



Brookfield Academy
Samuel J. Paparone Campus

—and—

Transition to College Program
Camden County College Campus

Parent-Student Handbook

2017 - 2018



BROOKFIELD ACADEMY & T2C PROGRAM
Parent-Student Handbook
2017 - 2018

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Dear Students, Parents/Guardians:

WELCOME TO BROOKFIELD ACADEMY and the TRANSITION TO COLLEGE PROGRAM!

We would like to take this opportunity to welcome you to Brookfield Academy and the Brookfield Transition to College Program. We are truly proud of our school and its rich history and tradition. Its comprehensive program affords opportunities for the social growth and intellectual development of each student.

This handbook is designed to provide you with important information concerning Brookfield Academy and the Brookfield Transition to College Program, such as attendance, discipline, guidance, etc. We want you to read it and be familiar with it.

Learning is an active process wherein you must participate in order to benefit. Therefore, we are asking that students do everything that they can to learn. Through your involvement, your high school career will be greatly enhanced and will prove to be both rewarding and meaningful. With all of us working toward a common goal, we cannot help but succeed.

The regulations included in this handbook are written to provide Brookfield Schools' students a better understanding of school protocols and policies. Students will be held responsible to the discipline policies and procedures set forth in this Policy Manual.

Brookfield Schools provides equal educational opportunities for all students regardless of sex, sexual orientation, race, creed, religion, residence, disability, national origin or ancestry.

CODE OF CONDUCT:

Two of the most important lessons education should teach are discipline and tolerance. While they do not appear as subjects, they underlie the whole educational structure. Training in these areas develops self-control, character, orderliness and efficiency. They are the key to good conduct and proper consideration for other people. With an understanding of the purposes of discipline and tolerance in a school, you may form a correct attitude toward it and not only do your part in making your school an effective place of learning but develop the habits of self-regulation which will make you a better person.

Disciplinary infractions may result in suspension and/or exclusion from participation in extra-curricular activities including athletics, clubs, proms and graduation exercises.

All students and parents are required to read this handbook to familiarize themselves with rules governing student behaviors and penalties associated with violation of Board policy. Our authority is not limited to actions or responses described in this book of conduct. The power to educate includes the power to discipline.

Actions taken by school officials in response to violations of conduct codes will be carried out in order to maintain student safety, order and discipline. Disciplinary decisions made at the discretion of school administration and teaching staff will be guided by the following premise: "the safety of the child outweighs the child's civil rights. The safety of the group outweighs the rights of the individual child."

We hope you enjoy success during this school year and we look forward to working with you throughout the year.

Sincerely,
Patrick Kiernan Principal
Brookfield Academy & Brookfield Transition to College Program

Brookfield Schools

Board of Trustees

Chairperson:

James F. Conway, Jr.

Board Members:

John F. Corbett

John A. Heald

William Hutchinson, Jr.

Donald Lambert

Juan Perez

Amy E. Travetti

Jeffrey Zucker

Dr. Dorothy K. Van Horn

President/Executive Director/Superintendent

Dennis Zakroff

School Business Administrator/Board Secretary

Staff

Title	Name
Executive Director/Superintendent.....	Dr. Dorothy K. Van Horn
School Business Administrator/Board Secretary	Dennis Zakroff
Human Resources Coordinator	Linda Ellis
Administrative Assistant	Carole Ambrose
Administrative Assistant	Sharon Manning
Administrative Secretary	Lois Heister
Director of Facilities	Carlos Ramirez
Director of Admissions/Supervisor of Special Education	Ed Travis, M.A., LPC
Principal	Patrick Kiernan
T2C Principal.....	Patrick Kiernan
Supervisor of Secondary Education	Ebonee Markham
Curriculum Coordinator	Nancy Moran
School Secretary.....	Claire Blake
Receptionist/Attendance Officer.....	Sandy Manning

Mission Statement - Brookfield Schools

The mission of Brookfield Schools is to provide innovative, practical, and effective educational and therapeutic services for students with special emotional and behavioral needs that will put them on the pathway to success toward becoming productive members of society.

Brookfield Academy / Transition to College

Support Staff

Title	Name	Ext	E-mail Address
Support System.....	Roger McCurdy	130.....	roger.mccurdy@brookfieldschools.org

Educational Staff/Assistants/Aides

Title	Name	Ext	E-mail Address
Principal Brookfield Academy.....	Patrick Kiernan	239.....	patrick.kiernan@brookfieldschools.org
Principal T2C Program	Patrick Kiernan	239.....	patrick.kiernan@brookfieldschools.org
Director of Admissions	Ed Travis	240.....	ed.travis@brookfieldschools.org
Supervisor of Secondary Education	Ebonee Markham.....	275.....	ebonee.markham@brookfieldschools.org
Cosmetology Teacher	Dawn Bell	270.....	dawn.bell@brookfieldschools.org
Art Teacher.....	Pamela Cahill	235.....	pamela.cahill@brookfieldschools.org
Physical Education Teacher.....	John Famiano	277.....	john.famiano@brookfieldschools.org
Teacher.....	Cheryl Greenblatt.....	259.....	cheryl.greenblatt@brookfieldschools.org
Culinary Arts Teacher	Laura Hakun	280.....	laura.hakun@brookfieldschools.org
Teacher.....	Marion Hume-Darrow	249.....	marion.hume@brookfieldschools.org
Teacher.....	Pat Mastrogiacomo	246.....	patrick.mastrogiacomo@brookfieldschools.org
Teacher.....	Courtney Olson.....	248.....	courtney.olson@brookfieldschools.org
School Nurse.....	Janis Rice, RN	224.....	janis.rice@brookfieldschools.org
Teacher.....	Joseph Velie.....	230.....	joseph.velie@brookfieldschools.org
Teacher.....	Stephanie Wickizer	234.....	stephanie.wickizer@brookfieldschools.org
T2C Teacher	Eugene Robinson.....		eugene.robinson@brookfieldschools.org

Teacher Assistant.....	Sherrill Ciarrocca
Teacher Assistant.....	Joanne Duczkowski
Teacher Assistant.....	Lynne Lippincott
Teacher Assistant.....	Gabrielle Robinson
Teacher Assistant.....	Bridget Ross
Teacher Assistant.....	Ron Virgilio
Crisis Aide.....	Monica Lennon
Café/Transportation Coordinator	Loretta Falciani
T2C Teacher Assistant	Halima Pinkett

Therapy Staff

Title	Name	Ext	E-mail Address
Lead School Counselor.....	Jessica Ramsden.....	278.....	jramsdn@brookfieldschools.org
School Social Worker.....	Shahnaz Abdul-Haqq.....	272.....	shahnaz.abdul@brookfieldschools.org
School Social Worker.....	Samantha Kifer.....	251.....	samantha.kifer@brookfieldschools.org
School Social Worker.....	Stephanie Cavacini	273.....	stephanie.cavacini@brookfieldschools.org
School Social Worker.....	Amy Kershner	274.....	amy.kershner@brookfieldschools.org
T2C School Social Worker	Blyss Bowman.....		blyss.bowman@brookfieldschools.org
Psychiatric Services.....	Alexander Strauss, M.D.		

SUMMARY OF IMPORTANT DAILY PROCEDURES

Brookfield Academy

SCHOOL HOURS:

Arrival Time:	8:05 A.M.
Dismissal Time:	2:20 P.M. unless otherwise indicated (please refer to school calendar)
Early Dismissal Time:	1:00 P.M.

Brookfield Academy no longer allows students to carry book bags or oversized purses on campus as of the 2017 - 2018 School Year. Female students may carry a small purse. Acceptable purse size is at the discretion of administration but should not be larger than a small clutch.

Student materials such as pens, pencils and paper are all supplied in the classrooms. Quarterly projects assigned by teachers do not require students to take materials home so the need for students to have book bags or large purses on their person will not be allowed.

FIRST PERIOD:

State law (18A:36-3) requires students to salute the flag and recite the Pledge of Allegiance daily. Students who object to participation shall show respect for the flag. Parents of these students are to notify the principal in writing of their consent.

START OF DAY - BUS PICK-UP TIME:

Student pick-up times from home are set by each individual district and the bus company the district provides.

EMERGENCY CLOSING NUMBER:

"Inclement weather" closing number is Camden County #562 on KYW Radio or TV or by calling the school and listening to the initial greeting. Parents and guardians will be contacted by Realtime Notification System on inclement weather days and for any school emergency provided current contact information has been submitted.

Transition to College (T2C) Program

SCHOOL HOURS:

Arrival Time:	8:15 A.M.
Dismissal Time:	2:15 P.M. unless otherwise indicated (please refer to school calendar)
Early Dismissal Time:	12:45 P.M.

START OF DAY - BUS PICK-UP TIME:

Student pick-up times from home are set by each individual district and the bus company the district provides.

EMERGENCY CLOSING NUMBER:

Transition to College staff and students must confirm school closings with Camden County College. Camden County College #559.

WELCOME TO THE BROOKFIELD ACADEMY & T2C PARENT PORTAL

“Creating easy and systematic access for PARENTS to monitor your child’s progress”

Parents are now able to access their child’s grades on-line, 24-hours a day, 7 days a week! Parents must first obtain their log-in information. Once you have your log-in information, use the link below to begin!

Link to Parent Portal Log-In: <https://www.fridayparentportal.com/Brookfield>

What is available for parents in the Parent Portal?

1. Student Grades
2. Student Attendance
3. Student Discipline

Registration: Parents must register for Portal access. Once provided with a username and pass code, parents can access the portal and monitor their student’s success.

September 2017

Dear Parent/Guardian:

Keeping parents and guardians informed and involved helps to assure student safety and improve student success. With today's on-the-go lifestyles, it has become more difficult for schools to reach families quickly and effectively. This is why our school has decided to implement a new system called Realtime Notification System.

Realtime is an essential tool for notification and communication. Within minutes of an emergency, school officials can use Realtime to deliver a single, clear message to the students' parents or guardians by telephone, cell phone, or e-mail in any combination. Realtime can also be used to notify you of a school closing due to inclement weather. It's an equally effective way to keep you informed of everyday activities, such as event times and locations, as well as schedule changes.

Your contact information is set up when your student's data is entered into the system. Should you need to make any changes, please call 856-795-8228, Ext. 221 to speak with our Attendance Officer.

We hope you find this system to be helpful and informative.

Sincerely,

Dorothy K. Van Horn, Ed.D.
Executive Director/Superintendent

caa

MEMORANDUM

TO: All Staff, Faculty and Parents/Guardians

FROM: Carlos Ramirez, Director of Facilities

DATE: July 2017

RE: Annual Asbestos Management Notification

This memorandum shall serve as the annual notification to interested parties regarding asbestos management activities performed for the Brookfield Schools facilities in Cherry Hill, New Jersey, and Haddon Heights, New Jersey, as required by 40 CFR Part 763.93(g)(4) (Asbestos Hazard Emergency Response Act). A copy of the Asbestos Management Plan is available to the public for viewing during normal business hours (8:00 AM to 4:00 PM) Monday through Friday at the Brookfield Schools administration office (1009 Berlin Road, Cherry Hill, New Jersey 08034), and at each facility. The most recent mandatory AHERA inspections of the facilities were performed on January 12, 2017, by Steven J. Flanigan of Horizon Environmental Group, Inc. (P. O. Box 316, Thorofare, New Jersey 08086). Mr. Flanigan is accredited as a Building Inspector by the United States Environmental Protection Agency. The firm of Horizon Environmental Group, Inc. (P. O. Box 316, Thorofare, New Jersey 08086), has been retained by Brookfield Schools to act as Designated Person for its Cherry Hill and Haddon Heights facilities from July 1, 2017 to June 30, 2018. Horizon Environmental Group, Inc. shall provide accredited personnel to perform Designated Person activities required under AHERA. The next required inspection of each school facility is scheduled to take place in July 2017. The results of these inspections shall be presented at a meeting. Two-hour awareness training for custodial staff and other interested persons shall be performed if needed. No response actions or other activities that would disturb or remove asbestos-containing materials are planned at this time. Notification of planned response actions or other activities shall be presented at a meeting at least month prior to the activity.

Any questions regarding this notification or any activities related to asbestos-containing materials may be directed to the Administration Office.

Thank you for your cooperation.

cr/caa

BREAKFAST AND LUNCH PROGRAMS:

A breakfast and lunch program is offered daily to all students attending Brookfield Academy. Menus are distributed monthly. Also, ala carte items are available during lunch periods only.

Applications to determine free, reduced or paid status are mailed home in August and are also available at the Main Office. Returning students will continue on the same status as they were at the close of the previous school year until either September 30th or until their applications are processed. New students must pay for their meals in full until their applications are processed. Please be advised that this information is kept completely confidential. Students who qualify for free or reduced lunches also qualify for free or reduced breakfast.

SEARCH AND SEIZURE:

When a school official has reasonable suspicion that a student possesses evidence of illegal activity or activity that would interfere with school safety, order and discipline, the school official has the right to conduct a reasonable search for such evidence. Searches can be conducted with reasonable suspicion to suspect student involvement in any and all drug related behaviors and/or weapons offenses. Reasonable suspicion can result from something we hear, see, smell, have a "feeling" about or know from a student's past history.

If so warranted, persons entering a school building, attending school or attending a school sponsored event may have their bags and belongings searched. Each morning, students will have a metal detector search their person for electronic devices such as phones, iPods, etc., which is against Brookfield Academy's Electronics Free Campus Policy.

VISITORS TO THE SCHOOL:

To prevent disruption to the educational process, all visitors must report to the receptionist and show identification, sign in at the front lobby, obtain a pass issued there, and/or travel with an escort arranged by staff.

Alumni may schedule an appointment to visit staff ONLY after 2:20 p.m.

SCHOOL BUILDING SECURITY:

Doors are locked from the outside, requiring all visitors to enter the school at the Main Entrance only and possess a valid identification.

SCHOOL SPIRIT:

Our colors are gold and black for quality and determination; our team is the Brookfield Wolves; and the Wolf is our mascot.

HOME AND SCHOOL: COMMUNICATION IS ESSENTIAL

1. Parents/guardians are encouraged to contact the school with any information that would be helpful to school personnel providing services to their child.
2. All new students and many returning ones will have an Individual Education Plan (IEP) and/or Instructional Guide Meeting for the Child Study Team representative and the parents to meet with school personnel shortly after the start of the student's year at Brookfield Academy. In late spring, all students will have an Annual IEP Review Meeting. Parents and Child Study Team case managers will meet with school personnel to review the past year and make plans for the next.

3. Academic and behavioral reports will be mailed quarterly to parents/guardians and Child Study Team case managers, as well as Interim Progress reports. The final June report card is mailed to parents and Child Study Team.

ACADEMICS:

The core subjects of English, Mathematics, Science, Social Studies, Health and Physical Education, Visual and Performing Arts, Career Education and Community Life Skills, World Language, and the other courses identified as required under Common Core State Standards are the academic building blocks of Brookfield Academy. These subjects are implemented in accordance with each student's IEP.

Instruction shall occur at the student's level of understanding and abilities. Individualization within the program is done with input from the student, parent/guardian, teachers, Child Study Team, therapist, and representatives from involved community agencies.

HOMEWORK:

There is little evidence that supports a correlation between daily homework and an increase in grades. Brookfield Academy does assign projects per quarter and independent reading assignments but does not send homework home regularly. With academic struggles, it is vital that the students have supports and assistance from the classroom teacher readily available during independent practice, thus homework/independent practice is completed as part of the school day.

GRADES:

The school year is divided into four marking period quarters. The grading system is as follows:

A = 92 - 100, B = 83 - 91, C = 74 - 82, D = 65 - 73, F = 64 and below, I = Incomplete, P = Passing

1st Marking Period.....September 5, 2017 to November 9, 2017

2nd Marking Period.....November 13, 2017 to January 26, 2018

3rd Marking Period.....January 29, 2018 to April 13, 2018

4th Marking Period.....April 16, 2018 to June 18, 2018

T2C

1st Marking Period.....August 31, 2017 to November 3, 2017

2nd Marking Period.....November 6, 2017 to January 2, 2018

3rd Marking Period.....January 29, 2018 to April 6, 2018

4th Marking Period.....April 9, 2018 to June 8, 2018

*Pending Board Approval

The course grade is part of a uniform grading system which must be employed by all teachers. This grade represents a composite statement reflecting various features of student performance such as test and quiz scores, homework assignments, class work, book reports, term papers or other research projects, class projects and activities. Any student who has a grade of 64 or below at the time of a progress report or report card will require academic intervention.

Students who have incomplete grades due to high absenteeism or incomplete work will receive an "I" and have five (5) weeks to complete the work and earn the grade. This will also affect the student's ability to participate in Brookfield Academy and T2C activities. Any incomplete grades remaining at the end of the five week period will be recorded as a failure.

CLASS EXPECTATIONS:

Students are expected to report to each class prepared and on time. Students entering the class after the final bell are considered late. Disciplinary action, and possible loss of credit will be assigned to students who are late. Your teachers will explain the impact that lateness and being unprepared has on class participation which is part of your grade.

- Students are expected to follow guidelines and procedures established by the classroom teacher.
- Be seated and ready to work before the bell rings.
- Participate regularly. Your contributions affect your grades.
- Take care of classroom furniture. Students who vandalize school property are to be referred to the office. Writing on desks may result in disciplinary action.
- Be sure your work is done neatly and to the best of your ability.
- Pay attention to your teacher.
- It is the teacher, not the bell that dismisses classes. Remain seated until your teacher dismisses you.
- A hall pass is required in order to leave a class in session. Disciplinary action may be assigned to students who violate this procedure.
- Students are to remain in their assigned area, classroom, Physical Education Class, counseling session, etc., until they are dismissed by the supervising staff member.

ACADEMIC INTEGRITY POLICY:

As an academic community, Brookfield Schools provides a strong foundation for future success. To fulfill our mission, we require a commitment to academic integrity from all members of the community, as active participants in the educational process. Academic integrity requires each student to participate actively and honestly in the educational process, to respect the originality of others' work, as well as his/her own, and to behave responsibly as a scholar when sharing information. When we agree to maintain academic integrity with our schools, we build an environment of intellectual trust and prepare our graduates for future experiences in post-secondary education and the working world.

Consequences for violations of Academic Integrity are listed in the Discipline Code.

MID-TERM AND FINAL EXAMINATIONS:

Mid-term and final exams assess student performance based on Common Core Standards. Therefore, all students are required to take mid-term and final exams which count toward the calculation of the mid-term and final grade. All exams and make-up exams will be scheduled by the teacher. Students may not take an exam prior to the scheduled date of that exam.

STUDENT RECOGNITION:

In addition to Honor Roll recognition, students have opportunities throughout the year to receive recognition in various ways, i.e. perfect attendance, school/community service, athletics, academics, departmental awards, fine and performing arts and student of the week/month.

FIELD TRIPS:

Students, in good standing, are taken on educational trips and reward trips that correlate with or assist in the learning process. When a trip is planned, permission slips will be sent home to be signed by the parent/guardian. Field or reward trips are taken with the classroom teacher. Students who attend field trips must return to the school on buses at the end of the trip. Students who are absent or suspended from school during the day of a field trip are not permitted to personally arrange and attend the field trip. Students are prohibited from field trips when he/she returns from a suspension. The time a student is prohibited from participation is at the discretion of administration.

PARENT NOTIFICATION:

School officials are not required by law to notify parents of any actions taken to intervene in student behaviors if and when they are following "standard operating procedures." Standard operating procedures are those responses and penalties that are outlined in policy and which are used to maintain safety, order and discipline in the school setting.

School officials will make an attempt to notify parents if and when a child is in danger or in the event of an arrest. An attempt to notify may not ensure that parent contact will be guaranteed. In order to increase the chance that the parent can be reached when necessary, we ask that parents complete and return EMERGENCY CONTACT FORMS and that they update this information when changes in residence, phone number and/or custodial care occur.

WORKING PAPERS:

Applications may be picked up in the Principal's Office. After completion, the secretary will complete the processing. If you submit the completed form by 10:00am, it will be processed and can be picked up at the end of the day. The completed application is then to be given to your employer.

THERAPEUTIC SERVICES:

Therapeutic services are an essential component that works in conjunction with the educational component to provide the best opportunity for student success.

Students are offered a variety of clinical services including individual therapy, crisis counseling, substance counseling and psychiatric consultations. A student's participation in therapy sessions is required and is an essential vehicle for personal growth. Parents/Guardians can use the therapeutic services as a resource.

The student and his/her parents' commitment to support and/or participate in our therapy programs is solicited at the time of the initial intake. Each student is provided with individual counseling on a regular basis and crisis intervention as needed. Therapeutic goals are established annually and presented at IEP meetings with parents and Child Study Team (CST) members. A written clinical progress report will be provided quarterly to parents and Child Study Teams.

If progress is limited due to the student's continued therapeutic resistance, the student's placement in Brookfield Academy and T2C programs will be reviewed with the parents and the sending school district.

DISCIPLINE

Brookfield Academy

Teachers, support staff and administrators have a responsibility to all students who attend Brookfield Academy to maintain a positive therapeutic atmosphere at all times. A positive atmosphere is conducive to learning and discourages improper conduct.

1. The purpose of this policy is to present a fair, firm and orderly process for handling individual and repeated infractions of school rules and regulations. The administrator in charge is afforded some latitude in handling individual cases.

2. Discipline Guidelines

The administration and staff will apply the guidelines below to produce the consistent administration of discipline. Administrative discretion regarding discipline and consequences is always an option afforded to the building principal and assistant principal. Decisions will depend on the following:

- A. A thorough investigation and presentment of evidence, including due process requirements.
- B. Consideration of the severity of the offense.
- C. Consideration of the repetitive behavior of the offender.
- D. Consideration of mitigating circumstances.

The Discipline Matrix at the end of the Handbook is intended as a guideline for interpreting the possible disciplinary action to be taken for various disciplinary offenses. The guide indicates the recommended penalties that may be imposed. It is up to the discretion of the administration to determine the final disciplinary action. It must be emphasized that actions taken by teachers and/or administrators are intended to remediate problems and provide a safe and secure environment for learning.

Brookfield Academy utilizes a Student Success System to reinforce positive behaviors exhibited by the students. This system allows students to earn points for each class period for appropriate school behavior and academic success.. Points are used to purchase rewards in the café.

3. Student Success System

The Student Success System represents an extraordinary effort to help students remain in Brookfield Academy and focus on improving successful target behavior.

Students who are enrolled in this system are to take more responsibility for their behavior and demonstrate a greater commitment to positive change.

Student behavior will determine their privilege to participate in Brookfield Academy events and placement in the Student Success System. At the discretion of the administration, severe behavior could immediately jeopardize placement at Brookfield Academy.

Transition to College (T2C) Program

Transition to College students will follow the Camden County College guidelines for campus behavior.

BROOKFIELD BELIEF STATEMENTS:

- All students have the right to learn in a safe and caring environment.
- All students have the capacity to learn and have a right to an education that maximizes potential and prepares them for the future.
- Learning is a life-long process and is essential in a society that is ever changing.
- All members of the school community recognize the strengths and unique differences of each individual.
- All members of the school community have an obligation to treat all people and their learning environment with respect.
- Collaborative communication among all members of the school community is essential in the development of self-esteem.
- All students must build a sense of commitment and responsibility toward the betterment of their community.
- Schools are accountable to the public.
- Education is a shared responsibility of the entire community.
- Comprehensive school programs include the development and provision for the learning of cultural, moral and social values.
- Success is broad and the expectations of student achievement should be realistic.
- Educational excellence and student success are valuable assets to the community and worthy of investment.

BROOKFIELD ACADEMY & T2C ATTENDANCE POLICY

ATTENDANCE:

Pupils who are absent from school cannot benefit from important teacher-directed instructional activities. The loss of such valuable instruction can prevent a pupil from realizing maximum competence or skill. Excessive absence almost certainly will affect academic performance.

When a student has been absent **five consecutive days**, excused or unexcused, a warning letter is sent to the student's parents and sending school district (suspensions are included in the number of absences). This procedure is required by school law.

EXCESSIVE ABSENCE:

Absence from school jeopardizes the ability of a student to satisfactorily complete the prescribed course of study and violates statutes requiring children to regularly attend school (NJ18A: 38-25). We cannot succeed at our task of providing a thorough and efficient education unless students are present for all regularly scheduled classroom-learning activities. Recognizing that some absences are unavoidable, for reasons such as illness and appointments that cannot be scheduled during non-school hours, a student may accumulate 18 absences during a school year without jeopardizing credits earned.

LEAVING SCHOOL EARLY:

Students are not permitted to leave the school grounds at any time during the school day unless signed out by a parent/guardian. If you must leave the building due to illness or any other emergency, YOU MUST BE SIGNED OUT PHYSICALLY (IN PERSON) BY A PARENT OR LEGAL GUARDIAN. Leaving school without permission would constitute disciplinary action.

If a student earns the privilege to drive to school, they must present a written note from parent/guardian indicating the reason and sign out when they leave.

There are varying situations which may justify release of certain students from school before the normal dismissal time. Such situations are justifiable only if the release does not jeopardize the student's educational program and the reason (s) for such release can be shown to have positive benefits for the student. Parent/guardian or their authorized agent will be required to enter school and sign out the student.

Students are encouraged to schedule necessary appointments before or after school hours. When appointments cannot be scheduled outside of school hours, acceptable reasons for early dismissal would be appointments with a doctor, dentist, driving test, required attendance in court or extreme emergencies. Students must bring a note to the attendance officer when requesting an early dismissal.

TARDIES:

Students who arrive at school after 8:30am must report to the school receptionist to sign in. No student will be permitted to sign into school after 8:55 a.m. without a parent/guardian note and/or administrative approval. This note does not excuse the tardiness. Students entering school after the above time without parental note and/or administrative approval will not be able to participate in any form of extra-curricular activity without administrative approval.

Attendance Policy Notice – Excused Absence/Lateness

1. Medical/Dental note – signed, with date and reason
2. Family death – verified by obituary
3. College visitation (3 max) – verified by college letter
4. Written parent permission – one per semester and within five (5) days of absence (may excuse consecutive days absence)
5. Religious holiday, as per N.J.S.A. 18A, 36:14-16
6. Driver's license examination – verified by letter signed from DMV
7. Required court attendance – verified by legal document/letter
8. Suspension from school
9. IEP requirement – in accordance with IDEA
10. Home/school administrative decision

UNEXCUSED ABSENCES INCLUDE: any absences not covered by the above criteria.

If more than 18 days of absences occur, the student may be eligible for the following options:

- a. Credit Recovery
- b. Extended Learning

If the student does not successfully complete the attendance requirements, credit will be determined in conjunction with the sending district.

BROOKFIELD SCHOOLS SMOKING POLICY

SMOKING OF ANY SUBSTANCE OR POSSESSION OF SMOKING ITEMS OR OTHER TOBACCO PRODUCTS IS NOT ALLOWED ON SCHOOL GROUNDS; MATCHES OR LIGHTERS ARE ALSO NOT ALLOWED AT SCHOOL.

EXCERPTS FROM THE STATUTORY AUTHORITY GOVERNING SMOKING IN SCHOOLS:

N.J.S.A. 26:3d – 115, 16 17, 18 19, 20

Brookfield Academy shall make and enforce regulations to prohibit the smoking of tobacco anywhere in its buildings or on its property.

The person responsible for administration of the school, college, university, or professional training school or any other person having control of such premises or any agent thereof or a police officer or other public servant engaged in executing or enforcing this act may order any person smoking in violation of this act to comply with the provisions of this act. Thereupon, any such person who smokes on such premises in violation of this act is subject to a fine not to exceed \$100.00.

Brookfield Academy is a “smoke-free” environment consistent with NJ State Laws. We have attempted to develop a Discipline Policy with a therapeutic focus regarding smoking, helping the student to become responsible for his or her own behavior while concurrently attempting to assist the student in dealing with a control issue over a habit or addiction.

Transition to College (T2C) Program

Transition to College students will follow the Camden County College guidelines for campus behavior.

BROOKFIELD SCHOOLS SMOKE FREE ENVIRONMENT

Please carefully review Brookfield’s “Smoke Free Environment Policy;” encourage your son or daughter to abide by these rules, and cooperate with us in assisting your child in dealing with this health issue. Be aware that violations of this policy can lead to termination from Brookfield.

By law, the school is a smoke free environment. Students may not bring tobacco products, matches, chewing tobacco, lighters or e-cigarettes to school.

POLICY VIOLATIONS:

A student shall be considered in violation of this Policy when he or she is observed by a staff member using, exhaling smoke or is in possession of tobacco, smoking products (including Vape paraphernalia) or paraphernalia as defined above. Smoking is not allowed on school buses or school sponsored events.

RESPECT OF PROPERTY

GRAFFITI AND VANDALISM:

Destruction of property by graffiti and/or vandalism is a serious offense. By law, if you deface any surface with graffiti, you may have your motor vehicle driving privileges postponed, suspended, or revoked for one year for a first offense conviction or two years after a second conviction. In addition, other penalties, fines, or sentences may be imposed by the court. Brookfield Schools will expect students to reimburse the school for property that is defaced or destroyed.

All vandalism, violence, gang, or drug related incidents will be reported to the appropriate outside authorities as determined by the administration.

At the discretion of the administration, anyone who damages or destroys school property through vandalism, arson, or larceny, or who creates a hazard to the safety of our students in so doing, other disciplinary actions may be imposed.

The cost to repair or replace is determined and a report is completed for the business office. The students are then billed, via their parents, for a financial obligation to cover the damage.

ALL REPORT CARDS AND OFFICIAL SCHOOL REPORTS MAY BE HELD UNTIL FULL PAYMENT IS MADE FOR ANY VANDALISM.

With all financial obligations, parents are held accountable for willful misconduct of their children; therefore, parents will have to settle charges. The school, however, encourages parents to make arrangements for the student to be ultimately responsible for his/her own behaviors by having them earn funds or use savings to cover these debts.

Students are encouraged to leave personal belongings at home. Students bringing personal property to school are responsible for their safety. Brookfield Academy and T2C staff will not be held liable for any loss.

TRANSPORTATION

BUS CONDUCT AND LAWS:

NJ Statutes: Title 18A:25-2 "A pupil may be excluded from the bus for disciplinary reasons by the principal and his/her parents shall provide transportation to and from school during the period of such exclusion."

The following rules are for the protection of the students. Any infractions could result in loss of the privilege of riding the bus and are also subject to the general discipline code:

- Remain in your assigned seat while the bus is in motion; keep all extremities inside the bus at all times.
- Wait on the sidewalk for your bus.
- Do not distract the driver or ask him/her to make unscheduled stops.
- Keep the bus clean; do not litter the road.
- No smoking, eating or drinking is allowed on the bus.
- Avoid improper language.
- Report immediately to the bus driver any damage to the bus.

TRANSPORTATION IS THE RESPONSIBILITY OF YOUR DISTRICT

According to the Department of Education's rules and regulations, a student is the responsibility of the attending school when she/he gets on the bus in the morning and until she/he departs from the bus in the afternoon. Therefore, any significant behavioral incidents on the buses will be dealt with by Brookfield Schools, Bus Company and/or sending district's Disciplinary Policies and may involve suspension of bus privileges. Continued serious disciplinary infractions may result in the suspension of student from the bus for a period of time. In such cases, the parent/guardian will become responsible for seeing that the student gets to and from school safely. Districts will be consulted on all significant transportation issues.

- Bus drivers are not permitted to take students not assigned to their buses and cannot let students off the bus except at the school, the home, or a location pre-arranged by parent, school, and district.
- For students who are being transported to or from school by someone other than school district personnel or the parent/guardian, parents/guardians must notify the school 24 hours in advance, providing a note with the name of the individual who will be transporting their student, the time and date of pick up and their signature granting permission.
- The driver must provide a valid driver's license and sign student out.

DRIVING PRIVILEGE

Permission to drive to school is a privilege granted to students with a valid New Jersey driver's license and in good academic and attendance standing. This privilege can be revoked at any time for behavior or actions that violate school rules, threaten the safety of students and/or staff and could possibly damage school property. Vehicles parked on school grounds may be subject to random searches by the administration.

Registration forms can be found in the Main Office and must be completed prior to parking in the parking lot. Upon completion of the registration form, a parking tag will be provided indicating the assigned parking location.

Access to enter vehicles is limited to before and after school, unless permission is granted by an administrator.

Students may not transport other Brookfield students without prior written parental/guardian permission.

Criteria for Privilege

- Obtain written parental approval with release of school liability.
- Submit a copy of:
 - a. Valid driver's license.
 - b. Valid vehicle registration.
 - c. Copy of auto insurance indicating student is covered by the policy.

LOSS OF DRIVING PRIVILEGE:

1. Possible Loss of Driving Privilege If:
 - a. Student does not continue to meet the performance criteria.
 - b. Car is used with another student.

- c. Unapproved contact with car during school day.
 - d. Driving unsafely on school grounds.
 - e. Refusal to park in the designated area.
 - f. Or any other policy violation which the Administration deems related to the student's Driving Privilege.
 - g. Suspension
 - h. Possession of/or under influence of drugs, alcohol or weapon.
 - i. Excessive unexplained lateness and/or absence from school.
 - j. Leaving school grounds without permission.
2. Once the privilege of driving is lost, a student wishing to be re-instated must wait 30 school days before re-applying for the privilege. Parent, therapist, teacher and Principal will need to re-approve. Behavioral goals and objectives will be established. A student's behavior will be evaluated and a Driving Privilege re-instatement meeting will be scheduled and driving privileges will be determined at that time.

BROOKFIELD ACADEMY AND T2C DRESS AND APPEARANCE POLICY

DRESS AND APPEARANCE:

Brookfield Schools believes there is a strong relationship between students' appearance and his/her general attitude and behavior.

Pupils are prohibited from wearing, while on school property, any type of clothing, apparel, or accessory which indicates that the pupil has membership in, or affiliation with, any gang associated with criminal activities. Student are prohibited from wearing bandanas, carrying bandanas or to be in possession of a bandana.

RESPONSIBILITIES:

Parents/guardians are responsible for helping students follow dress code requirements. Staff will enforce the Dress Code at school and will inform parents/guardians of any related problems or concerns. Repeat violations will lead to a meeting between student and parent to contract expectations for compliance.

DRESS CODE (WILL BE CHECKED DAILY UPON EXITING THE BUS/ENTERING THE SCHOOL):

1. Clothes need to be loose fitting and dress or skirt hems should be mid-thigh or longer.
2. Male or female tank tops, tube tops, bare midriffs, halter-tops, strapless shirts or dresses, low cut tops or tops with revealing neck lines, and sheer tops are not acceptable. Undergarments should not be on display by either female or male students:
 - tank top style undershirts
 - pants need to be worn at the waist
 - Pajama tops or bottoms and lounge attire are not acceptable or appropriate for school
3. All shorts should be mid-thigh or longer.
4. Tight sweaters, slacks or skirts, spandex or tights worn as slacks are inappropriate for school.
5. Sunglasses may not be worn indoors unless prescribed by an ophthalmologist or optometrist specifically for indoor use. That prescription must be on file with the nurse.
6. It is unacceptable to wear clothing or jewelry items with indecent or suggestive symbols, logos, or language; words or symbols referring to drugs, gangs, alcohol, or tobacco; or words or symbols of racial or religious intolerance; no bandannas.

7. Soft soled shoes such as athletic shoes, which will not mark up the wooden floors, are required for physical education activities in the All Purpose Room. Bedroom slippers are not acceptable for school due to hygiene and safety issues.
8. Blankets are not permitted.
9. Shoes must be worn at all times.

SCHOOL SAFETY

FIRE DRILLS & SECURITY DRILLS:

In accordance with N.J.S.A. 18A:41-1, at least one fire drill and one school security drill will be conducted each month within school hours, including any summer months, which the school is open for instructional programs. A school security drill means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, bomb threat, or active shooter situation that is similar in duration to a fire drill. Schools are required to hold a minimum of two active shooter, non-fire evacuation, bomb threat, and lockdown security drills annually. Fire alarm systems shall be initiated only during a fire drill evacuation. Responses made necessary by the unplanned activation of emergency procedures or by any other emergency shall not be substituted for a required school security drill. A fire evacuation plan is posted in each room.

- It is essential, when the signal is given, everyone obey orders promptly. The teacher in the classroom will give students appropriate appropriate instruction.
- Students are to respect the safety of others.
- Students are to treat all persons with respect for the safety of their physical being at all times.
- Students may not have “physical contact” with any other student or staff.
- Students may not tamper with fire safety equipment or be involved in any fire setting behavior.
- Students are not to bring to school any unauthorized object which could jeopardize students’ safety.

Any violation of physical safety for students and staff is totally unacceptable.

The consequences for violation of this policy are grave and the consequences may be immediate termination from the school and possible filing of charges with police. Violations of this policy are ranked as a minor physical contact and/or a major physical contact and will incur disciplinary actions.

A student who is charged with a criminal offense by the school district may lose class privileges (i.e. trips, dances, proms, graduation, etc.) and possible placement at Brookfield Academy.

MINOR PHYSICAL:

Physical contact without threatening or harm to others. Examples include, but are not limited to, horse-play and roughhousing.

MAJOR PHYSICAL:

Physical harm to another person such as fighting or assaults, whether intentional or not. Any assault or serious threat of such an assault, threatening with weapons, throwing objects at another person or persons are examples of major physicals. Police may be called.

September, 2017

Dear Parents/Guardians:

Effective November 1, 2010, we are required by law to conduct security drills as well as fire drills. This is a change from prior years.

Security Drills are defined as “an exercise, other than a fire drill, practice procedures that respond to an emergency” including a non-fire evacuation, lockdown, bomb threat or active shooter situation. The duration of a school security drill is similar to that of a fire drill.

To prepare our students for these drills, our staff will discuss the school security drills with the students in an age-appropriate context. Our goal is for them to understand this is a drill to keep them safe in a wide variety of security breaches.

Brookfield Schools has a comprehensive Crisis Management Plan that addresses the specific uniqueness of each facility. This plan was developed in conjunction with local police and fire companies.

In a real emergency, we will be working closely with the police and emergency management officials. To assist us in this endeavor, we are requesting the following from you.

Keep your contact information up-to-date. Should you need to make any changes, please call 856-795-8228, Ext. 221 to speak with our Attendance Officer.

In an event of an emergency, we will active the Realtime Notification System to notify you of the situation as soon as it is practical. If a lockdown should occur, you will not be able to enter the school until we have been notified it is safe to do so. It is better for you to remain a safe distance from the school until you are notified that the school is safe.

Unauthorized use of cell phones is prohibited. Please talk to your child and remind them that Brookfield Schools will be notifying you in all emergency situations.

A proactive approach to crisis management involves planning and practice. Practicing the state mandated drills will insure that we are ready for an emergency situation that might arise during the school day.

Sincerely,

Dorothy K. Van Horn, Ed.D.

Executive Director/Superintendent

ELECTRONIC DEVICES

STUDENT TELEPHONE USE AT SCHOOL:

We recognize that electronic devices have become a common tool for communication. However, they have become a major distraction to the learning environment and have been used inappropriately during the school day in the classrooms, hallways and on buses. This has included video, text, calls, gaming and music. They are also vulnerable to damage and/or theft. Therefore, Brookfield Academy is a Personal Electronics Free Campus

BROOKFIELD ACADEMY CAMPUS ELECTRONIC DEVICE POLICY:

Cell phones, iPods, MP3 Players or any other electronic device are not allowed in class or on campus at any time. I understand that if I bring a cell phone, iPod, MP3 player or any other personal electronic device, Brookfield Academy is not responsible or liable if the item is lost, damaged or stolen.

Electronic devices may not be seen, heard or used at any time during instructional hours which includes: before school, lunch, passing periods, during class and restroom breaks.

Students will be afforded an opportunity to turn their devices in to administration for safe storage until the end of the day each morning as they enter the building. Students will be asked if they have any electronics as they enter. Students will have a hand-held metal detector check their person for compliance to the No Electronics Policy and if found, will be given an opportunity to turn it over for storage or have a parent/guardian pick the student up.

Students who fail to comply with this policy will not be allowed to attend their regular class schedule and arrangements for their parents to pick up the student will be made.

Brookfield Schools assumes no liability or financial responsibility for theft, loss, costs and expenses arising out of any liability or claim of liability for damage to any personal electronic device.

If a student needs to make a telephone call, he/she may see a therapist or administrator for permission to use a school phone.

If a parent/guardian needs to get in touch with a student, they should contact Brookfield Academy receptionist at 856-795-8228.

At no time are students permitted to video record Brookfield staff or students on their personal device.

To prevent interference with the academic/educational process, **cell phones or other personal electronic devices are not allowed on the Brookfield Academy Campus as policy.**

SUBSTANCE ABUSE POLICY, DRUG AND ALCOHOL POLICIES PHILOSOPHY

Brookfield Schools' believes firmly that it is the responsibility of the district to help safeguard the health, character, citizenship and personal development of the pupils in its schools. Therefore, we must maintain that the unlawful possession and use of illegal drugs, steroids and alcohol is wrong and harmful. The Board recognizes that the misuse of drugs, steroids and alcohol threatens the positive development of pupils and the welfare of the entire school community. Brookfield Academy is committed to the prevention of drug, steroid and alcohol abuse and to the rehabilitation of identified abusers.

Brookfield Schools further recognizes that the problem of illegal drug, steroid and alcohol use presents a continuing challenge and a clear danger to the school population as a whole. The district's commitment to maintaining the integrity of our school requires a clear policy and supportive programs relating to the detection and prevention of substance abuse by students.

The Brookfield Schools' Anti-Substance Use and Student Conduct Agreement shall be in effect at all times the student is not under the authority of the school.

STUDENTS MAY NOT POSSESS, USE, BE UNDER THE INFLUENCE OF, DISTRIBUTE, SELL OR DISCUSS ANY OVER THE COUNTER MEDICATION, CONTROLLED DANGEROUS SUBSTANCE, PRESCRIPTION MEDICATION, OR ANY TOXIC CHEMICAL ILLEGAL SUBSTANCE COMPOUND, OR PARAPHANAILIA OR INTOXICATING LIQUOR OR ALCOHOL WHILE ON SCHOOL PROPERTY OR IN CONNECTION WITH ANY SCHOOL PLANNED STUDENT ACTIVITY OR PROGRAM ON OR OFF SCHOOL GROUNDS.

Failure to comply with these guidelines may result in intervention on behalf of the students' safety and well-being. This may include intervention meetings with the student, parent/guardian, SAC and administration as well as referral to the Division of Child Protection and Permanency (DCPP) for investigation.

Substance Curriculum for Students

Students receive drug and alcohol education through the Health Department in the school. A comprehensive drug and alcohol curriculum consistent with NJ Common Core State Standards has been developed for all students attending Brookfield Academy. The curriculum is integrated with the Health Education Program. Emphasis is placed on the psychological, physical and legal consequences of alcohol and drug use and abuse, as well as the available resources and services. The course is revised annually to keep pace with current legislation, information and research.

In addition, students may also take advantage of the services offered through our substance counselor by joining special support groups or by arranging to have an individual conference to discuss specific concerns.

Responsibilities of Administrators

School administrators bear the grave responsibility of assuring the State that they are providing students with a safe and healthy learning environment. When there is any question that a student's health or safety is at reasonable risk, the administrator has no choice but to act according to law. In the case of suspected or actual substance abuse by a student, the administrator is required to have that student examined by a physician.

Similarly, the administrator, in certain circumstances, must inform police of suspected violations of state law governing illicit substances.

Responsibilities of Teachers/Staff

The health and safety of students is also the responsibility of teachers and other staff members in the school. Staff persons are required to report any condition or activity which, in their best judgment, compromises the welfare of one or more students.

Teachers and other staff members who are not professional counselors should be aware that they are not protected under the confidentiality statutes. If called on to testify in court, a teacher would have to reveal any information relating to drugs/alcohol, even if voluntarily confided to them by a student. Teachers are, therefore, asked to advise students that they must always report any information given to them by a pupil if the teacher believes the student's health and welfare are in jeopardy.

Responsibilities of Parents

Parents and/or guardians of students must make themselves aware of the policies described in this document. In certain situations, parents will be asked to accompany their child to school, to the doctor's office, to an Emergency Room, or the like, within 24 hours. Parents are asked to cooperate to the best of their ability with school and other authorities for the benefit of their child.

Responsibilities of Students

Students are held responsible for their own behavior and must take upon themselves the job of knowing what the rules/policies are and what may happen if these are violated. Saying "I don't know" will not excuse one from liability, whether here at Brookfield Schools or in a court of law. Students are expected to obey all the rules and regulations of the school, including those stated here and throughout this policy.

Brookfield students may not use, carry, hold, transfer, sell or distribute drugs or alcohol while under the jurisdiction of Brookfield.

Unauthorized use of an open container is strictly prohibited.

Students may not be "under the influence" of drugs/alcohol while under the jurisdiction of the school.

Students may never carry or possess in their belongings any medication prescribed or over the counter. If medication is needed, please see information under **HEALTH SERVICES** in this handbook.

This jurisdiction begins when the students board their district-provided transportation in the morning and ends when they get off this same transportation to enter their homes having been dismissed from school. This jurisdiction extends to all school-sponsored events such as field trips, proms, dances, graduation and the like.

Finally, students should be aware that any statements made by them within the hearing of staff members, or confided by them to staff members, are not considered "confidential." Any time there is a concern that a student's health and welfare may be at risk, all staff members have been instructed to alert the appropriate school administrators.

Instruction

In accordance with Board policy, the following procedures are established for the instruction of pupils regarding drug, alcohol, tobacco, and steroid abuse; the evaluation and treatment of pupils who possess drugs, alcohol, tobacco and/or steroids; and for pupils who are suspected to be or found to be under the influence of drugs, alcohol, tobacco and/or steroids.

- A. Teachers shall be guided by the drug, alcohol, tobacco and steroid program approved by the Board of Trustees as part of the health education curriculum in accordance with State Board rules and New Jersey State Department of Education guidelines.

- B. Teachers and administrators will be requested to evaluate annually the effectiveness of the drug, alcohol, tobacco and anabolic steroid education program.

Reporting, Notification and Examination Procedures for Pupils Suspected of Being Under the Influence of Drugs, Alcohol and/or Anabolic Steroids

Teachers and staff members will be alerted to signs of a pupil's involvement with drugs, alcohol or steroids including: impaired health or fatigue, excessive truancy or tardiness, lower grades, depressed appetite or loss of weight, extremes, eyes that are bloodshot, watery, extremely wide or have extremely small pupils, an unusual body or breath odor, needle tracks, a change in attitude, personality, temperament, appearance and/or peer groups and/or mental confusion.

In instances involving intoxication, either in school or at a school-sponsored activity, by alcoholic beverage(s), controlled dangerous substance(s), anabolic steroids or any chemical or chemical compound as identified in N.J.A.C. 6A:16-4.1 the following shall apply:

Any professional staff member to whom it appears that a pupil may be under the influence of alcoholic beverages or other drugs, on school property or at a school function, shall report the matter as soon as possible to the school nurse or the principal.

In the absence of the principal, his/her designee shall be notified, and in instances where the school nurse or the principal are not in attendance, the staff member responsible for the school function shall be notified immediately.

- A. The pupil shall be removed to a protective environment for observation and care by the school nurse or staff member responsible for the school function. The principal shall request the assistance of the school nurse in assessing the physical state of the pupil. The principal, or his/her designee, shall immediately notify the parent or guardian and the superintendent of schools, or the administrative principal and shall arrange for an immediate examination of the pupil by a doctor selected by the parent or guardian. If the doctor is not immediately available, the pupil shall be taken to the Emergency Room of the nearest hospital for examination accompanied by a member of the school staff designated by the principal and a parent or guardian of the pupil if available. This shall not be construed to limit or condition the right of Brookfield Schools to seek immediate emergency medical assistance for a pupil when acting in loco parentis and as an agent of the parent/guardian and for the welfare of the pupil.
- B. The pupil's parent/guardian and the superintendent of schools or his/her designee shall be notified immediately of the incident and shall be provided a description of the situation and symptoms.
- C. The principal or his/her designee shall arrange for an immediate medical examination of the pupil. As part of this examination, drug screening shall be conducted. The evaluative components of the medical examination will be determined by the collaboration between the examining physician and school officials. The drug screening component shall be in accordance with the Substance Abuse Policy. The examination may be performed by the physician selected by the parent/guardian. If the chosen physician is not immediately available, the pupil shall be accompanied by a member of the school staff designated by the principal to the Emergency Room of the nearest hospital for examination. If available, a parent/guardian should also accompany the pupil. The pupil shall be examined as soon as possible for the purpose of diagnosing whether or not the pupil is under the influence of alcohol or other drugs.
- D. If, at the request of the parent/guardian, the medical examination is conducted by a physician other than the school-approved provider, such examination shall not be at the expense of Brookfield Schools.

- E. A written report of the medical examination shall be furnished to the parent/guardian of the student, the principal and the chief school administrator by the examining physician within 24 hours of the referral of the student for suspected drug or alcohol use.
 - 1. The district, in cooperation with the school physician or medical professionals licensed to practice medicine of osteopathy, may establish the minimum requirements for the medical report.
- F. When the medical examination is performed by a physician other than the school physician or the Emergency Room of the nearest hospital, the district shall require the parent to verify that a medical examination was performed within 24 hours of the referral of the student for suspected drug or alcohol use. Such verification shall include, at a minimum, the signature, printed name, address and phone number of the examining physician indicating the report required by (D) above is pending and the date by which the report will be provided.
 - 1. Refusal or failure by a parent to comply with this requirement shall be treated as a policy violation and handled in accordance with (J) below. N.J.A.C. 6A:16-4.3(d).
- G. If the written report of the medical examination is not submitted to the parent, principal and chief administrator within 24 hours of the referral of the student for suspected drug or alcohol use, the student shall be allowed to return to school until such time as a determination report of alcohol or other drug use is received from the physician.
 - 1. If the written report of the medical examination verifies that alcohol or other drugs do not interfere with the student's physical and mental ability to perform in school, the student shall be immediately returned to school.
- H. If there is a positive determination from the medical examination indicating that the student's alcohol or other drug use interferes with his or her physical or mental ability to perform in school:
 - 1. The student shall be returned to the care of a parent as soon as possible.
 - 2. Attendance at school shall not resume until a written report has been submitted to the parent, the principal and chief school administrator from a physician licensed to practice medicine or osteopathy who has examined the student to determine whether alcohol or other drug use interferes with his or her physical or mental ability to perform in school.
 - 3. The report shall verify that the student's alcohol or other drug use interferes with his or her physical or mental ability to perform in school.
- I. While the student is at home because of the medical examination or after the student returns to school, a substance awareness coordinator or individuals who hold school nurse, school psychologists, school social worker or student personnel services endorsements on the Educational Services Certificate and are trained to assess alcohol and other drug abuse shall:
 - 1. Conduct an alcohol and other drug assessment of the student and a reasonable investigation of the situation for the purpose of making preliminary determination of the student's need for educational programs, supportive services or treatment which extend beyond the general school program by virtue of the use of alcohol or other drugs by the student. The findings of the assessment alone shall not be used to prevent a student from attending school.
 - 2. Cooperate with community agencies as defined in N.J.A.C. 6A:16-4.1(b) and juvenile justice officials in providing evaluation, referral and continuity of care for substance abuse treatment.
- J. While the student is at home because of medical examination or after his or her return to school, the principal or chief school administrator may recommend or require alcohol and other drug assessment of the student or evaluation by appropriately certified or licensed professionals to make a positive determination of a student's need for programs and services which extend beyond the general school program, as necessary. The findings of these additional evaluations alone shall not be used to prevent a student from attending school.

- K. If at any time it is determined that the student's use of substances presents a danger to the student's health and well-being, the substance awareness coordinator or individuals who hold school nurse, school psychologist, school social worker or student personnel services endorsements on the Educational Services Certificate and are trained in alcohol and other drug abuse treatment referral shall initiate a referral for substance abuse treatment.
- L. In all instances involving the use of alcohol or other drugs, a Violence, Vandalism and Substance Abuse Incident Report shall be completed by the superintendent of schools or his/her designee.
- M. Staff members implementing this policy in good faith will be indemnified pursuant to N.J.S.A. 18A-40A-1 et. seq.
- N. When involved in drug-related activities while in school or while involved in school-sponsored activity, a student will be disciplined in accordance with guidelines outlined in the Discipline Procedure Manual.
- O. No faculty member is to transport a student in his/her own car, as coverage for damages incurred is not provided by the district.

Pupils Suspected of Possessing, Buying, Selling and/or Distributing Drugs, Alcohol or Anabolic Steroids

Whenever it appears a pupil may be in possession of, buying, selling or distributing a controlled dangerous substance, chemical(s) or chemical compound(s) which release vapor or fumes causing a condition of intoxication, inebriation, excitement, stupefaction or dulling of the brain or nervous system, taken for purposes other than treatment or illness or injury (prescribed or administered by a person duly authorized by law to treat sick and/or injured human beings), these procedures will be followed:

- A. School personnel shall report the matter as soon as possible to the school principal or his/her designee.
- B. The principal, observing all due process procedures, then shall attempt to establish proof of actual possession, sale and/or distribution of drugs, alcohol and/or steroids.
- C. The principal or his/her designee shall notify the pupil's parents/guardian and the superintendent immediately.
- D. Law enforcement authorities shall be notified in accordance with provisions of New Jersey Department of Education Regulations. If a student voluntarily has requested assistance for a substance abuse concern (and has not been involved in distribution activity), he/she can be protected from disclosure to police if he/she agrees to participate in assessment, evaluation, treatment and counseling support services. Referral to community treatment services may be warranted.
- E. The principal and/or superintendent of schools will initiate referral to the SAC or to core team drug and alcohol members for documentation of all drug, alcohol and/or steroid incidents. The SAC and/or core team will make appropriate student and family referrals to community agencies offering assistance for drug and alcohol-related issues.
- F. The Violence, Vandalism and Substance Abuse Incident Report is to be completed by the principal and forwarded to the superintendent of schools.

Record Keeping Regarding Self-Disclosure vs. Discovery of Student Substance Abuse Concerns

- A. In all cases involving drugs, alcohol and/or steroids, voluntary student disclosures will be kept confidential and exchange of information will remain between student, SAC, core team and the student support program director. Records will be confidential, kept separate and apart from general records, and locked. Feedback to referral sources will be limited to status of student progress only.
- B. Disciplinary referrals or cases which involve discovery (by students, teachers, administrators or other staff) of student chemical use will be recorded in student disciplinary files. Only the content of student disclosures made thereafter to a SAC or core team member will be kept as part of the confidential substance awareness treatment program records. It must be noted that even under strictest confidentiality law, a counselor is required to report a student whom they believe to:
 1. Be suicidal.
 2. Be assaultive.
 3. Have been abused.
 4. Be under the influence of drugs.
 5. Be in need of emergency medical treatment.

Students identified as drug, alcohol and/or steroid dependent will be referred to a community agency and may be required to complete a treatment program appropriate for their needs.

BROOKFIELD ACADEMY ACCEPTABLE EMAIL AND INTERNET USE POLICY

Internet policy conditions and rules for use:

A. Acceptable Use:

1. Use of the Internet is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of a student or user account must be in support of and consistent with the educational objectives of Brookfield Schools. All users of the Internet must comply with existing rules and Acceptable Use Policies, which are incorporated into this document.
2. Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret.
3. Use for commercial activities is not acceptable; use for product advertisement or political lobbying is also prohibited.

B. Privilege:

1. Use of the Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. Brookfield Schools administration, under this agreement, is delegated the authority to determine appropriate use and may deny, revoke, suspend or close any user account at any time based upon its determination of inappropriate use by account holder or user.

C. Monitoring:

1. Brookfield Schools' administration and its consultants reserve the right to review any material and to monitor fileserver space in order to make determinations on whether specific uses of the network are inappropriate. In reviewing and monitoring user accounts and fileserver space, Brookfield Schools administration shall respect the privacy of the user. However, if strict security and/or confidentiality are of concern, it is recommended that you not utilize the Internet connections provided by Brookfield Schools.

D. Network Etiquette:

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not use abusive language in messages to others.
2. Use appropriate language. Do not engage in activities which are prohibited under state or federal law.
3. Do not reveal personal addresses or phone numbers of fellow students or colleagues.
4. Note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities and may result in the loss of user privileges.
5. Do not use the network in such a way that you would disrupt the use of the network by other users.
6. All communications and information accessible via the network should be assumed to be the private property of the author and, therefore, subject to all copyright regulations.

E. No Warranties

Brookfield Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. It will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, no-deliveries, mis-deliveries or service interruptions caused by Brookfield Schools' negligence or by the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. Brookfield Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain and consider how valid that information may be.

F. Security

1. Security on any computer system is a high priority, especially when the system involves many users. Users must never allow others to use their password if one is assigned. Users should also protect their password to ensure system security and their own privilege and ability to maintain continued use of the system.
2. If a security problem is identified on the Internet, notify a system administrator. Do not demonstrate the problem to other users.
3. Do not use another individual's account.
4. Attempts to log onto the Internet as a system administrator may result in cancellation of user privileges.
5. Any user identified as a security risk for having a history of problems with other computer systems may be denied access to the Internet.
6. Appropriate staff members may visually monitor use of all computers.

G. Vandalism and Harassment

1. Vandalism and harassment will result in cancellation of user privileges.
2. Vandalism is defined as any malicious attempt to harm, modify and destroy data of another user, Internet or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creating of computer viruses.
3. Harassment is defined as the persistent annoyance of another user or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted mail.

H. Procedures for Use

1. Student users must always get permission from their instructors before using the network or accessing any specific file or application. FOLLOW WRITTEN AND ORAL INSTRUCTIONS.
2. All users have the same right to use the equipment. Therefore, users shall not play games or use the computer resources for other non-academic activities when other users require the system for academic purposes. In addition, users shall not waste nor take supplies such as paper, printer toner and CD's.
3. Due to the potential threat of a virus, a student may not use a USB/thumb drive from home.

I. Encounter of Controversial Material

Users may encounter material which is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. However, on a global network, it is impossible to effectively control the content of data and an industrious user may discover controversial material. It is the user's responsibility not to initiate access to such material. Any decision by Brookfield Schools' administration to restrict access to Internet material shall not be deemed to impose any duty on Brookfield Schools to regulate the content of material on the Internet.

J. Conditions, Rules and Acceptable Use Agreement

1. Any user violating these rules, applicable state and federal laws or posted classroom and district rules are subject to loss of network privileges and any other district disciplinary options.
2. In addition, pursuant to State of New Jersey law, any unauthorized access, attempted access or use of any state computing and/or network system is a violation of the New Jersey Penal Code and/or other applicable federal laws and is subject to criminal prosecution.

Students will be asked to sign off on the following:

I understand and will abide by the above Conditions, Rules and Acceptable Use Agreement. I further understand that any violation of the above Conditions, Rules and Acceptable Use Agreement is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action may be taken and/or appropriate legal action.

HEALTH SERVICES

NOTIFICATION OF ILLNESS:

Parents must call the school at (856) 795-8228 – extension 221, Attendance Officer, by 8:00 A.M. on the date of a student's absence. Voicemail is operational 24 hours a day at that number. Failure to call will result in the school contacting the parent/guardian at home or work to verify absence. The school will attempt to call the parent/guardian of all students regardless of age.

If student manifests a temperature of 100°F or over, student must be kept home for 24 hours after last elevated temperature reading. If student manifests temperature of 100°F or more at school, parent will be notified to pick up student immediately.

IMMUNIZATIONS:

The school is required by law to have a record of your son/daughter's immunization history. Immunizations are to be kept up to date.

ILLNESS:

If a student is ill at school, the school nurse will attempt to assist the student in school. If, in the opinion of the school nurse, a student is too ill to remain in school, the nurse will contact the parent/guardian to arrange transportation home.

EMERGENCIES:

Annually, a completed Emergency Form should be on file for each student. Although the school nurse should have a signed "Consent for Treatment" form on file for use in case of emergencies, we will attempt to contact parent/guardians in each and every emergency prior to calling the first aid squad for the local hospital. In case we are unable to contact you, we will proceed to arrange to get your son or daughter immediate medical attention.

PLEASE NOTE: A PARENT CONTACT MUST BE MADE BEFORE A STUDENT IS TREATED IN AN EMERGENCY ROOM; THE PARENT MUST BE PRESENT OR IN TRANSIT.

MEDICATION:

All medications, including over-the counter types, must be accompanied by a physician's letter specifying the reasons and directions for usage. Furthermore, all medication must be brought in by the parent/guardian and stored by the school nurse. Students may NEVER carry any medication, prescribed or over-the-counter, on their person.

Whenever medication, prescribed or over the counter, is to be administered during school hours for either an extended or a limited period of time, the following is always required:

1. A completed Brookfield Schools Medication Form with the physician's written order and the parent's signature.
2. A current label on the medication which should include:
 - A. Name of patient.
 - B. Name of medication.
 - C. Dosage and time.
 - D. Physician's name.
 - E. Date.

3. Written parental permission releasing the school of any liability thereof. The required permission forms are available from the school nurse.
4. All medications should be brought to school by parents and must be turned into the school nurse immediately upon arrival at school.

Students may never carry or possess in their belongings prescribed or over the counter drugs. The required permission form is available from the school nurse. Please contact the school nurse @ 856-795-8828, 224, if you have any questions.

SCOLIOSIS SCREENING:

A Screening Program for Scoliosis will be provided for all pupils, ages 12 through 18, as required by N.J.A.C. 18A:40-4.3. Scoliosis is defined as a condition of the spine in which the spine may curve to the right or left. It is most commonly found during the time of rapid growth and may progress if not treated. The purpose of the screening program is to recognize Scoliosis in its earliest stages.

If your child is found to have possible Scoliosis, you will be given written notice with a recommendation for further evaluation by your family physician or medical specialist. If you, for any reason, have objections to the Scoliosis screening of your child, please contact the school nurse.

PHYSICAL EDUCATION EXCUSES:

In order to be excused from a physical education class, a student shall present a written request for the excuse:

1. For any period of time, a written excuse from a physician is required. This excuse is to be reviewed at least monthly to determine its continuation. The review shall include consultation with the physician issuing the excuse.

An excuse from physical education should be considered as an excuse from prescribed physical activity only. This does not necessarily preclude participation in non-physical activities such as score-keeping, board game participation, etc.

ANAPHYLAXIS/ANAPHYLACTOID REACTIONS:

Life threatening acute generalized reactions are not uncommon, and can occur to students while attending school. Several allergens have been documented as causes of such reactions. These can include various ingested foods, various medications, and insect stings.

Anaphylaxis is an immune response to an agent to which an individual has become hypersensitive by prior exposure. A variety of symptoms may occur. Epinephrine in the dose described below should be administered in a case of exposure to a known allergen with symptoms included as follows: diffuse erythema of the skin followed by a sense of warmth and then generalized urticaria, severe and rapidly progressive respiratory distress due to bronchial spasm and or angioedema, difficulty in swallowing, gastrointestinal symptoms including vomiting, abdominal cramps and diarrhea, or vascular collapse.

The Epinephrine may be given in the form of the Epipen and Epipen, Jr. auto-injection device, which allows an exact dosage of Epinephrine to be administered. The Epipen and Epipen, Jr. auto-injection device should be administered in the anterior-lateral thigh of the student or adult. The Epipen delivers a dose of 0.3 ML of Epinephrine for students more than 65 lbs. And the Epipen, Jr. delivers a dose of 0.15 ML of Epinephrine for students less than 65 pounds. Repeat in 20 minutes if needed.

In the event that the school nurse is not immediately available, a Brookfield Schools' employee who has been trained by the school nurse in Epipen administration should immediately inject the student/adult with the Epipen in the prescribed dose.

Call 911 immediately following injection.

BROOKFIELD ACADEMY POLICY ON PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING ON SCHOOL PROPERTY, AT SCHOOL SPONSORED FUNCTIONS AND ON SCHOOL BUSES

Policy Statement

The Board of Trustees prohibits acts of harassment, intimidation, or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

Issues of reprisal, retaliation, or false accusations are also considered a part of Harassment, Intimidation and Bullying and will be dealt with according to the Harassment, Intimidation and Bullying Policy.

Brookfield Schools expects pupils to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative staff. The Principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success.

The Superintendent will provide annually to pupils and their parent(s) or legal guardian(s) the rules of the district regarding pupil conduct, pupil's due process and other rights. This Policy will appear in all publications of the school district's comprehensive rules, procedures and standards of conduct for school(s) within the district, including pupil handbooks, which can always be found online at www.BrookfieldSchools.org. Provisions will be made for informing parent(s) or legal guardian(s) whose primary language is other than English.

Pursuant to the provisions of N.J.A.C. 6A:16-7.6, Conduct Away from School Grounds, and the district's pupil code of student conduct, pursuant to N.J.A.C. 6A:16-7.1. The following is in accordance with the NJ Coalition for Bullying Awareness and Prevention:

The definition of bullying is:

- Bullying refers to actions repeated over time which harm, harass, intimidate, or humiliate another person. Typically, there is an imbalance of power (e.g., a difference in physical strength or popularity) which makes it difficult for the bullied child to defend himself or herself.
- Bullying may be physical, verbal, relational (e.g. exclusion or isolation), in-person or electronic ("cyber bullying"), direct (e.g. hitting, texting a negative message to a child, insulting a child) or indirect (encouraging another person to hurt a child, spreading rumors). It can take place at school or off school grounds.
- Bullying differs from rough and tumble play or friendly teasing because in these types of interactions, the 'targeted' child varies (one child does not consistently dominate the other), and children display remorse when a playmate is inadvertently upset and hurt.
- The phrase "harassment, intimidation and bullying" (HIB) is often used in place of the term "bullying"; it is equivalent.
- "Bias-based bullying" is commonly used to describe bullying in which legally protected characteristics (such as sex, gender identity and expression, sexual orientation, disability, race, ethnicity, and religion) are targeted.

Key Characteristics of Bullying:

- Consequences of frequent bullying (once a week or more) are serious. Children who are bullied may experience related depression, school avoidance, or social anxiety, often into adulthood. Children who bully are at higher risk of subsequent involvement in the criminal justice system and of continuing bullying in adult life.
- Bullying differs from other forms of peer aggression in that there is an imbalance in power. In this way, it is similar to child abuse or intimate partner violence.
- Peers are typically involved as “bystanders.” The behavior and attitudes of bystanders can inhibit or facilitate bullying behaviors. If peers support the targeted child or express disapproval of the bullying child, bullying usually subsides. Most children who bully are sensitive to peer responses to their behavior.
- Frequent bullying (once a week or more) is perpetrated on average, by about 10 to 15 percent of students with a similar percentage targeted. About 5 percent of students bully some children and are bullied by others; these children are generally more troubled and require more attention, including psychological services.
- Children who bully are not necessarily lacking self-esteem, empathy, or general social skills. However, such children are more likely than children who do not bully to have lower competence in managing emotions, empathy, evaluation of consequences and problem solving. Many children who bully are popular among peers and with adults.
- While family and community environment, peer associations and personality traits do influence bullying behaviors, the most important factor determining the occurrence of bullying in schools is school climate. School climate is generally defined as the subjective experience or perception of the school by students and school personnel. School climate is primarily influenced by school norms, disciplinary practices, and the behavior of adults in the school.

N.J.A.C. 6A:16-7.9(a) 2.vi requires appropriate consequences and remedial actions for any staff member who commits an act of harassment, intimidation, or bullying.

SEXUAL HARASSMENT

Brookfield Schools recognizes that harassment on the basis of sex is a violation of both federal and state discrimination laws and that these laws apply to both employees and students. Brookfield Schools will provide a learning and working environment free from sexual harassment to all and will not tolerate such conduct on the part of any student.

Any individual student with a complaint of sexual harassment should file the complaint with the Principal and/or Superintendent which in turn follows the HIB Laws and Procedures. A HIB investigation will commence once the incident is reported.

1. DEFINITIONS:

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is made a term or condition of an individual's education.
- B. Submission to or rejection of such conduct is used as the basis for academic decisions affecting such individual.
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile, or offensive educational environment.

Forms of sexual harassment include, but are not limited to, the following:

- A. Verbal harassment such as derogatory comments, jokes, or slurs.
- B. Physical harassment such as unnecessary or offensive touching or impeding or blocking movement.
- C. Visual harassment such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, or gestures.

BROOKFIELD SCHOOLS PROCEDURES FOR RESPONDING TO POLICY ON PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING ON SCHOOL PROPERTY, AT SCHOOL SPONSORED FUNCTIONS AND ON SCHOOL BUSES

Investigation of Reports of Harassment, Intimidation and Bullying (HIB) Timelines

School Day	Event	Action
1	HIB occurs and/or is suspected	Staff/employee must report verbally to the Principal, who informs parents/guardians
2		Principal initiates investigation of suspected HIB immediately, but no later than 1 school day following the verbal report from the staff member/employee
3		Employee who witnessed or suspects the HIB must provide a written report to the Principal immediately, but no later than 2 school days from the date the act was witnessed or suspected.
4 - 12		INVESTIGATION ONGOING
13-14		Investigation completed ASAP, but no later than 10 school days following the date of the written report to the Principal
15		Results of investigation must be reported to the Superintendent ASAP, but no later than 2 school days following the completion of the investigation. The report shall include any disciplinary consequences, as well as intervening measures that have been implemented as a result of the investigation. Superintendent determines extent to any further necessary action (i.e. intervention services, training, discipline, counseling, etc.)
16-20	Report to Parents/Guardian	District must provide information to parent/guardian of alleged bully(ies) AND victim(s) about the investigation and findings within 5 school days after the results were reported to the Superintendent.

Brookfield Schools prohibits acts of Harassment, Intimidation or Bullying of a student on school property, at school functions and on school buses.

CONSEQUENCES FOR FAILURE TO ADHERE TO POLICY:

Educational, clinical and administrative team will be involved in the observational and/or decision making process in assisting the Principal in determining whether a student has violated this policy. The school's decision on disciplinary action will be based on the student's documented behavior and on what will be most helpful for the individual student.

Some or all of the following may be implemented, but not limited to:

First Violation:

1. Parents will be notified.
2. Student is notified that he/she has violated the policy at a discipline meeting.
3. Suspension.
4. Termination of Placement.
5. Modification of Behavioral Intervention Plan.
6. The policy will be reviewed with student. The student will be required to sign a letter acknowledging that the policy was reviewed with the student.
7. Plan for the student to make amends to the violated party must be developed that brings the identified problem to a resolution.
8. Therapeutic Intervention.
9. Schedule change.
10. Meeting with therapist and principal.
11. Community service.
12. Placed on escort.
13. Legal action.
14. An Action Plan must be established with student to uphold the policy and student sign off on accepting responsibility to adhere to the action plan.
15. Administrative discretion regarding discipline and consequences is always an option afforded to the building principal and assistant principal.

ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS

In order to enhance a safe and secure environment, the Board authorizes electronic surveillance devices to be used on Brookfield Schools' property and on school grounds.

A. Recording and Notice

1. Surveillance devices may include, but are not limited to, sound/video cameras, audio recording devices, and other appropriate devices.
2. Recordings may be used to monitor and observe the conduct of Brookfield Schools' staff, pupils, community members, and other person(s) in school buildings or on school grounds.
3. Notice regarding the use of surveillance devices will be posted in school buildings or on school grounds where surveillance devices may be used.

B. Pupil Records and Notice

Brookfield Schools' personnel will comply with the provisions of applicable law regarding pupil record requirements including the Family Education and Privacy Act and the Individual with Disabilities Education Improvement Act. Recordings considered for retention, as a part of a pupil's behavioral record, will be maintained in accordance with established pupil record procedures governing access, review, and release of pupil records.

C. Staff Records and Notice

1. Recordings considered for retention as part of the employee's personnel record will be maintained in accordance with established Board personnel policies, administrative regulations, applicable law, and any labor agreements governing access, review, and release of employee personnel records.
2. Brookfield Schools will provide notice to pupils, parent(s) or legal guardian(s), and school staff members that surveillance devices may be used in school buildings and on school grounds.

D. Storage/Security

1. All recordings will be stored by the Superintendent or designee, and secured to ensure confidentiality.
2. Recordings will be stored for 14 calendar days after initial recording, whereupon such recordings will be erased or discarded, unless there is a legitimate reason for retaining such recording for review.

E. Use

1. The determination of the location of surveillance devices shall be made by the Administration.
2. Tampering with or otherwise interfering with surveillance equipment is prohibited. Any individual found tampering with equipment shall be subject to discipline.

F. Viewing or Listening

1. Initial viewing of recordings will be done by the Building Principal or designee.
2. Requests for viewing will be limited to persons with a direct interest in any proceedings, disciplinary or otherwise, resulting from the recordings, as deemed appropriate by the Building Principal or designee.
3. Only the portion of the recording concerning a specific incident will be made available for viewing.
4. Viewing of the recording will be permitted on school property or as otherwise required by law.
5. All viewing will be in the presence of the Building Principal or designee.

6. A written log will be maintained by the Building Principal or designee of those viewing video recordings including date of viewing, reason for viewing, the date the recording was made, and the signature of the viewer.
 7. Video recordings remain the property of Brookfield Schools and may be reproduced only in accordance with law, including applicable Brookfield Schools' pupil records policy and procedures, personnel records policy and procedures, and applicable labor agreements.
- G. Purchase, Maintenance, Replacement of Equipment/Supplies
1. The Director of Facilities and Building Principal will be responsible for the purchase, maintenance, and replacement of all electronic surveillance devices.

COMPLAINT RESOLUTION

Brookfield Schools has set up ways for a student and/or a parent/guardian to make their complaints known about any procedure or treatment which they feel is unfair or inappropriate.

COMPLAINT RESOLUTION PROCEDURES:

1. If you feel you have received unfair consequences for a behavior choice, discuss it with the teacher or staff member who took the action you feel is unfair.
2. Request a meeting with your teacher and therapist to discuss your concerns. Parents/guardians or Child Study Team members are welcome to be present if the student desires.
3. Request a meeting with the principal. Parents/ guardians or Child Study Team members are welcome to be present if the student desires.
4. If the aforementioned three steps do not take care of the problem, take it to the Principal. Again, parents/guardians and Child Study Team members are welcome to be present.
5. When a complaint cannot be resolved by talking things over, a written statement may be used to take it further. The written request must be presented first to the Principal and teacher within three school days after the incident. Your request should include:
 - a. A statement of what happened, including the date and time it happened, and a complete list of who was involved and how she/he was involved. Be specific please.
 - b. Describe what you believe to be unfair about the consequences assigned by staff.
 - c. Make a statement of what you believe would be a fairer consequence for your behavior.

Once a written request is received, the Principal will respond within five school days.

BROOKFIELD SCHOOLS FUNDRAISING

Purchase Gift Cards through Brookfield Schools!

What Is Scrip?

Scrip is a term that means “substitute money.” When you purchase Scrip, you’re purchasing negotiable gift certificates and prepaid cards that are used just like cash. You can use Scrip to purchase everyday expenses like food, clothing, and other essentials, and with every purchase, you earn revenue for our organization.

How Scrip generates revenue for Brookfield Schools

The Great Lakes Scrip Center acts on behalf of churches, schools and other non-profit organizations to purchase large amounts of Scrip from grocery stores, department stores, and other retailers. Because the Scrip is purchased with cash up front, the participating retailers offer a substantial discount. Our organization buys the Scrip from Great Lakes Scrip Center at a discount and re-sells the certificates to families like yours for full face value. The discount from two to fifteen percent or more is our organization’s revenue.

Scrip is “shopping cart fundraising”

Scrip is a popular fundraiser because families don’t have to sell anything. Organization members produce revenue by making regular household purchases they would make anyway. Groceries, clothing, toys, gifts and even gasoline can be purchased with Scrip.

Find Out More

Ask your scrip coordinator listed below for the latest participating retailer list. Then put your shopping dollars to work for our organization!

BROOKFIELD SCHOOLS

Carole Ambrose

Phone: 856-795-8228, Ext. 228

E-Mail Address: cambrose@brookfieldschools.org

Do your OnlineShopping at AmazonSmile

What is AmazonSmile?

AmazonSmile is a simple and automatic way for you to support your favorite charitable organization every time you shop, at no cost to you. When you shop at smile.amazon.com, you’ll find the exact same low prices, vast selection and convenient shopping experience as Amazon.com, with the added bonus that Amazon will donate a portion of the purchase price to your favorite charitable organization. You can choose from nearly one million organizations to support.

How do I shop at AmazonSmile?

To shop at AmazonSmile simply go to smile.amazon.com from the web browser on your computer or mobile device. You may also want to add a bookmark to smile.amazon.com to make it even easier to return and start your shopping at AmazonSmile.

Which products on AmazonSmile are eligible for charitable donations?

Tens of millions of products on AmazonSmile are eligible for donations. You will see eligible products marked "Eligible for AmazonSmile donation" on their product detail pages. Recurring Subscribe-and-Save purchases and subscription renewals are not currently eligible.

Can I use my existing Amazon.com account on AmazonSmile?

Yes, you use the same account on Amazon.com and AmazonSmile. Your shopping cart, Wish List, wedding or baby registry, and other account settings are also the same.

How do I select a charitable organization to support when shopping on AmazonSmile?

On your first visit to AmazonSmile (smile.amazon.com), you need to select a charitable organization to receive donations from eligible purchases before you begin shopping. We will remember your selection, and then every eligible purchase you make at smile.amazon.com will result in a donation.

How much of my purchase does Amazon donate?

The AmazonSmile Foundation will donate 0.5% of the purchase price from your eligible AmazonSmile purchases. The purchase price is the amount paid for the item minus any rebates and excluding shipping & handling, gift-wrapping fees, taxes, or service charges. From time to time, we may offer special, limited time promotions that increase the donation amount on one or more products or services or provide for additional donations to charitable organizations. Special terms and restrictions may apply. Please see the relevant promotion for complete details.

Can I receive a tax deduction for amounts donated from my purchases on AmazonSmile?

Donations are made by the AmazonSmile Foundation and are not tax deductible by you.

Any Questions?

Ask your Amazon Smile coordinator listed below for assistance. Then put your shopping dollars to work for our organization!

BROOKFIELD SCHOOLS

Carole Ambrose

Phone: 856-795-8228, Ext. 228

E-Mail Address: cambrose@brookfieldschools.org

AFFIRMATIVE ACTION

Brookfield Schools recognizes that as societal pressures become more prevalent in our school communities, it is crucial that we endeavor to teach our students tolerance of components of diversity such as but not limited to: alternative life styles, sexual orientation/preferences, gender-related, cultural and religious biases. Students must realize that the administration will not accept violations relating to these Issues. Disciplinary actions will be imposed in accordance with established code. Students are encouraged to discuss any changes, questions or concerns regarding staff or pupil discrimination/harassment and/or abuse with their therapist or an administrator.

ANNUAL INTEGRATED PEST MANAGEMENT NOTICE

September, 2017

RE: Brookfield Academy Annual Integrated Pest Management Notice For School Year 2016 – 2017

Dear Parents/Guardians and Staff Members:

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. Brookfield Schools has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for Brookfield Schools is:

Name of IPM Coordinator.....Carlos Ramirez
Business Phone number856-795-8228, Ext. 238
Business Address1009 Berlin Road, Cherry Hill, NJ 08034

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan Brookfield Academy may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

Sincerely,

Patrick Kiernan
Principal

BROOKFIELD ACADEMY BEHAVIOR EXPECTATIONS STUDENT SUCCESS SYSTEM (SSS)

Administrators may use discretion in determining disciplinary actions. These rules support, but do not limit, our authority. Please note that the Corrective Actions is a menu of options and not directly connected to the infraction listed to the left.

LEVEL 1 - DISCIPLINARY RESPONSE CODE

Level 1 - Infractions / Incidents	Level 1 - POSSIBLE Corrective Actions listed below
1A - Behavior (including physical) Inappropriate for School Setting / Activity	Behavioral Contract
1B- Behavior Inappropriate for Bus	Counseling and Re-Direction
1C- Disrespect for Others	In-School Suspension
1D - Disruptive Behavior (Minor)	Parent Conference
1E - Dress Code Violation (1-3)	Parental Contact
1F - Failure to Comply with School Rules	Refer to Administrative Team Meeting
1G - Inappropriate Gestures, Language, or Materials	Removal from Class / Loss of Credit
1H - Insubordination	Return of property/payment for same or restitution for damages
1I - Unsubstantiated Bullying	School/Class positive/negative reinforcement plan/intervention program
1J - Unsubstantiated Harassment	Special work Assignment
1K - Violation of Attendance Procedures	Time Out / Temporary Removal from Class Verbal reprimand Warning of referral to Level 2 Withdrawal of privileges

LEVEL 2 - DISCIPLINARY RESPONSE CODE

Level 2 - Infractions / Incidents	Level 2 - POSSIBLE Corrective Actions listed below
2A - Behavior (including physical) Inappropriate for School Setting or School Activity	Alternative classroom assignment
2B - Behavior Inappropriate for Bus	Assign a school mentor
2C - Bullying 1st Offense	Behavioral Contract / Action Plan
2D - Cell Phones, Wireless Communications, Electronics policy violation	Confiscation of unauthorized materials
2E - Cheating / Plagiarism	District Contact
2F - Contraband	In-School Suspension
2G - Disrespect to Others	Parent conference
2H - Disruptive Conduct	Parental Contact, Oral communication immediately
2I - Dress Code 4-6	Physician Referral
2J - Drugs / Over the Counter / Prescription	Refer to Administration Team Meeting
2K - Eating or Drinking in an unauthorized area	Removal From Class / Loss of Credit
2L - Failure to Comply with Bus Rules	Return of property, payment for same, or restitution for damages
2M - Failure to Comply with School Rules	School/Class positive/negative reinforcement plan/intervention program
2N - False or Misleading Information	Substance Use Testing
2O - Fighting where there is Mutual Combat and No Injury and No Weapon	Suspension from Bus
2P - Harassment - 1st Offense	Suspension from school
2Q - Insubordination - Repeated	Temporary or permanent removal from extra-curricular activities
2R - Intentional Damage of Personal/School Property \$26-\$200	Time out
2S - Profane, Obscene, or Abusive Language, Gestures or Materials (Including Internet)	Warning of referral to Level 3

2T - Repeated Misconduct of a Level 1 or 2 Infraction	Work Detail
2U - Theft (Less than \$300)	
2V - Threat	
2W - Tobacco Possession / Use	
2X - Unauthorized Use of Other Person's Name, Signature, or Identifying Number	
2Y - Violation of Attendance Procedures	
2Z - Violation of School Emergency Procedures	

LEVEL 3- DISCIPLINARY RESPONSE CODE

Level 3 - Infractions / Incidents	Level 3 - POSSIBLE Corrective Actions listed below
3A - Alcohol	Assign a school mentor
3B - Arson	Behavior contract / Action Plan
3C - Bullying - Repeated	Crisis Referral
3D - Computer Fraud (hacking)	District / Parent Meeting
3E - Contraband	District Notification
3F - Criminal Street Gang Activity	Loss of Driving Privileges (if applicable)
3G - Disorderly Conduct (Disruption)	Parental Contact, Immediate oral comm., followed by written notification
3H - Drugs, Over the Counter, Prescription, Illegal	Physician Referral
3I - Extortion, Threats, Intimidation	Police Notification
3J - False Alarms/Expelling a Fire Extinguisher	Psychiatric Clearance
3K - Fighting - Injury or Weapon or Not Mutual Combat	Recommend assignment to a different program/facility
3L - Fireworks or the like	Refer to Administration Team Meeting
3M - Force or Violence Against any Staff Member	Refer to Administration Team Meeting
3N - Gross Insubordination or Open Defiance	Removal From Class / Loss of Credit
3O - Harassment - Repeated	Return of property, payment for same, or restitution for damages
3P - Inhalant/Inhaling/Huffing	Substance Use Testing
3Q - Intentional Damage of Personal/School Property (\$201-\$1000)	Suspension from Bus (1-10)
3S - Other Serious Misconduct	Suspension from School (1-10)
3T - Repeated Misconduct of a Level 2 or 3 Infraction	Suspension from School for Bus related incident (1-10)
3U - Sexual Harassment	Temporary or permanent removal from extracurricular activities
3V - Sexual Offenses (Lewd Behavior or Indecent Exposure)	Therapist Intervention
3W - Theft (Over \$300)	Warning of referral to Level 4
3X - Trespassing	
3Y - Unauthorized Use of Internet	
3Z - Weapons / or look-alike / water guns	

LEVEL 4- DISCIPLINARY RESPONSE CODE

Level 4 - Infractions / Incidents	Level 4 - POSSIBLE Corrective Actions listed below
4A - Alcohol Distribution or Under the influence of	15 Day Notice to District
4B - Bomb Threats or Explosives	Crisis Referral
4C - Burglary	District Notification
4D - Criminal Street Gang Activity	Parental Contact – Immediate oral communication
4E - Cyber Attack (Introducing Programs or Tools to Network Server)	Physician Referral
4F - Drugs: Over the Counter, Prescription, and Illegal	Police Notification
4G - False Accusation - Teacher or Employee	Psychiatric Clearance
4H - Felony Charge	Recommendation for assignment to another program or facility

4I - Fighting - Injury or Weapon or Not Mutual Combat	Substance Use Testing
4J - Force or Violence against School Employees or Volunteers	Suspension from School (1-10)
4K - Hazing	
4L - Inciting, Leading or Participating in a Major Student Disorder	
4M - Other More Serious Misconduct	
4N - Repeated Misconduct of a Level 3 Infraction	
4O - Serious Campus Disruption	
4P - Sexual Battery	
4Q - Sexual Offenses (Sexual Contact, Lewd Behavior or a more serious nature)	
4R - Vandalism (over \$1,000)	
4S - Victimization/Extortion or Threats/Intimidation of a more serious nature	

*** In some cases, with parent permission, students can be assigned school beautification projects under supervision in lieu of suspension.

DIRECTIONS

Brookfield Academy, 1009 Berlin Road, Cherry Hill, NJ 08034

Phone: (856) 795-8228 • Fax: (856) 795-3009 • www.brookfieldschools.org.

From 295 North: Take Exit 32 (Haddonfield/Voorhees/Gibbsboro - Route 561). At exit, bear left to light, and then turn left onto Berlin Road/Route 561, proceeding toward Haddonfield. Brookfield

Academy is on the left immediately after the second light.

From 295 South: Take Exit 32 (Haddonfield/Voorhees/Gibbsboro - Route 561). Bear right on exit to join Berlin Road/Route 561 toward Haddonfield and get into the left lane. Brookfield Academy is on the left immediately after the first light.

From Camden Area: (On Haddon Avenue.) Take Haddon Avenue through Collingswood, Westmont and Haddonfield. Haddon Avenue now becomes Berlin Road (Route 561). Brookfield Academy is on the right shortly before Route 295.

Brookfield Transition to College Program @ Camden County College, 200 College Drive, Blackwood, NJ 08012 (856) 227-7200

Phone: (856) 795-8228 • Fax: (856) 795-3009 • www.brookfieldschools.org.

From Camden/Philadelphia:

Follow Route 42 South, taking Exit 7B.

At the roundabout, take second right and follow onto Zimmerman Road.

At the traffic light, turn left onto College Drive

Proceed to second roundabout on College Drive.

At second roundabout, stay in right lane.

Camden County College entrance is to your right.

From Route 295 (Northern Areas):

Take Route 295 South. Exit at Route 42 South toward Atlantic City Expressway.

Proceed exactly as above (From Camden/Philadelphia).

From Cherry Hill/ Voorhees/Marlton:

From Route 70, take Springdale Road south 9 miles (note that the road name changes to White Horse Road, Laurel Road, College Drive) until the traffic light at College Drive and Peter Cheeseman Road. Turn left onto Peter Cheeseman Road; the College is on the right.

From the South Jersey area:

Take Route 42 or the Black Horse Pike North.

Exit at the Route 168/Blackwood/Sicklerville exit.

Turn left at the bottom of the ramp onto Sicklerville Road.

Turn left at the first traffic light (onto Hickstown Road).

Turn left at the first traffic light (onto Peter Cheeseman Road).

The entrance to the College is on the left.

From the Atlantic City Expressway:**(Option 1)**

Exit the Expressway at Exit 44.

Stay in the right lane and take the first exit (Route 168/Blackwood/Sicklerville).

Proceed exactly as above (from South Jersey Area).

(Option 2)

Remain on Atlantic City Expressway to the end where it merges onto Route 42 North.

From Route 42 take Exit 7B.

Follow the roundabout straight onto Love Road.

At next roundabout travel straight across College Drive into the College's entrance.

From the NJ Turnpike:

Take exit 3 and follow the ramp to southbound Route 168 (Blackwood/Atlantic City).

Remain southbound on Route 168 for 4 miles to Route 42 interchange. Proceed onto Route 42 South.

Follow Route 42 South to Exit 7B.

Follow directions "From Camden/Philadelphia."



The Way of the WOLF

Wisdom - Compassion. Self-understanding. Morality.

Obedience - Trusting those who lead you by doing as asked.

Leadership - One who knows the way, goes the way, and shows the way.

Forgiveness - The process of letting go of the past and opening the future.

Public Notices with Parental Opt-Out Provisions

Directory information includes student's name, address, telephone number if it is a listed number, date, place of birth, participation in school sponsored activities, date of attendance, graduation date and photographs appearing in school publication such as yearbooks, newspapers, school Facebook page, twitter and school related publications. Personally identifiable information can be disclosed, transferred or released without prior consent of the parent of a student or eligible student in connection with enrollment in another school, application for financial aid, research, a state statute and an accrediting organization. Personally identifiable information will be released without parent consent to appropriate officials in emergency situations, to comply with a lawfully issued subpoena and in cases involving compulsory school attendance and child abuse.

From time to time, Brookfield Schools photographs or videos students, and occasionally posts student-produced work online for recognition purposes. Local media often utilize these photographs, videos and/or school work, or come on campus with school permission, to photograph or video students. Additionally, students may be videoed by school personnel for diagnostic/educational purposes. Brookfield Schools may use these photographs and videos for an indefinite period of time unless this authorization is revoked in writing. However, if revoked, Brookfield Schools shall not be required to recall affected publications, photographs, videos and other recorded images currently in use.

If the parent does not wish directory information, photographs and/or videos of his/her child released, or doesn't want their child's work posted online, he/she must notify the Executive Director/Superintendent in writing within thirty (30) calendar days of the beginning of the school year. The principal will then take every reasonable effort to ensure such photographs, videos and work will not be released. This parental prohibition does include the publication of photographs or video taken for the school yearbook or similar publications.

See next page for Brookfield Students Permission to Take and Use Pictures and Allow Interviews. Please complete this form and return it to the School Secretary ASAP.



BROOKFIELD SCHOOLS

Innovative, Practical & Effective

BROOKFIELD STUDENTS PERMISSION TO TAKE AND USE PICTURES AND ALLOW INTERVIEWS

Student's Name: _____

- I authorize Brookfield Schools and its related entities and assigns to take pictures and/or allow interviews by media approved by Brookfield Schools, of my son/daughter for use on Facebook and any other school authorized medium (this would include Brookfield Schools' newsletters, website, brochures, etc.). The purpose of the pictures or interviews will be to stress the positive activity of my son/daughter while attending Brookfield Schools.
- I do not authorize Brookfield Schools and its related entities and assigns to take pictures and/or allow interviews by media approved by Brookfield Schools, of my son/daughter for publication in any school medium that will be released to the public.

Signature of Parent/Guardian

Dated: _____

caa

Forms – Permission to Take Picture/Interview

Revised – April 22, 2016