



BROOKWOOD SCHOOL

Family Handbook
2025-2026

MISSION STATEMENT

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

THE NEW FACE OF RIGOR

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

We know it is no longer enough to require the memorization of important facts and figures, for there no longer exists a discrete and finite body of knowledge (dates, definitions, formulas) that students can learn in order to master a subject. We know also that it is not enough to learn to compete against peers in a host of challenges; instead, the student of today must learn to build and sustain the collaborative relationships demanded by the interconnectedness of our world. They must learn to manage the avalanche of information that proliferates daily; to access, organize, evaluate, and apply that knowledge to circumstances that can change overnight. Our students need analytical skills in order to deconstruct the complexity of their lives and the problems they will face; instead of simply finding answers, they need to learn to make good decisions. And to make these decisions, they need to know themselves well and to understand the principles they seek to advance. We know that command of their language will give them command of their lives and, above all else, we know that Brookwood students must come to love learning, for it is a process in which they will necessarily be engaged for the rest of their lives.

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

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

CODE OF ETHICS

SCHOOL VALUES

Hérons have HEART

Helpful

Engaged

Adventurous

Resilient

Thoughtful

We believe that parents, faculty, and staff together can nurture these values in students by treating all constituents with respect, by setting a consistent example of these values and attitudes, by exercising good judgment, and by demonstrating common sense. Therefore, trust between parents and school is essential.

STATEMENT OF COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, JUSTICE, AND BELONGING (DEIJB)

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

THE BOARD OF TRUSTEES

The Board of Trustees is the governing body of Brookwood School, an institution chartered by the Commonwealth of Massachusetts for the specific purpose of educating children. There are 22 Trustees, chosen for their diversity of talent, competence, interest in the school, willingness to work, and stature in the community. The Board Officers are Board Chair, Vice Chair, Treasurer, Assistant Treasurer, and Secretary. In addition, the Head of School is an ex-officio member of the Board and the board includes an Educator Board Advisor. Board members are active on various standing and ad hoc committees that address specific areas of Board policy making.

The primary responsibility of the Board of Trustees is to ensure that the school operates in the best interests of all its constituencies – students, faculty, and parents. The most important function of the Board is to act as fiduciaries for the school, ensuring its long term viability by overseeing the strategic planning for the school and making sure the school acts in accordance with its mission. Within the guidelines of its by-laws, the Board is responsible for the entire management and control of all the properties and affairs of the corporation. The Trustees oversee care of the school's physical property, raise funds for its maintenance and improvement, and manage the school's operating funds.

2025-2026 BOARD MEMBERS

Gavin McGrath '97, *Board Chair*
Peter Carr, *Vice-Chair*
Katie Umile, *Treasurer*
Jon Payson, *Assistant Treasurer*
William McConnell IV, *Secretary*

| | |
|---------------------|----------------------|
| Meghann Carroll | Brett Perryman |
| Dyane Cotreau | Nicole Plante '93 |
| Courtney Cowan | Georgia Reath |
| Catherine Creighton | Jay Rich '97 |
| Georges Dyer '92 | Malcom de Sieyes '97 |
| Trey Eppes | Gina Weishaupt |
| Renée Gosline | Peter Wernau |
| Chessye Moseley '03 | Jen Whitman |
| Qi Ott | |

Jon Bartlett, Head of School

GETTING INVOLVED AT BROOKWOOD

We invite all parents and caregivers to deepen their involvement with our school community. Whether you have a few hours to spare or can commit to ongoing support, there are plenty of opportunities to enrich experiences and make a significant impact.

THE BROOKWOOD PARENTS' ASSOCIATION

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

The PA is a parent-led group that works closely and collaboratively with all families, employees, the Board of Trustees and the school's Administration team to facilitate various parent programs and enrichment opportunities. The association plays a critical role in fundraising, organizing events, and fostering a supportive environment. Second to community engagement, the PA focuses time and resources on supporting Brookwood's beloved faculty and staff. By providing funds for an array of employee wish list items, employee grants and employee appreciation opportunities.

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

Areas of support provided from the Parents Association:

Class Connector Program

Cultural Enrichment School Meeting Opportunities

Community Events and Engagement

Employee Appreciation and Grants

Parent Education and Wellness

Library Support

Art Support

School Store Support

Annual Auction Committee

2025-2026 PARENTS' ASSOCIATION EXECUTIVE TEAM

Tory Bois P'32,'35

Caity Carlucci P'32,'34

Seamus Conlin P'26,'28

Gretchen Knight P'23,'26,'33

Kelsey LaGross '08, P'31,'33, PA President

Daniella Mammola P'29,'31

Contact pa@brookwood.edu to learn more!

2025-2026 CLASS CONNECTORS

Supported by the Parents Association, Brookwood's Class Connectors are composed of dedicated individuals who play a vital role in fostering a strong sense of community and support within grade levels. The Class Connector acts as a link between the school, PA and parents similar to the role of a class parent. They ensure smooth communication and organization throughout the school year.

Class Connectors keep grade levels updated, coordinate class volunteers for events and activities, and make a significant difference in the success of our school community. They help strengthen connections within the classroom and contribute to a more cohesive and supportive community.

EC1: Alli Kelley, Kara Worthington

EC2: Andie Philip, Francesca Albano

K: Rosie Mackin, Traynor Canny

1: Amanda Snow, Hadley Sweeney

2: Beth Jamieson

3: Syndi Zaiger

4: Krysten Sjogren, TBD

5: Mary LaBlanc, Matt Lamson

6: Lindsay Bergeron

7: Kate Mazzini, Lindsay Cowan

8: Gretchen Knight

CHARITY DRIVES AND COMMUNITY SUPPORT

At Brookwood, service learning is a central part of our curriculum and school culture. Through thoughtfully designed, age-appropriate experiences, students engage in meaningful service

that fosters empathy, civic responsibility, and a deeper understanding of the world around them.

Because service is integrated into our academic and co-curricular programs, we approach charitable giving and drives with intention and alignment to our mission. Many of our service efforts are carried out in collaboration with established community partners, with whom we've built long-term, reciprocal relationships that provide consistency and impact for both our students and those we serve.

We deeply value the generous spirit of our parent community and recognize that families may have personal connections to organizations or causes they wish to support. If you have a charity, organization or drive you would like the school or parent community to consider supporting, please be in touch with your division head. They can help guide the conversation and share more about our current guidelines and how we evaluate and coordinate service initiatives in ways that are mission-aligned, developmentally appropriate, and respectful of our ongoing commitments.

Thank you for partnering with us to create meaningful and purposeful service opportunities for our entire community.

VOLUNTEERING AND Criminal Offender Record Indicator (CORI) REQUIREMENTS

From helping in the classroom and library to assisting during school events and activities, your time and talents greatly benefit our entire community. We encourage all parents and caregivers to engage directly in our school activities by becoming a volunteer.

Massachusetts law requires all volunteers and employees who work within a school setting to complete a background check. If you plan on volunteering at Brookwood this year or plan to attend field trips, regulations require that we have your completed forms on file.

Each adult in your family who wishes to volunteer at the school must print out and complete a form that can be reached by copying the below link into a separate browser.

<https://drive.google.com/file/d/1iDI dnpApeBmOAgbMK5QWiL6E4fdPnKol/preview>

In addition, you must provide a copy of each adult volunteer's driver's license. Please place the form along with a copy of your driver's license in an envelope and return it to the Business Office. In order to protect your personal information, please do not email your completed forms or copy of your driver's license to the school.

ADMISSIONS

Brookwood seeks to enroll students who will benefit from the School's academic program and child-centered environment, and will contribute positively to the school community. The School is committed to an inclusive school experience for all students and as such, Brookwood is eager to enroll a diverse student body with a broad range of backgrounds, talents and interests. The ability to find success in school life and a willingness to engage positively within the school community are the main criteria for admission.

Siblings who meet the admissions requirements are given preference when there is available space in any given grade.

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

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

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

ADMISSIONS PROCESS

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

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

Parents who are in the admissions process and seeking tuition assistance can access the tuition assistance application and guidelines online through their Ravenna account or Brookwood's website. Returning families who are applying for tuition assistance for the first time can request access from the Business Office.

RE-ENROLLMENT

Re-enrollment contracts, along with the published rates for tuition and fees as established by the Board of Trustees for the next school year, are sent by the School to families in January. If there is any question regarding the status of a student's re-enrollment for any reason, the School will notify the family in lieu of sending a re-enrollment contract. A signed electronic contract, along with a non-refundable enrollment deposit, must be submitted online to Brookwood by February 5, 2026 to ensure a place for the next school year. Failure to pay the enrollment deposit on or before February 5th places a student's enrollment in jeopardy, and the School assumes no responsibility to ensure a place for students whose contracts are signed after that date.

The Brookwood experience is grounded in mutual respect and trust between family and school. Parents who have chosen to send their child(ren) to Brookwood have made an informed

decision; therefore, we assume parental support of our philosophy of education and its expression in the day-to-day school and classroom programs. The education of your child(ren) is a joint venture of families and school, and your support of our policies and decisions and/or your willingness to communicate with us directly whenever concerns or questions arise are of utmost importance. The School values open and honest communication with all families.

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

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

TUITION ASSISTANCE

Brookwood School grants tuition assistance on the basis of demonstrated need of the family and budgeted aid available in accordance with its Tuition Assistance policy. It is available to students entering Kindergarten through Grade Eight.

Families currently receiving tuition assistance will receive notification in October regarding the application process for the upcoming school year. Families currently enrolled, but not receiving assistance should reach out to the Business Office as soon as they are aware that they will need to apply for assistance. Brookwood uses Clarity to manage applications including a completed copy of your family's Federal Tax return. The deadline to apply for tuition assistance is December 15 and tuition assistance must be re-applied for each year.

TUITION, FEE, AND PAYMENT INFORMATION

| Grades | Tuition | Tuition Refund Plan * |
|----------------------------|----------|-----------------------|
| Early Childhood (EC) | \$20,820 | \$120 |
| EC additional 3 afternoons | \$24,070 | |
| EC additional 5 afternoons | \$25,320 | |
| Kindergarten – Grade 4 | \$39,350 | \$180 |
| Grade 5 | \$42,200 | \$210 |
| Grade 6 | \$45,100 | \$210 |
| Grades 7 & 8 | \$47,475 | \$210 |

**May be waived if tuition and fees are paid in full by July 1 prior to the start of the academic year.*

OPTIONAL FEES BASED ON ENROLLMENT IN SPECIFIC PROGRAMS

EARLY BIRDS PROGRAM

Available to all Brookwood Students from 7:30 - 8:00 a.m. on all school days (beginning 9/4/25)

| | |
|--|-------|
| First student in the family, full year daily attendance | \$350 |
| Additional students in the family (each), full year daily attendance | \$150 |
| Drop in, each morning each student | \$15 |

AFTER-SCHOOL PROGRAM

| | |
|---|--|
| <i>Early Childhood – Grade 4</i> | |
| 3:00 p.m. – 4:00 p.m. M–F | \$1,850 full year / \$425 individual day |
| <i>Early Childhood – Grade 4</i> | |
| 3:00 p.m. – 5:30 p.m. M–F | \$2,550 full year / \$580 individual day |
| <i>Grade 5 – 8</i> | |
| 4:00 p.m. – 5:30 p.m. M–Th, 3:00 p.m. – 5:30 p.m. | \$2,085 full year / \$475 M–Th \$580 F individual day |
| Drop in rate | \$25 per hour |

| | |
|---|-----------------------------------|
| Late pick-up charge (10 min grace period from scheduled pick-up time) | \$5 per 5 minutes or part thereof |
|---|-----------------------------------|

| | |
|---------------------------------|----------------------|
| After-School Enrichment Classes | Cost varies by class |
|---------------------------------|----------------------|

TRANSPORTATION

| | |
|---|--|
| Morning Bus Transportation (limited service area) | \$1,900 full year / \$400 individual day |
| Afternoon Bus Transportation (limited service area) | \$1,900 full year / \$400 individual day |
| Drop in rate per ride | \$25 |

SKILLS CENTER SERVICES

| Weekly meeting duration | 30-minute | 45-minute | 60-minute |
|--|-----------|-----------|-----------|
| Yearly charge for each 31-week session | \$2,640 | \$3,960 | \$5,275 |
| <i>Costs are adjusted for semi-private sessions and pro-rated based on start / end dates</i> | | | |

PAYMENT INFORMATION AND POLICY

Brookwood utilizes Blackbaud's Tuition Management System (TMS) for all student billing. Families have full access to their student(s) account to view charges and make payments. New families will receive a welcome email once they are enrolled and set up in the system. Throughout the year, families will receive important emails directly from TMS regarding student billing. If you need to make any changes to your account, please contact the Business Office.

Tuition and Tuition Refund Plan (TRP) charges are billed and payable according to the selection made in the enrollment contract while other charges are billed throughout the year. Catch up billing for any subsequent charges occurs in late June or early July. Please also refer to the 2025-2026 (re)enrollment contract for complete details of payment terms and requirements.

Failure to make timely payment on a Student Account may result in significant consequences. If payment is delinquent, and in addition to all amounts owed, both a late-payment charge on any past due amounts and also financing charges at the rate of 1.5% per month are assessed. If the Student Account is not current, the student(s) may be prohibited from attending school,

classes, examinations, or other school activities. If the Student Account has not been paid in full within thirty (30) days of the due date, the School may suspend the student(s) from classes and/or school events, including graduation, and take any other action that the School deems appropriate, as permitted by applicable law. In addition, if the student(s) is / are transferring to a new school, the School may also notify the new school of the unpaid balance. To the extent that any other children in the family are enrolled in the School and such children's accounts are delinquent, these consequences may be imposed on all children, including the student.

NOTE: All students are enrolled for the full school year unless the contract is canceled in writing by May 1 prior to the immediately upcoming school year. No refunds or deductions from tuition will be given for withdrawal, illness, or any other cause. The School offers the Tuition Refund Plan – Broad Form, which offers parents the opportunity to guard themselves at a small cost against absence, withdrawal, or dismissal. The tuition refund plan is mandatory for payment plans B and C, and is strongly encouraged for payment plan A. Under plan A, you must pay 100% of the tuition and fees by June 28 and if you wish to opt out of the tuition refund plan you must do so on the re-enrollment / enrollment contract.

THE TUITION REFUND PLAN

WHY DO YOU NEED A TUITION REFUND PLAN?

Your financial obligation to the school is for the full annual tuition as stated in the School's enrollment contract. The School cannot refund tuition or cancel unpaid obligations if a student is forced to withdraw during the academic year. If your student withdraws, the Tuition Refund Plan will pay benefits (subject to the terms of the policy and the amount insured) to the school, which provides substantial assistance in meeting your financial obligation.

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

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

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

WHAT THE PLAN COVERS

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

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

Dismissal from the school

The Plan will pay 75% of the unused yearly insured fees provided the student is dismissed from school after attending more than fourteen consecutive calendar days (including weekends and holidays) beginning with the student's first class day of attendance in the academic year.

Withdrawal or absence for medical reasons

The Plan will pay 75% of the unused yearly insured fees, provided the student's injury or sickness forces the student to withdraw from school or medical absence lasts for 31 or more consecutive calendar days (including weekends and holidays). Benefits are paid retroactive to the first day of medical absence.

The Plan will pay 75% of the unused yearly insured fees, provided the student's mental health condition, as referenced in DSM V, forces the student to withdraw from school or medical absence lasts for 31 or more consecutive calendar days (including weekends and holidays). Benefits are paid retroactive to the first day of medical absence.

Enrollment continuation benefit

The Plan will pay 100% of the unused yearly insured fees, whether or not the student continues in school, upon the death of the student's parent or legal guardian during the period of coverage.

DEFINITIONS AND CONDITIONS

The "academic year" (referred to as "period of coverage" in the policy) upon which benefits are based consists of the actual calendar days in the school year (including weekends, holidays and vacations) beginning with the first day of formal academic instruction (excluding pre-season athletic practice, orientation, registration and graduation days) and ending with the last day of formal academic instruction, including examinations.

"Withdrawal or absence for medical reasons" means complete, involuntary severance from classes as certified to and regularly treated during the period of coverage by a legally qualified medical practitioner, not related to the student.

"Injury" means bodily injury caused by an accident. The accident must occur on or after the effective date of the student's coverage.

"DSM V" is the American Psychiatric Association's Diagnostic and Statistical Manual.

"Withdrawal for other than medical reasons" means complete, voluntary severance from classes for the balance of the academic year.

"Dismissal" means complete, involuntary severance from classes by the school authorities for scholastic or disciplinary reasons for the balance of the academic year.

"Unused yearly insured fees" means the portion of the insured fees paid or payable by the insured student/parent for the remaining time in the current school year after the student's withdrawal or dismissal. (i.e., the prorated tuition insured from date of separation to the end of the academic year.)

"Preschool" means any instruction, program or service rendered to students who attend early childhood, nursery or any other program for children prior to or below the kindergarten level. Medical benefit period ends immediately upon student's resumption of classes at any school or upon becoming gainfully employed.

Under this policy coverage ceases on the last day of formal academic instruction by the school for any reason. For preschool students the last day of academic instruction will include the school's announcement/provision of any virtual, remote, online or similar type of education or service in lieu of education or services on the physical campus if there is no stated date of return to education or services on the physical campus, or if the virtual, remote, online or other similar type of education or service lasts more than 21 consecutive school days.

Withdrawal or dismissal must result in the loss of scholastic credit at the school.
The maximum aggregate benefit per insured student for all coverages under this policy is 100% pro rata refund.

PERIOD OF COVERAGE

Coverage is effective under the plan as follows:

Medical: From July 1 through the last day of the academic year.

Non Medical/Dismissal: For the entire academic year after meeting the fourteen-day attendance requirement.

Dismissal: For the entire academic year after meeting the one-day attendance requirement.

Enrollment Continuation: From July 1 through the last day of the academic year.

Late-Entering students who commence classes after opening day may enroll in the Plan provided premium is paid within 10 days after starting classes. Medical coverage begins on the date the premium is received. Non-medical coverage is effective after the student has satisfied the fourteen-day attendance requirement. Dismissal coverage is effective after the student has satisfied the one-day attendance requirement.

EXCLUSIONS NOT COVERED UNDER THE PLAN

Medical withdrawal, absence, or enrollment continuation due to:

1. war or any act of war
2. taking part in a riot
3. pregnancy and/or childbirth
4. nuclear reaction, radiation or radioactive contamination
5. failure to attend classes for any reason other than injury or sickness
6. injury which occurred before the effective date of coverage.

Withdrawal for other than medical reasons or dismissal due to:

1. being inducted into the armed forces or being assigned alternative duty in lieu of active military service
2. any hostile or warlike action
3. rebellion, riot, or civil commotion
4. any order of a de jure or de facto governmental or sovereign power directed to the student
5. nuclear reaction, radiation or radioactive contamination
6. destruction of any school facility due to any cause
7. school bankruptcy, insolvency or other financial instability that results in school's inability to operate and provide formal academic instruction
8. school closure for any reason (for preschool students, closure includes the school's provision of any any virtual, remote, online, or similar education or service in lieu of education services provided on the physical campus if there is no stated date of return to education or services on the physical campus, or if the virtual, remote, online or other similar type of education or service lasts more than 21 consecutive school days, beginning with date of announcement)
9. temporary non-medical absences, suspensions, changes from resident to day status or schedule reductions
10. boycotting of classes by the student
11. completion of academic requirements or early graduation
12. any withdrawal or dismissal prior to or within the first fourteen consecutive calendar days or any dismissal prior to the first calendar day beginning with the student's first class day of attendance in the academic year.

CLAIMS

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

COST

The cost of the Tuition Refund Plan is detailed in your (re)enrollment materials. Written notification of enrollment in the Plan must be made by July 1, the effective date of the policy. Premium payment is due within ten days after the first class day of the academic year.

PHILANTHROPY AT BROOKWOOD

Philanthropy is a cornerstone of Brookwood's legacy—a long-standing tradition that strengthens and unites our community while supporting the essential elements of our educational program. Your gift to Brookwood directly impacts the people, places, and programs that set us apart from other schools.

The Development Office at Brookwood works to cultivate meaningful relationships across our entire community, connecting donors with opportunities to support the school in ways that resonate most with them.

We believe that philanthropy is integral at every level, and participation from all members of our community is vital. Whether large or small, every gift counts and every gift matters. Together, we help drive Brookwood's excellence, fostering an environment where students thrive, learn, and grow to their fullest potential. Thank you for your continued generosity in helping us reach new heights in academic achievement and community building.

THE BROOKWOOD FUND

At the heart of Brookwood's mission to foster a joyful community of lifelong learners and global citizens is the Brookwood Fund. The Fund helps us exceed our school's essential needs and ensures that every student's experience is exceptional.

As an independent school, Brookwood relies heavily on philanthropic support. Approximately **10%** of the school's resources come from charitable donations by parents, alumni, grandparents, employees, and friends through the Brookwood Fund.

MAJOR GIFTS, GIFTS IN KIND, AND CAPITAL & ENDOWMENT GIVING: BEYOND THE BROOKWOOD FUND

MAJOR GIFTS

Major gifts provide vital funding for targeted priorities that align with both the donor's values and the school's needs. These include student scholarships, facility improvements, endowed funds, and curricular enhancements. Major gifts can be made through outright donations or planned giving options such as bequests, charitable trusts, or gift annuities.

GIFTS IN KIND

Brookwood values all forms of support, and in-kind donations play a crucial role in enriching

our community. Whether you're hosting a reception, donating items or experiences to our annual auction, or contributing services and materials to enhance campus life, your in-kind gifts help us direct resources effectively while maintaining high-quality programs for all students.

CAPITAL & ENDOWMENT GIVING

Building the school's endowment is key to ensuring Brookwood's long-term financial health. We are grateful to those who have generously invested in our endowment through a variety of restricted funds.

Gifts to the endowment can be directed toward the General Endowed Scholarship Fund, existing named funds, or new endowed funds. By contributing to an endowed fund, you create a lasting legacy that links generations of students, ensuring Brookwood's financial stability and supporting the continued growth of its programs.

TO LEARN MORE

To explore ways to support Brookwood or get involved with our fundraising efforts, please reach out to the Development Office at development@brookwood.edu or visit www.brookwood.edu/support.

Matthew Drake
Director of Development

Katie Mullen '98, P'28 and '30
Director of the Brookwood Fund & Community Engagement

Tori Cargill '14
Manager of Young Alumni Engagement and Donor Relations Coordinator

BROOKWOOD ALUMNI

Brookwood is proud to have a vibrant, growing alumni community. Our graduates are not only a cherished part of our school's history—they are also an essential part of its future. As more alumni "come home" to Brookwood, we continue to see deepening connections, renewed friendships, and a strong sense of pride that spans generations.

Our goal is to nurture lifelong relationships among graduates, celebrate school spirit, and sustain support for Brookwood's mission and values. Alumni frequently reflect on the strength of the foundation they built here—often sharing that their years at Brookwood represent the longest time spent at any one educational institution, and the bonds they formed remain meaningful and lasting.

Brookwood alumni stay connected in a variety of ways, including:

Visiting campus for alumni gatherings and events

Contributing updates to the *Alumni Notes* section of the *Brookwood Magazine*

Volunteering at school programs and events

Serving as counselors in Summer at Brookwood

Participating in the annual Young Alumni Reunion before the Grade Eight musical

Speaking at special events such as Commencement and Trustee Breakfasts

A special point of pride is the number of alumni who choose Brookwood for the next generation—on average, we have over 30 current parents who are also alumni.

We are always looking for new ways to engage with our alumni community, whose continued connection helps enrich the Brookwood experience for all. Once a Brookwood student, always part of the Brookwood family.

BROOKWOOD COMMUNICATIONS

Communication is highly valued at Brookwood, and the school makes it a priority to communicate regularly to our many constituencies such as parents, trustees, alumni, grandparents, past parents, faculty, staff, friends, and prospective families through our communications department. Distributed to current families via email every week, our e-newsletter informs them about upcoming events, classroom activities, parent projects, and other timely news items. The Veracross Parent Portal is another source of valuable information with content highlighting people, projects and events. The Parent Portal is used to access student grade reports, student schedules, sign up for Parent/Teacher conferences, and enroll in Afterschool and enrichment classes. *The Brookwood Bulletin* is published once a year and features in-depth articles about specific programs, projects, school events, students and alumni. We also maintain social media profiles, including Facebook, Instagram, LinkedIn, YouTube, and Vimeo.

GENERAL PROGRAM INFORMATION

Organizationally, Brookwood is comprised of two divisions: The Lower School consists of Early Childhood (EC) through Grade Four. The Upper School includes Grades 5 through Grade 8. Throughout all grades at Brookwood, we think of curriculum as being composed of many variables: developmentally appropriate, thoughtfully sequenced subject matter; a range of study and thinking skills; the strategies for applying those skills; as well as teaching styles and methodologies. We use a school-wide instructional calendar which allows for online curriculum mapping that is current and comprehensive; curriculum development is overseen by Department Coordinators, and it is reviewed by departments in three year cycles. Goals for our graduating students are organized into department and grade-level benchmarks in the various disciplines. In addition to the traditional academic areas of focus and an exceptionally strong creative arts program, Brookwood offers a variety of programs of special note. Descriptions of some of those programs follow.

ACADEMIC SUPPORT SERVICES

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

service in a one-on-one or small group format. Skills sessions focus on three areas: reinforcement of foundational skills, application of strategies and tools to classroom content, and building of children's metacognitive understanding of themselves as learners.

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

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

For more information about Academic Support Services, contact the appropriate Division Head: Head of Lower School, Jane O'Connor or Head of Upper School, Jay Tebbens.

THE ADVISOR PROGRAM

Brookwood's Advisor Program is designed to provide 5th-8th grade families with a primary contact person and students with a consistent small group in which to address the issues and objectives of the Personal Growth and Development (PGD) program. Each group consists of a faculty advisor and approximately nine students. Groups are intended to be a forum for individual exploration of Personal Growth and Development (PGD) topics in an atmosphere of close communication, cooperation, and trust. Advisors check in with advisees during the week and meet with them formally throughout the year and as issues arise; they are the primary contact for parents regarding the academic, social, and emotional growth of advisees and, as such, they communicate regularly with the Head of Upper School and work with their advisees to prepare for a student reflection conference in the spring. Should questions or concerns arise about specific academic courses or situations, contact should be made directly with academic subject teachers. Otherwise, a student's advisor should be a family's first point of contact for information and help in just about any situation.

ATTENDANCE

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

Please note that the School is not prepared to supervise students in homerooms prior to 8:00 a.m. or after 3:15 p.m. or 4:15 p.m. (depending on the day and the division). Classes begin promptly at 8:20 a.m., and it is requested that students arrive between 8:00-8:20 a.m. and leave by 3:15 p.m. or 4:15 p.m. (depending on the day and the division) if they are not participating in an after school activity. When arriving after 8:20 a.m., parents of Lower School students are responsible for signing their child in at the front office. Students in Upper School arriving after 8:20 a.m. are responsible for signing themselves in at the front office prior to going to their class.

Lower School students not picked up by 3:15 p.m. will be sent to After School programming and the homeroom teacher will call home. Students in Grades 5 – 8 who are not picked up by 4:15

p.m. will be sent to the lobby to call home and then sent to After School programming.

For security purposes, an authorized parent / guardian should call, write a note, or send an email to **frontdesk@brookwood.edu**, in addition to the homeroom teacher or advisor if a child is to be excused early or is to be leaving school with someone other than a parent or designated guardian.

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

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

EXCESSIVE ABSENCES AND TARDIES

Ten or more absences or tardies in a school year are a cause for concern. Missing too much class time makes it very difficult for students to stay in touch with classroom dynamics and benefit from the important learning that takes place through classroom discussions. Parents will be contacted if students have excessive absences and/or tardies. The number of absences and tardies will appear in a student's academic progress report and Brookwood Upper School transcripts.

BEFORE AND AFTER SCHOOL PROGRAMS

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

BEFORE SCHOOL: EARLY BIRDS

Available to all division levels, Early Birds is a morning program for students who arrive at school between 7:30-8:00 a.m. Early Birds staff supervise students in the library as they read, color, review their homework, work on the computer, and play quiet games. Students should sign up in advance through the annual registration process, but drop in service is also available without prior sign up or notification. For the 2025 - 2026 school year, this program will begin Thursday, September 4. Families are asked to walk in with Lower School students and sign them into the library. Upper School students are welcome to sign themselves in independently. If an Upper School student is not registered for Early Birds and is just dropping in for the day, families are encouraged to walk them in and sign in to confirm agreement to the drop-in fee. If Early Birds staff do not see a parent signature next to a drop-in student sign-in, the family will be contacted via email to ensure they are aware of their child's participation.

AFTER SCHOOL PROGRAM

Care is available for all ages in our After School programs five days a week, from dismissal until 5:30 p.m. Monday - Friday. Please refer to the master school calendar for days on which After

School does not operate. After school is not offered the Tuesday before Thanksgiving nor is it offered on the Fridays before winter and spring breaks.

To provide families time to consider fall schedules before committing to after school programs, Auxiliary Program registration will take place in August. Students should sign up in advance, but drop in service is also available, as long as our staffing can accommodate additional children on any given day. For drop in service, please email afterschool@brookwood.edu and your child's homeroom teacher or advisor no later than 12:00 p.m. on the day requested. If your child's bus schedule is impacted by their change in After School schedule, please also email frontdesk@brookwood.edu. The specifics of After School are as follows:

Regular After School Program: Beginning at 3:00 p.m. for our Lower School students and 4:00 p.m. for our Upper School students, Monday - Thursday, and at 3:00 p.m. for all students on Friday, our regular After School program offers a balance of active and calm, child-initiated and teacher-led activities based on the developmental needs and interests of the students. Offerings may include: arts and crafts, imaginative play, building, board games, gym & field games, outdoor play, reading, storytime, and optional time for homework. This program uses a variety of school spaces including the library, Town Square, gyms, playgrounds, turf, and/or the Liston Commons. We will do our best to offer an outside option daily; however, this will be dependent on weather and daylight. A snack is provided daily. For the 2025 - 2026 school year, this program will begin on Wednesday, September 4th, with regular hours (until as late as 5:30 for those enrolled).

After School Enrichment Program: In addition to our regular After School program, we offer three sessions of After School Enrichment classes in Fall, Winter, and Spring. These are a variety of high-quality Enrichment opportunities for Brookwood students in EC through Grade 8. Offerings are a mix of some repeating, but mostly new, classes, taught by a variety of Brookwood faculty, community members, and vetted outside partners. Pre-registration for Enrichment classes is required to attend and there is an additional fee to these classes as noted in the descriptions posted on Veracross. Enrichment classes will begin on Monday, September 15.

AFTER SCHOOL DISMISSAL PROCEDURES

Auxiliary and School Leadership reserve the right to modify these procedures at any time.

All Lower School students with a scheduled 4:00 p.m. dismissal time should be picked up at the Lower School Godfrey Portico via Dan Wise Way. Dan Wise Way will be closed to traffic after the 4:00 p.m. dismissal.

Lower School students and their Upper School siblings will also be picked up at the Lower School Godfrey Portico via Dan Wise Way.

All students leaving at 5:30, regardless of grade level, should be picked up from the front lobby. If you need to pick up outside our official dismissal times (4:00 and 5:30), please enter through the front door. Families have two options. Those wishing to get their child(ren) more quickly can wait in the lobby and have the person at the front desk radio for the child(ren) to be brought up. Those wishing to enter the program may do so, but are asked to sign in/out and wear a name tag. The person at the front desk can let you know where your child(ren) is. As a reminder, there is a 10-minute grace period for late pickups, after which time, a late fee will be applied of \$5 per 5 minute timeframe, or fraction thereof.

AUXILIARY REGISTRATION AND BILLING POLICIES

Billing for After School and Early Birds is done by trimester so it is important that you let us know of any schedule change before the start of each new term before billing is sent. For schedule changes at other points in the year, we do ask that you let us know if you would like your child(ren) taken off of our roster, but please note that you will still be financially responsible for the entirety of the trimester.

If you would like to update your child(ren)'s After School schedule to encompass different days of the week than previously arranged, there will not be an extra fee assuming that they will still be attending for the same timeframe on the same number of days per week. Please email afterschool@brookwood.edu with such updates.

There are no financial adjustments or makeup days offered if a child has to miss Early Birds, After School, or Enrichment classes, for any reason.

Due to minimum and maximum enrollment constraints, enrollment for Enrichment is finalized upon registration and cannot be changed - including right after submission, before the course starts, or during the session. Once you sign up, you will be financially responsible for the full course fee, even if your child doesn't attend or stops attending. In the instance that we can fill a spot from a student on the waitlist, we will relieve the withdrawing family of the financial obligation.

Enrichment classes have limited spots available, and some classes fill up very quickly. Registration operates on a first-come, first-served basis. Please note that individual classes will close sooner if/when they reach their maximum enrollment. Should a class reach its maximum capacity, you may join the waitlist. If a course doesn't reach its minimum enrollment, you will be notified of the course's cancellation and will not be charged. One Enrichment class per session will be made up if the teacher cancels due to illness.

Families will be billed through their Brookwood student billing account on the Tuition Management System (TMS) for classes and are responsible for full payment once billed. Brookwood will be unable to make any financial adjustments or offer any make up sessions for classes impacted by weather-related closures. If your child misses a class due to illness, or other personal or family reasons, Brookwood will be unable to make any financial adjustments or offer any make up sessions.

Any questions related to extended day care should be directed to afterschool@brookwood.edu. This email address goes to both Trisha Gordon, Director of Auxiliary Programs, and Sophie Rothman, Assistant Director of Auxiliary Programs.

MUSIC LESSON PROGRAM

INDIVIDUAL/ SEMI-PRIVATE MUSIC LESSONS

Brookwood School offers an individual music lesson program open to any current Brookwood student. Lessons are given once a week throughout the school year, which culminates in a recital in the spring. The School makes every effort to accommodate all requests but on occasion is unable to do so. Priority is given to students who have previously taken lessons at Brookwood, and then to those who meet the registration deadline. Due to current space limitations, if students are interested in signing up for more than one option, please do so in order of preference. Currently, we offer a variety of instruments. All music lessons under this program will be held in person on the Brookwood campus.

Individual Music Lessons will begin on Monday, September 15th. There will be one week set aside each term for make-up lessons. Make-up lessons will be held the week before the winter and spring break and the last week of the school year. The first day of lessons for the Winter Term is Tuesday, January 6th. The third term of Music Lessons will begin on Monday, March 23rd. Recital dates will be published on Brookwood's calendar by the start of school. There will be some dates when lessons will not be held due to special school events (e.g., the week of the 8th grade play) or planned school closures. These dates will be communicated with families when lessons are scheduled by the music instructor.

INDIVIDUAL / SEMI-PRIVATE MUSIC LESSON POLICIES:

Lessons are weekly, 30 minutes in length, after school. Not all lessons can be scheduled immediately after school is out. Teachers will offer times that they have available and are not required to fulfill requests. Parents may have to enroll their child in the After-School program until their child's lesson time. Students waiting for a lesson or waiting to be picked up from a lesson must go to the appropriate After School program.

Families should coordinate if their child will be picked up directly from the music instructor after the music lesson or if the instructor should return the child to the After School program. We are happy to accommodate either plan, but do ask that a plan is in place as we must be able to account for all children at all times. Please be prompt if picking up your child directly from the music instructor so they can stay on schedule.

The cost per 1/2 hour lesson is \$45 (\$30 per student for semi-private - 2 students - lessons), payable by the term and will be billed on your Brookwood account. The terms are September-December, January-March Break, End of March-June. Once a student has committed to lessons, the student is required to continue for the full term. If a student chooses not to attend these lessons, the fee is non-refundable, however, there will be an option to opt out of lessons for the following term.

Families enrolled in the spring term will also be charged a \$45 recital fee (regardless of whether they participate in the recital) to cover costs related to the recital.

The instructor may make materials available to the student, which parents will be required to purchase.

If an instructor is absent from a lesson, every effort will be made to make up the lesson. If a student misses a lesson, an instructor will allot one lesson at the end of each term for a make-up lesson. Instructors are only required to allot one make-up lesson per term. Please email your instructor AND the After School team (afterschool@brookwood.edu) to cancel a lesson. Instructor contact information will be provided to you upon confirmation of the lesson. The front office is not responsible for calling the music lesson teacher to cancel a lesson.

All private lesson students will be eligible to participate in our yearly recital in May. No student is required to perform. Students who take lessons outside the school are welcome to join us for this event.

Students must have access to an instrument for daily practice.

No lessons are scheduled on early dismissal days.

5th, 6th, 7th and 8th graders will have some game conflicts during their private lesson time. We can provide one make-up lesson total per semester. There may be more than one missed lesson because of Brookwood games, (which cannot be reimbursed) so please keep this in mind when scheduling private lessons.

SCHOOL MEETING BAND AND GROUP SESSIONS

We are excited to offer School Meeting Band this fall based on instructor and student interest. This group will meet at 7:30 a.m.

The cost for combos/ensemble groups is \$20 per student per half hour session. Cost for the School Meeting Band is \$21 per week. A cappella group costs vary (\$10-\$15 per session) depending on the size of the group, and are confirmed by the instructor once the group is formed. Fees are payable by the term. Terms are Sept-Dec, Jan-March Break, End of March-June and will be billed on your Brookwood account.

All questions regarding our music lesson program should be addressed to our Auxiliary team via our After School email address: afterschool@brookwood.edu. This email address goes to both Trisha Gordon, Director of Auxiliary Programs, and Sophie Rothman, Assistant Director of Auxiliary Programs.

BIRTHDAY PARTIES/SOCIAL EVENTS

When you are planning a group outing or get-together for your child, please plan your event with sensitivity and discretion that will best serve all the children in our community. If invitations are coming to school, all students in the class should be invited.

DROP-OFF AND DISMISSAL PROCEDURES

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

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

Afternoon Pick-Up – Enter Dan Wise Way and pick up at the Godfrey Portico. Exit via Brookwood Road. Dismissal begins at 3:00 p.m. Monday-Friday for Lower School students. Lower School students with an Upper School sibling(s) (known as “crossovers”) will be brought to the Front Courtyard for dismissal on both **Fridays and early dismissal days** when the full school dismisses at the same time.

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

Afternoon Pick-Up – Monday through Friday, enter Brookwood Road and pick up on the Front Courtyard. On **Fridays and early dismissal days** when the full school dismisses at the same

time, Lower School students with an Upper School sibling(s) will be brought to the Front Courtyard for dismissal. Dismissal begins at 4:00 p.m. Mondays–Thursdays, and 3:00 p.m. on Fridays.

EARLY DISMISSAL PROCEDURE

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

EIGHTH GRADE PLAY

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

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

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

EIGHTH GRADE STUDENT LEADERSHIP GROUPS

We have established 8th grade leadership groups, each with its own focus, such as Reception and Admissions, Student Life, and School Meeting Group. In addition, alternative leadership groups may form during the school year based on student and faculty and staff interest. Eighth graders must be able to fully commit to each group’s unique responsibilities and expectations. Faculty mentors work with each group to teach and cultivate important leadership skills such as: communication, collaboration, public speaking, problem-solving, role-modeling, and responsibility.

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

Why does leadership at Brookwood interest you?

What are the leadership qualities that you possess that make you a good choice for this particular leadership group?

What are other things that compete for your time in your life and what is your strategy for devoting time to this leadership group?

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

FACULTY GIFT POLICY

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

FIELD TRIP POLICY

We believe that field trips are an invaluable part of our students' education, offering opportunities for experiential learning and personal growth. We welcome and encourage parent participation in these activities. However, attendance of parents or caregivers on field trips is subject to the discretion of the teacher or trip organizers.

Factors such as the nature of the trip, the number of students, and specific educational goals will be considered when determining parent involvement.

Our priority is to ensure a safe, enriching, and well-organized experience for all students.

FLOWERS AND GIFTS POLICY

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

LOST AND FOUND

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

OUTSIDE TUTORS

Families may hire non-Brookwood learning specialists to tutor their children at school if Brookwood does not offer the specific services needed. Tutoring and therapy by outside learning specialists, tutors, speech-language therapists or occupational therapists can take place before school, during afternoon study halls, or after the school day with prior approval from division heads and if space permits. Initial and follow up assessments by outside therapists may be given

during school hours with the permission of the Division Head. To schedule room arrangements, contact your child's division head. Please note that any such specialist entering the school is subject to the Brookwood background check requirements.

PERSONAL GROWTH AND DEVELOPMENT (PGD) PROGRAM

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

PHYSICAL EDUCATION AND ATHLETICS

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

In Grades Four and Five, a greater emphasis is put on motor skill development, physical fitness, team and self-discipline, risk-taking, sportsmanship, and the skills and understanding of a variety of games.

ATHLETICS

Brookwood School is dedicated to a comprehensive athletic program for Grades 5 through 8 that provides for the physical and social development of each child in the school. The Brookwood athletics program, directed by faculty, provides training in motor skills, muscular development, physical fitness, teamwork, safety, and competitive athletics. The athletic program seeks to foster and develop self-confidence, cooperation, team spirit, loyalty, self-discipline, respect for oneself and for others, responsibility, concentration, risk-taking, and good sportsmanship.

In Grades 5 through 8, students are eligible for interscholastic competition at the Junior Varsity and Varsity levels. In order to provide the greatest and most appropriate challenge for each student, the emphasis is different at the two levels. Junior Varsity teams concentrate on skill development, teamwork, sportsmanship, and game strategies, and they provide equal playing time to each student during competitive play. The respective degrees of competition are designed to meet the needs of each level. In addition, on the Varsity level a stronger emphasis is placed on winning, and playing time for students can vary. When numbers only allow for one team, we schedule games for both levels with the understanding that players will

play in the appropriate level games. Except in the case of illness, team members are expected to be at every practice and every game.

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

All students in Grades Five, Six, Seven and Eight are required to participate in three sports seasons. We realize that there are students with outside conflicts and we will do our best to embrace those conflicts while upholding the integrity of the school program. Where needed, the Athletic Director will work to help each student and family find the right sport for the student. We feel that by requiring each student to play on a team, they will leave Brookwood with an experience that cannot be replaced. Team play helps to foster: responsibility, positive work ethic, cooperative play, sportsmanship, and it helps develop and nurture one's social skills.

Our goal in the Athletic Department is to provide the appropriate level of play and competition for each student, while remaining sensitive to the physical and social demands of adolescents. In such cases where there is both an outside conflict and time issue, the Athletic Director will work with the family to make appropriate accommodations while still upholding the integrity of the school's program.

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

Fall: Soccer, Field Hockey, Cross Country

Winter: Basketball, Squash, Strength and Conditioning

Spring: Lacrosse, Track and Field, Tennis, Golf

ATHLETIC DRESS

All students in Grades 5-8 are required to bring and wear appropriate athletic clothing to physical education classes and team practices. Each student must supply an appropriate T-shirt (no tank tops), shorts, athletic socks, and footwear. In addition, each student must have a pair of sweatpants and sweatshirt, and all clothing should be clearly marked with the student's name. Game uniforms are distributed at the start of each season and collected after the last game; a replacement fee will be assessed to students for lost or damaged uniforms.

PE Teachers will communicate with students when the equipment is needed for PE in fourth grade. Sixth, seventh, and eighth graders should refer to seasonal equipment list needs.

EXCUSED ABSENCES FROM SPORTS

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

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

ATHLETIC EXEMPTION

Full participation in Brookwood's athletic program is an important element of the overall program offered in 5th, 6th, 7th, and 8th grades. The experience of participating on a team or engaging in daily physical education with one's peers is both an important aspect of the student experience and the overall well being of our students. While we hope that all students participate fully in our physical education program either on a team or through one of our non-competitive opportunities, we also understand that some students wish to pursue athletic offerings that are not a part of our regular program. We wish to honor the commitments of our students by flexibly looking at the activities our students pursue outside of school. On rare occasions, we offer an athletic exemption if the activity outside of Brookwood meets the following criteria outlined below. If a student wishes to apply for an athletic exemption, they should bring it to the attention of the Upper School Division Head and the Athletic Director for consideration.

Each application will be considered on an individual basis and prior cases will not have any implication on the subsequent applications.

Granting of an exemption for a term will not have any bearing on the acceptance or denial of subsequent applications for exemption from the Brookwood Athletic program.

The alternative activity is not offered at Brookwood.

The student applying for exemption must be instructed by a paid professional within the field of study.

The alternative activity must meet for a minimum of 12 hours a week.

The student must participate in a performance/competition in the alternative activity during the time of their exemption.

Participation in the Brookwood athletic program will interfere with the student's ability to perform at a high level in the alternative activity.

Applications for exemption must be submitted *by the student* to the Athletic Director and the Head of the Upper School as soon as possible. Applications for exemption must include: reasoning for submitting exemption, name of instructor and organization sponsoring student athlete, and weekly timetable showing student's time commitment to alternate activity.

SCHOOL CANCELLATION AND DELAYED OPENINGS

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

We will:

1. remain open;
2. open at 10:00 a.m. (delayed opening); or

3. close school for the day

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

DELAYED OPENING GUIDELINES

We will begin classes at 10:00 a.m.

Students should begin arriving at 9:45 a.m. and go directly to their homerooms.

Students riding the morning bus should arrive at their bus stop 90 minutes later than normal.

There will be no early morning programs such as Early Birds, lessons, tutorials, etc. on delayed opening days.

Delayed openings will be announced in the same manner as school closings.

SCHOOL CLOSING GUIDELINES

The decision to close school will normally be made by 6:00 a.m. and Brookwood will use our emergency contact system to notify families using a voice and text message to call home and cell numbers you provide to us. The school-closing announcement will also be placed on the school answering machine at (978) 526-4500 and posted on our website, brookwood.edu.

Unexpected early dismissal of school:

If Brookwood closes school, the Veracross system will be used to text all parents and announcements will be placed on the school answering machine at (978) 526-4500 and posted on our website (brookwood.edu). Dismissal procedures will follow a Friday dismissal routine. Brookwood will provide appropriate supervision of all children until such time that they can be picked up or other arrangements are made to get them home. Bus service may be available in the event of early dismissal, but will be handled on a case-by-case basis driven by weather and driving conditions.

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

BUS TRANSPORTATION ON SNOW DAYS POLICY

Healey Bus and Apex Bus Service (the bus Providers for Brookwood School) provides school transportation to students in a number of cities and towns in Massachusetts.

SCHOOL WORK DURING SNOW DAYS

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

THE SCHOOL DAY

For all students, the school day begins with class meetings at 8:20 a.m., and students should arrive at the school no earlier than 8:00 a.m. unless enrolled in our Early Birds program.

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

In the Lower School, the Early Childhood school day ends at 12:30 p.m., while the school day for students in Kindergarten – Grade 4 ends at 3:00 p.m. Early Childhood students may enroll in the Extended Day Program, which runs from 12:30 – 3:00 p.m. and students in Early Childhood – Grade 4 may enroll in the After School Program from 3:00 – 5:30 p.m.

In the Upper School, the school day ends at 4:00 p.m. Monday – Thursday, and at 3:00 p.m. on Friday. Upper School students may enroll in the After School Program from 4:00 – 5:30 p.m. Monday – Thursday and on Friday from 3:00 – 5:30 p.m.

Advanced registration is required, and drop in is available. For drop in service, please email our After School Program at afterschool@brookwood.edu and your child's homeroom teacher or advisor no later than 12:00 p.m. on the day requested. Please know that availability for drop-in care may not be possible if our program is full for the day.

SCHOOL MEETING

School Meeting is held on Fridays from 10:15 – 10:45 a.m., bringing together the entire school community for announcements, student performances, poetry readings, game reports, and more. Parents are welcome to attend. Interested students may find Mr. Luman at school to sign-up to perform or present at School Meeting, or parents may call or email Andrew Luman (aluman@brookwood.edu) to request a spot for their child or children. We do not send out individual notices to parents once a student has been booked; we rely on parents to check the School Meeting schedule in the Brookwood weekly newsletter. After a date is agreed upon, students may come to the Beinecke Music Room for practice with music department faculty and the School Meeting Band two weeks prior to the performance date, each morning between 7:30-8:00 a.m. Songs may or may not be edited depending on the lyric content, and performing students should be in daily dress code attire. All students are allowed to perform once annually as a soloist or in a small group unless unexpected openings become available (check with Dr. Adams). Occasionally, circumstances arise that require us to change our School Meeting schedule and student performances therein. We will contact parents directly if this is the case. If you are arriving late, please find a seat in the back. Additionally, please know that there is room in the lobby for parents to bring toddlers who may become fussy during any School Meeting. Thank you for being part of our weekly gathering!

STEEP DAYS

During several days in the Spring, Brookwood Upper Schoolers partake in Steep Days during which each student immerses themselves in one intensive, singularly focused program. Steep Days grew out of the notion that sometimes, to understand a thing, one has to immerse oneself in it and steep, as a teabag steeps in hot water.

Designed to take down the walls of the classroom or transcend “school as usual,” Steep Days involves multiple grades, multiple teachers (internal and/or external), and multiple disciplines. While Brookwood faculty and staff design and teach the courses, individually or in pairs, experts from a wide range of fields serve as ancillary instructors. Each Steep Day course is intended to provide a deeply immersive and enriching learning experience for students that emphasize elements of experiential and interdisciplinary learning. Additionally, each course also gives teachers and students an opportunity to share their passions, explore an area of established or potential interest, connect with each other in new ways, and pilot initiatives that could be incorporated into future curriculum.

STUDENT AFFINITY GROUPS

Student Affinity Group gatherings are optional and casual. Students across grade levels meet and get to know other students with whom they share a special connection. Each affinity group is facilitated by Brookwood faculty members.

Current Student Affinity Groups:

LGBTQ+ and allies (Grades 2 - 4 and Grades 5 - 8)

Students of Color (Grades 2 - 4 and Grades 5 - 8)

Neurodiversity (Grades 2 - 4 and Grades 5 - 8)

Jewish Student Affinity Group (Grades 5-8)

In addition to written parent communication in advance of the first affinity group meeting (in classroom newsletters), the LS Division Head will email specifically to parents of Lower School students who have expressed interest in participating in any affinity group prior to the first group meeting for parent permission. If parents do not wish for their child to participate, they can inform the LS Division Head at that time.

Family Affinity Groups are optional and casual gatherings open for all family members to attend. Brookwood will partner with family liaisons for each group (LGBTQ+, Families of Color, Neurodiversity) to plan events for the school year.

TEACHER RESIDENCY PROGRAM

The Brookwood School/Lesley University Teacher Residency Program is a one year accelerated teacher training program offered in collaboration with Lesley University. Participants in this program, Teaching Apprentices (TAs), have received their Bachelor's Degree and have varying levels of experience in working with children. At the end of the program, they will graduate with a Master of Education degree from Lesley University and Massachusetts initial licensure in Early Childhood Education or Elementary Education.

Teaching Apprentices are placed in two different grade levels over the course of the year, and they receive guidance and support from their mentor teachers, the Director of Teacher

Training, and Lesley University. In their role as TA, they are treated as members of the faculty with the same responsibilities and respect from students. However, it is the mentor teacher who has the responsibility for all classroom decisions and curriculum. Any questions or concerns should be directed to the Director of Teacher Training, the appropriate Mentor Teacher or Division Head.

ACADEMIC PROCEDURES

ACADEMIC POLICY

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

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

REPORTS AND GRADES

LOWER SCHOOL

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

UPPER SCHOOL

There are two semesters in the Upper School. Grades and narrative comments are given in the middle of each semester and grades are given at the end of the semester. Comments are also written when a student has earned a grade of C or below, or if the grade has declined or improved significantly (one full grade) since the previous marking period. An evaluation of a student's effort and attitude is an integral part of all written comments. The following marks represent the standards of the Brookwood School grading system:

Definitions of Letter Grades

- A - Excellence: High Honors
- B - Achievement Superior to the satisfactory level: Honors
- C - Satisfactory work - meeting all requirements
- D - Meeting minimum requirements only; passing, but not satisfactory.

F - Failure to meet the minimum requirements - not passing

Numerical Values of Letters

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

Honor Roll Standards (Grades 6 - 8)

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

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

SECTION PLACEMENT

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

HOMEWORK: UPPER SCHOOL

Homework is an important part of a child's education. In grades 5th through 8th, homework is used primarily to impart independent work habits and time management, to reinforce skills already firmly and correctly established, to apply classroom learning in new and creative ways, and/or to prepare students for upcoming classwork. Completing homework assignments is one of the academic requirements of your child's program. In the case of student absence, it is the responsibility of the student to communicate with teachers about missed work and to use Google Classroom and GSuite as a resource to ensure they are caught up. Upper School students should check email or websites for missed assignments. Parents can email advisors if there is a need for textbooks or binders or other materials not available online; advisors will do their best to have necessary homework materials at the front desk by 3:00 p.m. for pick-up.

PARENT/TEACHER CONFERENCES

Brookwood sincerely values the partnership between family and school. Formal parent/teacher conferences are scheduled (on the Brookwood calendar) twice per year in each division, and teachers are happy to confer by telephone with parents during the school day when they have a free period available or after school. In the Upper School, the spring conference is a Student Reflection Conference where the students reflect on their learning with their advisor and parents / guardians. The Head of School and Division Heads are also available by appointment to confer with parents at any time.

HEALTH AND WELLNESS

SCHOOL NURSE

Brookwood School uses Magnus, an online health management program, to collect all information on enrolled students. This information is filled out by the student's guardian. It is important to provide a comprehensive health and development history about your child. This is required before the start of the school year for your child to attend school.

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

ILLNESS

Fever: if a child has a temperature of 100.0 or greater, your child should not be at school.

Children must be fever free, without medication, for 24 hours before returning to school.

Vomiting/diarrhea: your child should stay home and be free of symptoms for at least 24 hours.

Flu/Covid: are treated like any other virus or illness. Children must be symptom free and fever free for 24 hours.

Strep Throat and Conjunctivitis: May return to school 24 hours after antibiotics start and symptoms have improved.

Respiratory Illness: a child with significant coughing or nasal discharge should remain home.

Parents are expected to notify the school if their child contracts a contagious illness such as strep throat, chicken pox or head lice.

HEALTH RECORDS AND PHYSICALS

Brookwood requires that all students have a current (within the last 12 months) physical on file to fully participate in School activities. Brookwood's health system, Magnus, will send out reminders to families. Communicating with the Nurse is imperative in ensuring that records are kept up to date. Should this form expire during the school year, an updated form should be submitted to the health office.

If a student's physical has expired but they have an appointment for a physical scheduled within 1 month of expiration, a note from the parent or guardian is required and should include the date of the scheduled appointment. A waiver will then be sent to parents to sign. After the 1 month grace period (13 months after the last physical), the child will not be able to participate in sports or afterschool activities.

Parents are required to complete the Yearly Health Updates through Veracross/Magnus during annual registration. Parents should report information about students' physical and/or emotional health to the School Nurse and appropriate Division Heads. Such information is helpful in supporting the student at school and responding to medical concerns, should the

need arise. The school is sensitive to the privacy of this information and is committed to protecting the confidentiality of students and their families.

IMMUNIZATIONS

In accordance with Massachusetts law, we require all students to provide proof of up-to-date immunizations or a certificate of exemption before the first day of school. Proof of immunization forms should be signed by a medical professional. Any student with a qualified religious and/or medical exemption must provide the school with an Immunization Exemption Certification per state law. A Medical Immunization Exemptions Certification must be signed by a medical professional, attesting that the student is exempt from a specific vaccine(s) because of medical reasons. A Religious Immunization Exemption Certification must be signed by the students' parents or guardians, attesting that immunizations conflict with their religious beliefs. Students who do not provide proof of up-to-date immunizations or qualify for an exemption will not be permitted to attend the school or participate in any school activities. As described in the Reportable Disease and Isolation and Quarantine Requirements (105 CMR 300.00 MA Regulations), in the event of an outbreak of a preventable (by vaccine) disease on campus or in the surrounding area, your child may be subjected to exclusion (not allowed on campus) until the outbreak is cleared as described in the MA state regulations. During this time of exclusion remote learning may not be an option.

MEDICATION AT SCHOOL

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

ALLERGY AND ASTHMA MANAGEMENT

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

CONCUSSIONS AND OTHER INJURIES

When students have a suspected concussion, concussion or other injury a doctor's note is required for them to be excused from athletics and other school related activities. When the

child is well enough to return to play, it is required for the student's doctor to clear them and then provide a written note of when they can fully participate in all activities, including athletics.

FOOD ALLERGIES

Tree nuts, peanuts and other food allergies pose a very serious risk to students in our community. In an effort to promote a safe environment for our students, **outside foods are not allowed with the exception of daily snacks. Outside foods for birthday celebrations are not permitted. Foods containing peanuts, tree nuts, nut products and nut oils are not allowed on campus in snacks brought in by students.** Please read all labels carefully before sending food into school. Coconut is NOT considered a nut.

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

SNACK GUIDELINES

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

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

Brookwood will continue to work closely with students with diagnosed food allergies/ medical concerns and their families to ensure that we best meet their collective needs.

If you have any questions or concerns about your child's allergies or if you need any assistance with ingredients, please call our School Nurse at 978-526-4500.

COMMUNICABLE ILLNESS

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

VISION AND HEARING SCREENINGS

Brookwood does not conduct annual vision and hearing screenings. These screening procedures are conducted annually at your child's physician's office during their yearly physical. Brookwood is happy to provide these screenings upon request.

EMERGENCIES

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

STUDENT WELLNESS AND WELFARE

In our on-going commitment to holistically support our community, our Wellness Coordinator offers specific skills and programs to focus on the growing needs of our students while partnering with the School Nurse, faculty, and parents in this endeavor. The Wellness Coordinator's classes will range from mindfulness to movement, social emotional learning topics, physical health, and nutrition.

SCHOOL CONSULTING PSYCHOLOGIST

We have a consulting psychologist who is available during the school year every Tuesday and Wednesday from 8:00 a.m.-4:00 p.m. to meet with individual faculty, parents, students, or parents & faculty together. Appointments should be made in advance with Alli Moore, amoore@brookwood.edu. Our School Consulting Psychologist brings professional expertise on a variety of student situations. When advisable, referrals to appropriate professionals will be made if longer-term attention seems important as the School Consulting Psychologist does not see Brookwood students or parents on a regular or fee-paying basis. The role is that of a highly skilled and experienced consulting/resource person able to bring a dimension of medical and counseling expertise.

DRESS CODE 2025-26

DAILY DRESS

We're a learning institution, and our dress code aims to support that purpose. We want students to have clear and practical options to navigate their day successfully and safely. While it's not possible to list all specific do's and don'ts, we ask you to help your child make good choices when purchasing clothes and getting dressed each day. As children grow, they may push boundaries, including dress code. We understand and expect this and will work with you if your child is consistently out of dress code.

Our dress code is aligned with Brookwood's mission and values. **It prohibits any clothing, jerseys, accessories, or imagery that stereotypes any racial, ethnic, religious, or other groups, including sports teams that use Native American imagery. Additionally, all clothing or accessories should align with the School's Statement of Commitment.** These guidelines help us maintain an educational environment that is respectful and inclusive of all students.

By adhering to these guidelines, we can ensure a positive atmosphere that supports the well-being and growth of all our students. Students have many choices regarding their apparel for daily dress:

Lower School

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

No pants with rips/holes.

Tops and bottoms must overlap (no bare midriffs).

No open-toe shoes, sandals, or Crocs.

Sneakers are required for PE and recess.

No hats are allowed in the building.

Upper School

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

Opaque shirts with or without sleeves (if without sleeves the shoulder straps should be three finger width)

Solid color or patterned (no words or graphics/images; fist size brand-identifying pocket logo is acceptable)

Tops and bottoms must overlap (no bare midriffs)

Pants must have pockets or jeans (No leggings, no pants with rips/holes, no pajama pants)

Shorts, skirts, skorts and dresses should be at an appropriate length for students to be active around the school and are able to fully participate in the school programming

Dresses with or without sleeves (if without sleeves the shoulder straps should be three finger width)

Leggings can be worn with tunic/sweater/skirt that is closer to the knee than the hip

Sweaters and fleece jackets/pullovers and sweatshirts (no hoods, words or graphics/images)

Brookwood spirit wear including Brookwood Hooded sweatshirts

Closed-toe shoes and any shoe with a back strap

Upper School Students may not wear:

Hats or sweatshirt with hoods in the building (except for religious or cultural observance)

Athletic wear with large logos (athletes may wear game jerseys on game days)

Pants with holes or pajama pants

Sweatpants or leggings worn as pants with the exception of PE or athletics

Athletic shorts with the exception of PE or athletics

Plain, white undershirts worn as regular t-shirts

Tank tops, spaghetti straps or strapless tops or dresses

Open-toe shoes, sandals, or Crocs

SPECIAL EVENT DRESS

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

Lower School

Shirt (collared)

Skirt/dress of appropriate length

Dress pants/shorts

Blazer and/or tie (optional)

Upper School

Shirt (collared blouse or button-down shirt, with or without sleeves)

Sweater/blazer (solid color)
Skirt/dress of appropriate length (no spaghetti strap or strapless dresses)
Dress pants (full length)
Footwear (any shoes including those with back straps)
Tie (dress tie or Brookwood tie optional)

PERFORMANCE DRESS

Attire for participation in musical performances:
Grade 4 and Upper School only
White blouse (no spaghetti straps or bare midriff) or white shirt (collared button-down with pocket, tucked in)
White sweater (optional)
Skirt (black/dark, at least fingertip length)
Dress pants (black/dark, full length, no denim/corduroy)
Brookwood tie optional

RELAXED DRESS

Casual attire is allowed for special occasions such as Halloween and Pajama Day, with specific guidelines for each relaxed dress day. The School will communicate with families about these days and the corresponding dress codes as they arise.

Halloween: As you and your child pull together the pieces of their Halloween costume, please keep a critical eye toward inclusivity and kindness. Sometimes costume ideas are a great opportunity to engage in an age-appropriate conversation about stereotypes. We also ask that you avoid violent or scary costumes and please leave weapons, sticks, and Halloween masks at home for the day. Please remember superheroes and villains both have weapons. So you would choose to leave their weapons at home.

SCHOOL POLICIES AND GUIDELINES

DISCIPLINE AND RESTORATIVE PRACTICES

The Code of Ethics not only outlines what the school expects of its students, but also it sets the tone of the school and is the basis for disciplinary action. In school, on field trips, and on the daily buses, all students are expected to behave in a manner consistent with the school's core values of respect for self, respect for others, respect for school property and our learning environment, honesty, and integrity. While both divisions are guided by these ethics, disciplinary actions are handled with the understanding of the student's age.

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

lead (when appropriate) in repairing the situation or relationships, and establish alternative behavior choices for the future.

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

1. Targeting / Vilification – is defined as the deliberate and malicious persecution of another individual, either alone or as part of a group. This includes using words and statements that target appearance, ability, race, gender, ethnicity, religion, age, sexual orientation, class, and family structure. Actions or use of language the intent of which is to hurt another person represents blatant disrespect for others, as is physical aggression.

2. Stealing – is defined as the taking of another's belongings without prior permission and therefore constitutes blatant disrespect for people and property. Students at Brookwood should be clear that this includes, for example, unauthorized "borrowing" from another's locker, backpack, or desk, as well as the unauthorized "borrowing" of school athletic equipment.

3. Academic Honesty – Telling the truth and assuming responsibility for one's own work lie at the heart of academic life.

Cheating – is defined as the deliberate copying of another's work on tests, examinations, reports, or homework. Copying another's work or making it possible for others to copy carries disciplinary and academic consequences for the student who copies and, if with the other student's knowledge, for the other student as well. Students are guilty of cheating if, for example, they bring information into a test, have materials visible during a test, seek or provide answers during a test, or pass along information about a test, etc. There are two degrees of cheating, one of which is defined as premeditated or planned, and the other as impulsive. Cheating that requires prior planning and preparation is considered to be more severe.

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

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

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

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

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

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

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

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

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

SUPPORT THE COMMUNITY (STC) – (STCs) in most cases is our disciplinary response to minor infractions. The student has done something to let down the community so the school wants them to support the community. The student needs to check in with their advisor or Head of Upper School about their assigned task. These tasks will be scheduled during recess, before school, or after school on Friday.

Written or Oral Response to Restorative Practice Questions:

What happened? What were you thinking at the time? What have you thought about since then? Who has been impacted by your decision? What do you need to do to make things right?

Contracts, Behavior Plans, Social Agreements - assists the student in identifying alternative behavior choices, reinforces desirable behaviors, reminds student of consequences for continuing problem behaviors, and provides accountability measures

Increased Adult Involvement/Supervision - parents and teachers provide closer supervision and coordinated behavior-change approaches; increased communication between teachers and parents

Mediated Restorative Conferences - helps the student repair damaged relationships or damaged trust within the community

Restitution - allows the student to help restore or improve the school environment by directly addressing the problems caused by the student's behavior (ex: in cases of vandalism, students can work to repair things they damaged)

Mini-Courses or Skill Modules - teaches the student to have increased awareness or knowledge about the topic related to their inappropriate behavior

Counseling - the student may be required to receive additional supports or individual counseling from trained professionals (ex: counselor, psychologist, behavioral therapist)

Academic Consequences - in the case of cheating or plagiarism, the student may receive a failing grade or be asked to redo the assessment or assignment for reduced credit.

Removal from class or activity

Loss of permission to attend field trips and/or overnights

In-house suspension

Disciplinary Probation

Suspension

Expulsion

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

BULLYING PREVENTION AND INTERVENTION PLAN

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

To that end, students in Early Childhood - Grade 8 are taught the skills necessary to prevent or respond to bullying through our social curriculum and Personal Growth and Development program, through specifically related annual workshops, our technology curriculum, and our Upper School Advisory Program.

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

This Plan is consistent with broader protections at Brookwood against discrimination, harassment, bullying, and retaliation that appear in our Handbook for Families and in our Employee Handbook.

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

POLICY AGAINST BULLYING, CYBER-BULLYING, AND RETALIATION

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

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

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

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

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

Causes physical or emotional harm to the targeted student or damage to the victim's property;

Places the victim in reasonable fear of harm to oneself or of damage to their property;

Creates a hostile environment at school for the victim;

Infringes on the rights of the victim at school; or

Materially and substantially disrupts the educational process or the orderly operation of the school.

Cyber-bullying. "Cyber-bullying" is defined as bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a webpage or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation

creates any of the conditions enumerated in clauses (i) to (ii), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (ii), inclusive, of the definition of bullying.

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

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

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

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

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

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

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

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

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

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

Misrepresentation: Posting, disseminating, or otherwise using the personal information of another person in ways that result in financial loss, loss of privacy, or in that person becoming a target of spammers, online marketers, or others who might contact the owner of the information. (This is also known as 'doxing'.)

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

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

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

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

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

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

PREVENTION OF BULLYING AND CYBER-BULLYING

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

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

importance of taking action if students feel targeted or if they witness other students engaging in bullying or other unacceptable behavior.

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

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

REPORTS OF BULLYING, CYBER-BULLYING, OR RETALIATION

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

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

Anonymous reports of bullying, cyberbullying or retaliation may be delivered in writing to the Head of School or a Division Head. Nevertheless, the school urges students and their parents not to make reports anonymously. Although there are circumstances in which an anonymous report can be better than none at all, it is far more difficult to determine the facts of what occurred if complaints are made anonymously. Students and parents are encouraged to bear in mind that the school takes its policy against retaliation seriously. Also, while the school cannot promise strict confidentiality, because information must be shared in order to conduct an effective investigation, the school releases information concerning complaints of bullying, cyberbullying, and retaliation only on a legitimate, need-to-know basis.

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

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

Faculty and staff may not make reports under this policy anonymously.

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

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

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

C. Investigation. The following is an outline of the procedure that is pursued once a complaint has been brought to the attention of the Head of School or one of the Division Heads: The Head of School or the Division Head conducts an impartial investigation of the complaint. That investigation may include (but will not necessarily be limited to) interviews with the person who made the complaint, with the student who was the target of the alleged bullying, cyberbullying, or retaliation, with the person or persons against whom the complaint was made, and with any students, faculty, staff, or other persons who witnessed or who may otherwise have relevant information about the alleged bullying, cyberbullying, or retaliation. Depending on the circumstances, the Head of School and/or Division Head conducting the investigation also may choose to consult with other teachers, the school's legal counsel, and/or the School Psychologist.

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

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

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

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

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

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

If an incident of bullying, cyberbullying or retaliation involves a student from another school, Brookwood shall promptly notify the appropriate administrator at the other school for the purpose of responding to the incident.

This Plan is intended to (1) prevent bullying and cyberbullying among our students; (2) encourage students and their parents to have confidence in the school's procedures and to come forward promptly whenever a student is subject to conduct that is prohibited by this or any other school policy; and (3) implement appropriate discipline and other corrective actions that may be followed when warranted.

BUS BEHAVIOR POLICY

Brookwood School offers bus service to several North Shore communities. Monday through Thursday afternoon service will depart Brookwood at approximately 4:15 pm and on Friday at approximately 3:15 pm. In addition, afternoon bus service will be available on early dismissal days except for the early dismissal days on December 19 and May 8.

We also offer drop in service for transportation. Drop in rides must be reserved by emailing frontdesk@brookwood.edu (with a cc to your child(ren)'s homeroom teacher / advisor) no later than 12:00 p.m for afternoon day of or following morning rides and provided space is available.

Additionally, for any students with a regular riding schedule, any changes must be emailed to frontdesk@brookwood.edu (with a cc to your child(ren)'s homeroom teacher / advisor) no later than 12:00 p.m for afternoon day of or following morning rides.

Appropriate bus behavior is essential for the safety of everyone on the bus. While the bus is on the road, the driver is in charge and will make decisions based on safety considerations. Any and all driver instructions must be followed immediately and respectfully.

The safety of all students on the bus is our highest priority and we therefore mandate that:

Proper classroom conduct is expected; students are to behave in a manner consistent with the guidelines for in-school behavior and with the behavioral guidelines in their respective school's handbook.

Personal space is to be respected and no fighting or horseplay will be tolerated. All riders must keep their hands and feet to themselves.

No weapons, illegal substances or dangerous items of any kind are permitted.

Normal conversational tones of voice are expected; it is important that there be no shouting.

All parts of the riders' bodies are to be within the confines of the bus at all times; that is, no arms, hands, feet or heads outside of the windows, etc.

The front door of the bus must be used at all times. The rear door is for emergency exiting only.

Students must remain seated while the bus is in motion.

The aisles must be kept clear at all times and personal belongings must be contained so as not to interfere with other students.

Load and unload the bus safely and quickly.

As in school, appropriate language must be used. No profanity, discriminatory, or verbal abuse will be tolerated. Nor will any bullying of any kind

No eating, drinking, or gum chewing on the bus.

The bus must be kept clean; trash and personal belongings must be removed at the end of each ride.

Any damage or defacement of the bus is the financial responsibility of the parent of the student causing the damage.

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

Use of Technology

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

Disciplinary Action Relevant to Bus Behavior

The Division Heads and/or other administrators, jointly or singularly as the issue warrants, will determine consequences for any behavioral infraction. Subsequent to an incident of inappropriate behavior on the bus, a written notice, telephone call, email, or personal contact will be made by the school to the student's parent(s) or legal guardian(s). Depending on the nature of the inappropriate behavior, students may lose riding privileges for a length of time commensurate with the severity and frequency of the infractions, up to and including permanent removal from bus transportation. School administrators may choose to impose any

of the more serious disciplinary actions if they find that those actions have endangered the safety of the bus passengers or driver. Finally, in all instances, the bus driver has the authority to refuse to transport a seriously disruptive student.

RIDE SHARING SERVICES POLICY

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

FIELD TRIP DRIVER POLICY

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

CAMPUS PARKING POLICY

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

NO SMOKING POLICY

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

DRUG AND ALCOHOL EDUCATION AND POLICY

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

The Upper School partners with outside experts to promote health and prevent addiction through curriculum and discussions with students. The focus is broad-based and incorporates alcohol, drug, and tobacco education with stress management, mindfulness training, and the promotion of overall social and emotional wellness. Also, Brookwood's student Personal Growth and Development Program seeks to instruct healthful values, to make students aware of their

own values, and to make students comfortable with forming decisions based on those values. The development of these personal resources is considered an important deterrent to chemical abuse.

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

INAPPROPRIATE ITEMS/WEAPONS

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

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

POLICY ON CHILD ABUSE AND NEGLECT

MANDATORY REPORTING POLICY

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

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

POLICY ON STUDENT SEXUAL HARASSMENT

Brookwood's top priority is safety of its students and is committed to providing an environment that is free of harassment based on sex or any other personal characteristic

protected by federal or state law. The school prohibits unlawful sexual harassment. The legal definition of sexual harassment is broad and includes sexually oriented conduct that is unwelcome and has the effect, whether intended or not, of creating an environment that is hostile, offensive, intimidating or humiliating. The school also prohibits other forms of unlawful harassment.

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

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

SUMMARY OF BROOKWOOD'S RESPONSE PLAN

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

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

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

Calling 911

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

Chain of Command

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

Responding to After-Hours Emergencies

In the event of an emergency before or after the extended school day (before 7:00 a.m. and after 5:30 p.m.), employees know the proper procedures if they are here at school, and whom to contact.

Communication Tools

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

School Messenger emergency response system

Air-horns in key locations

Smartphone text group of administrators

Athletic field storage shed has an emergency phone

Fire alarm at every exit

Walkie-talkies widely distributed amongst employees using multiple channels

Blue strobe light silent alarm system

Phone-paging system

How to Engage the Response Support Team

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

Standard Emergency Response Procedures

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

Emergency Contact Information

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

Missing Child

Children don't go "missing." However, it is possible that a child does not arrive at a class in the time expected, or does not return in a timely manner from a bathroom visit. Or simply, that a child is expected in one location but goes to another location. Whatever the reason, Brookwood has very specific guidelines about how long we wait before responding to a "missing child" and what that response is, depending on the circumstances. We also have guidelines in place for how to respond to a child who is missing off campus during a field trip.

Medical Emergency

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

Evacuation

Brookwood has three levels of evacuation should it be necessary to leave the building. They are the courtyard / science parking lot, athletic fields, Landmark School gym.

Fire/Smoke

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

Visitors, Strangers, or Intruders on Campus

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

Lockdown, and Fleeing - Outside and Inside Danger

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

Power Outages

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

Vehicle Accidents

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

Bomb Threats

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

Hazardous Materials

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

Disruptive/Violent Person or Person Under the Influence

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

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

STUDENTS GRADES 4-8 EMPOWERED USE POLICY

Brookwood Expectations for the Ethical Use of Technology and the Internet for Students (as shared with students):

First and foremost, we expect all Brookwood students to use technology in a way that is consistent with the school's Code of Ethics and its policy and guidelines regarding cyber-bullying, both on and off campus previously mentioned in this handbook. The Massachusetts Cyberbullying law applies both outside of school and inside.

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

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

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

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

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

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

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

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

POLICY ON STUDENTS' USE OF PERSONAL AND SCHOOL TECHNOLOGY

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

network or Internet connection without having explicit permission either from the Technology Department and the Division Head.

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

Students are not to use their personal laptops, iPads, smartphones, smartwatches, Fitbits (and other activity monitors), at Brookwood, unless a student receives a personal waiver for a specific device from a Division Head and the Technology Department for educational and medical purposes. If a waiver is provided, there will be specific stated restrictions that must be agreed upon by parents and the student. If brought to school, all cell phones, smartwatches, Fitbits (and other activity monitors) are to be kept turned off in backpacks throughout the entire school day.

Use of the Internet by students is restricted to Brookwood's computers. Students in Grades 4–8 will receive password protected access to Brookwood's GSuite accounts after they have reviewed Brookwood's Empowered Use Policy (see above) and returned it with a parent or guardian's signature. Students should protect the privacy of their passwords and never share them with friends. Brookwood regularly restricts and monitors student Internet use. Even on school-maintained electronics, the Internet should be used for school purposes only. It is expected that users of the Brookwood network and devices will only take school-appropriate pictures, video, and sound recordings and will do so with the permission of a teacher and/or all individuals in the photo, film or recording.

POLICY REGARDING SECURITY OF PERSONAL INFORMATION ON DEVICES

At Brookwood we use monitoring tools and services to protect our network and the personal information of our community to the best of our ability. School owned devices are tracked as mandated by security policies so devices can be located and/or remotely wiped. Sharing passwords with anyone outside the Technology office, not properly signing out of, or password locking, device(s), as well as entering another user's account, including email, on the Brookwood network is not allowed and presents a risk to the school and your information.

POLICY REGARDING COPPA (CHILDREN'S ONLINE PRIVACY PROTECTION ACT)

Brookwood requires that parents provide written consent for the child(ren) to use school issued equipment at school and at home. In addition, the Children's Online Privacy Protection Act (COPPA) requires that parents of children under the age of 13 provide written consent for the access and use of online services including GSuite. In order for Brookwood School to comply with COPPA, students and parents must agree to the guidelines of these Empowered Use Policies.

POLICY REGARDING DAMAGE TO COMPUTER EQUIPMENT AT BROOKWOOD

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

repair or replacement of that equipment, and costs will vary depending on the type of equipment and severity of damage.

AI POLICY SUMMARY

Brookwood School recognizes the importance of artificial intelligence (AI) in education and is committed to integrating AI tools responsibly and ethically. This summary outlines our approach to AI use within our school community:

Vision and Values: AI integration at Brookwood aligns with our mission to foster curiosity, lifelong learning, global citizenship, kindness, and academic accomplishment.

Equity and Accessibility: We ensure equitable access to AI tools for all students, regardless of background or learning needs, and provide support to bridge any digital divides.

Responsible Use: Students, teachers, and staff are expected to use AI tools ethically and responsibly, in line with our school's values and guidelines.

AI Literacy: We provide comprehensive AI education for students, teachers, staff, and parents to develop critical understanding and skills related to AI technologies.

Data Privacy and Security: We prioritize the protection of personal information and adhere to strict data privacy standards when using AI tools.

Ethical Considerations: We have developed an ethical framework for AI use, addressing issues such as bias, fairness, and the impact of AI on learning and society.

Prohibited Uses: Certain AI uses are strictly prohibited, including plagiarism, privacy violations, harassment, and the spread of misinformation.

Continuous Evaluation: We regularly assess the impact of AI on our educational outcomes and community, adjusting our policies and practices as needed.

RESPONSIBLE USE GUIDELINES

In the classroom for students:

- Always use AI tools as instructed by your teachers.
- Do not use AI to complete assignments unless explicitly allowed.
- When using AI for research or brainstorming, always verify information from reliable sources.
- Cite AI assistance when used in your work, following the citation guidelines provided by your teacher.
- Report any concerning or inappropriate AI responses to your teacher immediately.
- Do not share personal information with AI tools.
- Use AI to enhance your learning, not to replace your own critical thinking and creativity.

By adhering to these principles, we aim to harness the benefits of AI while maintaining our commitment to excellence in education and the well-being of our school community.

GUIDELINES FOR CONTACTING FACULTY/STAFF BY EMAIL

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

Due to the demands on teachers' schedules, please understand that a quick response to email is simply not possible. Many teachers are not able to check their email until late in the day as a result of their time spent with children.

Emails sent to employees over weekends or during school vacations will be responded to on the following school day. Urgent communication over a weekend or school vacation should be directed to Division Heads, with teachers cc'd.

Faculty and staff may choose to respond to email with a phone call or face-to-face meeting. If the reason for contacting faculty/staff is of a sensitive nature, we ask that parents call or set up a meeting, rather than use email. Furthermore, email is not an effective method of contact during times of crisis or emergency. Please call the front office at these times.

Email to **frontdesk@brookwood.edu** may be used to make changes in the carpool or pick-up schedule. However, please call the front office if such changes are urgent.

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

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

GUIDELINES REGARDING USE OF COMMUNITY-WIDE PERSONAL INFORMATION

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

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

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

PERSONAL DATA SECURITY POLICY

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

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

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

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

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

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

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

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

PHOTO AND VIDEO POLICY

Throughout the year, videos of School Meetings, special assemblies and performances are always made available to families through their password-protected Vidigami account. All photos tagged with your child in them will be available to you indefinitely through the Vidigami app, and are downloadable from this platform. Videos can be made available through our Vimeo account by contacting Jeff Wilfahrt - jwilfahrt@brookwood.edu.

FOR YOUR INFORMATION

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

| | |
|------------------------------|--|
| Division Head - Lower School | Jane O'Connor |
| Division Head - Upper School | Jay Tebbens |
| English/Language Arts | Pam Hawes (EC–Gr. 4), Ray Falconer (Grs. 5–8) |
| History/ Social Studies | Elise Koretz (EC–Gr. 4), Peter Abramson (Grs. 5–8) |
| Library | Marisa Hall |
| Math | Elise Koretz (Grs. EC–4), Lisa Burns (Grs. 5–8) |
| PE | Emily Norton |
| Athletics | Emily Norton |
| Performing Arts | Sid Adams & Andrew Luman |
| Science | Ben Wildrick (EC–Gr. 8) |
| Technology Curriculum | David Saunders |

Visual Arts
World Language

Kathy Stewart
Lauren Rossi

IF YOU WANT TO TELL SOMEONE ABOUT...

A change in carpool, bus, or dismissal plans
A child's absence
A request for homework/missed assignments
Family issues affecting your child's school work
Results of your child's diagnostic testing

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

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

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

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

| | |
|---------------------------------|---|
| Academic Extra Help | Classroom Teacher, Advisor, Division Head |
| Academic Status | Classroom Teacher, Advisor, Division Head |
| Enrollment Status | Lindsay Murphy |
| After-School Programs | Trisha Gordon |
| Athletics Choices | Emily Norton |
| Classroom Teacher | Classroom Teacher, Division Head |
| Curriculum | First: Teacher; Second: Department Coordinator or Division Head |
| Dress Code | Division Head |
| Field Trip | Classroom Teacher, Advisor, Division Head |
| Food Service | Letitia Howland |
| Grades & Comments | Teacher, Division Head |
| Homework Assignment | Classroom Teacher |
| Medical Dietary Needs | Nichole Edwards |
| Medications | Nichole Edwards |
| Secondary School Process (SSAT) | Evan Diamond |
| Tutoring Schedule | Division Head |
| World Language Choice | Lindsay Murphy |

IF YOU HAVE A GENERAL QUESTION ABOUT...

| | |
|---|-------------------------------|
| Admissions | Lindsay Murphy |
| Advisor System | Jay Tebbens |
| Alumni | Katie Mullen |
| Athletics Program | Emily Norton |
| Billing (Tuition Management System / TMS) | Betsy Smith |
| Bus Transportation | Letitia Howland, Front Office |
| Children's Use of Technology | David Saunders |
| Community Wellness | Jean Skaane, Nichole Edwards |
| DEIJB | Division Heads |
| Donations | Matt Drake |
| Eighth Grade Leadership Groups | Jay Tebbens |
| Email | Alison Moerland |
| Facility | Bob Hastings |
| Gifts-in-Kind | Matt Drake |
| Global Education | Division Heads |
| Parents' Association | Katie Mullen |

Publications
Re-enrollment
Safety
School Meeting
Service Learning
Steep Week
Teacher Training Program
Technology, general
Trustees
Veracross
Vidigami
Website

Alison Moerland
Lindsay Murphy
Bob Hastings, Letitia Howland
Andrew Luman
Division Heads
Jay Tebbens
Jen Cunningham Butler
parenttechhelp@brookwood.edu
Gavin McGrath
parenttechhelp@brookwood.edu
Alison Moerland
Alison Moerland

BROOKWOOD SCHOOL EMERGENCY INFORMATION

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

Phone (978) 526-4500

Fax (978) 526-9303

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

If Brookwood's regular phone service is not available, try calling Brookwood's cell phone number: (978) 835-8306.

SCHOOL EMERGENCY CONTACT SYSTEM

In the event of a school closing, delay or other emergency, Brookwood will send messages to the Brookwood community. These messages may be texts and/or emails, or any combination depending on the circumstance. We utilize Veracross, our SIS, for our emergency communication, and it utilizes the information you provided during the annual registration process. It is critically important you always notify us if there is a change to your phone number or email address throughout the year. A test text will be sent out early in September using this emergency broadcast system. If you have any questions about this emergency contact system, please contact Alison Moerland (978-526-4500 x.6225; amoerland@brookwood.edu).

School Cancellation prior to the start of the school day:

If Brookwood closes school, the decision will normally be made no later than 6:00 a.m. and an email and a Veracross text will go out. Announcements will also be placed on the school answering machine at (978) 526-4500 and posted on our website (brookwood.edu).

Unexpected early dismissal of school:

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

In the event of an emergency evacuation from campus:

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

In the event you are unable to contact Brookwood School by phone or email, contact:
Manchester Police Department 911; alternate (978) 526-1212
Beverly police Department 911; alternate (978) 922-1212

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

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