



**Brookside
Charter**
VIRTUAL ACADEMY

STUDENT AND FAMILY
HANDBOOK
2026-2027

**ENTER TO LEARN,
EXIT TO LEAD**

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ABOUT BROOKSIDE CHARTER

A GREAT PLACE TO GROW IN A CARING COMMUNITY OF LEARNERS

Brookside Charter School is a tuition-free public charter school serving Pre-K through 8th grade students within the KCPS boundaries. At Brookside Charter we teach and nurture the whole child, focusing on rigorous academics and the incorporation of leadership skills, to prepare our students for success beyond our doors.

Brookside Charter is a caring community that is conducive to growth for both students and faculty. Because of well trained and supported faculty members, engaged families, and supportive community partners, we are poised to continue preparing our students for success in high school and beyond!

YOU are welcome here!

Brookside Charter School welcomes all students and their families regardless of race, religion, color, gender, national origin, ethnicity, disability, sexual orientation, perceived sexual orientation, socioeconomic status, proficiency in English, or athletic ability and admits students to all the rights, privileges, programs, and activities accorded or made available to students at the school.

OUR VISION

We empower students to be leaders of their tomorrow.

OUR MISSION

We develop leaders who bravely make the world a more just place. We nurture the whole child, instill a growth mindset, and foster cultural competence.

ABOUT BROOKSIDE VIRTUAL

Brookside Virtual Academy (BVA) is a full-time, K–8 virtual program operated by Brookside Charter School. Designed to meet the needs of diverse learners, BVA offers a flexible, engaging, and rigorous education—led by certified teachers who deliver daily live instruction aligned to the Missouri Learning Standards.

Our virtual academy is built on the belief that students deserve connection, structure, and academic excellence, even outside of a traditional classroom setting.

OUR VISION

To empower every student to thrive in a flexible, high-quality virtual learning environment.

OUR MISSION

Brookside Virtual Academy provides rigorous, personalized online instruction led by certified teachers. We foster academic excellence, student leadership, and meaningful connections in a caring and connected virtual community.

Program Highlights

- Live daily instruction in literacy and math, with small-group support and intervention
- Materials provided, including devices with 8GB RAM and unlimited internet access
- Hands-on science kits and STEAM activities mailed directly to students
- Full participation in school sports, field trips, clubs, and school-wide events
- Monthly virtual parties, on-site tutoring opportunities, and family engagement events
- Certified Kansas City-based teachers available to support students and families
- Flexible options for students needing intervention-only support or modified schedules due to medical needs

Compliance Statement

Brookside Virtual Academy meets all requirements for virtual school as defined by Section 162.1250, RSMo.

Enrollment decisions are individualized and guided by academic rigor and program fit. During orientation, families sign a student/parent contract and receive counseling on program expectations. A 21-day grace period is offered to ensure proper fit. Students are not excluded based on disability. For students with IEPs or 504 plans, a team will meet to determine the appropriateness of the virtual setting and update support plans accordingly.

BROOKSIDE VIRTUAL ACADEMY STUDENT ENROLLMENT CRITERIA

Full-Time Students

Brookside Virtual Academy is a full-time K–8 program. Students receive daily instruction in core subjects and are required to participate in all district and state assessments, including i-Ready and MAP testing.

Students with IEPs (Special Education)

Before enrollment, students with IEPs participate in an eligibility meeting with their IEP team to determine if virtual learning is an appropriate placement. If so, modifications will be made to the IEP, and the student will be assigned a virtual special education teacher to provide required services online.

Section 504 Students

Students with a 504 Plan will have a team meeting to evaluate whether virtual education is an appropriate setting for ensuring the student continues to receive a Free Appropriate Public Education (FAPE). If adjustments to the 504 Plan are needed, they will be made prior to enrollment.

English Language Learners (ELL)

To participate in Brookside Virtual Academy, ELL students must have an overall ACCESS score of at least **3.0**. BVA offers academic support in ELA and math, but is not currently designed to provide full English language development instruction for students at earlier proficiency levels.

ADMISSIONS PROCESS

Enrollment Information

- Open enrollment is available through the midterm of the 1st and 3rd quarters.
- Transfer requests may be considered at any time, pending approval by the BVA enrollment team.
- Students must reside within the state of Missouri.

Orientation Requirement

All new families are required to attend an in-person orientation prior to starting classes. At orientation:

- Students receive their Chromebook, internet hotspot (if needed), and supplies
- Students meet their teachers and set up their calendar

- Families receive training on Zoom, Google Classroom/Seesaw, and email
- Parents/guardians sign the Enrollment Agreement and Academic Integrity Contract

ENROLLMENT AGREEMENT

- During orientation guardians will review the below agreement and sign before moving forward with enrollment.

Brookside Virtual Academy Enrollment Agreement School Year 2025-2026



I understand that the Brookside Virtual Academy requires my child to meet all conditions that foster a successful online education. During the first 20 days of my child's enrollment and at the end of each semester thereafter, he/she will be evaluated by teachers and guidance based on the conditions listed below.

Student

- Engage in course work on a daily basis
 - Minimum 4 hours per school day
- Maintain attendance above 90%
 - Less than 5 days absent per semester
- Complete all state/district standardized testing
 - MAP, iReady
- Practice academic integrity and honesty
- Honor all rules and procedures established by Brookside Charter in the Code of Conduct

Parent/Guardian

- Maintain contact with teachers and staff with updates to phone numbers and email address changes.
- Log into the parent portal to monitor progress.
- Actively monitor students' online activity to prevent online gaming, video streaming, adult content, etc.
- Attend all workshops, orientations, and parent meetings.
- Honor all rules and procedures established by Brookside Charter in the Code of Conduct

Failure to meet all conditions above will result in being placed on a Student Success Plan, including academic probation. Students who do not meet these terms will be withdrawn from virtual learning and re-enrolled to in-person learning in Brookside. By signing below I certify that all of the information provided in this application is accurate and complete. I agree with Brookside Virtual Academy's policies and procedures

STUDENT EXPECTATION SUMMARY

ACADEMIC EXPECTATIONS:

Brookside Virtual Academy students are expected to take active ownership of their learning. Success in a virtual setting requires self-motivation, time management, and daily participation. Students should:

- Log in to all live classes on time each day
- Participate actively by having cameras on and responding when called upon
- Complete all assignments daily, as assigned in Google Classroom (Grades 3–8) or Seesaw (Grades K–2)
- Communicate regularly with teachers through email, Google Meet, or class chat tools

Academic success at BVA depends on consistent engagement, communication, and effort.

TIME & LEARNING REQUIREMENTS:

To meet Missouri and Brookside Charter academic requirements, students must engage in live learning and independent work each day. Below is the minimum expected daily schedule for full-time students:

Time Commitment

Subject/Activity	Time	Description
Literacy Class	1.5 hours	Live reading, phonics, writing, and comprehension instruction
Math Class	1 hour	Live direct math instruction with built-in small group time
Leader in Me	30 minutes	Live classroom community meeting and leadership practice
Task Menus	1 hour	Daily assignments in ELA, Math, Science, and Social Studies. This includes completion of iReady reading and iReady math lessons daily.
Additional Support	30 minutes	Targeted intervention or small-group support as scheduled

Learning Platforms

Google Classroom (Grades 3–8): All assignments, announcements, and task menus will be posted here.

Seesaw (Grades K–2): Students access and submit their work through the Seesaw platform.

Zoom: All live instruction takes place via Zoom; students are expected to join using their calendar app.

ATTENDANCE

Regular participation in virtual classes is essential for student learning and success. At Brookside Virtual Academy, attendance is measured by daily live class participation and consistent assignment completion.

How Attendance Is Tracked

Attendance is documented in two ways:

1. **Live Class Participation** – Students are marked present if they attend their scheduled Google Meet sessions with cameras on and engage with the class.
2. **Assignment Completion** – Students must submit daily assignments in Seesaw (K–2) or Google Classroom (3–8) to remain in good standing.

Absences and Make-Up Work

If a student is absent:

- A parent or guardian must notify BVA staff and teachers via email or phone.
- Absences lasting 3 or more consecutive days require a doctor's note.
- Students are still expected to complete missed work within the semester timeline.

Vacations & Travel

If a student will be out of town:

- Notify your teacher at least two weeks in advance.
- Teachers will create a modified schedule based on academic standing and pacing.

- Because course platforms are available 24/7, students are encouraged to continue learning while away.

Success Plans & Truancy

If a student does not engage in live classes or submit work:

Day(s) Missed	School Response
1 day	Parent receives text message about student disengagement
3 days	Parent receives a phone call and email
5 days	Student Success Plan meeting scheduled with principal and family
20 days	Student will be withdrawn and reported for truancy, per Missouri state law

Truancy Policy (per Section 167.031, RSMo)

Missouri law requires regular school attendance for students aged 7 to 17 (or until 16 credits toward graduation are earned). Although children ages 5–6 are not legally required to attend, once enrolled, they must participate regularly or be subject to the same attendance expectations.

School Calendar & Course Deadlines

Brookside Virtual Academy follows the same academic calendar as Brookside Charter School. All coursework must be completed by the last day of school unless otherwise arranged. Students who are not on track may be required to attend summer school or risk earning a failing grade.

In-person testing and events will be communicated throughout the year and provided as a printed calendar during orientation.

At Brookside Virtual Academy, consistent communication is a key part of student success. Teachers and students work together to create a schedule that supports weekly learning goals and meets course expectations.

Because we believe in supporting students before withdrawing them, we follow a 4-step communication process if a student becomes disengaged.

Disengagement Support Process

To support student success, we monitor attendance and engagement closely. When a student is not attending live classes or completing assignments, we follow the steps below:

Day(s) Missed	School Response
1 day	Parent receives text message about student disengagement
3 days	Parent receives a phone call and email
5 days	Student Success Plan meeting scheduled with principal and family
20 days	Student will be withdrawn and reported for truancy, per Missouri state law

Success Plan

If a student fails to submit assignments or attend class for 5 school days, the BVA team will implement a Success Plan. This plan may include:

- Weekly check-ins with a teacher or administrator
- A revised learning schedule
- Specific daily goals for assignment completion
- Increased family communication

Withdrawal from Program

If a student fails to respond to the Success Plan and remains disengaged for 20 consecutive school days, they will be withdrawn from Brookside Virtual Academy and referred for truancy. Families are always encouraged to reach out if life circumstances are affecting participation—we are here to help.

At Brookside Virtual Academy, we believe that honesty is essential to learning. Students are expected to complete their own work and follow ethical practices when turning in assignments or taking assessments.

What Academic Integrity Means at BVA

Students are expected to:

- Submit their own original work
- Use citations when referencing sources
- Communicate honestly with teachers
- Complete assessments without outside assistance

Parents/guardians are expected to:

- Supervise their child’s work, especially during assessments
- Reinforce the importance of academic honesty
- Help create a distraction-free environment

Brookside Virtual uses plagiarism detection tools to ensure work is original and fairly submitted.

Violations & Consequences

Level 1: Plagiarism or Dishonest Work (Examples)

- Copying from the internet or another student, submitting another student’s file as your own, discrepancies between written work and oral assessments

Offense	Consequence
1st	Parent/guardian meeting; student redoes work using original ideas
2nd	Admin meeting; grade of zero; possible partial credit for redo at teacher’s discretion
3rd	Academic probation; withdrawal from course with an “F”; no future BVA enrollment

Level 2: Security Breaches (Examples, but not limited to)

- Logging into another student’s account
- Sharing or stealing test materials
- Misrepresenting identity or giving others access to your account

Consequence

Immediate removal from all online courses with a failing grade, plus a discipline referral. Student becomes ineligible to re-enroll at Brookside Virtual Academy.

Academic Integrity Agreement

ACADEMIC INTEGRITY POLICIES AGREEMENT 2025-2026

Academic integrity means doing your own work, being honest during assignments and assessments, and not giving or receiving unauthorized help.

At Brookside Virtual Academy, we expect every student to uphold high standards of academic honesty. By signing below, you agree to:

Students agree to:

- Submit only your own original work
- Use citations when referencing other sources
- Complete tests and assignments without outside help
- Not share your work or passwords with other students
- Report any issues honestly to your teacher
- Follow the expectations outlined in the BVA Handbook

Parents/Guardians agree to:

- Supervise students during online assessments
- Support the development of independent learning habits
- Reinforce the importance of academic honesty
- Communicate with staff about any concerns

Violating these expectations may result in:

- Redoing assignments
- Earning a zero on an assignment or test
- Mandatory proctored assessments
- Withdrawal from courses
- Loss of enrollment in the BVA program

By signing below, we acknowledge that we understand and will follow Brookside Virtual Academy's Academic Integrity expectations.

Printed Name (Parent/Guardian)

Student Name

Signature (Parent/Guardian)

Date

RESPONSIBILITIES

At Brookside Virtual Academy, student success depends on a strong partnership between families, students, and staff. Everyone has an important role to play in ensuring a productive, positive learning experience.

PARENT/GUARDIAN RESPONSIBILITIES

Parents and guardians are expected to:

- Maintain up-to-date contact information and respond promptly to teacher communication
- Provide a quiet, distraction-free learning space
- Monitor daily participation, assignment completion, and grades
- Support academic honesty and supervise assessments when needed
- Ensure students log in on time for live instruction
- Submit doctor's notes or Family Leave Forms for extended absences
- Attend all required orientation sessions, conferences, and parent meetings
- Help prevent access to online gaming, streaming, and inappropriate content during school hours

STUDENT RESPONSIBILITIES

BVA students are expected to act as “model students,” showing up each day ready to learn and lead.

Students should:

- Log in and attend all live virtual classes every school day
- Keep their camera on and respond when called upon
- Check and respond to email messages from teachers daily
- Complete all assignments on time in Google Classroom or Seesaw
- Attend intervention groups and small group support when assigned
- Ask questions and communicate with teachers if they need help
- Practice academic honesty on all assignments and assessments
- Attend all required in-person testing and events


VIRTUAL COURSE BEHAVIOR AND EXPECTATIONS

Students at Brookside Virtual Academy are expected to follow the same behavior standards as students in traditional classrooms. Our virtual environment is a real classroom—with real expectations, real relationships, and real accountability.

Live Class Expectations

During live Zoom classes, students are expected to:

- Join on time using their Brookside account
- Keep their **camera on** and face visible
- Use respectful language and gestures
- Respond when called upon or prompted by the teacher
- Use school-appropriate digital backgrounds if desired
- Participate in polls, chats, and breakout rooms as directed

 Students who are unresponsive or have cameras off without communication will be marked absent for that session.

Disruptions & Inappropriate Content

What is seen, heard, or shared during virtual learning becomes part of the classroom environment. Students must avoid:

- Sharing or displaying inappropriate images, backgrounds, or items
- Using disruptive screen names or messages in the chat
- Playing music, making noise, or using offensive language
- Posting or sharing links unrelated to class
- Showing or discussing private, sensitive, or adult content

What *Can* Be Displayed On Camera?

Students may appear on camera in their home learning environment. The following items are **allowed**, as long as they are **not distracting**:

- Pets, toys, or room décor in the background
- School-appropriate posters or artwork
- Family members walking by occasionally

If an item becomes a distraction or disrupts class, the teacher may request that the student adjust their space or camera.

Code of Conduct Reminder

All Brookside Charter policies apply to students in virtual classes, including:

- Academic honesty
- Anti-bullying
- Anti-discrimination
- Technology use and digital citizenship

Misconduct in the virtual classroom will result in disciplinary action, just as it would in person.

STANDARDIZED TEXTS AND ASSESSMENTS

Brookside Virtual Academy students are required to participate in all district and state-mandated assessments. These assessments help us monitor progress, guide instruction, and ensure students are on track for academic success.

In-Person Testing Requirements

Most standardized assessments must be taken in person at Brookside Charter School. Families are responsible for transporting their student to and from the testing site.

Students will be notified well in advance of:

- Testing dates and times
- Materials to bring
- Location and check-in instructions

Failure to attend in-person testing without prior approval may result in removal from the program.

Required Assessments for BVA Students

Assessment	Who Takes It	Purpose
i-Ready Diagnostic	All K–8 students	Measures reading and math proficiency 3x per year
i-Ready Growth Monitoring	Grades K–8	Benchmarks learning progress within units
MAP (Missouri Assessment Program)	Grades 3–8	State accountability test for ELA, Math, Science
ACCESS for ELLs	English Learners	Measures English language proficiency
Other	As needed by grade level	Writing prompts, fluency checks, unit assessments

Notification & Preparation

Families will receive testing information via:

- Email from the BVA office and classroom teacher
- Reminders in Google Classroom or Seesaw
- Phone calls or texts as needed

Teachers will provide review activities and class time to help students feel confident and prepared.

At Brookside Virtual Academy, grades reflect a student’s academic progress toward grade-level standards. Teachers assess student learning through class participation, assignments, projects, assessments, and observations.

Reporting Periods

- Grades are reported at the end of each quarter
- Midterm progress reports are provided to families to communicate academic standing
- Grades are available in Google Classroom or Seesaw, and teachers regularly communicate updates

Grading Categories

Grades are based on a combination of:

- Classwork & Participation
- Formative Assessments (exit tickets, daily tasks, group work)
- Summative Assessments (tests, projects, writing samples)


Exact weight or breakdown may vary by grade level or teacher, but all grading practices are aligned to Brookside Charter policies.

PROMOTION GUIDELINES

Brookside Virtual Academy uses multiple measures to determine if a student is ready for the next grade level.

Promotion is based on:

- Mastery of grade-level Missouri Learning Standards
- Growth on i-Ready Diagnostics and internal benchmark assessments
- Teacher input and classroom performance
- Attendance and consistent engagement
- Completion of required testing and coursework

 Students performing significantly below grade level may be recommended for retention or summer school.

Promotion decisions are made collaboratively between teachers, families, and administrators, using all available data to support the student’s success.

FREQUENTLY ASKED QUESTIONS

How do we know if students are really learning?

BVA students complete daily assignments and take part in regular assessments. Teachers provide feedback and monitor growth through small groups, exit tickets, and benchmark tests. Full-time students also take required district and state assessments, including i-Ready and MAP.

Do students have to attend class live every day?

Yes. While the program is virtual, it is not self-paced. Students are required to attend live classes on Zoom each day and complete independent assignments. Regular attendance and engagement are essential for success.

How do I know if virtual learning is right for my child?

Students who are self-motivated, organized, and supported by an adult at home tend to thrive. BVA is a good fit for students who benefit from flexibility, personalized attention, or a smaller learning environment.

Is there a cost to attend?

No! Brookside Virtual Academy is 100% free for families living within the Kansas City Public Schools (KCPS) boundaries.

Who teaches the online classes?

All classes are taught by certified, highly qualified Brookside Charter teachers based in Kansas City. Students receive live instruction, feedback, and personalized support from their teachers each day.

What if my student needs help?

Teachers are available throughout the school day via Zoom, email, or phone. They hold office hours, small group sessions, and provide ongoing support. Families can also contact the BVA office for additional help.

Can my student join sports or clubs?

Absolutely! BVA students are fully enrolled in Brookside Charter School and can join sports teams, attend field trips, participate in STEAM lab activities, and enjoy school-wide events.

Are there any in-person requirements?

Yes. Students are expected to attend in-person standardized testing and may be invited to optional field trips, tutoring sessions, or school events. Families are responsible for transportation.


How will I know how my student is doing?


Parents receive frequent progress updates through email, Google Classroom/Seesaw, and report cards. You can contact your child’s teacher at any time and check their daily assignments online.

Who do I contact if I want to withdraw or change programs?

Please reach out to:

Leslie Correa, Principal

 lc Correa@brooksidecharter.org

 (816) 226-4169