



# **Brookfield Elementary Parent-Student Handbook**

**2017 - 2018**



**BROOKFIELD ELEMENTARY**  
**Parent-Student Handbook**  
**2017 - 2018**

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*Dear Students, Parents/Guardians:*

## **WELCOME TO BROOKFIELD ELEMENTARY!**

The purpose of this handbook is to provide you with information about the policies and rules at our school. Students are encouraged to review this material and share any questions or concerns with parents/guardians and staff. It is important for students to have a complete understanding of all school policies and rules so they may behave accordingly.

We find that communication between home and school creates a team that is essential to the success of each student. We look forward to working with parents/guardians in providing a quality therapeutic educational experience for all.

Please know that parents are welcome to visit our program, speak with the teacher or therapist working most directly with their child, or call administrative staff with any questions or concerns.

*Sincerely,*

Dr. Dorothy K. Van Horn, Executive Director/Superintendent  
T.J. McStravick, Principal

## **Brookfield Elementary's Mission Statement**

Brookfield Elementary serves the Southern New Jersey region. Brookfield has a unique educational environment where public school child study teams may refer, for specialized services, emotionally needy elementary age students who have been unsuccessful within their respective districts. The ultimate goal with each student is to remediate those emotional factors which have mandated such a placement and either successfully return the student to their respective school district or to meet the requirements for promotion to the next grade at Brookfield Elementary.

Brookfield Elementary works closely and cooperatively with parents and public school personnel to provide the services necessary to accomplish the goals and objectives of each student's Individualized Educational Plan (IEP). The small class setting and low student/staff ratio provides a learning atmosphere conducive to individualized instruction and supportive therapeutic interventions.

Brookfield Elementary accepts students who are experiencing adjustment, behavioral, and emotional disorders.

# Brookfield Elementary

## 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

<b>Title</b>	<b>Name</b>
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
Supervisor of Special Education / Director of Admissions .....	Ed Travis, MA LPC
Curriculum Coordinator .....	Nancy Moran
Principal .....	T.J. McStravick
School Secretary .....	Linda Feeley

# Brookfield Elementary

## Support Staff

Title	Name	Ext.	Email Address
Receptionist/Attendance Officer/ Lunch Program Coordinator .....	Jennifer Faltz .....	127 .....	jennifer.faltz@brookfieldschools.org
Systems Support .....	Roger McCurdy .....	119 .....	roger.mccurdy@brookfieldschools.org
Custodian .....	Jose Flores .....	125 .....	jose.flores@brookfieldschools.org

## Educational Staff and Assistants

Title	Name	Ext.	Email Address
Principal .....	T.J. McStravick.....	101 .....	tmcstravick@brookfieldschools.org
Supervisor of Special Ed .....	Ed Travis .....	112 .....	ed.travis@brookfieldschools.org
Elementary School Coordinator .....	Jennifer Dean.....	117 .....	jennifer.dean@brookfieldschools.org
Physical Education Teacher .....	Matthew Davis .....	115 .....	matthew.davisi@brookfieldschools.org
Teacher .....	Kym Stokes.....	107 .....	kym.stokes@brookfieldschools.org
Teacher .....	Raphael Tortis .....	114 .....	raphael.ortis@brookfieldschools.org
Teacher .....	Joseph Vidal.....	117 .....	joseph.vidal@brookfieldschools.org
Teacher .....	Katelyn Zink.....	113 .....	katelyn.zink@brookfieldschools.org
School Nurse .....	Robin Quinn, RN .....	103 .....	robin.quinn@brookfieldschools.org

Teacher Assistant ..... Antonio Caster  
Teacher Assistant..... Cheyenne Hawk  
Teacher Assistant ..... Christine Levine  
Teacher Assistant ..... Dawn Salus  
Teacher Assistant ..... Jim Valentine  
Crisis Assistant ..... Barbara Korkowski

## Therapy Staff

Title	Name	Ext.	Email Address
School Social Worker .....	Amy Mortimer .....	122 .....	amy.mortimer@brookfieldschools.org
School Social Worker .....	Shannan Shannon .....	100 .....	shannan.shannon@brookfieldschools.org
School Social Worker.....	Brittany Strauass .....	104 .....	brittany.strauss@brookfieldschools.org
School Social Worker .....	Tara Virgilio .....	105 .....	tara.virgilio@brookfieldschools.org
School Psychiatric Consultant .....	Alexander Strauss, M.D.		

## Quick List of Things to Know

Office Hours: Monday - Friday 8:00 a.m. - 3:30 p.m.

Telephone Number (856) 546-1388 Fax Number (856) 546-1588

**Day Program Arrival Time:** Between 8:50 a.m. and 9:00 a.m.

**Day Program Dismissal Time:** 3:00 p.m., unless otherwise indicated (See calendar)

**Day Program Early Dismissal Time:** 1:20 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 #:** “Snow” closing number is Camden County #562 Brookfield Schools on KYW Radio or TV. School calendars are posted on our web site ([www.brookfieldschools.org](http://www.brookfieldschools.org)). You may call Brookfield Elementary at (856) 546-1388 and listen for a message as to school closing. Listen/look for Brookfield Schools, not Brookfield Elementary. Parents and Guardians will also be contacted by the First Alert Call System on inclement days and any school emergencies.

**No Smoking:** By law, the school is a smoke free environment. Students should not bring tobacco products, matches, lighters etc. to school.

**Notification of Illness:** Parents must call the school at (856) 546-1388 x127 by 8:30 a.m. on the date of a student’s absence. An answering machine is operational twenty-four (24) hours a day at that number.

**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 privileges revoked. The consequences may include payment for replacement and/or repair.

**Search and Seizure:** Materials prohibited by law, such as, but not limited to tobacco products, pornographic/obscene materials and drug paraphernalia, drugs or alcohol, weapons such as gun or knives, or other dangerous or illicit objects may not be brought to school.

**Please Note: If there is reason to suspect that a student is in possession of illegal materials at school, his/her possessions, or person may be searched by the Principal or the Principal’s designee.**

**Electronic devices:** Cell phones, beepers, radios and other portable musical devices, laser pointers, and video games are NOT to be used in accordance with Brookfield Schools’ Electronic Communication and Recording Devices policy guidelines. All devices should be turned in to staff upon entering the building. Devices may not be used to watch or listen to video, talk, take pictures, play games, record or text during school hour.

**Personal Items:** Students should refrain from bringing large sums of money or other valuable articles to school. If it is necessary to bring such items, check them with the teacher until needed. Items such as toy guns, toy knives, or other toys considered a type of weapon may not be brought to school.

**Visitors to the School:** All visitors must sign in with the secretary in the front office, obtain a pass issued there and/or travel with an escort arranged by staff.

**School Spirit:** Our colors are black and gold for the “Wolf Cubs”.

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 856-546-1388, ext. 102 to speak with the School Secretary.

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

Sincerely,

Dorothy K. Van Horn, Ed.D.

Executive Director/Superintendent

caa

September 2017

**RE: Brookfield Elementary Annual Integrated Pest Management Notice  
For School Year 2017 - 2018**

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 number:..... 856-795-8228, Ext. 238

Business Address: ..... 1009 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 Elementary** 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,

T.J.McStravick  
Principal

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

## Home and School – Communication is Essential

Parents/guardians are encouraged to contact the school with any information that would be helpful to school personnel providing services to their child, including incidents that may affect the child's behavior at school.

Each student's teacher will be in contact with parents or guardians daily via the written daily report (DPR) or verbally as needed or desired.

All new students and many returning ones will have an Individual Educational 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 Elementary. In late spring, all students will have an Annual IEP Review Meeting for Parents and CST case managers to meet with school personnel to review the past year and make plans for the next.

Quarterly Report Cards and Interim Progress Reports are mailed to parents/guardians and CST case managers. Quarterly Clinical Progress Reports and Interim Clinical Progress Reports describing the student's progress in counseling will be mailed home and to district with the quarterly report card.

## Academics

The core subjects of Language Arts, Mathematics, Science, Social Studies, Health & Physical Education, and Workplace Readiness are the academic building blocks of Brookfield Elementary. 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 constructed through input from the student, parent/guardian, teachers, Child Study Team, therapist, and representatives from involved community agencies.

### **Current Academic Levels:**

The grade level will be determined by the district I.E.P. assignment.

### **Grades:**

The school year is divided into four (4) marking periods. An IEP Annual Review will be scheduled during the school year. The grading system is as follows:

For students in Kindergarten through Grade 8:

A = 92–100

B = 83-91

C = 75-82

D = 66-74

F = 65 and below

For students K through 2nd grade:

3 = Consistently displaying desired level of performance for this marking period

2 = Developing the ability to perform, but needs more practice

1 = Beginning to demonstrate, but needs some help from the teacher

## Therapy Programs and Policies

Students and their families are offered a variety of clinical services, including individual and group therapy, and parental consultations. A student's participation in therapy sessions is strongly emphasized and is an essential vehicle for changing student behavior. A consulting psychiatrist is contracted to provide support to our clinical staff.

The student's 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 and group counseling one time per week and crisis intervention as needed.

In addition to these services, students are encouraged to participate in counseling groups, such as cognitive-behavioral therapy groups to increase impulse control and support groups to increase social skills. Therapeutic goals are established quarterly and presented at IEP meetings with parents and Child Study Team (CST) members.

Examples of areas of focus for therapy are anger management, conflict resolution, interpersonal issues, family issues, anxiety and stress management, relaxation techniques, and personal goals.

If the selected therapy treatment program is not productive, the clinical staff will investigate and utilize all reasonable alternatives. If progress is poor due to the student's continued resistance, the student's placement in Brookfield Elementary's program will be reviewed with the parents and sending school district.

## Related Services

If a student receives services such as occupational, speech, or physical therapy, the student is required to attend and participate during each session. If a student is demonstrating resistance to attending and/or participating during sessions, the school staff will investigate and utilize reasonable alternatives to encourage student compliance. If a student does not attend and/or participate in three consecutive sessions, or if there are ongoing issues surrounding attendance and/or participation during sessions, there will be a determination made whether to suspend or terminate services for the student. This determination will be reviewed with the parents and sending school district of the student. If a determination is made to change services, a modification to the student's IEP will occur after an IEP review meeting.

## Discipline: Overview

In order to see a measurable change in student behavior, students need to be taught acceptable behavior. Research indicates that expectations should be stated in the positive and be understood and endorsed by all the stakeholders. Simply expecting appropriate behavior will not guarantee positive results. The Brookfield Elementary School's Behavior Modification System is designed to change student behavior and states what is expected in specific areas within the school environment.

In schools where these programs have been utilized, negative behavior referrals have decreased. Brookfield Elementary School's Behavior Plan has basic expectations that apply no matter where students are in our school. The targeted skills provide the framework for training activities.

The combined, over-arching goal is:

- To assist students with their behavioral and academic progress.
- To provide positive structure and positive support for students to ensure their success within the school setting.
- To build positive, caring, and meaningful relationships between the students and staff.

**In order to foster independence and coping skills staff utilize:**

**Explicit  
instructions**

**Clear  
expectations**

**Structured  
routines**

A reward and level system is utilized in each classroom to assist each student in becoming responsible for his/her own behaviors. This system has an accountability feature, which allows students to earn special privileges, trips and a variety of other activities, a reflection of their ability to make responsible choices.

Consequences for behaviors, which interfere with the education and safety of the students, are also outlined in the reward system.

All teachers, support staff, and administrators have a responsibility to all students who attend Brookfield Elementary to maintain a positive atmosphere at all times. This atmosphere is conducive to learning and discourages improper conduct. We all have a personal obligation to ourselves and others to see that this atmosphere is constantly maintained. Students are expected to abide by all rules and regulations that have been adopted by Brookfield Elementary for the welfare of all. Those students who deviate from the accepted code of behavior, through lack of self-discipline or some other reason, will be subject to disciplinary action.

As a therapeutic educational school, our focus is on teaching new skills of anger management, conflict resolution, stress reduction, and problem solving, all of which can lead to better outcomes for our students. Our teaching staff, therapists, crisis and discipline staff all strive to offer expert assistance to our students in these and related areas.

If you have questions or concerns about our disciplinary procedures, please contact a member of the school administrative team.

## **Brookfield Elementary Discipline Rationale**

Brookfield Elementary has developed a disciplinary code for the reason of maintaining order in the school. This policy reflects the N.J.S.A. 18A:37 and the need for the students to adhere to authority and lawful condition in pursuing an education in a caring and structured environment.

The disciplinary policy is also tied with the Brookfield Elementary Behavior Modification System. The policy gives the student, teacher and administration a clear guide on the cost of different infractions to the student's point system. This will leave out ambiguity and provide an equitable resolution to a disciplinary problem.

# Discipline Policies

## General Behavior:

Students are to exhibit responsible behavior and follow general school and classroom rules.

Students are to converse with others using appropriate and acceptable language.

Students must maintain school appropriate dress and appearance. Students may wear stylish clothes of their choice as long as those clothes are suitable for school, are not dangerous to health and/or safety, and do not distract or offend others.

## Dress Code:

1. Clothes need to be loose fitting and dress or skirt hems should be no shorter than three inches above the knee.
2. Bare midriffs or halter-tops are not acceptable and no one's undergarments should be on display.
3. All shorts must be no shorter than three inches above the knee.
4. Sunglasses may not be worn indoors unless prescribed by an ophthalmologist or optometrist specifically for indoor use. Such a prescription must be on file with the nurse.
5. It is unacceptable to wear clothing or jewelry items with indecent or suggestive symbols or language, or words or symbols referring to drugs, alcohol or tobacco, or words or symbols of racial or religious intolerance.
6. Soft-soled shoes such as athletic shoes are required for physical education activities.
7. All piercing must be removed to be able to participate in physical education class.

## Responsibilities:

Parents and guardians are responsible for helping to enforce school dress code requirements. Students who violate this code will be asked to make corrections at school if possible, although parents may be asked to bring clothing or come to school to take students home as necessary. Repeat offenses will require parent meetings and contracts.

Students are expected to demonstrate good judgment about money in school. They are not to bring large quantities of money to school and should not exchange money with other students – they should neither lend money nor make payments to others in school.

# Behavior Modification System

Brookfield Elementary is a school that helps children experiencing behavioral difficulties. In order to do this; the Behavior Modification System has been put in place. Adherence to this program by all staff is critical; as consistency will help the students better manage their behavior. Brookfield Elementary School's behavior/discipline policy is grounded in the research.

The Behavior Modification System is based on a points system where students earn rewards for points. Examples of rewards will be school trips, spending points in the school store and receiving free time. All staff members are responsible for reporting students' behaviors to their individual teachers or aides, such as cursing, physical contact, or any other inappropriate behavior. It is critical to students' improvement that everyone follows the Behavior Modification System.

## **School rules: the TALID System:**

The point system is the daily monitoring and feedback procedure that: (1) provides a clear objective way to evaluate student adherence to rules and progress toward rule based behaviors; (2) an integral part of the over-all behavior management system; (3) a system to teach necessary school behaviors; and (4) a feedback mechanism to students and parents in the form of the Daily Progress Report (DPR).

## **Student rules:**

Points are earned throughout the day (including morning and afternoon meetings, lunch, recess, specials, and field trips) based on individual student's performance in the following Brookfield Elementary School rules:

1. On Task (Be Ready, Be Working)
2. In Area/Personal Space (Be There, Hands and Feet to Self)
3. Appropriate Language (Use Good Words)
4. Positive Interactions (Use Words For Good, Ignore)
5. Follow Directions (First Time, Every Time)

## **Earning points:**

Students **earn** points. They begin the day with 0 points and can earn a total of 100 points each day. For each activity students can earn a maximum of 2 points across five categories of behavior or 10 total points per activity. If students meet all expectations in one rule category they earn 2 points, if they partially meet the expectations they earn 1 point. If the student meets none of the expectations or does so only for a cursory amount of time (less than 20% of expected time) 0 points are awarded.

## **Behavioral point feedback:**

Student feedback is given at the end of every activity or academic period and point earnings will be recorded on the student's Daily Progress Report (DPR), which must be on the student's desk at all times. Verbal and written feedback must be given in a manner that indicates points are earned and not lost or taken away. Therefore, teachers record points earned on the student copy of the DPR and verbal feedback should be in the form of "You earned 9 of 10 points during math." Or "How many points do you think you earned during Science today?"

To keep parents informed and to encourage students and parents to celebrate or discuss student achievement the DPR is sent home with the student every afternoon to be signed by the parent, and returned the next day. The teacher's copy of each student's DPR is turned into the office at the end of the week where point earnings and progress toward goals are entered into the computer database.

## **Goals:**

The point system will be used to:

1. Monitor school related skills/behaviors of students
2. Provide a short term contingency for appropriate and inappropriate behaviors
3. Monitor behaviors and performance of whole classrooms
4. Monitor the performance of the level system to provide efficacy data and to allow the team to set program wide priorities for improvement
5. Provide a mechanism to target problem areas requiring additional individual or group interventions to improve student and/or program performance
6. Provide information about baseline performance and progress of individual students, individual goals, and/or group goals
7. Act as an integral part of the level system

### **Brookfield Elementary behavior modification level system:**

The Brookfield Elementary Level System pairs student performance and progress with increased responsibilities and privileges. The Level System is designed to: 1) be a concrete indicator of student progress; 2) prepare students (through additional responsibilities and privileges) for the least restrictive environment; 3) provide students with motivation and pride leading to success; and 4) indicate student struggles that require additional programming.

Students begin the level system with an assessment period lasting 30 calendar days. Based on the information gathered during this period, each student is placed on the first day of the level corresponding to the criteria met during assessment for the three levels including:

- Individual Goal rating
- TALID Points earned, and
- Academic performance

Students advance up the Brookfield Elementary Level System by meeting the daily criteria for each level.

The level system will be graphically displayed in the classroom and each day a student advances, he/she will move his/her marker up the Brookfield Elementary Level System before leaving school. Students will demonstrate social, emotional, and behavioral progress as they advance from level 1 to level 4. Each level will require the student to meet additional responsibilities and reward them with additional privileges.

The purpose of the level system is to help reintegrate students into the least restrictive environment and ultimately into regular education if possible.

### **Morning and afternoon meetings:**

Each classroom will conduct a morning and afternoon meeting designed to preview and review the day. During this meeting, staff and students will reinforce and rate behavior goals, review advancement up the level system, practice self-assessment and have the opportunity to develop a sense of community through the use of positive feedback from students to students.

## **Brookfield Elementary Policy Against Bullying**

### **Background:**

On September 6, 2002, legislation (N.J.S.A. 18A:37-13) was enacted. It requires that all school districts adopt a policy prohibiting harassment, intimidation and bullying on school property, as school-sponsored events and on school buses. This policy needs to be implemented by September 1, 2003.

### **Policy:**

Brookfield Schools prohibits acts of harassment, intimidation or bullying of a student on school property, at school sponsored functions and on school buses.

1. A safe and civil environment is necessary for students to learn and achieve at Brookfield Schools. Harassment, intimidation and/or bullying, like other disruptive or violent behaviors, is conduct that impedes both a student's ability to learn and a school's ability to educate its students in a safe environment. This negative behavior will not be accepted or tolerated at Brookfield Schools. School administrators, staff, support staff, secretaries and substitutes should strive to consistently demonstrate appropriate behavior, treating others with civility and respect and refuse to tolerate harassment, intimidation or bullying.

2. "Harassment, intimidation, or bullying" means any gesture, written, verbal or physical act that takes place on school property, or at any school sponsored event (i.e. evening events, field trips, and/or reward trips) or on a school bus that:
  - a. was motivated by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or,
  - b. was motivated by any other distinguishing characteristic; or
  - c. a reasonable person should know that the act(s) will have the effect of harming or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his/her property; or,
  - d. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in or substantial interference with the orderly operation of school, a school sponsored event or the time spent being transported on a school bus.
3. Brookfield Schools expects students to conduct themselves in an appropriate respectful manner. All students and staff should demonstrate a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The administration at Brookfield Schools believes that standards for student behavior must be set cooperatively through interaction among the students, parents/guardians, and staff, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school property on the part of the students, staff and administration.

Brookfield Schools believes that the best discipline is self-imposed, and that it is the responsibility of the staff to use disciplinary situations as opportunities to help students learn to assume responsibility for their behaviors and accept the consequences of their behaviors. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students' abilities to grow in self-discipline.

Brookfield Schools policy requires all students to adhere to the rules and regulations established by the school and to comply with the disciplinary measures as they are developed for infraction of these rules. All of the rules related to student behavior can be found in this handbook. All policy, procedure and rules related to staff behavior can be found in the most current edition of their staff manual.

The principal at the Brookfield Schools shall provide annually to students, their parent/guardians, and the staff a copy of the "Brookfield Schools Student Handbook". This handbook contains a comprehensive listing of the rules, procedures and standards of conduct for students at Brookfield Schools.

Bystander support of harassment, intimidation or bullying can support these behaviors. Students should not engage in active OR passive support or acceptance for harassment, intimidation or bullying. Brookfield School's staff should encourage students to support one another and walk away from these acts when they see them, constructively attempt to stop them or to report them to the supervising staff person.

4. In determining the appropriate response to students who commit one or more acts of harassment, intimidation or bullying, school administrators shall consider the following factors: the developmental and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature of the behaviors, past incidences or past or continuing



patterns of behavior, the relationship between the parties involved and the context in which the alleged incidents took place. Concluding whether a particular action or incident constitutes a violation of this policy requires determination based on all of the facts and surrounding circumstances. It is only after meaningful consideration of these factors that an appropriate consequence shall be determined, consistent with local laws and Brookfield Schools' policies and procedures. Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or meeting with the parents/guardians and local school district to assess the appropriateness of the current placement. Parental involvement will be utilized as frequently and as intensively as necessary in order to alter the behaviors of concern.

5. The principal or his/her designee is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or his/her designee. This must be done via the Brookfield Schools "Incident Report" form and may also be appropriate, in some situations to make verbal contact as well. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.
6. The principal and/or the principal's designee is responsible for determining whether an alleged act constitutes a violation of this policy. In doing so, the principal and/or the principal's designee shall conduct a prompt, thorough and complete investigation of the alleged incident. This could include interviewing: any staff members who were supervising at the time of the incident, students who were present, bus drivers or their aides. In addition, any "Incident Reports" that were submitted in response to this situation will be reviewed. It is possible that the principal and/or the principal's designee could request that staff, who have information regarding any aspect of this incident, submit an "Incident Report".
7. Some acts of harassment, intimidation or bullying may be isolated incidents requiring that Brookfield Schools respond appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger and/or repetitive pattern of harassment, intimidation or bullying that they require a response either at levels involving parents/guardians, local Child Study team members, law enforcement officials or probation officers.

Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation or bullying range from positive behavior interventions up to and including suspension or meeting with the local Child Study Team and parent/guardian to determine the appropriateness of the placement. These interventions would follow the guidelines prescribed under the NJSA 18A:37-1, Discipline of Pupils.

In considering whether a response beyond the individual level is appropriate, the administrator should consider the nature and circumstances of the act, the level of harm, the nature of the behavior, past incidences or pasts or continuing patterns of behavior and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom, school-wide, specific groups of students) responses can range from school or family surveys, to adoption of research-based bullying prevention program models, to training for certified and non-certified staff, to small or large group discussions for fully addressing the actions and the school's response to the actions. This policy is reviewed by the faculty and students every year.

Brookfield Schools will encourage any students who are victims or perpetrators of harassment intimidation, or bullying to discuss the issues related to the incident(s) with their individual therapist. Social skills training may be implemented on an individual, classroom or

small group basis as determined by the Principal, Vice Principal and the Clinical Director and the Anti-Bullying Committee at Brookfield Elementary.

*As per Memorandum of Agreement Between Education and Law Enforcement Officials* (NJAC 6A:16-6.2(b)12), there are particular situations whereby school officials are required to report suspected hate crimes or bias-related acts to law enforcement authorities. Since some acts of harassment, intimidation or bullying may be bias-related acts and potentially hate or bias crimes, school officials must report to law enforcement officials either serious acts or those which may be part of larger pattern.

8. Brookfield Schools prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The principal or the principal's designee shall determine the consequence and appropriate remedial action for a person who engages in reprisal or retaliation after consideration of the nature and circumstances of the act, in accordance with local laws and Brookfield Schools policies and procedures.
9. Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavior interventions up to and including suspension or meeting with the parents/guardians and the local Child Study Team to determine the appropriateness of the placement. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation, or bullying shall be disciplined in accordance with Brookfield School's policies, procedures or agreements. (Refer to #11 of Anti-Harassment Policy/Staff)

Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the principal or the principal's designee after consideration of the nature and circumstances of the act; including reports to appropriate law enforcement officials.

10. This policy shall be disseminated annually to all school staff, students, parents/guardians, and bus companies along with a statement explaining that it applies to all acts of harassment, intimidation and bullying that occur on school property, at school-sponsored events or on a school bus. The Executive Director/Superintendent shall develop an annual process for discussing Brookfield School's policy on harassment, intimidation and bullying with students and staff.
11. Information regarding Brookfield School's policy against harassment, intimidation and bullying shall be incorporated into the annual school employee's "In-Service" training program. Training for new staff occurs at the beginning of the school year, every year and this information will be reviewed at that time.
12. Education and information is provided to students via an "Anti Bullying" 5 – 6 week series held annually, facilitated by the clinical department.

# BROOKFIELD ELEMENTARY 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.

"Harassment, intimidation, or bullying" means any gesture, written, verbal or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

"Electronic communication" means communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

Acts of harassment, intimidation, or bullying may also be a pupil exercising power and control over another pupil, either in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).]

The Policy will impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying (e.g., the use of electronic or wireless devices to harass, intimidate, or bully), to the extent this Policy complies with 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. In all instances of harassment, intimidation, or bullying behavior occurring off school grounds, the consequences only may be exercised when it is reasonably necessary for the pupil's physical or emotional safety and well-being or for reasons relating to the safety and well-being of other pupils, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of a proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. All acts of harassment, intimidation, or bullying that include the use of school property (e.g., school computers, other electronic or wireless communication devices) apply to the provisions of N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.9, harassment, intimidation, and bullying, whether the subject or recipient of the bullying is on or off school property.

## **Expected Behavior**

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff and community members.

The Board believes the best discipline is self-imposed, and it is the responsibility of school district staff to use disciplinary situations as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent discipline problems and encourage pupils' abilities to grow in self-discipline.

General guidelines for pupil conduct will be developed by the Superintendent in conjunction with school staff, and approved by the Board. These guidelines will be developed based on accepted core ethical values from a broad community involvement with input from parent(s) or legal guardian(s) and other community representatives, school employees, volunteers, pupils and administrators. These guidelines for pupil conduct will be suited to the age level of the pupils and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to these rules and guidelines and to submit to such disciplinary measures as are appropriately assigned for infraction of these rules and guidelines.

The district prohibits active or passive support for harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Building Principal or designee.

Pupils are required 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. Each school 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. Provisions will be made for informing parent(s) or legal guardian(s) whose primary language is other than English.

## **Consequences and Appropriate Remedial Actions**

The following factors, at a minimum, shall be given full consideration by school administrators in the development of the procedures for determining appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying:

## **Factors for Determining Consequences**

1. Age, developmental and maturity levels of the parties involved;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

## **Factors for Determining Remedial Measures**

### **Personal**

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Traits;
6. Interests;
7. Hobbies;
8. Extra-curricular activities;
9. Classroom participation; and
10. Academic performance.

### **Environmental**

1. School culture;
2. School climate;
3. Pupil-staff relationships and staff behavior toward the pupil;
4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.

Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as set forth in the Board adopted Pupil Discipline/Code of Conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, and protect the victim of the act. The consequences and remedial measures may include, but are not limited to, the examples listed below:

## **Examples of Consequences**

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension during the school week or the weekend;

7. After-school programs;
8. Out-of-school suspension;
9. Legal action; and
10. Expulsion.

### **Examples of Remedial Measures – Personal**

1. Restitution and restoration;
2. Mediation;
3. Peer support group;
4. Recommendations of a pupil behavior or ethics council;
5. Corrective instruction or other relevant learning or service experience;
6. Supportive pupil interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
7. Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
8. Behavioral management plan, with benchmarks that are closely monitored;
9. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
10. Involvement of school disciplinarian;
11. Pupil counseling;
12. Parent conferences;
13. Pupil treatment; or
14. Pupil therapy.

### **Examples of Remedial Measures - Environmental (Classroom, School Building or School District)**

1. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying;
2. School culture change;
3. School climate improvement;
4. Adoption of research-based, systemic bullying prevention programs;
5. School policy and procedures revisions;
6. Modifications of schedules;
7. Adjustments in hallway traffic;
8. Modifications in pupil routes or patterns traveling to and from school;
9. Targeted use of monitors (e.g., hallway, cafeteria, bus);
10. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
11. General professional development programs for certificated and non-certificated staff;
12. Professional development plans for involved staff;
13. Disciplinary action for school staff who contributed to the problem;
14. Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
15. Parent conferences;
16. Family counseling;
17. Involvement of parent-teacher organizations;
18. Involvement of community-based organizations;
19. Development of a general bullying response plan;
20. Recommendations of a pupil behavior or ethics council;
21. Peer support groups; and
22. Law enforcement (e.g., school resource office, juvenile officer) involvement.

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.

### **Reporting Procedure**

Complaints alleging violations of this Policy shall be reported to the Principal or designee. All school employees as well as all other members of the school community including pupils, parent(s) or legal guardian(s), volunteers, and visitors are required to report alleged violations of this Policy to the Principal or designee. While submission of an Incident Report Form to the Principal or designee is not required, the reporting party is encouraged to use the Incident Report Form available from the Building Principal or available at the school district's administrative offices. Oral reports will also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

A school employee who promptly reports an incident of harassment, intimidation, or bullying in accordance with this Policy, and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident, as set forth in N.J.S.A. 18A:37-16.c.

### **Investigation**

The Principal or designee is responsible for determining whether an alleged act constitutes a violation of this Policy. The Principal or designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Principal or designee will maintain a record of each investigation regarding allegations of harassment, intimidation, and bullying.

#### **Response to an Incident of Harassment, Intimidation, or Bullying**

An appropriate response will be provided to the individual who commits any incident of harassment, intimidation, or bullying. Some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school respond appropriately to the individual(s) committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation, or bullying that require a response either at the classroom, school building or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of harassment, intimidation, or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

In considering whether a response beyond the individual level is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. The school district's responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff. The district's responses may also include participation of parent(s) or legal guardian(s) and other community members and organizations, small or large group presentations for fully addressing the actions and the school district's response to the actions, in the context of acceptable pupil behavior and the consequences of such actions, and the involvement of law enforcement officers, including school resource officers. The district will also make resources available to individual victims of harassment, intimidation, and bullying.

## **Reprisal or Retaliation Prohibited**

The Board prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or designee after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures. The consequences for pupils will range from positive behavior interventions up to and including suspension or expulsion. The consequences for employees will range from an admonishment to termination of employment. The consequences for a volunteer will range from an admonishment to dismissal from the volunteer position.

## **Consequences for False Accusation**

The Board prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying. Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation, or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation, or bullying shall be disciplined with consequences and remedial action ranging from admonishment to termination of employment, in accordance with district policies, procedures, and agreements.

Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation, or bullying shall be determined by the Principal or designee, after consideration of the nature, severity and circumstances of the act, with consequences and remedial action ranging from admonishment to dismissal from the volunteer position, including reports to appropriate law enforcement officials.

## **Policy Publication**

This Policy will be disseminated annually to all school staff, pupils, parent(s) or legal guardian(s), along with a statement explaining the Policy applies to all applicable acts of harassment, intimidation, and bullying that occur on school property, at school-sponsored functions or on a school bus. A range of options may be implemented by the school district for publicizing this Policy to include, but not limited to, publishing in pupil handbooks that are provided to pupils and parent(s) or legal guardian(s).

## **Harassment, Intimidation, and Bullying Prevention Programs**

Pursuant to N.J.S.A. 18A:37-17.c and N.J.A.C. 6A:16-7.9(d)1.i, information regarding the district's Harassment, Intimidation, and Bullying Policy shall be incorporated into a school's employee training program.

Pursuant to N.J.A.C. 6A:16-7.9(d)3, the district is required to annually review the extent and characteristics of harassment, intimidation, and bullying behavior in the schools of the district and implement locally determined programmatic or other responses, if determined appropriate by the district Board of Education.

Pursuant to N.J.A.C. 6A:16-7.9(d)1, the school district is required to annually review the training needs of district staff for the effective implementation of the harassment, intimidation, and bullying policy, procedures, programs, and initiatives of the district Board of Education and implement locally determined staff training programs consistent with the annual review of training needs and the findings of the annual review and update of the code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1(a)3, as determined appropriate by the district Board of Education.



Pursuant to N.J.A.C. 6A:16-7.9(d)2, the school district is required to develop a process for annually discussing the school district's harassment, intimidation, and bullying policy with pupils.

Pursuant to N.J.S.A. 18A:37-19, the school district may apply to the Commissioner of Education for additional costs due to the implementation of the provisions of N.J.S.A. 18A:37-13 through N.J.S.A. 18A:37-18.

N.J.S.A. 18A:37-13 through 18A:37-19

N.J.A.C. 6A:16-7.9 et seq.

Adopted: 20 November 2006

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

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

"Harassment, intimidation, or bullying" means any gesture, written, verbal, e-mail, text message, or physical act that takes place on school property, or at any school sponsored event, i.e., evening events, field trips, and/or reward trips, or on a school bus that:

1. Was motivated by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or,
2. As motivated by any other distinguishing characteristic; or,
3. A reasonable person should know, that the act(s) will have the effect of harming or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his/her property; or
4. Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in or substantial interference with, the orderly operation of school, a school sponsored event or the time spent being transported on a school bus.

In upholding the policy prohibiting Harassment, Intimidation, Bullying, all staff are primarily responsible for implementing the school's Responsibility Model of Discipline of "Preventive-Action-Resolution."

In determining the appropriate responses to students who commit one or more acts of harassment, intimidation or bullying, school administrators shall consider the following factors: the developmental and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature of the behaviors, past incidences or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents took place. Concluding whether a particular action or incident constitutes a violation of this policy requires determination based on all of the facts and surrounding circumstances. It is only after meaningful consideration of these factors that an appropriate consequence shall be determined, consistent with local laws and Brookfield Elementary policies and procedures. Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or meeting with the parents/guardians and local school district to assess the appropriateness of the current placement. Parental involvement will be utilized as frequently and as intensively as necessary in order to alter the behaviors of concern.

## **COMPLAINT PROCEDURES:**

1. All complaints alleging violation of this policy must be reported to the Principal or his/her designee.
2. Complaints must be written on the "Incident Report" form.
  - a. A verbal report will be considered but it must be reduced to writing on the Incident Report.
  - b. Anonymous reports may be made but disciplinary action cannot proceed based solely on an anonymous report.
3. The Principal will conduct a thorough and complete investigation immediately upon reception of an alleged incident of the violation of this policy.
  - a. The Incident Report will be reviewed.
  - b. The parties identified on the Incident Report will be interviewed.
  - c. All persons who were present at the time of the alleged incident will be interviewed.
  - d. All staff who have information or witnessed the alleged incident will be required to write their information on the "Incident Report" form.

## **DISCIPLINARY ACTION:**

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.

When it is determined that the complaint is valid and that the student has violated this policy, and the determination that the violation of the policy is severe, then parent, Child Study Team, and legal authorities will be contacted immediately and student will be suspended. A meeting may also be held to determine if the placement is still appropriate for the student. Based on the severity of any such infraction, school administration reserves the right to exclude an offending student. If the determination that the violation of the policy is not at a severe level, then:

### **First Violation:**

1. Parents will be notified.
2. Student is notified that he/she has violated the policy at a discipline meeting.
3. If the violation is severe enough, the student will be suspended pending a meeting with district and parents/guardian to determine if the current placement is appropriate.
4. 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.
5. Plan for the student to make amends to the violated party must be developed that brings the identified problem to a resolution.
6. 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.
7. Student may be placed "on escort."

### **Second Violation:**

1. Notify parents immediately and student will be "on escort."
2. Notify Child Study Team that this is notification of second violation.
3. The policy will be reviewed with student.
4. Plans for the student to make amends to the violated party must be developed that brings the identified problem to a resolution.
5. Contracts established for the need to keep policy and action plans and that the next violation will result in suspension with the need of parent meeting with staff for re-entry.

**Third Violation:**

1. Notify parent immediately, placed on suspension pending parental meeting.
2. Notify Child Study Team of third violation and suspension notice.
3. At re-entry meeting review the policy with parent and student. Both parent and student will be required to sign off, acknowledging that policy was reviewed.
4. Set-up action plan and resolution plan to make amends for violation policy.
5. Resolution Plan must be implemented before student is reinstated.
6. Student may be placed "on escort."

**Fourth Violation:**

1. Notify parents immediately—suspension of student pending meeting with parent and Child Study Team. The parents will be made aware that legal authorities are being notified by the school.
2. Notify Child Study Team of fourth violation, suspension and need for Child Study Team meeting with parent and school.
3. At meeting review policy, set corrective action plans, set a contract that makes considering change of placement.
4. Set-up action plan and resolution plan.
5. Resolution Plan must be implemented before student returns to school. This may include placing student "on escort."

**Fifth Violation:**

1. Notify parents immediately—suspension of student pending meeting with parent and Child Study Team. The parents will be made aware that legal authorities are being notified.
2. Notify Child Study Team of fifth violation, suspension and need for Child Study Team meeting with parent and school.
3. At meeting to review policy, set corrective action plans that makes considering change of placement to Homebound Instruction or termination from program the possible options for student.
4. Set-up action plan and resolution plan if there is a change of placement to Homebound Instruction.
5. Resolution Plan must be implemented before student is reinstated. If the student refuses to comply with the resolution plan, the student will be suspended pending meeting with Child Study Team and parent to determine appropriateness of student's placement at Brookfield Academy/Elementary.

## Policy on Sexual Harassment

Brookfield Elementary 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 Elementary 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 the Executive Director. All complaints of sexual harassment will be investigated by the Principal and/or the Executive Director. Appropriate corrective action will be taken when deemed necessary. The Executive Director, the Principal and the Chairperson of Brookfield's Board of Trustees shall be informed of the disposition of all such complaints.

**Definitions:**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of 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, or,
- (c) such conduct has the purpose of 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 ,and,
- (c) visual harassment, such as derogatory or offensive posters, card, cartoons, graffiti, drawings or gestures.

### **Complaint procedure:**

- (a) If comments, gestures, or actions from any staff member or student are perceived to be offensive, a complaint should be filed with the Principal or with the Executive Director.
- (b) The Principal or Supervisor and the Executive Director will promptly investigate any complaints of sexual harassment and will take appropriate corrective action when deemed necessary. No individual will suffer reprisals for reporting incidents of sexual harassment or making a complaint.
- (c) The Executive Director will be available to coordinate matters relating to any complaints and to provide information and assistance to all parties.
- (d) The Principal of Brookfield Elementary shall serve as a resource person for students and staff members.

### **Disciplinary actions:**

Any individual who is found to be responsible for sexual harassment will be subject to appropriate discipline; the severity of the disciplinary action will be based upon the circumstances of the infraction.

## **Reporting Specific and Non-specific Threats**

The Camden County Prosecutor's Office contacted Brookfield Elementary to reiterate and clarify the policy governing safe schools and the reporting of specific and non-specific threats. The county prosecutor's office emphasized that all schools are required to report all threats to local law enforcement when they involve the safety of school children.

For the purposes of this policy, a school threat is defined as, but is not limited to, any one of the following acts being committed on or off school property when the event has a direct impact on the safety and well-being of anyone in any school:

1. A bomb threat: a threat to deploy an explosive and/or incendiary device;
2. A hit list: a written or verbal pronouncement to do harm to one or more persons;
3. A direct threat: a threat to commit an act of violence against an individual or group; OR
4. An indirect threat: being in possession of a firearm or ammunition or any other dangerous weapon while on school property.

In the event that your child makes a specific or non-specific threat that we report to law enforcement, you will be contacted immediately. Local police will report all incidents of school threats to the Juvenile Unit of the Camden County Prosecutor's Office, which will then investigate the alleged incident, and determine whether charges will be filed.

We encourage you to discuss the seriousness of making threats with your child. Our therapeutic staff works closely with children to help them express their feelings in appropriate ways, and our efforts will be further strengthened if they are reinforced at home.

If you have any questions regarding this information, please feel free to contact the school.

## Attendance

Students are to be in school when school is in session, unless appropriately excused by a parent or guardian.

It is essential that all students attend school on a consistent and regular basis. School is in session one hundred eighty (180) days for the school year from arrival between 8:40 a.m. and 9:00 a.m. until 3:00 p.m. for school students.

Excused absences include:

1. Illness of student and/or immediate family member.
2. Death in immediate family.
3. Religious holiday(s) for the specific faith of the student as described by the New Jersey Department of Education.
4. Subpoena by law enforcement agency.
5. Appointment with specialists related to the student's disability when the parent or guardian notifies the school prior to the appointment, and/or the student brings a specialist's note designating date and time of the appointment.
6. Home/school administrative decision.

Unexcused absences include any absence not covered by the above criteria.

## Notification of illness:

Parents must call the school (856) 546-1388, ext. 127 on the date of the student's absence. An answering machine is operational twenty-four (24) hours a day. Failure to call-in will result in contact either at home or at work to verify absence. If a student is absent and the school has not heard from a parent/guardian, the school will contact the parent/guardian to verify their awareness of the absence and to record the reason. Parents should follow up phone contact with a written note to the school which should come in with the student when she/he returns to school.

### **Consequences for sequential absences:**

When a student has been absent five (5) 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). When a student has been absent ten (10) days (excused or unexcused), a second warning letter is sent to the student's parents and sending school district (suspensions are included in the number of absences).

When a student has been absent for eighteen (18) days (excused or unexcused), a parent and district school meeting will be held to discuss the reasons, implications, and any therapeutic factors related to the absences. A contract must be signed by the student, indicating their effort to attend school on a regular basis and their understanding and acceptance of the following regulations:

## Transportation

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 Elementary's disciplinary policies and may involve suspension of bus privileges. Continued serious disciplinary infractions may result in the termination of transportation. In any 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 prearranged by parent, school and district.

### **Lateness:**

**It is the parent's responsibility to notify the bus company of any changes in their child's pickup or drop off point. The parent must call to inform the school of their child's absence.**

## Care of School Property and the Property of Others

**Please Note: All vandalism, violence or drug related incidents will be reported to the appropriate outside authorities as determined by the Principal.**

Students are to maintain school property in original condition and are to respect the property of others.

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 will be handled according to the severity of the incident. The student will be monetarily responsible for all losses or damages.

Written reports of any incident will be completed by the staff persons who witnessed the incident. The cost to repair or replace is determined and a report is completed for the business office. The student(s) are then billed, via their parents, for a financial obligation to cover the damage.

Parents are held financially accountable for the willful misconduct of their children. 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.

### **Fire policy:**

Students are to respect the safety of others. This policy covers behaviors which cause potential serious physical harm to others, as well as damage to or tampering with fire safety equipment.

### **Consequences for violation of fire policy:**

#### **First offense:**

1. Replacement or repair of any damage.
2. Parents are immediately notified.
3. Meeting with Principal.
4. Drop at least one Rating Level.
5. Local authorities are notified if the Principal determines that is indicated by the nature of the offense.
6. Community service may be ordered by the Fire Marshall or school by the administration.
7. Possible suspension based on severity.

### **Second offense:**

1. The student is immediately suspended, pending a parent and district meeting at which time a contract is written indicating the recommendation for termination from the program if a third violation of this policy occurs.
2. Other consequences are the same as for the first offense given above except that, upon the student's return to school:

### **Third offense:**

1. Immediate out-of-school suspension, pending a final school, parent and district meeting for termination.

### **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.

Brookfield Elementary 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/her own behavior while concurrently attempting to assist the student in dealing with a control issue over a habit or addiction.

Please review the Smoking Policy carefully, encourage your son or daughter to abide by these rules, and cooperate with us in assisting your child in dealing with this health issue.

### **Consequences for violation of no smoking laws and policy:**

1. Parents notified.
2. Meeting with Principal.
3. Consequences according to Brookfield Elementary behavior procedures
4. Therapeutic Intervention

### **Physical safety:**

Students are to treat all persons with respect for the safety of their physical being at all times.

Students are not to bring to school any unauthorized object which could be dangerous to themselves or others.

**Please Note: If there is reason to suspect that a student is in possession of illegal materials at school, his/her possessions, vehicle, or person may be searched by the Principal or the Principal's designee.**

### **Consequences for dangerous behavior:**

Immediate parental and district contact by the Principal, with suspension and/or possible termination from the program; loss of Ratings Level as determined by the administration; and referral to outside authorities as determined by the law or deemed appropriate by the Principal.

Students may not possess, use or distribute any controlled dangerous substance or any toxic chemical compound or intoxicating liquor, or alcohol while on school property or in connection with any school planned student activity or program off school grounds.

### **Substance abuse policy:**

Brookfield Elementary is not a drug and alcohol treatment center or program. When substance abuse is identified, Brookfield Elementary will attempt to address issues within a therapeutic framework. Crisis in-

tervention, parental and Child Study team involvement, and/or drug counseling will be utilized to assist students. Concurrently, students must face the larger community consequences for their acts.

Brookfield Elementary does not tolerate drug/alcohol activity of any kind, including: possession of illicit drugs and/or paraphernalia, being under the influence of drugs or alcohol and/or the distribution or sale of contraband.

All medications, including over-the-counter types, must be accompanied by a parent's or physician's letter specifying the reasons and directions for usage. Furthermore such medication must be registered with and stored by the school nurse.

Brookfield Elementary's Substance Abuse Policy is in effect during all school hours which includes the time on the district's transportation to and from school and during all school related activities (on the school's property, within the community if under the school's supervision, or during all school sponsored trips and fund-raising events, etc.)

Educational, clinical, and administrative staff will all be involved in the observational and/or decision-making process of determining whether a student violates this policy. The school's initial decision will be based on the student's behavior and our perception of what will be most helpful to the individual student.

Depending on the severity of the abuse, possession, or suspicious behavior, the administration may assign student to Level 1, 2, or 3. Legal actions and procedures will be in conformity with the drug free school laws, including the notification to local and county legal authorities concerning any possession, use, or sale violations and mandatory drug testing. Paraphernalia includes any and all objects which have any potential drug abuse usage and includes "whippets" and pipes. Also clothing such as T-shirts that emphasize or glamorize drug abuse are not allowed. Paraphernalia will be confiscated and only returned to parents or guardians. Parents will be called about inappropriate clothing and may have to bring appropriate clothing.

### **Level One:**

Demonstrating suspicious behavior suggesting drug or alcohol abuse. This may include inappropriate talk or drawings or drawings or other symbolic representations of drug or alcohol involvement.

### **Consequences for Level One violation:**

1. Parents are contacted immediately.
2. Staff completes Drug Involvement Document.
3. The student is immediately suspended from school pending a parental conference.
4. Drug test within twelve (12) hours.
5. A conference is scheduled with parents and the student to discuss the policy violation and to explore:
  - a. The student's awareness and acknowledgement of the violation.
  - b. The student's agreement not to violate this policy again, and
  - c. The student's willingness to address the related issues in therapy.
6. Loss of Rating Level at discretion of administration.
7. A substance abuse evaluation will be required in all cases.

### **Level Two:**

Using, possessing, and/or distributing or selling any illicit drug or alcohol or any drug paraphernalia on "school time" or a second Level One violation.



**Consequences for Level Two violation:**

Same as above, except: a conference is held with the student, parents and Child Study Team to discuss the policy violation and to create a behavioral contract which must be followed by the student, setting out the conditions for remaining within the Brookfield Elementary program. These conditions will definitely include an expert out-patient drug and alcohol screening and a substance abuse counselor's evaluation. Brookfield Elementary usually refers students to J.F. Kennedy Hospital's Access Center in Cherry Hill for those procedures.

Students are required to follow any expert recommendations for treatment which follow these evaluations. This most often means outside agency substance abuse group and/or individual counseling. Brookfield can help cover costs for initial screening and evaluation not covered by insurance, but cannot pay for treatment if it is required.

**Level Three:**

Repeated Level One or Level Two violations, or other blatant and willful disregard the safety of self or others related to drugs and/or alcohol.

**Consequences for Level Three violation:**

Immediate suspension pending termination from Brookfield Elementary. After successful completion of a drug/alcohol treatment program, re-admittance may be considered.

**Student and parental rights for suspected substance abuse:**

A parent may choose to have medical tests performed to verify or refute the suspicions of abuse. Brookfield Elementary will only accept results if:

1. They are performed by an approved drug screening program, emergency room, or physician.
2. The professional performing the drug screening consults with the Brookfield Elementary staff regarding the procedure and the referring behavioral observations prior to the administration of the screening or evaluation, and (3) the screening is performed within no more than twelve (12) hours of the time of suspension.

The refutation option is at the expense of the student or parent. If the results are "negative" or inconclusive after following the procedures shown above, staff will be happy to meet with the parents to discuss their meaning and implications. Some other consequences will usually still be required due to the student's behavior which elicited the initial staff suspicion or concern.

**Suspension policies:**

The goal at Brookfield Elementary is for students to remain with their teachers, in the classrooms, focused on the tasks of academic achievement. Every attempt is made to keep students in school and in class, and to return them to school and/or class as soon as possible if they must be out of class or out of school at all.

**Out of school suspension procedures:**

1. Students are suspended for infractions against a person. (i.e. assault of staff/students or some other dangerous act that could cause injury)
2. On some days students may be administratively excused related to issues about pending consultations for psychiatric screenings. These days are considered as medically excused and are not counted against any cooperating student, although work must be completed for academic credit.

**If a student is suspended for ten accumulative days, an IEP review meeting must be held with the student, parent, and district (as required by law) to determine the appropriateness of the placement and program at Brookfield Elementary, or to explore other program or placement options.**

## **Cell Phone & Electronics Guidelines**

We recognize that cell phones have become a common tool for communication. However, they have also become a major distraction to the learning environment and are vulnerable to damage and/or theft. We ask that you allow your child to carry a cell phone only if absolutely necessary.

Students are permitted to bring cell phones and other electronic devices to school; however, all devices must be turned in to staff upon entering the building. Upon receipt of devices, staff will ensure that all devices are safely stored. Devices may not be used to watch or listen to video, talk, take pictures, play games, record or text during school hours.

Any violation of these guidelines will result in the confiscation of the device in accordance with Brookfield Schools' Electronic Communication and Recording Devices policy guidelines. Continued disregard of these guidelines may result in a student's losing the privilege to carry a cell phone to school.

If emergencies arise during the school day, a parent/guardian will be contacted by the school. If a student feels that they need to contact their parents/guardians during school hours, they must request permission from their teacher to do so and use a school phone to make the call. Likewise, if a parent/guardian needs to contact the school or speak with their child in the event of an emergency during school hours, the parent/guardian must call the school's main line at 856-546-1388, ext. 102.

The district, the school and its staff shall not assume responsibility for devices that are damaged, lost, or stolen when brought to school or after being confiscated for violation of this policy.

## **Miscellaneous Discipline**

### **Patterns of compliance violations:**

If a student demonstrates continued abuse of any policy, the school staff will work to help the student be successful in following school rules appropriately. An individual contract may be written for the student promoting improvements in the problem area to maintain his/her placement. In addition, a parent/district conference may be held to explore motivators, issues that are barriers to success, and to review any other disciplinary and/or placement options which might improve the student's opportunity for success.

### **Complaint resolution:**

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 or guardians or Child Study Team members are welcome to be present if the student desires.
3. Request a meeting with the Principal. Parents or guardians or Child Study Team members are welcome to be present if the student desires.
4. 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 (3) 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 (5) school days.

## Health and Medication

### Immunizations:

The school is required by law to have a record of your son/daughter's immunization history. Immunizations must 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:

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 arranging transportation to your local hospital or doctor-of-choice. In the event 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:

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

1. A written order from the physician,
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, and
  - e. Date
3. Written parental permission releasing the school of any liability thereof. The required permission forms are available from the school nurse.

Any non-prescription drug (e.g. Tylenol) requires written parental permission and written permission from doctor releasing the school of any liability thereof. The required permission form is available from the school nurse. Please contact the nurse 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.

Your son/daughter will be advised in advance of the exact date of the screening by the school nurse. 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 excuse policy:**

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

1. Short Term (1 to 5 days) – a written parental request submitted to the school nurse will be accepted.
2. A second request to extend the first request is to be referred to the school nurse who may:
  - a. Grant the request based on the information presented
  - or* b. Consult with the parent. If, after consultation with the parent, the nurse advises the parent that the request is to be denied, the parent may present an excuse by a physician which will then be honored.
3. Long Term (10 days or more) – 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 physical activity only. This does not necessarily preclude participation in non-physical activities such as score-keeping, board game participation, etc. The student may be allowed to earn his/her physical education credit by completing written assignments.

### **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.

## **Early dismissal of students:**

There are various 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.

## **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 or listening to recordings will be done by the Building Principal or designee.
  2. Requests for viewing or listening 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 or listening to 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.

### **Fire and Security Drills:**

A fire evacuation plan is posted in each room. Under the state law, each school is required to hold one (1) fire drill and one (1) security drill per month during the school year. When the fire alarm sounds, students should leave the room through the proper exit quietly and quickly. The first student to reach the outside door should hold the door open. Students must stay with their classes and no one is to return to the building until the signal is given.

### **Field trips:**

Students 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 and any expenses for the trip will be paid for by Brookfield Elementary, although students often bring pocket money for extras. End of year class trips are paid for by the students. Money for trips can be raised with student fund raising events (e.g., bake sales, car washes, etc.).

## **School 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](mailto:cambrose@brookfieldschools.org)**

### **Do your Online Shopping 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](https://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](https://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](https://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](https://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](https://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](mailto:cambrose@brookfieldschools.org)**

## **DIRECTIONS**

### **BROOKFIELD ELEMENTARY**

800 KINGS HIGHWAY  
HADDON HEIGHTS, NJ 08035

Phone: (856) 546-1388

Fax: (856) 546-1588

[www.brookfieldschools.org](http://www.brookfieldschools.org)

**From South:** 295 North to Exit 28 (toward Mt. Ephraim) turn left onto North Black Horse Pike (NJ-168). Turn right onto East Kings Highway to 800 Kings Highway. School will be on your right.

**From North:** 295 South to Exit 29 (toward US30, Barrington/Haddon Heights/Collingswood) turn left onto Copley Road, turn right onto White Horse Pike (US 30N), turn left onto West Kings Highway to 800 Kings Highway. School will be on your left.

**From West:** White Horse Pike (US30) east to Kings Highway. Turn right onto Kings Highway, go to 800 Kings Highway, school on your left.

Black Horse Pike (NJ168) east to Kings Highway. Turn left onto Kings Highway, go to 800 Kings Highway, school on your right.

**From East:** White Horse Pike (US30) west to Kings Highway. Turn left onto Kings Highway, go to 800 Kings Highway, school on your left.

Black Horse Pike (NJ168) west to Kings Highway. Turn right onto Kings Highway, go to 800 Kings Highway, school on your right.

## **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.

**NOTES**

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# 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