Suzy Light(Early Childhood-4), Peter Abramson(Grs. 5-8)

Library
Math
PE
Athletics
Performing Arts
Science
Technology
Visual Arts
World Language

Sheila Geraty
Elise Koretz(Grs. EC-4), Brian Carver (Grs. 5-8)
Bill Schneider
Mike Wellington
Andrew Luman
Ben Wildrick (Early Childhood–4,)Emma Ranson(Grs. 5-8)
Doug Fodeman
Kathy Stewart
Carrie Woodruff

IF YOU WANT TO TELL SOMEONE ABOUT...

A change in carpool plans
A child's absence
A request for homework/missed assignments
Family issues that affect your child's school work
Results of your child's diagnostic testing

Alicia Drury
Front Desk (frontdesk@brookwood.edu)
Classroom Teacher, Advisor
Classroom Teacher, Advisor, Administrator
Division Head

In general, it works best if your questions follow this sequence:

First: Classroom Teacher and/or Advisor; Second: Division Head; Third: Head of School

IF YOU HAVE A QUESTION ABOUT YOUR CHILD'S...

Academic Extra Help
Academic Status
Admissions Status
After-School Programs
Athletic Choices
Classroom Teacher
Curriculum
Dances
Dress Code
Exam Schedule
Field Trip
Food Service
Grades & Comments
Homework Assignment
Medical Dietary Needs
Medications
Secondary School Process (SSAT)
Standardized Test Scores (ERB)
Tutoring Schedule
World Language Choice

Classroom Teacher, Advisor, Division Head
Classroom Teacher, Advisor, Division Head
Lindsay Murphy
Anya Ciarametaro
Mike Wellington
Classroom Teacher, Division Head
First: Teacher; Second: Department Coordinator(US) or Division Head (LS)
Dave Samson
Division Head
Dave Samson
Classroom Teacher, Advisor, Division Head
Doug Fodeman
Teacher, Division Head
Classroom Teacher
School Nurse
School Nurse
Evan Diamond, Cathy Marrero
Evan Diamond, Dave Samson
Division Head
Carrie Woodruff

IF YOU HAVE A GENERAL QUESTION ABOUT...

Admissions	Lindsay Murphy
Advisor System	Dave Samson
Alumni	Rachael Singmaster
Athletic Program	Mike Wellington
Billing	Susan Gilardi
Bus Transportation	Doug Fodeman, Alicia Drury
Children's use of technology	Doug Fodeman
Cultural Competency	Division Heads
Discipline	Division Heads
Donations	Rachael Singmaster
Eighth Grade Leadership Groups	Dave Samson
Email	Alison Sellers
Gifts-in-Kind	Rachael Singmaster
Global Education	Division Heads
Parents' Association	Rachael Singmaster
Publications	Alison Sellers
Re-enrollment	Lindsay Murphy
Safety	Rick Chute, Doug Fodeman
School Meeting	Debbie Gantt
Service Learning	Division Heads
Steep Week	Dave Samson
Teacher Training Program	Pam Hawes
Trustees	Theresa Ellis
Vidigami	Alison Sellers
Website	Alison Sellers

IF YOU NEED A REFERRAL FOR...

An emotional issue	Division Head, Shayda Ahi
A health issue	School Nurse
A learning issue	Division Heads

BROOKWOOD SCHOOL EMERGENCY INFORMATION

In the event of an emergency you may try to contact Brookwood via:

Phone (978) 526-4500

Fax (978) 526-9303

Email: Emergency@Brookwood.edu (To be used ONLY in the event of an emergency!)

If Brookwood's regular phone service is not available, try calling Brookwood's cell phone number: (978) 835-8306 or please consider contacting us via email.

SCHOOL MESSENGER EMERGENCY CONTACT SYSTEM

Brookwood uses School Messenger by West Corporation for our emergency contact system. In the event of a school closing, delay or other emergency, Brookwood will use this system to send messages to the Brookwood community. These messages may be a recorded call, texts and/or emails, or any combination depending on the circumstance. We create your School Messenger account using the information you provided during your registration process. However, School Messenger requires that you text your permission to them in order for you to receive our texts. Please send a text containing the letter "Y" or the word "yes" to shortcode 67587. It is critically important you always notify us if there is a change to your phone numbers or email addresses throughout the year. A test call and text will be sent out early in September using this emergency broadcast system. If you have any questions about this emergency contact system, please contact Doug Fodeman (978-526-4500 x6233 / dfodeman@brookwood.edu)

School Cancellation prior to the start of the school day:

If Brookwood closes school, the decision will normally be made no later than 6:00 a.m. and a School Messenger call will go out. In addition, announcements will be made on radio stations WBZ, 1030 AM, Boston; WRKO, 680 AM, Boston; Channels 4, 5, 7 and Fox 25 TV. Announcements will also be placed on the school answering machine at (978) 526-4500 and posted on our website (brookwood.edu).

Unexpected early dismissal of school:

If Brookwood closes school, the School Messenger system will be used to call all parents and announcements will be made on radio stations WBZ, 1030 AM, Boston; WRKO, 680 AM, Boston. Announcements will also be placed on the school answering machine at (978) 526-4500 and posted on our website (brookwood.edu). Dismissal procedures will follow a Friday dismissal routine. Brookwood will provide appropriate supervision of all children until such time that they can be picked up or other arrangements are made to get them home.

In the event of an emergency evacuation from campus:

Should an emergency require us to vacate the Brookwood campus, all faculty and staff will follow established evacuation procedures to move students to Landmark School, North Campus, located at 167 Bridge Street, Manchester. Phone (978) 236-3100.

In the event you are unable to contact Brookwood School by phone or email, contact:

Manchester Police Department 911; alternate (978) 526-1212

Beverly police Department 911; alternate (978) 922-1212

We encourage you to have back-up plans for your children's pick-up in the event you cannot make it to Brookwood for any reason.