



BROOKWOOD  
SCHOOL

# Family Handbook

2022-2023

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## MISSION STATEMENT

Brookwood's mission is to foster a joyful community of lifelong learners and upstanding global citizens who embrace a culture of curiosity, kindness and academic accomplishment.

## 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. They 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
- Kindness
- 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 TO DIVERSITY, EQUITY, INCLUSION, JUSTICE, AND BELONGING (DEIJB)

At Brookwood, our commitment to Diversity, Equity, Inclusion, Justice, and Belonging centers on striving to cultivate belonging, dignity and respect, and advance just outcomes for all members of our community. We are committed to honoring people's multiple identities, including but not limited to ability, age, appearance, ethnicity, family structure, gender expression, gender identity, nation of origin, race, religion, sex, sexual orientation, and socioeconomic status. We actively work to be an antiracist and inclusive school.

## 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 Early Childhood (EC) 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. Laura Caron served as Head of School from 2015 - 2020. Jon Bartlett began his tenure as Brookwood's sixth Head of School in August of 2021.

## TEACHER RESIDENCY PROGRAM

The Brookwood Teacher Residency Program is a one year accelerated master's 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 Master's 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 they receive guidance and support from their mentor teachers, the Director of Teacher Training, 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 Director of Teacher Training, 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, Assistant Treasurer, and Secretary. In addition, the Head of School is an ex-officio member of the Board and the board includes an Educator Board Advisor. 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. The most important function of the board is to act as fiduciaries for the school, ensuring its long term viability by overseeing the strategic planning for the school and making sure the school acts in accordance with its mission. 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.

### **2022-2023 BOARD MEMBERS**

Kira Fabrizio, *Board Chair*  
Katy Langhorst, *Vice-Chair*  
Gavin McGrath '97, *Treasurer*  
Meghann Carroll, *Assistant Treasurer*  
Molly Cook, *Secretary*

Peter Carr  
Faith Emerson  
Mark Hunter  
Ted Johnson  
Katy Langhorst

Brett Perryman  
Nicole Plante '93  
Rachel Rosenfeldt '95  
Arthur Steinert '84  
Katie Umile



Jon Payson  
Chessye Moseley '03

Gina Weishaupt

Jon Bartlett, Head of School  
Len Williamson '05, Educator Board Advisor

## THE PARENTS' ASSOCIATION

The purpose of the Brookwood Parents' Association (PA) is to foster a warm and welcoming community of caring and school spirit by facilitating opportunities for parents to connect through meaningful activities.

The PA is a parent-led group that works closely and collaboratively with all families, faculty, the Board of Trustees and the school's Administration team to facilitate various parent programs and enrichment opportunities. Working closely with the Development Office, the PA also volunteers time and resources in support of the schools annual spring auction among many other fundraising initiatives.

Second to community engagement, the PA focuses time and resources on supporting Brookwood's beloved faculty and staff. By providing funds for an array of faculty wish list items, faculty grants and faculty appreciation opportunities.

As a Brookwood parent or caregiver, you are automatically a member of the PA! There are a number of volunteer opportunities available to suit your schedule and needs. Becoming an active member of the PA is a great way to connect with other parents and contribute to Brookwood in a fun and impactful way.

Interested in learning more? Contact the PA Executive Committee by email: [pa@brookwood.edu](mailto:pa@brookwood.edu)

## PARENTS' ASSOCIATION FOCUS AREAS AND COMMITTEES

Artistic, Cultural, and Curricular Enrichment:

- Art Display Committee
- Cultural & Curricular Enrichment

Community Development and Engagement:

- Parent Education
- Wellness

Community Outreach, Events, and Stewardship:

- Annual Spring Fundraiser
- Community Gatherings
- School Store

Faculty/Staff:

- Coffee Bar Supply
- Faculty and Staff Appreciation Events
- Faculty Grants and Wish List

Library:

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

## 2022-2023 PARENTS' ASSOCIATION OFFICERS

President	Gina Weishaupt	978-852-1073	ginaw94@yahoo.com
Vice President	Lindsay Bergeron	978-270-7769	lindsay@riversbendessex.com
Vice President	Gretchen Knight	781-718-8049	gretchenknight06@gmail.com
Vice President	Matt Plum	508-843-0497	matthias.plum@gmail.com
Vice President	Robyn Cunningham	508-951-4175	oreilly.cunningham@gmail.com

## 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 Early Childhood 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.

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 electronic contract, along with a non-refundable enrollment deposit, must be submitted online to Brookwood by February 5, 2023 to assure a place for the next school year. Failure to pay the enrollment deposit on or before February 5th 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 July 1. If enrollment is canceled after July 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 (SSS). 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 1, 2022. Families receiving financial aid must re-apply for assistance each year.

## TUITION AND FEES SCHEDULE 2022-2023

Grades	Tuition	Tuition Refund Plan *
Early Childhood (EC)	\$16,425	\$100
EC additional 3 afternoons	\$18,450	
EC additional 5 afternoons	\$20,000	
Kindergarten – Grade 4	\$33,600	\$180
Grade 5	\$36,000	\$210
Grade 6	\$40,750	\$210
Grades 7 & 8	\$41,370	\$210

*\*May be waived with written authorization if tuition and fees are paid in full by July 1, 2022*

Optional Fees based on student enrollment in specific programs

### EARLY BIRDS PROGRAM

Available to all Brookwood Students from 7:30 - 8:00 a.m. on all school days

First student in the family, full year daily attendance	\$300
Additional students in the family (each), full year daily attendance	\$100
Drop in, each morning each student	\$10

### AFTER-SCHOOL PROGRAM

Early Childhood – Grade 4 3:00 p.m. - 4:00 p.m. M–F	\$1,600 for full year or \$350 Daily Rate
Early Childhood – Grade 4 3:00 p.m. - 5:30 p.m. M–F	\$2,200 for full year or \$500 Daily Rate
Grade 5 – 8 4:00 p.m. - 5:30 p.m. M-F	\$1,800 for full year or \$400 Daily Rate

### TRANSPORTATION

Morning Bus Transportation (limited service area)	\$1,900 for full year or \$400 Daily Rate
Afternoon Bus Transportation (limited service area)	\$1,900 for full year or \$400 Daily Rate
Drop in rate per ride	\$25

### SKILLS CENTER SERVICES

	30-minute weekly	45-minute weekly	60-minute weekly
Yearly charge for each weekly session	\$2,350	\$3,500	\$4,700
<i>The costs are adjusted for semi-private sessions.</i>			

### 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 2022-2023 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 July 1, 2022. 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 plans B and C, and is strongly

encouraged for payment plan A. Under plan A, you must pay 100% of the tuition and fees by July 1 and if you wish to opt out of the tuition refund plan you must do so on the re-enrollment / enrollment form.

## 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 child 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. Benefits are paid retroactive to the first day of medical absence.
- Enrollment 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.)
- "*Preschool*" means any instruction, program or service rendered to students who attend early childhood, nursery or any other program for children prior to or below the kindergarten level.
- Medical benefit period ends immediately upon student's resumption of classes at any school or upon becoming gainfully employed.
- Under this policy, coverage ceases on the last day of formal academic instruction by the school for any reason. For preschool students the last day of academic instruction will include your announcement / provision of any virtual, remote, online or similar type of education or service in lieu of education or services on the physical campus.
- 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.

#### **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.
- Enrollment Continuation: For the entire academic year.
- 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) if during the 180 days preceding and including the coverage effective date, there was medical care, advice, consultation or treatment for the condition, or if symptoms of the condition were present.

Withdrawal for other than medical reasons or dismissal due to:

1. Being inducted into the armed forces or being assigned alternative duty in lieu of active military service
2. Any hostile or warlike action
3. Rebellion, riot, or civil commotion
4. Any order of a de jure or de facto governmental or sovereign power directed to the student
5. Nuclear reaction, radiation or radioactive contamination
6. Destruction of any school facility due to any cause
7. School bankruptcy, insolvency or other financial instability that results in school's inability to operate and provide formal academic instruction
8. School closure for any reason (for preschool students, closure includes your provision of any virtual, remote, online, or similar education or service in lieu of education services provided on the physical campus, beginning with date of announcement and regardless of resumption or intention to resume on the physical campus)
9. Temporary non-medical absences, suspensions, changes from resident to day status or schedule reductions
10. Boycotting of classes by the student
11. Completion of academic requirements or early graduation
12. 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.

#### **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 August 1, the effective date of the policy. 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 and OBI National Insurance Company for A.W.G. Dewar, Inc.

## **DEVELOPMENT**

### **PHILANTHROPIC SUPPORT**

Brookwood has always been committed to providing students with an exceptional education, in an ideal setting, instilling the belief that each student matters while developing citizens who make a difference. Tuition dollars alone do not fully cover the costs incurred to provide such excellence.

The Development Office at Brookwood aids in the school's mission by cultivating relationships throughout our entire community. While fostering deep tradition, critical funds

are raised to sustain the school by cultivating our steadfast community. Our goal is to connect you, our donors, with opportunities to support Brookwood in a way that is meaningful.

Together, we make a difference! Brookwood School values philanthropy at all levels and emphasizes the importance of participation from all members in the community. In a small (but mighty) community like Brookwood, every gift counts toward our goal and every gift matters.

Thank you for making Brookwood a philanthropic priority for your family.

## THE BROOKWOOD FUND

Annual giving serves as the cornerstone of Brookwood's fundraising activities. The Brookwood Fund impacts every aspect of daily life at the school. Your support strengthens our academic program; your giving ensures that deserving students who would otherwise not be able to afford a Brookwood education can attend school here; and your philanthropy supports our amazing faculty and staff.

Like most independent schools, Brookwood is a philanthropically supported school. We are a nonprofit organization, operating without financial support from local or federal taxes. We rely on tuition income, Annual Fund income and endowment income to support the operations of our school. Tuition dollars cover roughly 79% of our total annual expenses. The support of our entire community; trustees, parents, grandparents, alumni, and employees help to bridge this gap.

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.

## CAPITAL AND ENDOWMENT GIVING

An established endowment is essential for the long-term stability of Brookwood. Brookwood is fortunate to have donors who continue to invest in the school's endowment through a variety of restricted funds.

Gifts of any level may be made to the General Endowed Scholarship Fund, or a named scholarship can be established with a minimum gift of \$25,000. Additional gifts may be made to existing named funds to maximize the impact these funds have on our community.

By investing in an existing endowed fund or establishing a new named fund, you are creating a legacy that links past, current, and future generations, ensuring a stable financial future for Brookwood School and creating a sustainable source of income which provides Brookwood the financial flexibility to expand its services, programs and projects.

TO LEARN MORE about how you can support Brookwood and/or get involved with our fundraising efforts, please contact the Development Office or visit [brookwood.edu/giving](http://brookwood.edu/giving). 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. Brookwood graduates are our history and an integral part of our future. Alumni connections are growing by leaps and bounds as more and more of you have “come home” to Brookwood.

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. Heron Hub, accessible at [news.brookwood.edu](http://news.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 (EC) through Grade Four. The Upper School includes Grades 5 through Grade 8. Throughout all grades at Brookwood, we think of curriculum as being composed 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.

## PERSONAL GROWTH AND DEVELOPMENT (PGD) PROGRAM

The Personal Growth and Development (PGD) Program, EC–Grade 8, consists of scheduled time and curricular work designed with multiple goals in mind: To nurture the personal growth and social competency skills of each child at Brookwood; to encourage the development of solid decision-making skills, an appreciation of civility, and a sound ethical grounding; to offer opportunities for the explicit consideration of social and moral issues in order to help each student gain an understanding of self, of others, and of the relationships between and among them; finally, to promote self-respect, self-confidence, respect for others, and empathy. The program exists in different, developmentally appropriate “incarnations” throughout the grade levels, and the Buddy Program brings grade levels together in order to practice the various skills and principles they consider throughout the year and in an effort to tighten the school community. Finally, an understanding and practice of service is a goal of both Brookwood and the PGD program, specifically.

## THE ADVISOR PROGRAM

Brookwood's Advisor Program is designed to provide 6th-8th grade families with a primary contact person and students with a consistent small group in which to address the issues and objectives of the Personal Growth and Development (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 and hold parent teacher conferences in the spring. 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 Early Childhood 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.)

**ATHLETICS:** Brookwood School is dedicated to a comprehensive athletic program for Grades Six through 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 Six through 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 their team placement, and then teams are announced. Both Varsity and JV teams will include a mix of sixth, 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: size, 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 Six, 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 six, 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: Soccer, Field Hockey, Running and Fitness

Winter: Basketball, Yoga

Spring: Lacrosse, Cardio

### **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 and fifth graders should have shin guards and a mouthguard for PE classes during the field hockey, soccer, and lacrosse units. PE Teachers will communicate with students when the equipment is needed. Sixth, 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 their 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 their 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 6th, 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 students 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, they 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 9:30-10:00 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 Mr. Luman at school to sign-up to perform or present at School Meeting, or parents may call or email Andrew Luman 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 Heron Hub. After a date is agreed upon, students may come to the Beinecke Music Room for practice with music department faculty and the School Meeting Band two weeks prior to the performance date, each morning between 7:30-8:00 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 Mr. Luman). 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. Thank you for being part of our weekly gathering!

## EIGHTH GRADE STUDENT LEADERSHIP GROUPS

We have established 8th grade leadership groups, each with its own focus, such as Reception and Admissions, Student Life, School Meeting and Communications, Writing Partners, and Yearbook Committee. In addition, alternative leadership groups may form during the school year based on student and faculty and staff interest. 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.

## STUDENT AFFINITY GROUPS

As part of our ongoing, strategic work towards making Brookwood a diverse, equitable, and inclusive institution, Brookwood introduced affinity groups in January 2022.

Student Affinity Group gatherings are optional and casual. Students across grade levels meet and get to know other students with whom they share a special connection.

- Lower & Upper School
  - LGBTQ+ and allies (Grades 2 - 4 and Grades 5 - 8)
  - Students of Color (Grades 2 - 4 and Grades 5 - 8)
- Training provided to our facilitators
  - AISNE DEI conference
  - Consulting with Erica Pernel
- Affinity groups at Brookwood have been a response to students' requests to administrators, the results of the AIM survey in May 2021, and listening sessions with families and students of color facilitated by Erica Pernel.

At any time if parents do not wish for students to participate they may contact the affinity group leaders or division heads and share their request.

For the 2022-23 school year, in addition to written parent communication in advance of the first meeting of affinity groups, Brookwood will communicate with parents of Lower School students that have expressed interest in any affinity group prior to the first group meeting for parent permission.

## 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 several days in June, Brookwood Upper Schoolers partake in Steep Week during which each student immerses themselves in one intensive, singularly focused program. 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 involves 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 and Math Specialists are in place to facilitate the recognition, understanding, and support 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 Gina Marcel(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, during afternoon study halls, 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 your child's division head.

## 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 students, Early Birds is a morning program for students who arrive at school before 8:05 a.m. The mixed age group of students (EC–8) may arrive beginning at 7:30 a.m. in the library. Early Birds Staff supervise students as they read, color, review their homework,

work on the computer, and play quiet games. Students should sign up in advance through the annual registration process, but drop in service is also available without prior sign up.

### AFTER SCHOOL PROGRAM

Care is available for all ages in our After School programs five days a week, from dismissal until 5:30 p.m., Monday-Friday. Students should sign up in advance through the annual registration process, but drop in service is also available. For drop in service, please email the Director of Auxiliary Programs, Kyla McMahon, at [kmcmahon@brookwood.edu](mailto:kmcmahon@brookwood.edu) and also your child's homeroom teacher or advisor no later than 12:00 p.m. on the day requested. Please know that availability for drop-in care may not be possible if our program is full for the day. The specifics of After School are as follows:

- **Regular After School Program:** Beginning at 3:00 p.m. for our Lower School students and 4:00 p.m. for our Upper School students, our regular After School program offers a balance of active and calm, child-initiated and teacher-led activities based on the developmental needs and interests of the students. Offerings may include: arts and crafts, imaginative play, building, board games, gym & field games, outdoor play, reading, storytime, and optional time for homework. This program uses a variety of school spaces including the library, Town Square, gyms, playgrounds, turf, and/or the Liston Commons. We will do our best to offer an outside option daily; however, this will be dependent on weather and daylight. Snack is provided daily.
- **After School Enrichment Program:** In addition to our regular After School program, a series of After School Enrichment classes are available to students, with new offerings in fall, winter, and spring. Fall Enrichment classes begin mid-September and, depending on the class, run to Thanksgiving or winter break. Families should sign up students for fall 2022 classes via the Enrichment catalog, which will be available to families in the Back-to-School newsletter on August 22nd. The winter Enrichment catalog will be shared with families during the second week of November, and winter classes will run in the weeks between winter and spring break. The spring Enrichment catalog will be shared with families during the second week of February, with spring classes launching after spring break and going until the beginning of June. **Students must be registered for regular After School on the days they attend an After School Enrichment class, as they will integrate into the regular After School program before and after their Enrichment class.** Pre-registration for Enrichment is required to attend and there is an additional fee to attend these classes as noted in the class descriptions posted online.

Dismissal procedures from After School are listed below. Auxiliary and School Leadership reserve the right to modify these procedures at any time.

- Lower School students with a scheduled 4:00 p.m. dismissal time who don't have Upper School siblings should be picked up at the Lower School portico via Dan Wise Way. Dan Wise Way will be closed to traffic after the 4:00 p.m. dismissal.
- Lower School students with a scheduled 4:00 p.m. dismissal who have Upper School siblings ("crossover" students) should be picked up at the front courtyard.
- All students leaving at 5:30, regardless of grade level, should be picked up from the front courtyard.
- If you need to pick up your child between 4:00 and 5:30 p.m., please park on the courtyard, ring the doorbell for the front door, and enter the lobby. Once inside, please make your way to the entrance of Town Square where the Director of Auxiliary Programs or another After School staff member will be stationed. We will get your child out of their activity and to you for dismissal as quickly as possible. However, please note that dismissals during this time may take a few minutes, as students will be actively involved in programming in various locations within the school.



- As a reminder, there is a 10-minute grace period for late pickups, after which time, a late fee will be applied.

## INDIVIDUAL MUSIC LESSONS AND COMBO GROUPS

Brookwood School offers an individual music lesson program open to any current Brookwood student. Lessons are given once a week throughout the school year and a recital is performed in the spring. Currently we offer bass, all brass, cello, drums, guitar, harp, percussion, piano, viola, violin, voice, and all woodwinds. All music lessons will be held in person. Sign-ups occur through the annual summer registration process and please contact Tiffany Wilson ([twilson@brookwood.edu](mailto:twilson@brookwood.edu)) with any questions.

Individual Music Lesson Policies:

1. Lessons are weekly, 30 minutes in length, after 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 may have to enroll their child in the After-School program until their child's lesson time. Students waiting for a lesson or waiting to be picked up from a lesson must go to the appropriate After-School Program. Parents should pick up their child from a lesson from the After-School Program.
2. The cost per 1/2 hour lesson is \$35, payable by the term (twice a year) in advance and will be billed on your Brookwood account. The terms are September - December and January - June. 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, however, there will be an option to opt out of lessons for the following term.
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, every effort will be made to make up the lesson. If a student misses a lesson, an instructor will allot one lesson at the end of each semester for a make-up lesson. Instructors are only required to allot one make-up lesson per semester. This includes make-up lessons for snow days. Please contact your music lesson instructor directly to cancel a lesson. Their contact information 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 April/May. No student is required to perform. Students who take lessons outside the school are welcome to join us for this event.
6. Students must have access to an instrument for daily practice.
7. No lessons are scheduled on noon dismissal days. Lessons can meet on 3pm dismissal days but an individual music teacher will confirm this with the parent.
8. 6th, 7th and 8th graders will have some game conflicts during their private lesson time. We can provide one make-up lesson total per semester. There may be more than one missed lesson because of Brookwood games, (which cannot be reimbursed) so please keep this in mind when scheduling private lessons.

### **Ensembles/Combos/Groups**

We are excited to be offering Band/Combo/Groups this fall. Some of these groups will meet at 7:30 a.m. and others will meet after school.

- **Contemporary Music, Jazz, and Classical Combos** - Open to students in third grade and above. There are no auditions for these groups, though space dictates how many groups can be formed. We ask that students involved in these groups are also taking an individual lesson in their respective instrument. These groups remain intact for the entire school year.

- **School Meeting Band** - This group accompanies Brookwood students at many School Meetings. This is an advanced group. There are no auditions and this group is open to 4th-8th grade students with some exceptions made for advanced musicians or instrumental needs.
- **String Ensemble** - Open to students who play violin, viola, cello or string bass. This ensemble will meet once a week and is open to all ages.
- **A Cappella Groups** - Open to all singers, no auditions..

The cost for combos/ensemble groups is \$13 per half hour session. Cost for the School Meeting Band is \$18 per week. Groups of 2 are considered a shared lesson and cost \$21/student/lesson. A cappella groups' costs vary (\$8-\$12 per session) depending on the size of the group and are confirmed by the instructor once the group is formed in early fall. Fees are payable by the term (twice a year) in advance and will be billed on your Brookwood account. The terms are September - December and January - June.

## 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. 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 early November and mid-April. A conference may be requested at any time 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 two semesters in the Upper School. Grades and narrative comments are given in the middle of each semester and grades are given at the end of the semester. Comments are 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 ensure 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 8:00 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 4 ends at 3:00 p.m. Early Childhood students may enroll in the Extended Day Program, which runs from 12:30-3:00 p.m.

As a convenience to parents, Brookwood offers children throughout the entire Lower School an opportunity to remain at school from 3:00 - 5:30 p.m.

The school day ends for Upper School students at 4:00 p.m. Mondays - Thursdays, and until 3:00 p.m. on Fridays. The After School program for students in Grades 5 - 8 runs from 4:00-5:30 p.m. Mondays - Fridays.

Advanced registration is required, and drop in is available. For drop in service, please email the Director of Auxiliary Programs, Kyla McMahon, at [kmcmahon@brookwood.edu](mailto:kmcmahon@brookwood.edu) and your child's homeroom teacher or advisor no later than 12:00 p.m. on the day requested. Please know that availability for drop-in care may not be possible if our program is full for the day.

### 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 8:00 a.m. or after 3:15 p.m. or 4:15 p.m. (depending on the day and the division). 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 8:00-8:20 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 School arriving after 8:20 a.m. are responsible for signing

themselves in at the front office prior to going to homeroom. Students in Grades 5 – 8 who are not picked up by 4:15 p.m. will be sent to the lobby.

For security purposes, an authorized parent / guardian should call, write a note, or send an email to [frontdesk@brookwood.edu](mailto:frontdesk@brookwood.edu), in addition to the homeroom teacher or advisor 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. The number of absences and tardies will appear in a student's academic progress report and Brookwood Upper School transcripts.

### **DROP-OFF AND DISMISSAL PROCEDURES**

**LOWER SCHOOL:** Morning Drop-Off – Enter Dan Wise Way between 8:00-8:20 a.m. and drop off at the Godfrey Portico. Exit via Brookwood Road.

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 Lower School students.

**UPPER SCHOOL:** Morning Drop-Off – Enter Brookwood Road and drop off in the Front Courtyard between 8:00-8:20 a.m.

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 about this policy to help us ensure the safety and whereabouts of all our students.

### **SCHOOL CANCELLATION AND DELAYED OPENINGS**

Brookwood School will make one of three decisions when snow or inclement weather

threatens the area.

We will:

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 forecasts. 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.

#### **SCHOOL CLOSING GUIDELINES:**

The decision to close school will normally be made by 6:00 a.m. and Brookwood will use our emergency contact system to notify families using a voice and text 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 canceled their public schools for the day. If the public schools are closed in the city or town where 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 and the provider's drivers.

#### **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 and WELLNESS

### SCHOOL NURSE

Our School Nurse Kiley Callahan is on duty each day during school hours. The School Nurse is responsible for the treatment of minor health problems, the dispensation of prescription and over-the-counter medications, communication with parents in relation to health and maintenance of required health records. Basic first aid (band aids, antiseptic, ice, etc.) is provided for minor injuries occurring during the school day. In addition, Brookwood faculty and staff members are trained in first aid and CPR. In the event of a true emergency, students will be taken to the Beverly Hospital.

### ILLNESS

In order to promote a safe and healthy school environment, please do not send students to school with any of the following: fevers, vomiting, diarrhea, persistent cough or profuse discolored discharge from nose or eyes. Any student who gets a fever of 100.0 degrees F or greater, vomiting, or diarrhea will be sent home from school. Students must be symptom free for 24 hours without fever reducing medication before returning to school. Parents are expected to notify the school if their child contracts a contagious illness such as strep throat, chicken pox or head lice.

### HEALTH RECORDS

An updated health examination or physical form provided and signed by a student's physician must be submitted to the health office before the first day of school. This form is valid for 12 months. Should this form expire during the school year, an updated form should be submitted to the health office per state regulations. No student will be permitted to participate in sports without clearance from a physician.

Parents are required to complete the Yearly Health Updates through PowerSchool during summer registration. Parents should report information about students' physical and/or emotional health to the School Nurse and appropriate Division Heads. Such information is helpful in supporting the student at school and responding to medical concerns, should the need arise. The school is sensitive to the privacy of this information and is committed to protecting the confidentiality of students and their families.

### IMMUNIZATIONS

In accordance with Massachusetts law, we require all students to provide proof of up-to-date immunizations or a certificate of exemption before the first day of school. Proof of immunization forms should be signed by a medical professional. Any student with a qualified religious and/or medical exemption must provide the school with an Immunization Exemption Certification per state law. A Medical Immunization Exemptions Certification must be signed by a medical professional, attesting that the student is exempt from a specific vaccine(s) because of medical reasons. A Religious Immunization Exemption Certification must be signed by the students' parents or guardians, attesting that immunizations conflict with their religious beliefs. Students who do not provide proof of up-to-date immunizations or qualify for an exemption will not be permitted to attend the school or participate in any school activities.

## MEDICATION AT SCHOOL

Students may not bring, and will not be permitted to maintain, medication of any kind with their personal belongings. Parents or guardians are asked to complete the Permission to Medicate form through PowerSchool during Summer registration. Any prescription medication that needs to be administered during the school day requires a Medication Order Form completed and signed by the student's physician. All prescription medication should be delivered to the Nurses office by a parent or legal guardian in a pharmacy labeled container that states students name, medication name and intended dose of medication. Medication is dispensed by the School Nurse or by school personnel who have been trained in accordance with the state's regulations regarding delegation of prescription medication administration. Medication should be picked up at the end of the school year by a parent or guardian. Any medication that is not picked up after one week of school closure will be disposed of.

## ALLERGY AND ASTHMA MANAGEMENT

Parents or guardians of students with life threatening allergies or asthma should contact the Health office before the start of school to discuss Anaphylaxis/Asthma Action Plans. Students with life threatening allergies are required to submit an Anaphylaxis/Asthma Action Plan and Medication order form signed by the student's physician prior to the Start of School. Faculty and Staff are trained by the School Nurse each year in the use and administration of EpiPen for life threatening allergic reactions. EpiPen's are located in the Nurse's office and Identified locations throughout the entire school and Turf Field. EpiPen's are also located in Emergency kits that travel during sporting events and field trips. All Emergency Action plans are reviewed with relevant faculty and staff prior to the start of each year.

## FOOD ALLERGIES

Tree nuts, peanuts and other food allergies pose a very serious risk to students in our community. In an effort to promote a safe environment for our students, foods containing peanuts, tree nuts, nut products and nut oils are not allowed on campus. Please read all labels carefully before sending food into school. Coconut is NOT considered a nut.

When preparing food from home for classroom parties, cultural celebrations or social events, please contact your student's teacher or the School Nurse, to inquire about any/all food allergies in the class prior to bringing food to school. Food brought in from home, whether store bought or homemade, that is intended to be shared with other students, must be labeled with an ingredient list that will be reviewed by the classroom teacher or the School Nurse. Please be sure that all food brought to school that is intended to be shared with classmates are nut free and is NOT "processed in a plant that also processes peanuts and/or nut products".

If food is being ordered for students from a restaurant/outside vendor or if they will be ordering food during a field trip, parents or guardians will be consulted to ensure safety for all students.

It is important that all food allergies are documented in the Yearly Health Update that is completed during Summer Registration.

## SNACK GUIDELINES

Please provide your student with a nutritious morning and afternoon snack daily that meets our allergy guidelines noted above. We ask that students do not bring candy, soda, and chewing gum to school.

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 and athletics programs.

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.

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.

## 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.

## EMERGENCIES

The School Nurse will attempt to contact parents regarding illness or injury, minor or serious, but in circumstances that warrant immediate attention when the school nurse is unable to reach the parents/guardians or designated emergency contacts, the Schools consulting physician will be contacted to determine appropriate management of care. In the event of a serious emergency, an ambulance will be called and the student will be brought to Beverly Hospital. Each student is required to have an Emergency Medical Release form signed prior to the start of school. This form can be electronically signed in PowerSchool during Summer Registration.

## STUDENT WELLNESS AND WELFARE

In our on-going commitment to health and wellness initiatives, we have invested in additional resources and personnel to bolster our work to holistically support our community. Our new wellness coordinator, Jean Skaane, offers specific skills and programs to focus on the growing needs of our students while partnering with the school nurse, teachers, and parents in this endeavor. Her classes will range from mindfulness to movement, social emotional learning topics, physical health, and nutrition.

## SCHOOL CONSULTING PSYCHOLOGIST

Dr. Shayda Ahi works with us in her role as a consulting psychologist. She is available during the school year 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 at [cmarrero@brookwood.edu](mailto:cmarrero@brookwood.edu).

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 2022-2023

### DAILY DRESS

We're a learning institution and our dress code aims to serve that. We want students to have clear and practical options to help them navigate their day successfully and safely. It is not possible to make an exhaustive list of do's and don'ts; instead, we ask you to help your child make the best choices they can both when purchasing new clothes and when getting dressed each day. As children grow into adolescence, they're likely to push boundaries, particularly dress code! We know that, expect that, and will work with you if your child is consistently out of dress code. Student dress, like all things at Brookwood School, is aligned with our mission and statement of diversity and inclusion. Students at Brookwood have many choices regarding their apparel for 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 (if without sleeves the shoulder straps should be three finger width)
  - Solid color or patterned (no words or graphics/images; fist size brand-identifying pocket logo is acceptable)
  - Tops and bottoms must overlap (no bare midriffs)
- Pants must have pockets (No leggings, no blue jeans, no pants with rips/holes, no pajama pants)
- Shorts must have pockets (inseams five inches or more)
- Skirts (falling no higher than three inches from top of the knee)
- Dresses with or without sleeves (if without sleeves the shoulder straps should be three finger width and falling no higher than three inches from top of the knee)
- Leggings (worn under dresses, skirts or tunic-length shirts)
- Sweaters and fleece jackets/pullovers, sweatshirts (no hoods, words or graphics/images)
- Closed-toe shoes

#### **Upper School Students may not wear:**

- Hats or sweatshirt with hoods in the building (except for religious or cultural observance)
- Athletic wear with large logos (athletes may wear game jerseys on game days)

- Pants with holes or pajama pants
- Sweatpants or leggings worn as pants with the exception of PE or athletics
- Plain, white undershirts worn as regular t-shirts
- Tank tops, spaghetti straps or strapless tops or dresses
- Open-toe shoes, sandals, or Crocs

## 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 (collared)
- Skirt/dress
- Dress pants/shorts
- 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

## 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 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 2022-2023

Special Event Days for 2022-2023 will be held in honor of the following events. On recital days, each division is required to wear Special Event attire on the day of their division's recital. Other days may be designated during the year, and adequate notification will be given.

Friday, December 9, 2022	Lower School Holiday Play
Friday, December 16, 2022	Holiday Revels
Friday, May 12, 2023	Grandparents' and Special Friends' Day
Thursday, June 15, 2023	The Salute
Friday, June 16, 2023	Commencement

## 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 children 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, Class Connectors, 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

## DISCIPLINE AND RESTORATIVE PRACTICES

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. These tasks will be scheduled during recess, before school, or after school on Friday.

- 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, Behavior Plans, Social Agreements - 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
- Disciplinary Probation
- 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 or have a significant negative impact on members of the Brookwood community. In addition, any on or off-campus use of social media, a website, message board, blog, text, 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

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 Early Childhood - Grade 8 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 holds workshops for 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 their 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 their 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 becoming a target of spammers, online marketers, or others who might contact the owner of the information. (This is also known as 'doxing'.)

**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 their 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 5-8, 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 Grade 4, and the tenets underlying those documents are reviewed in Early Childhood-Grade 3 in developmentally appropriate terms, after which the tenets are crafted by students and teachers 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 Early Childhood-Grade 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 cyberbullying or has witnessed an incident of bullying or cyberbullying or otherwise has relevant information about bullying or cyberbullying 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 witnessed bullying or cyberbullying 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 agencies 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 their 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

Brookwood School will again offer bus service to several North Shore communities. Based on demand, transportation will be offered every morning and afternoon to the Amesbury, Boxford, Byfield, Ipswich, Lynn, Marblehead, Newbury, Newburyport, Rowley, Salem, Swampscott, Topsfield, and Wenham communities.

Afternoon service on Mondays through Thursdays will depart Brookwood at 4:15 pm and on Fridays at 3:15 pm. In addition, afternoon bus service will be available on early dismissal days except for the early dismissal days on December 16 and May 12.

We are once again able to offer drop in service for transportation. Drop in rides must be reserved by emailing [frontdesk@brookwood.edu](mailto:frontdesk@brookwood.edu) (with a cc to your child(ren)'s homeroom teacher / advisor) no later than 1:00 p.m for afternoon day of or following morning rides and provided space is available.

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 they 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 Head 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.
- Any health mandates required in school (e.g., mask wearing, social distancing, etc) will also be required on the bus at the discretion of the school and in compliance with Massachusetts mandates or recommendations.

### **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 or driver. 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(ren)) and may either accompany students on the bus, or may drive separately and meet the students at the trip destination.

## **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](mailto: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 year of service at Brookwood. These spaces are a symbol of our gratitude 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, on the grounds, on school buses, 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 Upper School. 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 or drugs, 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.

## 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, alumni, 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.

## 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 their 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 Letitia Howland or Bob Hastings 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, 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 5:30 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 eight communications tools and methods for contacting community members. They include:

- 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.

#### 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 securing the school building and 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 previously mentioned in this handbook. The Massachusetts Cyberbullying 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: [BrookwoodSchool.net/students/](http://BrookwoodSchool.net/students/) 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. Saunders and Mr. Wise.

Smartphones, smartwatches, 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. (Please see the Bus Policy above.) Computer games may not be played at School during school hours.

Students are not to use their personal laptops, iPads, smartphones, smartwatches, 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 the student.

If brought to school, all cell phones, smartwatches, 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 GSuite 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 adhere 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.

## 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 the 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 Connectors, however, may use these lists for Brookwood-sanctioned grade-level or division activities. Class Connectors should contact Michael Wise 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 Michael Wise at [mwise@brookwood.edu](mailto:mwise@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.

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–GRADE 4) AND THE DEPARTMENT COORDINATORS (GRADES 5-8)

English/Language Arts	Wendy Panchy (EC–Gr. 4), Ray Falconer (Gr. 5–8)
History/ Social Studies	Suzy Light (EC–Gr. 4), Peter Abramson (Gr. 5–8)
Library	Sheila Geraty
Math	Elise Koretz (Gr. EC–4), Brian Carver (Gr. 5–8)
PE	Bill Schneider
Athletics	Rob Risley
Performing Arts	Andrew Luman
Science	Ben Wildrick (EC–Gr. 8)
Technology	David Saunders
Visual Arts	Kathy Stewart
World Language	Joshua Cabral

### IF YOU WANT TO TELL SOMEONE ABOUT...

A change in carpool plans	Alicia Drury
A child's absence	Front Desk (frontdesk@brookwood.edu)
A request for homework/missed assignments	Classroom Teacher, Advisor
Family issues that affect your child's school work	Classroom Teacher, Advisor, Administrator
Results of your child's diagnostic testing	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	Classroom Teacher, Advisor, Division Head
Academic Status	Classroom Teacher, Advisor, Division Head

Enrollment Status	Lindsay Murphy
After-School Programs	Kyla McMahon
Athletic Choices	Rob Risley
Classroom Teacher	Classroom Teacher, Division Head
Curriculum	First: Teacher; Second: Department Coordinator(US) or Division Head (LS)
Dress Code	Division Head
Field Trip	Classroom Teacher, Advisor, Division Head
Food Service	Letitia Howland
Grades & Comments	Teacher, Division Head
Homework Assignment	Classroom Teacher
Medical Dietary Needs	Kiley Callahan
Medications	Kiley Callahan
Secondary School Process (SSAT)	Evan Diamond, Cathy Marrero
Tutoring Schedule	Division Head
World Language Choice	Joshua Cabral

IF YOU HAVE A GENERAL QUESTION ABOUT...

Admissions	Lindsay Murphy
Advisor System	Dave Samson
Alumni	Katie Mullen
Athletic Program	Rob Risley
Billing	Betsy Smith
Bus Transportation	Letitia Howland, Alicia Drury
Children's use of technology	David Saunders
Community Wellness	Jean Skaane, Kiley Callahan
DEIJB	Khadijah Campbell, Veena Hari, Division Heads
Donations	Katie Mullen
Eighth Grade Leadership Groups	Dave Samson
Email	Alison Moerland
Gifts-in-Kind	Katie Mullen
Global Education	Division Heads
Heron Hub	Alison Moerland
Parents' Association	Katie Mullen
Publications	Alison Moerland
Re-enrollment	Lindsay Murphy
Safety	Bob Hastings, Letitia Howland
School Meeting	Andrew Luman
Service Learning	Division Heads
Steep Week	Dave Samson
Teacher Training Program	Jen Cunningham Butler
Trustees	Kira Fabrizio
Vidigami	Alison Moerland
Website	Alison Moerland



## 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](mailto: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

In the event of a school closing, delay or other emergency, Brookwood will 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 Alison Moerland (978-526-4500 x.6225; [amoerland@brookwood.edu](mailto:amoerland@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 and text 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](http://brookwood.edu)).

Unexpected early dismissal of school:

If Brookwood closes school, the School Messenger system will be used to call and text 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](http://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.