



Bromley East Charter School
Student-Parent Handbook
2024-2025

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FAMILY PARTNERSHIP AGREEMENT 2024–2025

As a student of Bromley East Charter School (BECS), I understand that to be successful I must:

- Adhere to and support the policies and practices set forth in the Parent/Student Handbook.
- Attend school consistently, be on time, and take responsibility for my conduct.
- Follow all requests made by adults on the premises with a positive attitude and show respect for myself, others and for property.
- Adhere to the dress code.
- Actively participate in my education including completing assigned work on time and to the best of my ability each day, asking for and implementing feedback for improving my understanding of the learning, and monitoring my academic performance.
- Work to resolve conflict in positive, nonviolent ways.

As the parent/guardian of a student of BECS, I acknowledge that I have the primary responsibility for my child’s education, and I will:

- Adhere to and support the policies and practices set forth in the Parent/Student Handbook.
- Make sure my child attends school regularly, is on time, and ensures that assignments missed due to an excused absence will be completed within the designated time frame.
- Cooperate with and respect the faculty and staff.
- Ensure that my child dresses in accordance with the dress code.
- Maintain good communication with my child’s teacher(s) and read all school communications.
- Monitor my child’s homework and reading assignments, provide an appropriate study environment at home and support my child with reaching their academic goals.
- Regularly monitor my child’s academic performance through Infinite Campus and Google Classroom.
- Support the school by volunteering and/or joining school committees.

By enrolling your child at Bromley East Charter School you agree to uphold the policies outlined in this Parent /Student Handbook.

Introduction

The Bromley East Charter School (“BECS” or “School”) Student and Family Handbook contains a summary of the expectations, policies, and procedures that guide our School. Any reference in policies to a student’s “parent” also includes the legal guardian of a student. Students and parents are responsible for knowing and following all school policies and procedures. The policies contained in this handbook are intended to be a guide and summary and are not necessarily all-inclusive of the School’s policies, procedures, or practices. The rules in this handbook are subject to interpretation and modification at any time by the School

Students and parents will be notified of any material changes to the contents of this handbook via updates to the handbook on the School’s website.

District Authorizer Policies

As a public charter school the School is subject to the policies of its authorizing school district, unless those policies are not applicable or are waived. This handbook attempts to note where a district policy applies, but there could still be instances where a district policy applies to a given circumstance or situation, especially if it is not covered by this Handbook. If a parent is uncertain about the applicability of a district policy, he or she may contact the School to inquire.

Legal Supremacy

This handbook is not intended to violate any local, state, or federal law. The laws regulating Schools change on almost an annual, and at times more frequent, basis, with new statutes, regulations and court rulings interpreting, changing or adding to the applicable body of legal rules with which Schools must comply. No provision or policy applies or will be enforced if it conflicts with or is superseded by any applicable requirement or prohibition contained in federal, state, or local law, or regulation. This handbook supersedes any previous handbook or policy statements issued by the School.

Parent and Student Statement of Acknowledgment and Receipt

This is to acknowledge that we have received a copy of the Student and Parent Handbook. I understand that this Handbook provides guidelines and summary information about the school's policies, procedures, and rules of conduct. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the School's policies. I further understand that the School, in its discretion, reserves the right to modify, interpret, supplement, rescind, or revise any provision or policy as the School deems necessary or appropriate.

By signing below, I confirm that I have read and understand the information in the Handbook.

Parent's Name (Please Print): _____

Parent's Signature: _____

Date: _____

Student's Name (Please Print): _____

Grade: _____

Student's Signature: _____

Date: _____

1.0 MISSION & VISION STATEMENT

Learn. Grow. Lead.

We celebrate our genius, own our journey, and lead for life.

As a Leader in Me School, Bromley East Charter School actively empowers students to achieve academic excellence and leadership through critical thinking, reasoning, problem-solving, and character development in a safe environment.

At Bromley East, we care about the intellectual, emotional, social, artistic and physical development of our students and foster student growth in all of these areas. Academic excellence is promoted by our thorough demanding curricula, the high expectations of our teachers, and a culture which supports our students in striving to do their very best in all that they undertake. Our school is striving constantly to offer children the safest possible environment in which to grow and develop as students, citizens, and capable caring individuals.

The critical elements of the mission statement are defined as:

Leadership: Bromley East Charter School strongly believes that every child is a leader. “The 7 Habits of Highly Effective Kids” philosophy is promoted in an atmosphere of leadership, communication, respect, and time management. By teaching the skills of self-discipline and self-confidence, the teachers are fostering the opportunity to learn life skills that are required to be productive adults.”

Critical Thinking: In today’s complex world, each person needs to be able to make informed choices, in the best interests of the individual and society. The deep and broadly based education we offer our students provides each of them with the knowledge and skills enabling him/her to make those informed choices.

Reasoning: Reasoning skills are pertinent for the educational success of all students. As directed by the Colorado Standards, we believe it is necessary that our students are able to successfully argue a point, justify their processing, evaluate for a purpose, infer to predict and draw conclusions, problem-solve, and understand and use logic to inform critical thinking.

Problem-Solving: We practice problem-solving in all of our subjects and in all of our grades each day. Providing knowledge, skills, opportunity and positive faculty support are the foundations to making each of our students better prepared to solve problems in school and in life.

Character Development: It is essential that each member of our society accept and practice the values which characterize our American culture. Respect for others, honesty, personal responsibility, etc., permeate our school and its culture and we are confident that our students will be influenced by those values for their entire lives.

1.1 CORE VALUES

We're serious about creating responsible leaders in the world. We fully enroll our teachers, staff, students, and parents into our core values so that anyone who interacts with our community will know what we embody, which is the following:

Success

We believe all stakeholders can be successful in their personal and academic pursuits.

We champion the belief that success is accessible to all, regardless of background or perceived limitations. By instilling confidence in our students, staff, and community, we reinforce that with determination and support, any aspiration is within reach. Together, we commit to developing a culture where big dreams and the pursuit of personal excellence are a natural part of our community's ethos, creating a landscape rich in hope and ambition.

Ownership

We believe all stakeholders can own their actions.

By encouraging everyone to own their actions, we foster accountability and self-awareness, key components for personal growth and responsible citizenship.

Attitude

We believe all stakeholders can demonstrate a positive, growth-minded attitude.

A positive, growth-minded attitude is vital for overcoming challenges and embracing learning opportunities, fostering a culture of perseverance and optimism.

Respect

We believe all stakeholders will conduct themselves with respect toward themselves and others.

Respect for oneself and others underpins a healthy, supportive community and inclusive school environment, where every stakeholder feels valued and understood.

1.2 EQUAL EDUCATIONAL OPPORTUNITY

Equal Education Opportunity Notice

The educational programs, activities and employment opportunities offered by the School are offered without regard to any protected class status, including disability, race, creed, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, marital status, religion, ancestry, age, genetic information, need for special education services, or any other applicable status protected by federal, state, or local law. Accordingly, no otherwise qualified student, employee, applicant for employment, or member of the public may be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under or in any District program or activity on the basis of any legally applicable protected status. In accordance with the Colorado CROWN Act, Race includes hair texture, hair type, hair length, or a protective hairstyle that is commonly or historically associated with race. Protective Hairstyle includes such hairstyles as braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros, and head wraps.

Title IX Notice

The School does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including

in admission and employment. Inquiries about Title IX may be referred to the School's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

The School's Title IX Coordinators:

Student Concerns:

Ty Overboe

356 Longspur Dr.

Brighton, CO 80601

toverboe@bromleyeastcs.org

720-685-3297

Staff Concerns:

Russ Warwick

356 Longspur Dr.

Brighton, CO 80601

rwarwick@bromleyeastcs.org

720-685-3297

The School's nondiscrimination policy and grievance procedures can be located [here](#). To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the [Non-discrimination/harassment complaint form](#).

Section 504 Notice

In compliance with the federal law known as Section 504 of the Rehabilitation Act of 1973, the School will provide to each student with a qualifying disability, without discrimination or cost to the student or family, those related supplementary support services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the person's abilities and to the extent required by applicable law.

In order to qualify as a student with a disability, the student must have a physical or mental disability which substantially limits one or more life activities, as defined under applicable laws and regulations, or prohibits participation in or access to an aspect of the school program. In addition, one who in the past has had such a disability or is perceived by others as having such a disability may also be protected by law from discrimination on the basis of disability.

Even students who are not eligible to receive services under the traditional special education programs, which are provided pursuant to the IDEA, may be eligible to receive supplementary support, services, and accommodations, if they fall within the definition of disability under Section 504.

For further information about the evaluation procedures and provisions of services to students with disabilities, contact Megan Vahling, Assistant Principal (mvahling@bromleyeastcs.org).

Notice of Non-Discrimination

The School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups, as required by law. The following person has been designated to handle inquiries regarding the School's non-discrimination policies:

Student Concerns:

Ty Overboe

356 Longspur Dr., Brighton, CO 80601

720-685-3297

toverboe@bromleyeastcs.org

Staff Concerns:

Russell Warwick

356 Longspur Dr., Brighton, CO 80601

720-685-3297

rwarwick@bromleyeastcs.org

English Language Learners

In accordance with applicable state and federal laws, the School is committed to providing educational opportunities to those students with limited English proficiency. The School will provide appropriate, research-based language instructional programs for all identified English language learners in accordance with the requirements of applicable laws and regulations.

The School will identify students as English language learners by administering a home language survey and using the state-approved assessment for English language proficiency. Identified

students shall be assessed annually to determine their level of proficiency in the English language. The School will certify to the Colorado Department of Education each year those students identified as English language learners and provide additional information as required to comply with applicable law.

The School will also comply with all applicable laws and regulations to ensure meaningful communication with limited English proficient parents, including providing interpretation or translation services as necessary.

Students Experiencing Homelessness – McKinney Vento Act

The McKinney-Vento Act was enacted to address the numerous barriers homeless children face in obtaining an education. The Act ensures educational rights and protections for children and youth experiencing homelessness. Students may qualify for certain rights and protections under the federal McKinney-Vento Act if they lack a fixed, regular, and adequate nighttime residence, which include without limitation if a student lives in any of the following situations: In a shelter ; In a motel or campground due to the lack of an alternative adequate accommodation; In a car, park, abandoned building, or bus or train station; Doubled up with other people due to loss of housing or economic hardship.

Eligible students have certain rights, including without limitation, the ability to enroll in school immediately, even if lacking documents normally required for enrollment; the ability to attend classes while the school gathers needed documents; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is their preference and in their best interests, and receive transportation to and from the school of origin, if requested.

If you believe you may be eligible, contact your child’s school counselor to find out what services and supports may be available.

2.0 STUDENT EXCELLENCE

Bromley East Charter School students excel because:

- We have established attainable academic and behavioral goals which are derived from our mission statement.

- Excellence is expected from students, parents/guardians, and staff.
- State standards, as expressed by the Colorado Academic Standards instruction form our educational cornerstones.
- Learning will always be our highest priority.

3.0 CONTACT US

If you need assistance from any of these individuals for any reason please do not hesitate to contact them. The phone number at Bromley East is 720-685-3297.

Bromley East Charter School Administration and Support Staff:

Ms. Jennifer Shaver, Executive Director	jshaver@bromleyeastcs.org
Mr. Jon Novotny, Principal	jnovotny@bromleyeastcs.org
Ms. Holley Norris, K-2 Assistant Principal	hnorris@bromleyeastcs.org
Mr. Ty Overboe, 3-5 Assistant Principal	toverboe@bromleyeastcs.org
Mr. Zack White, 6-8 Assistant Principal	zwhite@bromleyeastcs.org
Ms. Megan Vahling, Assistant Principal of Special Programs	mvahling@bromleyeastcs.org
Ms. Michelle Jaramillo, Office Manager/Executive Assistant	mjaramillo@bromleyeastcs.org
Ms. Andrea Kroekel, Registrar	akroekel@bromleyeastcs.org
Ms. Samantha Suncin, Finance Manager	ssuncin@bromleyeastcs.org
Ms. Tiffany Jones, Health Aide	tjones@bromleyeastcs.org
Ms. Paula Rodriguez, Health Aide	prodriguez@bromleyeastcs.org

For more information about who to contact, please refer to the [BECS Communication Pathways](#) chart. A complete [staff directory](#) can be found on our website.

4.0 SCHOOL HOURS

Arrival and Dismissal

Students may arrive on campus no earlier than 8:05 AM when staff supervision begins.

Grades	Start Time	Dismissal
Kindergarten	8:25 am	3:30 pm

Elementary	8:25 am	3:35 pm
Middle	8:20 am	3:35 pm

Breakfast

- Breakfast will be served from **7:45 am to 7:55 am** in the cafeteria.
- At 7:55 am, Nutrition Services will stop serving breakfast and no more students will be admitted to the building for breakfast.
- Students will have until 8:10 am to finish their meal in the cafeteria. They will then be released to walk to their classrooms inside the building.

Schedules

- [Lunch Schedule](#)
- [Middle School Bell Schedule](#)
- [Elementary Specials Schedule](#)

5.0 SCHOOL INFORMATION

Arrival/Dismissal Procedures

At 8:05am students may arrive on campus and are expected to immediately enter the building through their assigned doors at 8:10am. ([Drop Off/Pick Up Zone Map](#)).

Students enrolled in the Before School Program may enter through the main entrance at 6:30 AM and go directly to the cafeteria.

At the end of the school day, those remaining for the After School Program must report immediately to the cafeteria. Students in grades K and 1 will be picked up and dropped off in the cafeteria by school staff. Students in grades 2 - 8 will walk through the hallway in the building to the cafeteria.

Drop off and pick up zones must remain safe and efficient for all stakeholders.

Adults choosing to use a drop off and pick up zone are expected to adhere to the following:

- Follow directions of all BECS staff members
- Remain in your vehicle and do not leave your vehicle unattended
- Keep the safety of students at the forefront
- Be considerate of community members and neighborhood residents/property. Please do not block driveways when parking in the neighborhood.
- Maintain respectful communication with all stakeholders at all times.
- Oversized vehicles, semi-trucks or trailers, etc. are not permitted in drop off zones or school parking lots during drop off and pick up times. The exceptions to this are School approved buses or vans that provide services to students or scheduled deliveries.

Assessment

Overview

Bromley East believes in intentionally utilizing a variety of assessments to measure student progress of learning. Intentionally utilizing assessment tools and interpreting data allows staff to make informed decisions about educational programming and next steps for learning for all kids.

The Colorado Measures of Academic Success (CMAS) is administered to students in 3rd through 8th grade each year. Three times a year, the FastBridge assessment is administered to all students where developmentally appropriate. Kindergarten through 3rd grade students are also assessed three times a year on foundational reading skills through the DIBELS 8 assessment. This enables teachers to chart student progress to deliver data-driven instruction. A schedule of all assessments given to students can be found on the BECS website under Academics.

State Assessments and Opt-Out

State and federal law requires students to take standardized assessments in the instructional areas of English language arts, math, and science. State law also requires students in elementary and middle school to take standardized assessments in the instructional area of social studies. Accordingly, the School will administer standardized assessments pursuant to these state and federal legal requirements.

Pencil and paper testing option

Pursuant to C.R.S. 22-7-1013(6), the School may determine that a specific classroom or school will use pencil and paper to complete the computerized portions of a state assessment. Factors that will be considered in making this determination include: the technological capacity and resources of the particular school/classroom; the students' previous experience with computerized and written assessments; whether the instructional methodology of the particular school/classroom is consistent with the use of computerized assessments or written assessments; and the logistics of administering the state assessment in different formats in a particular school or classroom. Prior to making this determination, the Executive Director will consult with the principal, as well as parents/guardians or other relevant parties.

For students with disabilities, the use of pencil and paper instead of a computer to complete a state assessment will be determined by the student's Individualized Education Program (IEP) team or Section 504 team, in accordance with applicable law.

Parent Opt-Out

A parent may opt-out his or her student from a particular state assessment by notifying the School principal in writing or by completing an opt-out form available in the front office. A parent will not be required to state the reason for opting-out. The opt-out may apply to all or specific state assessments administered to the student during the school year. Any opt-out will be valid for one school year. Parents/guardians are encouraged to submit their requests for exemption at the earliest possible date each school year so that the School may plan accordingly.

This opt-out process applies only to state assessments administered pursuant to C.R.S. 22-7-1006.3 and does not apply to other School or classroom assessments.

In accordance with C.R.S. 22-7-1013(8)(b), the School will not impose a negative consequence on a student who is opted-out of state assessments. Students will not be prohibited from participating in any School activities, extra-curriculars, or similar; or from receiving any other form of reward that the School provides to students for participating in the state assessment. The School will not impose an unreasonable burden or requirement on a student that would discourage the student from taking a state assessment or encourage the student's parent to opt-out the student from taking the state assessment.

Assessment Notification

The School will annually distribute to the parents of students an assessment calendar. At a

minimum, the assessment calendar will specify the estimated hours each testing day that specific classes or grades will take each assessment and identify whether the assessment is required by federal law or state law or selected by the School.

In addition to the calendar, the School will provide written information to parents that describes the state and local assessments that the School will administer during the school year, identifying the assessments that the School is required by federal law to administer, any additional state assessments that the School is required by section 22-7-1006.3 to administer, the assessments that the School is required by other state law to administer, and the additional assessments that the School chooses to administer; the anticipated calendar for administering the state and local assessments during the school year; and the purposes of the state assessments administered pursuant to section 22-7-1006.3 and any additional local assessments that the School administers and the manner in which the department of education and the local education provider uses the assessment results.

The provisions of this policy do not apply to course-specific assessments that are not adopted by the state board of education pursuant to section 22-7-1006 or to nonstandardized, classroom-based assessments that individual educators choose to administer to students.

The calendar and additional assessment information will be available to parents at the beginning of each school year in the front office and posted on the School's website.

Before and After School Program

Bromley East Charter School offers a contractor operated before and after school program. For information regarding this program, please contact Innovation Learning at innovationlearning.com or refer to our website under Parent Information.

Classroom Placement Requests by Parents/Guardians

The classroom placement policy is designed to promote educational excellence and fairness by optimizing the learning environment while meeting special needs of individual students. The number of students per classroom, gender of students in each classroom, teacher input and other balancing factors limit the ability of the school administration to meet parental requests. If you have any questions or concerns about your child's classroom placement, contact the Elementary

(K-5) or Middle School (6-8) Principal.

Curriculum

Colorado Academic Standards

All of the Colorado Academic Standards can be found [here](#).

The K-8 curriculum will follow the principles set forth in the Colorado Academic Standards. In accordance with the Colorado Department of Education, Bromley East Charter School believes in a Standards-based education whereby a continuous teaching and learning cycle is fostered to ensure that students master the Colorado Academic Standards. It is our belief that the standards provide teachers with the road map for learning, and that adopted curricular resources allow us to align teaching and learning to the standards. Within this fluid process, student achievement is our essential focus. Student achievement is frequently measured and studied using multiple data points by teachers and leadership teams.

As a Leader in Me school, we believe in building a child's capacity academically, socially, and emotionally. It is through this idea that we look at multiple data points to measure student growth. It is our mission to provide students with the highest quality of instruction, resources, and support.

Course Descriptions

Teachers can provide information regarding the standards taught in each course upon request.

Specials/Electives

- **Elementary:**

- Students will have specials for 50 minutes a day.
- Students rotate through one of the following five specials weekly: Art, Music, PE, Technology and STEM. Teachers create units of study utilizing a variety of resources to support attainment of the standards. The STEM class is supported by the SmartLab program from Creative Learning Systems.

- **Middle:**

- 6th - 8th grade students will experience all elective courses throughout the year. Students will have 2 electives per trimester.

- Elective offerings include: Art, Band, Fitness and Wellness, Team Sports, Spanish, STEM and Theater.
- Band is an optional year long class for students in 6th – 8th grade. If selecting Band, students will have Band all year and 1 new elective each trimester.
- Students will have two PE courses over the course of the year. Each will have a different focus.
- [Elective Course Descriptions](#)

Curriculum Descriptions

Each content area has developed a scope and sequence outlining which academic standards are taught throughout the year.

Curricular Resources

To support students with reaching the standards, teachers utilize the resources listed below.

Content Area	Grade(s)	Resource
Art	K-8th	Teacher developed units of study
Band	6th-8th	Smart Music Teacher developed units of study
Character Development (Morning Meeting or LEAD class)	K-8th	Leader in Me
English Language Arts	K-5th 6th-8th	Wonders Study Sync
Math	K-8th	Envision
Music	K-5th	Music Play Teacher developed units of study
Physical Education	K-5th 6th-8th	Spark Family Teacher developed units of study
Science	K-5th 6th-8th	Mystery Science Teacher developed units of study

Social Studies	K-3rd 4th 5th-8th	Teacher developed units of study Colorado Story TCI - History Alive!
Spanish	6th-8th	Autentico
STEM	K-8th	SmartLab by Creative Learning Systems
Technology	K-5th	Learning.com
Theater	6th-8th	Drama Notebook Teacher developed units of study

Instructional Materials & Resources

As the governing body of the School, the Board is legally responsible for the selection of all instructional materials. Since the Board is a policymaking body, it delegates to the School's professional personnel the authority for the selection of instructional and library materials in accordance with this policy.

Classroom and school library materials will be selected by the school librarians or appropriate personnel approved by the Executive Director in consultation with other educational experts as needed, who shall develop and implement a process for the selection of new instructional materials. Final decision on purchase shall rest with the Executive Director or designee. All instructional resources and materials shall be aligned with the School's academic standards and support the School's educational objectives.

Gifts and donations to the classroom and School library are accepted or rejected with the understanding that the decision for use and disposition of the materials and/or funds will be determined using the same selection criteria as purchased materials. All materials should support the curriculum and needs of library users. Gifts and donations, like purchased resources, will be removed from the collection at the end of their useful life.

When initially selecting materials or accepting donations of materials the following criteria will be considered:

1. Contribute to the curriculum (as defined by the state standards) and support the interests

of the students

2. Be appropriate for the subject area and for the age, emotional development, ability level, language levels, and for the social, emotional, and intellectual development of the students for whom the materials are selected
3. Provide a global perspective and promote diversity by including materials by authors and illustrators of all cultures
4. Be readily found in reviews and recommendations of standard selection sources, including professional journal reviews and award lists
5. Demonstrate the validity, accuracy, and appropriateness of the material, particularly for nonfiction
6. Contribute to the breadth of materials for students to study issues that have political, economic, or social significance and represent differing viewpoints on controversial issues and allow for critical analysis of issue
7. Exhibit a high degree of potential user appeal and interest, including recommendations from digital literacy partners, district personnel, students and staff
8. Meet high standards in literary, artistic, and aesthetic quality
9. For the selection of materials only: Include a variety of resources in physical and virtual formats including print and non-print such as electronic and multimedia (including subscription databases and other online products, e-books, educational games, and other forms of emerging technologies)
10. Demonstrate physical format, appearance, and durability commensurate with cost and/or need
11. Show timeliness or permanence of the content
12. The relative literary value of the material as a whole.

All textbooks, library materials and other instructional resources and materials shall be available for inspection by students' parents/guardians.

Specialized Plans (ALP, IEP, 504)

At Bromley, we see each student as an individual and understand some students need more support than others in specific areas while still focusing on their strengths.

As required by applicable federal and state laws, the School is committed to provide appropriate educational opportunities to students with disabilities. If a parent believes that their child may have a disability that qualifies for special education services he or she is encouraged to contact

the School in writing, and confirm the School is in receipt thereof, to request an evaluation for special education services.

Any student identified as qualifying for special education services pursuant to the Individuals with Disabilities Education Improvement Act (the IDEA) until age 21 if the student has not been awarded a regular high school diploma and graduated from high school has the right to a free appropriate public education. Eligible students with disabilities shall be provided individualized programs that offer a Free and Appropriate Public Education, as determined by the student's Individualized Education Program (IEP) team.

The School is dedicated to providing comprehensive programming for the identification and education of gifted students who are between the ages of four and up to age twenty-one whose abilities, talents, and potential for accomplishment qualify him or her in one or more of the following categories:

1. General or specific intellectual ability
2. Specific academic aptitude
3. Creative or productive thinking
4. Leadership abilities
5. Visual arts, performing arts, musical or psychomotor abilities

Once a student is identified an individualized Advanced Learning Plan (ALP) will be developed. The ALP will describe the type of programming services that will be provided to meet the unique educational needs of the student.

The School will develop additional policies or utilize the policies of its Administrative Unit, Brighton School District 27J, in meeting its obligations under applicable laws, including ECEA and IDEA.

Supplementary Materials Selection and Adoption

The School recognizes that it may be necessary to use various types of supplementary materials in addition to the basic and fundamental textbooks to support implementation of a standards-based curriculum and students' attainment of district content standards.

For the purpose of this policy, supplementary materials shall be defined as any instructional materials other than textbooks including but not limited to other print materials and electronic and digital media.

The School believes that teachers and administrators should have a large role in selection and recommendation of supplementary materials. Teachers are encouraged to use a wide range of learning aids, provided the expense incurred in purchasing these aids remains within the limits of the budget.

The executive director or designee shall develop a process which will allow teacher participation in the selection of supplementary materials. This plan shall be part of the budgeting process, and Board approval shall be assumed by its inclusion in the adopted annual budget.

All instructional resources and materials, including supplementary materials, shall be available for inspection by parents and guardians.

Teaching Controversial Issues

Controversial issues are defined as problems, subjects or questions of a political or social nature where there are differences of opinion and passions may run high. BECS faculty will not endorse specific positions on controversial issues, but in the interest of academic integrity, BECS faculty will impartially explore controversial issues in the context of their impact on human behavior, past, present and in the possible future. Faculty will teach students to respect the opinions of others, as they would have their opinions respected by others.

A question is controversial when one or more of the proposed answers are objectionable enough to a section of the citizenry to arouse a strong reaction. The immediate cause of this reaction may be personal conviction or interest or allegiance to an interested group. The most critically controversial questions are those characterized by current importance and by group opinion and interest. Consideration of controversial questions shall have a place in the work of the public schools to help young people meet and face such questions. When the decision to study a controversial issue must be made, the factors of timeliness, ethics, maturity and needs of the students and the purposes of the school shall be considered. Teachers shall be assured of support from the appropriate supervisor and the executive director when their actions are in accordance with this policy and the accompanying regulations.

The teaching of controversial issues requires the recognition of responsibilities by the teacher to his or her students, by the principal and executive director to his or her school and by the school to the community.

Teachers shall adhere to the following guidelines:

1. The teacher must consult with and follow the directives of his or her supervisor, principal, or the executive director prior to discussing a controversial issue, and notice provided to the parents of students in advance.
2. The issue should be within the framework of Bromley's philosophy and program of the subject area.
3. The issue should be within the level of the students' maturity.
4. The discussion should contribute significantly to developing the skills of critical thinking and problem solving.
5. The presentation should be impartial and objective.
6. Suitable materials including facts and concepts of all aspects of the issue should be available.

Parents will be provided an informational written correspondence prior to the presentation of a controversial issue and given the opportunity to request that the student not participate. An alternative assignment may be provided to students who do not participate.

Teaching Health Standards

In 5th grade, students learn about Physical and Personal Wellness, which includes a discussion on the reproductive organs, reproduction, and puberty, in a gender-separated environment. In middle school, students will continue to develop their knowledge of the Comprehensive Health Standards in PE and LEAD classes. Please see the Colorado Department of Education's [Health Standards](#) for more information.

Teaching Evolution

Much of modern biology rests on the theory of evolution. The theory of evolution in relation to human origins will not be taught at this time. The teaching of evolution is not intended to exclude other theories of human origins and development. We will not teach other theories but will refer students back to their parents/guardians.

Teaching of Religion

Bromley East Charter School will encourage all students, parents/guardians and staff members to

appreciate and respect each other's religious views. When it is educationally appropriate (as it occurs within the established curriculum) discussion of religion will be conducted in an open, objective, and respectful manner.

Video Viewing Policy

From time to time, video or other media may be used to support a lesson. To be used in class, they must meet a specific curricular objective. The teacher must preview videos to ensure that they are appropriate.

Below are the defined categories based on the grade of the student:

- Grades K-3rd Only G-rated movies will be shown.
- Grades 4-6th Only G or PG rated movies will be shown.
- Grades 7-8th Only G, PG or PG-13 rated movies will be shown.

If a PG-13 movie is to be shown, the teacher will obtain written parental permission prior to showing. An alternative assignment will be provided to students whose parents do not provide permission. Information regarding use of Internet videos can be found in the Internet Agreement.

Enrollment

In accordance with the Contract between Bromley East Charter School and 27J Schools, there will be 3 student admission priorities at Bromley East Charter School:

- First priority for enrollment shall always be given to students who are residents of the Bromley Park subdivision in Brighton;
- Second priority for enrollment shall always be given to students who are residents of 27J Schools;
- Third priority for enrollment shall go to students residing outside 27J Schools.

In compliance with the Contract between Bromley East Charter School and 27J Schools, and in order to recruit and retain staff members, a student who is the child of an employee of the School will be placed at the top of his/her admissions tier. Siblings of current students will also receive priority placement.

In the event that the number of applicants in admission tiers #1 and #2 at a given grade level

necessitates present out-of-district students being denied re-enrollment at Bromley East Charter School, out-of-district students who are currently enrolled will be placed in descending order of their longevity as students at Bromley East Charter School. In the event that an out-of-district family has more than one (1) child enrolled at Bromley East Charter School, as a family group, the children will receive shared consideration in determining readmission status. This consideration will be based upon the date of the initial admission of the family's first student enrolled. This policy is intended to eliminate possible "splitting" of students from the same out-of district family, where some might otherwise be re-admitted and some might be denied readmission to Bromley East Charter School.

In the event that the number of new applicants exceeds the available spaces within a grade, a random selection lottery will be held. This lottery will randomly assign positions on a waiting list within each of the separate admissions tiers. Students admitted to BECS will automatically continue to subsequent grades each year.

These and any other aspects of the admissions policy will be interpreted consistent with the Contract between Bromley East Charter School and 27J Schools; 27J Schools' policy and applicable state and federal law.

Family Educational Rights and Privacy Act (FERPA)

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records.

These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the School receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the School principal, or appropriate school official, a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. An eligible student or parent/guardian may also ask the

School to release specific education records to a third party by completing FERPA Release/Authorization form.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend their child's or their education record should write to the school principal, or appropriate school official, clearly identifying the part of the record they want changed, and specifying why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

A school is not required by FERPA to afford a parent the right to seek to change substantive decisions made by school officials, such as discipline decisions, grades or other evaluations. FERPA is intended to require only that educational agencies and institutions conform to fair recordkeeping practices; not to override accepted standards and procedures for making academic assessments, disciplinary rulings, placement determinations, and other evaluations. Accordingly, the right to seek amendment of education records cannot be used to challenge a substantive decision unless it has been inaccurately recorded.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board.

A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another

school official in performing his or her tasks.

A legitimate educational interest means that the official needs to review an education record in order to fulfill his or her duties or responsibilities.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202

FERPA Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School may disclose appropriately designated "directory information" without written consent, unless you have advised the School to the contrary in accordance with the School's procedures. Contact the School principal for more information on how to make this request. The primary purpose of directory information is to allow the School to include information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations that provide school related products and services to students without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

In addition, two federal laws require the School to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the School that they do not want their student's information disclosed without their prior written consent. If you do not want the School to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the School in writing by the first day of school.

The School has designated the following information as directory information:

- Student's name
- Photograph, video, or electronic images maintained by the School of students engaged in classroom and extracurricular programs, activities or school functions
- Students school issued email address
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent and previous school or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems, but only if the identifier cannot be used to gain access, by itself, to education records.
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot, by itself, be used to gain access to education records.

FERPA Education Records Disclosure Without Consent

FERPA permits the disclosure of PII from students' education records, without consent of the parent

or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) – (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1)).
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2)).
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student’s State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35).
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4)).
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5)).
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve

instruction, if applicable requirements are met. (§ 99.31(a)(6)).

- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7)).
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8)).
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9)).
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§ 99.31(a)(10)).
- Information the school has designated as “directory information” if applicable requirements under § 99.37 are met. (§ 99.31(a)(11)).
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L)).
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

These include, but are not limited to, the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;

5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

Inspect, upon request and before administration or use:

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The School develops and adopts policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The School will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The School will make this

notification to parents at the beginning of the school year if the School has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

Field Trips

Field trips held during the school day must be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum.

A permission and emergency medical form must be completed for each field trip. These forms will be sent home prior to the scheduled trip to be completed and returned to the school by the required date before a student may participate. Phone permission is not sufficient and will not be accepted. Field trip days are an extension of our curricula and something we encourage all of our students to take part in. Like any other class day, if a parent/ guardian chooses to withhold a student (for illness, or any other reason deemed by the parent/guardian worthy of excluding the student from the instructional day), we require the parent/guardian to report the absence no later than 9am the day of trip using the online attendance system found on the school website drop

down menu under “Parent Information” then “Attendance.” Fees associated with specific field trip opportunities will be the responsibility of each student and are non- refundable.

All students attending field trips must ride the bus to and from the trip location. Exceptions to this policy would include:

- As a courtesy to registered parent chaperones selected by the teacher, registered chaperones may take their own student home at the conclusion of the field trip. This will need to be documented by the teacher noting the time the student was released and the name of the parent taking the student.

Grading

Philosophy

Bromley East believes that grades should reflect a student’s progress towards the goals and objectives of the course.

Grading Categories

Students in grades 4 - 8 will have a grade composed of the following:

Assessment = 70%

Practice = 30%

Assessment grades include projects, tests, quizzes and other assignments where students are showing and teachers are measuring student understanding of skills and concepts previously taught.

- Assessments can be retaken (in whole or part) only if the student engages in a learning experience likely to result in gaining the knowledge that caused the low score. Examples a teacher may require could be (but are not limited to) an extra learning session, completing all missing work from the unit, doing test corrections, etc.
- Also, assessment retakes can be completed within two weeks of the assessment or before the end of the unit (whichever is determined by the teacher).

Practice grades include classwork and homework where students are either building background

knowledge or practicing skills and concepts currently being taught.

Grading Scales

Grading Scale for Kindergarten – 3rd Grade:

E	90-100%	Exceeds Expectations, Excellent Progress
S+	84-89 %	
S	78-83 %	Meets Expectations, Satisfactory Progress
S-	70-77 %	
N	<70%	Needs Improvement
U		Unsatisfactory

Grading Scale for 4th – 8th Grade:

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	59 and below

Late Work

Assignments turned in late are subject to a 10% deduction of points per day late, not to exceed a 50% deduction.

Academic Honesty and Integrity

The School is committed to teaching and instilling within students the highest level of academic honesty and integrity. Any behavior that is a dishonest attempt to gain an unfair advantage or misrepresent a student's knowledge or abilities through deception or by actively assisting in the same is academic misconduct. Academic misconduct includes, but is not limited to the following conducting, unless authorized to do so:

1. Using devices, notes or other unauthorized means to misrepresent a student's own knowledge on a test or paper;
2. Stealing or otherwise acquiring unauthorized information about a test prior to taking the test;

3. Any form of plagiarism, or failing to properly cite the work of another;
4. Sharing your work with another or copying the work of another;
5. Failing to properly cite the work of another;
6. Utilizing artificial intelligence to create works and claim them as your own.

Students found to have engaged in academic misconduct will have their parents notified, and are subject to penalties as determined appropriate by the School, which can include without limitation receiving zero credit for a test or project or failing a class. Repeated instances of academic misconduct may constitute continued willful disobedience or open and persistent defiance of proper authority and subject the student to suspension and/or expulsion.

Reporting Grades

Informal reporting of student progress will be found on graded assignments which could include physical papers or electronic assignments in See Saw, Google classroom or other online curricular resource. Not all assignments may be entered as formal grades in Infinite Campus.

Formal reporting occurs through Infinite Campus where assignments are entered and grades recorded.

When viewing your child's grades, please note the following:

Blank = No grade is entered at this time (the assignment may or may not be turned in)

Missing assignment = M (a missing assignment notification may be sent through Infinite Campus)

Turned in = T (the assignment was turned in, but is not graded yet)

Student report cards are completed at the end of each trimester for elementary and middle school. Parents/guardians will be able to check students' progress through Infinite Campus Parent Portal via the internet. If parents/guardians do not have a Parent Portal account in IC, please contact the main office. If parents/guardians do not have access to the internet they should speak to their child's teacher(s) or access a computer at the school.

Extracurricular Eligibility

Students must have a minimum of a C in all classes (cores, specials, band, drama, etc.) in order to

be eligible to participate in extracurricular activities i.e. sports, drama and select student leadership. Eligibility will be determined for the week based upon the student's cumulative course grade on Monday mornings on or around 7:30 AM. In the event that a student receives either an In-School-Suspension or an Out-of-School suspension, the student will not be able to participate in school-sponsored activities for the duration of the suspension (i.e., field trips, school events, clubs, sports, etc.). Please refer to the Athletic Handbook for additional requirements. Students may participate in band or music concerts, as these are a required part of the curriculum.

Health Services

Absence related to Illness

If your child is ill and must remain at home, you must complete the [Attendance Reporting](#) form on our website by 9:00 AM. Please use the [How Sick Is Too Sick](#) guidance to determine if your child should attend school. Limited health services are available at school. Please note that it is the parent's/guardian's responsibility to notify the office if a child may need special health considerations at school. Please keep school records up to date, especially phone numbers and emergency contacts.

Asthma, Anaphylaxis, and Allergies

The school must be informed of any asthma, anaphylaxis risk, or serious allergies of a student. Please contact our health aide to provide documentation and determine a plan. The School follows the policies of its authorizing school district, Brighton School District 27-J, for managing students' health issues including asthma, anaphylaxis, or serious allergies.

Emergency Care

Each student must have current emergency contacts listed through Infinite Campus indicating persons to be called in case of illness or emergency. It is important that the school be informed of home and work phone numbers, or other contact numbers that change. Please contact the main office to make changes to this information. A local contact person other than a parent/guardian must be listed. Parents/guardians will be responsible for any costs associated with the student receiving Emergency Care.

No treatment of injuries except first aid, if trained staff are available and willing, will be administered by the School. First aid is that immediate help given by the best qualified person at hand in case of injury or sudden illness. The School will make an effort to have at least one person in each school building who has special training in first aid. First aid supplies shall be kept and properly maintained in each school.

In the event a student manifests serious or life threatening symptoms and immediate medical assistance is required, school personnel will obtain emergency assistance by calling 911, as well as the student's parent/guardian. If a staff person is trained in CPR/AED and first aid, they may take immediate measures and provide appropriate interventions pending the arrival of first responders.

Once first responders arrive, any intervention and determination of care to the student will be under the control of the first responders.

Pursuant to state law, any person who in good faith provides first aid or emergency care or assistance without compensation at the place of the emergency or accident shall not be liable for any civil damages for acts or omissions in good faith. State law also exempts from civil liability certain health care providers who render emergency assistance in good faith and without compensation to persons injured in a competitive sport activity.

Extended Illness

Extended illnesses may require verification from your physician.

Health Screenings

Bromley East Charter School conducts hearing and vision screenings at the grade levels required by Colorado State Statute 22-2-116. Results outside of a normal range for any of these screenings will be mailed to parents/guardians. Parents may opt their child out of these screenings on religious or personal grounds.

Illness at School

BECS utilizes the ["How Sick is Too Sick"](#) guidelines to determine if a child is able to remain at school

prior to contacting parents.

When a child becomes ill at school:

- The parents/guardians will be notified that their child must be picked up as soon as possible, not to exceed 1 hour of making contact.
- If a parent/guardian cannot be reached, the emergency contact person listed on the emergency card will be called.
- In case of a more serious injury or illness, "911" will be called for medical assistance and the parents/guardians will be notified immediately. Emergency personnel will determine if the child should be transported to the closest hospital.

Immunizations

Colorado law requires that Bromley East Charter School have on file a certification stating that students have received immunizations against communicable diseases as specified by the Department of Health at the time of enrollment. Students who are not up-to-date on their immunizations may not attend school.

As required by C.R.S. 25-4-902, a student is not allowed to attend any school in the state of Colorado unless he or she has presented one of the following to the appropriate School official:

1. An up-to-date certificate of immunization; or
2. A written authorization signed by one parent or legal guardian, an emancipated student, or a student eighteen years of age or older requesting that local public health officials administer the immunizations; or
3. A certificate of medical exemption, a certificate of completion of the online education module, or a certificate of nonmedical exemption in compliance with C.R.S. 25-4-903. A certificate of medical exemption, a certificate of completion of the online education module, or a certificate of nonmedical exemption is only valid if completed in compliance with C.R.S. 25-4-903.

If the student's certificate of immunization is not up-to-date according to the requirements of the state board of health, and one of the above exceptions is not met, then within fourteen days after receiving direct personal notification from the School that the certificate is not up-to-date, the student must provide documentation that the next required immunization has been given and a

written plan for completion of all required immunizations. If the student begins, but does not continue or complete the written plan, the student may be suspended or expelled pursuant to state law.

Any immunization record provided by a licensed physician, registered nurse, or public health official may be accepted by the School as certification of immunization if the information is transferred to the official certificate of immunization and verified by an appropriate school official.

In the event of suspension or expulsion of a student for failure to comply with immunization requirements, the School will notify the Colorado department of public health and environment or the county, district, and municipal public health agency. An agent of said department will then contact the parent or guardian or the emancipated student or student eighteen years of age or older in an effort to secure compliance so that the student may be re-enrolled in school.

More information can be found in the [24-25 CO Department of Public Health and Environment Parent Letter](#). [Elementary](#) [Middle School](#) [Exemptions](#)

Insurance

Bromley East Charter School encourages each parent/guardian to evaluate health insurance and disability insurance coverage for any injuries your child might sustain while participating in school activities. Bromley East Charter School does not carry insurance for your child on your behalf. The school may have no or only limited liability for injuries that occur at school or during school activities, pursuant to the Colorado Governmental Immunity Act.

Medication

The School follows the policies of its authorizing school district, Brighton School District 27J, for the administration of any medications at school. Please see the complete policy [here](#).

Homework & Reading Time “Put First Things First”

Homework is a fundamental part of our general academic program. It also helps develop a strong work ethic and personal organizational skills.

Homework’s immediate educational purpose is:

- Reinforcement of skills and concepts learned in class
- Increased development of study skills and knowledge in ways that are not readily available in the classroom
- Information provided to parents/guardians that allows them to know what is being taught in the classroom.

The following is the recommended time students should spend studying each evening:

Grade	Recommended Evening Study Time
Kindergarten	15 minutes including family reading time
1st	15 minutes including family reading time
2nd	20 minutes including reading time
3rd	30 minutes including reading time
4th	30 minutes including reading time
5th	50 minutes including reading time
6th	60 minutes including reading time
7th	70 minutes including reading time
8th	80 minutes including reading time

The recommended time serves as a guideline and may vary depending on the work assigned on a given day, the schedule, the student’s organizational skills and study habits, and the nature of the assignments. Students are expected to learn how to use their time effectively to complete the required work at each grade level.

Parents/guardians are expected to support their children in this endeavor by providing a quiet place, free of distractions, for study and homework completion. Homework will be graded and will be a portion of the student’s final grade.

Homework will be assigned with coordination among teachers and consideration of the

importance of student participation in family activities and responsibilities. Teachers will make assignments, evaluate and differentiate them, according to the ability and maturity level of the student and relate them to the course objectives.

Library

Circulation Policies/Procedures

Borrowing Period

Materials checked out from the library are to be returned at the end of the borrowing period as defined below.

Borrower	Length of Time to Borrow
Staff	Teachers/6 weeks
Students	2 weeks

Damaged Material

When materials are returned in a damaged condition, an effort will be made to repair the materials. Should the materials need to be replaced, a notification will be sent along with the fee for replacement.

Overdue Materials

Bromley East Charter School Library is responsible for issuing overdue notices and fines for materials checked out by the librarian or other library staff members. Students are first notified of overdue materials with a notice slip handed to them personally or to their teacher which will be placed in the Friday folder for elementary students, and then secondly an email notice will be sent out to a guardian. When library materials are not returned, they are considered lost and borrowers are charged for their replacement.

Lost & Found

Students are expected to bring any found objects such as clothing, books, etc. at an appropriate time to the school office where they will be placed in a "Lost and Found" site. Students are responsible to check the Lost and Found for missing items. If no owner can be found, articles will

be given to a charitable organization.

Lunch/Breakfast Program

Bromley East Charter School strives to provide a nutritious lunch with a variety of options and contracts with 27J Nutrition Services to provide breakfast and lunch to our students.

The Healthy School Meals for All program (HB 22-1414 passed by Colorado voters), ensures all students have access to free breakfast and lunch meals. Students must take a meal to avoid being charged. This means students must take at least 3 of the components offered, and one of those components must be a fruit or vegetable. Students who do not take a complete meal will be charged for a-la-carte items at their current price.

Free and Reduced meal applications are available in the office or [online](#). Free and reduced lunch status also affects the fees for other school activities (i.e. athletics) and are therefore important even with the Colorado Free School lunch program. Questions related to food service can be directed to 27J Nutrition Services starting with the Kitchen Manager for Bromley.

Lunch Visitors

Parents/guardians are welcome to visit their student(s) for lunch. Please check into the front office prior to entering the cafeteria. Government-issued identification is required for all visitors entering the building and a visitor badge must be worn at all times. Parents are only allowed to bring lunch for their own student. Also, utilizing food delivery services such as DoorDash, GrubHub, etc. to send lunch to your student is not permitted.

Mandatory Reporting

Bromley East complies with the Child Protection Act and follows the policy of its District Authorizer, School District 27J found [here](#), as a mandatory reporter when a staff member has reasonable cause to know or suspect a child has been subject to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, as defined by statute. Staff members shall immediately report or cause a report to be made to the county department of social services or local law enforcement agency.

Reports of child abuse or neglect, the name and address of the child, family or informant or any other identifying information in the report shall be confidential and shall not be public information. The District [Bromley East] shall provide information for all staff about the Child Protection Act and appropriate legislation, to assist them in recognizing and reporting instances of child abuse and neglect.

School employees and officials shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school official or employee to prove that the child has been abused or neglected.

Staff participating in an investigation or the filing of a report pursuant to this policy or participating in a judicial proceeding resulting from such a report shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed, except for maliciously false statements.

Media Release

Different media groups (newspapers, television, radio, university, school production classes, district public relations and marketing, etc.) cover activities at our school with articles, video or still photography that may be published in print media, aired on television or radio, or published on the Internet. Furthermore, students may be involved in school or classroom activities or projects that are posted to school, district, or outside websites as well as social media. BECS photographers will make every reasonable effort to identify the primary subjects in photographs and not to publish photos containing students who have declined our Media Waiver.

A declined Media Waiver will be good for the current school year only and can be obtained in the front office. This policy relates to classroom activities or school events that are not already open to the public. Public events such as sporting events, theater productions, etc. are considered open to the public, and photographers and videographers who attend those events are not included in this policy. This policy also does not apply to yearbook photos.

Non-Legal Name Change for Students

Pursuant to C.R.S. 22-1-143 and 145, Bromley East Charter School (the "School") will honor a student's request to use a chosen name, as defined herein, if the student and his or her parent/guardian follow the request procedure in this policy.

Once a non-legal name change is approved, School employees and contractors, as defined herein, shall address a student by the student's chosen name and use the student's chosen name in school and during extracurricular activities.

Definitions

Employee: means any employee of the School, including teachers, teacher aides, bus drivers, cafeteria workers, custodial staff, athletic staff, administrative and clerical staff, school medical staff and security staff, and contractors.

Contractor: means a person who has direct contact with or supervision over students pursuant to a contract with the School.

Chosen Name: means any name that a student requests to be known as that differs from the student's legal name, to reflect the student's gender identity.

Gender Identity: means an individual's innate sense of the individual's own gender.

Non-legal name change request procedure

A student who wants to request a non-legal name change shall comply with the following request procedure.

To properly request a non-legal name change, students must:

1. Submit a written request to the principal or designee using the [Non-Legal Name Change Request Form](#).
 - a. The written request must be signed by both student and the parents/guardians of the student, or just the parents/guardians if the student is too young to sign for him/herself, or just the student if the student is over the age of 18 years old;
 - b. The written request must clearly identify the student's chosen name and any permitted variations of the chosen name;
 - c. The written request must be sincere and in good faith, and the student (or parent/guardian) must have the mental capacity and intent to forgo their legal name and be referred to only by their chosen name;
 - d. The student must not have requested a non-legal name change within the

preceding 90 school days.

2. The request must be approved by the principal of the school or designee.
3. The approval will be valid for an indefinite duration or until the student submits a subsequent non-legal name change written request.

Approved Non-legal name change

Once the request is approved the principal or designee will notify the appropriate individuals tasked with complying with this policy of the non-legal name change, on a need to know basis. School employees and contractors must use the approved chosen name. While honest mistakes may occur, the intentional, repeated, or knowing refusal to use a student's approved chosen name is prohibited.

Grounds for denying a non-legal name change request

If the principal or designee denies the request, the reasons will be provided to the requestor, which reasons may include the following:

1. The chosen name is inappropriate, indecent, threatening, violent, or crude.
2. The request failed to follow the proper procedures or does not meet the requirements of this policy.
3. The written request is not signed by a parent/guardian or the student forged the signature of their parent/guardian.
4. The student (or parent/guardian) did not have the requisite mental capacity and intent to forgo their legal name and be referred to only by the School.

Appeal procedure

Should a request for a non-legal name change be denied, the parent/guardian will be advised by the principal or designee that he/she may appeal the denial by contacting the Executive Director.

The receiving principal or designee shall submit the reason for denial of the request, and the parent/guardian's request and reasons for the appeal, to the Executive Director considering the appeal. The Executive Director considering the appeal will review the parent/guardian request and the principal's decision and then make a determination. The Executive Director decision shall be final.

FERPA Compliance

This policy shall at all times be interpreted and implemented in a manner consistent with the Family Educational Privacy Act (“FERPA”). Any name changes on official school records shall only be effectuated in accordance with the School’s policies regarding official/legal name changes.

Retention and Promotion Policies

Retention

At times parents and/or the school may consider having a student repeat the same grade level for a second year.

Decisions regarding retention are made using the following parameters:

- If the student is failing to make normal progress, the parents/guardians must be notified prior to the end of the first semester, so that the school and home may cooperate in helping him/her achieve greater success. This communication is not to discuss retention, but to facilitate working as a team to help the student succeed.
- Retention decisions will be guided in part by a Multi-Tier Systems of Support team (MTSS) discussion. This team uses an objective process that considers a variety of relevant factors with appropriately significant weighting given to academic achievement.
- Retention is never to be used as a punishment.
- Retention is not to be encouraged as an intervention to support Special Education/English Language Learner students.
- The Executive Director or designee will make the final decision, with input from the Multi-Tier Systems of Support team (MTSS), teachers, and parents/guardians.

Grade Advancement

Students may be considered for grade advancement based on a body of evidence including parent and teacher recommendations, scores on norm referenced assessments at or above the 95th percentile, maturation of the student and social impacts. The final decision to promote a student beyond the next grade level shall be made by the Executive Director or designee.

Property Building Use

The Bromley East Charter School facilities are available during after school hours for programs that provide academic or athletic enhancement to the students, faculty, parents/guardians, or approved organizations. For details on how to obtain an application, including fees and scheduling, contact the Director of Operations, Hugh Frazier.

Release of Students

When picking up students during the instructional day, parents/guardians are required to present a physical government issued ID prior to entering the building then proceed to the main office for assistance in the check out process. This process ensures the safety of your student and the school campus. Upon returning to school the same day, parents/guardians must also check the student back in with the office. . Students will only be released to their parents/guardians or to parties authorized by parents/guardians, who are 18 years or older.

If a parent/guardian desires to take his/her student at the completion of an activity, written notification must be given to the teacher and the main office ahead of time. No child will be permitted to leave the school with any other adult unless the parent/guardian has given written permission to release the child to that person's custody.

Safety Procedures

Bromley East Charter School follows strict safety and emergency procedures in alignment with 27J Schools. An Emergency Management Plan is available for review in the front office and more information regarding 27J Schools safety and security protocols can be found [here](#). As a part of our safety procedures, Bromley East regularly conducts evacuation, shelter in place, secure, hold, and lockdown drills.

In order to ensure safe management of your child, each family must complete an Emergency Contact form. This form must be updated whenever there is a change in address, home or work phone numbers, or emergency contacts. It is vital that parents/guardians keep the school office up-to-date with this information in case of personal or school emergencies.

Backpacks, tote bags, purses, and other bags must remain in lockers throughout the school

day. Students are only permitted to carry instructional supplies.

School Closure, Delay or Early Release

In the case of inclement weather, Bromley East will follow the decision of 27J Schools (i.e., snow day or delayed start). For delayed start, Bromley will be on a 1 hour delay. Please check your email, the BECS website, watch 9News or listen to KOA radio (850 AM) for information regarding school closures and delays.

If the school is closed due to bad weather, activities such as sports, drama, or other after school activities will most likely be canceled. However, the weather can change dramatically allowing for safe conditions to exist later in the day. If this occurs, the sponsor/coach will contact the participants and make sure they are aware of the situation.

Delayed Start - 1 hour delay

Middle school students will attend school at 9:20 AM and end at 3:35 PM. Elementary students will attend school at 9:25am and Kindergarten will end at 3:30 PM and 1st-5th grade will end at 3:35 PM. Students may arrive on campus starting at 9:05 AM and will continue to enter the building through their normal doors unless otherwise stated. Breakfast will not be served on these days; however, lunch service will continue as scheduled. Innovation Learning will be closed in the morning and open after school.

- [Elementary Adjusted Specials Schedule](#)
- [Middle School Delayed Start Bell Schedule](#) (pages 3 & 4)

Early Release- Elementary Adjusted Specials Schedule

In the event Bromley releases school early due to weather or other circumstances, parents will be notified via text, auto dialer and email with details regarding the release process. Innovation Learning will be closed after school.

Snow Days

Students will not attend school virtually or in-person for that day only. Innovation learning will be

closed. This will be a non-contact day for students. If consecutive days are needed, on the second day and subsequent days, students will engage in online learning following the schedule provided by their teachers.

Should Bromley experience more than 3 non-contact (stand alone) snow days, additional contact days may be added to the school calendar to ensure we meet our instructional hours requirement by CDE.

School Visits

Parents/guardians are always welcome at school. Please contact the teacher at least 24 hours in advance before visiting, so that conflicts in schedules may be avoided. Visitors must sign in at the office upon arrival, present a valid physical ID, wear a visitor's badge, and check out with the office upon leaving. Students are not allowed to have students from other schools as visitors during the instructional day.

Student Fees

In accordance with C.R.S. 22-32-117, the School is authorized to collect certain fees. Fees are determined in accordance with what the School's board annually determines is reasonably necessary and must be reasonably related to the actual cost of the consumable supply or service for which the fee is charged. The School may charge fees that are reasonably necessary for and reasonably related to the actual cost of textbooks or expendable supplies not provided free of charge. Fees for expendable supplies and materials shall relate directly to the actual cost of providing these materials to the student. Fees collected are used for the designated purpose and are not to be expended for any other purpose.

A list of fees, how the amount of each fee was derived, and the purpose of the fee must be made available upon request. When the School provides information concerning fees, it will state whether the fee is mandatory or voluntary and identify any activity from which the student shall be excluded if the fee is not paid, except that the School will not charge or require a fee as a condition of enrollment in school or as a condition of attendance in any required class or coursework.

When the use of textbooks or equipment is provided to students, whether free or by rental, the

School may require a reasonable loss or damage deposit to cover the cost of such textbooks or equipment. All such deposits shall be refunded when the student has returned the textbooks or equipment in good condition except for ordinary wear. Students will be assessed fines for careless breakage or damage to school property, lost/stolen/damaged/defaced books (including those checked out from the library) and lost/stolen materials or equipment. Fees may be required as a condition of voluntary participation in school sponsored activities or programs not within the academic portion of the educational program. In addition, fees may be charged for voluntary items like yearbooks or to be able to attend voluntary activities, like events, trips, ceremonies, or similar opportunities. Students choosing to participate in the middle-school athletic program are required to pay an activity fee to offset the costs of coaches, equipment, fuel costs, etc.

Any other additional fees including PE fees, locker fees, technology fees, yearbook, planners, etc. will be itemized and listed on your student's Infinite Campus account at the beginning of each school year. Students who have not paid all assessed fees will not be allowed to participate in athletics or extra-curricular activities until all outstanding fees/fines are paid. A list of school fees can be found on our website. Bromley only accepts payment through our online payment platforms. Cash and checks are not accepted.

In accordance with state law, the School will not withhold records, like the diploma, transcript, or grades of a student, required for enrollment in another school or institution of higher education, for failure to pay a fine or fee or to return or replace school property.

Fees may be waived for students with a financial hardship or other need. To request a fee waiver contact Sam Suncin, Finance Manager.

Free and Reduced Program

School registration fees will be waived for students qualifying for the Free and Reduced Program. Athletic fees will be reduced. Please refer to the school website for specifics and contact Sam Suncin, Finance Manager with any questions.

A new application for the Free and Reduced Program must be completed every school year, unless you receive a Direct Certification letter by email and/or in the mail dated for the current school year. Paper applications are available in the main office in August of each school year or the 27J Nutrition Services offices (630 South 8th Avenue, Brighton). We encourage you to [apply online](#) for faster processing.

School Related Student Publications

The School recognizes that in any of its school sponsored publications, like a school newspaper, that students, with certain limitations prescribed herein, are free to express their views. The School encourages and teaches students to observe the rules for responsible journalism, and requires compliance with this policy and applicable laws. If a publication written substantially by students is made generally available throughout the school, it will be considered a public forum for students.

Students are prohibited from publication or distribution in any the following:

1. Expression that is obscene;
2. Expression that is libelous, slanderous, or defamatory under state law;
3. Expression that is false as to any person who is not a public figure or involved in a matter of public concern; or
4. Expression that creates a clear and present danger of the commission of unlawful acts, the violation of lawful school regulations, promotion of street gangs, or the material and substantial disruption of the orderly operation of the school or that violates the rights of others to privacy or that threatens violence to property or persons.

The School further provides for appropriate time, place, and manner restrictions on student expression within the School.

Student editors of school-sponsored student publications are responsible for determining the news, opinion, and advertising content of their publications subject to the limitations of this policy. The teacher/advisor of the school-sponsored student publications will supervise the production of such publications, teach and encourage free and responsible expression and professional standards for English and journalism.

If participation in a school-sponsored publication is part of a school class or activity for which grades or school credits are given, the provisions of this policy not be interpreted to interfere with the authority of the teacher/advisor for such school-sponsored publication to establish or limit writing assignments for the students working with the publication and to otherwise direct and control the learning experience that the publication is intended to provide.

No expression made by students in the exercise of freedom of speech or freedom of the press shall be deemed to be an expression of school policy, and no school district or employee, or parent, or legal guardian, or official of such school district shall be held liable in any civil or criminal action for any expression made or published by students.

Student Pick-Up Authorization

Without prior authorization from a parent/legal guardian, students will not be released before the end of the school day to anyone other than a parent or legal guardian or designated emergency contact. By default, a parent who resides with the student and a parent who resides at another address will be allowed to pick up the student. Parents should notify the school administration in writing to allow other individuals, including but not limited to step-parents, older siblings and grandparents, or child care providers to pick up their child(ren) prior to the end of the school day.

Video Recording

The School may utilize video recording and surveillance equipment in both interior and exterior areas of school property, including any school transportation vehicles, for the purposes of maintaining safety and security on School property. Students, parents, and visitors are hereby notified of the use of video surveillance systems on School property. Where appropriate, unless otherwise approved by the Executive Director, video cameras should be installed in a manner that is noticeable and not covert, and signage will be placed around the School facilities and vehicles to remind and notify individuals that they are being recorded.

Except as allowed by applicable law, Video cameras must only be used or installed with the approval of the Executive Director. Video cameras must not be used or installed in restrooms, locker rooms, or other areas where students, staff, or others have a reasonable expectation of privacy.

Video recordings shall be accessible to and monitored only by authorized individuals, and only on a need to know basis. Video recordings shall only be released to or viewable by authorized individuals or as required or provided for by applicable law, including without limitation FERPA. Video recordings, and activities observed on those recordings, may be used for disciplinary purposes of students. Video surveillance and recordings will only be used only to promote the

order, safety, and security of students, visitors, staff, and property.

Withdrawals

In the event you choose or need to withdraw your child from Bromley, please contact the school registrar. Students will need to return all school materials and all fees will need to be paid, except that in accordance with state law, the School will not withhold records, like the diploma, transcript, or grades of a student, required for enrollment in another school or institution of higher education, for failure to pay a fine or fee or to return or replace school property.

6.0 ATTENDANCE

Philosophy

In order for students to be successful, excellent attendance is necessary. At Bromley East Charter School, we believe that all students can succeed when they attend school regularly. In pursuit of this goal, it is essential to teach the benefits of good attendance and punctuality during a student's educational career.

Attendance habits begin early and are critical to student achievement. Good practices instill self-discipline ensuring a quality learning experience that leads to a successful and productive future. Good attendance generally remains with students and serves them throughout their life. Because students have limited control over circumstances in the home, Bromley East Charter School believes that the primary responsibility for student attendance lies with the parents/guardians. Frequent absences and lateness interfere with learning and puts students at high risk for academic failure. Whenever possible, medical and dental appointments should be scheduled at times outside of the school day.

Every child who has attained the age of six (6) years and is under the age of seventeen (17) is required to attend public school except as otherwise allowed by law. It is the parent's responsibility to ensure that the child attends a public school unless the child is enrolled in an independent or parochial school or a non-public home-based (home school) educational program.

All absences, excused or unexcused, contribute to the overall attendance rate for your child.

Students with 10% or more absences at any time during the school year, will be considered chronically absent, regardless if the absences are excused or unexcused. Teachers will reach out to parents when consecutive days of absences or concerns are noticed. Families will receive notification when a student has been absent for 5 days of school, regardless if the absences are excused or unexcused. After 10 days of absences, a school administrator may reach out again to the family regarding the student's attendance and an attendance letter will be emailed home. After 16 days of absences (considered chronically absent), an administrator will contact families and an attendance contract may be put in place. If a student continues to be absent, a home visit may be made by an administrator and School Resource Officer and other steps may be taken, as school personnel are mandatory reporters, if the child's safety or educational neglect is a concern. Additional information can be found in the Truancy Policy.

Attendance Recording

Attendance at the elementary level will be recorded within 10 minutes after class begins in the morning and within 10 minutes after class resumes after lunch.

Attendance at the secondary level will be recorded within the first 10 minutes of each attendance period.

If a student is not present in the classroom when attendance is taken, the student will be marked absent.

Excused Absence

If a student is absent, parents/guardians must complete the Attendance Reporting form on the [Bromley East website](#), depending on the reason for the absence, by 8:45 AM. It is critical to student safety that the school knows where all students are at all times during the school day. The school will notify parents/guardians of any absences that are unaccounted for. Parents/guardians are responsible for providing the school with written verification of the reason (notes and/or documentation) upon the student's return for each absence.

The following may be designated as valid excuses for the absence of a student from school provided satisfactory documentation for the excuse is received by the office staff:

- **Death in the Family**
- **Medical or Dental Appointments:** An absence resulting from a medical or dental appointment that cannot be scheduled outside of regularly scheduled school hours. Prior notice should be given to the teacher(s), except in the case of an emergency.
- **Illness or Injury:** An absence resulting from illness or injury that prevents the student from being physically able to attend school. Any student missing more than three (3) consecutive school days, or a student who is chronically absent or habitually truant, may require a note from a physician upon return to school in order for an absence to be excused.
- **Court or Administrative Proceedings:** An absence resulting from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness. If a student is in out-of-home placement (as that term is defined by C.R.S. 22-32-138 (1)(h)), absences due to court appearances and participation in court-ordered activities will be excused. The student's assigned social worker must verify the student's absence was for a court appearance or court-ordered activity.
- **Observance of a Religious Holiday:** An absence may be considered excused if the tenets of a religion, to which a student or his/her parent/guardian adhere, require observance of a religious event.
- **Educational Opportunities or Family Educational Trips:** An absence, not to exceed 10 school day(s), may be excused, in the sole discretion of the principal, when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity. Approval for such an absence must be requested (in writing and to the principal) as early as possible prior to the absence. If at all possible the School prefers at least a week's notice, in order to prepare homework assignments. Excusing absences for this reason does not mean work missed while gone will also be excused. Students will likely still have work to complete either before leaving or upon their return.
- A student who is absent due to a physical disability or a mental or behavioral health disorder.
- A student who is absent for an extended period due to a physical disability or a mental or behavioral health disorder.
- A student who is pursuing a work-study program under the supervision of the school.
- A student who is suspended or expelled.
- A student who is absent due to therapy, medical, legal, or victim services related to an incident of harassment or discrimination, as defined by and in accordance with state law.
- A student whose absence is approved as excused by the school principal, in his or her sole

discretion.

As allowed by law, the school may require appropriate evidence regarding the above excused absences before approving of the absence being excused.

Classes missed due to participation in a school sponsored activity are considered “exempt” absences. Such absences do not impact the student’s attendance record.

After 10 excused absences in a school year, verification may be required by school administration for further absences to be considered excused. Such verification may include written statements from medical providers or similar official documentation.

Unexcused Absence

Any absence not verified by a parent/guardian, physician, court, or other agency upon a student's return to school for a qualifying reason according to the excused absence policy, is considered unexcused. If verification is not received within two (2) days of the student’s return, their absence may remain unexcused. School officials have the option to waive any action if there are documented chronic health conditions or other serious problems. All unexcused absences will be subject to the same consequences identified in the truancy policy.

Truancy Policy

If a student has more than four (4) days of unexcused absences in a month or ten (10) days of unexcused absences in any school year, the student is declared to be habitually truant according to Colorado State Law, and the School may pursue truancy proceedings in court pursuant to the state’s mandatory school attendance law after creating an attendance plan in accordance with CRS 22-33-107(3)(b) and providing notice required under 22-33-108(5)(c).

An unexcused absence is defined as an absence that is not included in the excused absences listed in Section 6.1.2. Each unexcused absence will be entered on the student’s record. The parents/guardians of the student receiving an unexcused absence will be notified by the school of the unexcused absence.

Chronic Absenteeism

A student will be considered chronically absent if he or she has missed 10% or more of the scheduled school days in a calendar year, regardless of whether the absences are excused or unexcused. Chronically absent students are subject to school and possibly district attendance interventions.

Individual student needs and circumstances will be considered in determining appropriate interventions for chronic absence. For students with disabilities, the students' Individual Education Team or Section 504 Team may be consulted regarding appropriate interventions.

Late Arrival/Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the school day begins or within the first 10 minutes of the scheduled time that a class begins. A proper excuse during the school day is considered a pass signed by another staff member excusing the tardy. Late arrival within the first 10 minutes, to school with a parent excuse will be marked as an excused tardy and contributes to the total number of absent time for a student.

Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, penalties, disciplinary action, or other alternatives shall be imposed for excessive tardiness.

The following terms and definitions will be applied to accurately record time away from class:

- **Tardy** is defined as the student's arrival within 10 minutes of the scheduled start time for the class.
- **Early departure** is defined as a student's departure from class within the last 10 minutes of class.
- **Partial absence** is defined as a student arriving 10 or more minutes late to class, or leaving 10 or more minutes before the end of class.
- For district purposes of calculating truancy and chronic absenteeism, three (3) tardies or early departures will be considered a partial absence and three (3) partial absences will be considered an absence.

Missed Assignments and Projects

Students are expected to make up assignments and projects missed when absent. Makeup assignments should be requested on the day the student returns from the absence. To complete the necessary make-up work, students are allowed one day for each day of school missed. For example, a student who misses three days of school should have three school days to complete the makeup work after the teacher provides the work. time at a rate of one (1) day for each day of excused absence days, plus one (1) additional day. For example, if the student misses one (1) day, they have two (2) days to make up work. If they miss two (2) days, they have three (3) days to make up work. The student should ask for help in establishing a make-up schedule. In the event of an extended absence, teachers will provide up to five (5) days' work at a time. Additional work will be available upon completion of the first five (5) days.

For excused absences, including suspensions, makeup work completed within the allotted makeup window will be awarded full academic credit.

Some assignments such as labs or group projects are not conducive to makeup work. In such situations for excused absences only, teachers may provide an alternate assignment or may adjust the student's grade accordingly to avoid placing an undue burden on the teacher without otherwise penalizing the student.

Absences and Extracurricular Activity

Students who are absent for part or all of a school day may be restricted or prohibited from participation in after school or extracurricular events on the day of absence.

Homeschooling

Students with a history of habitual truancy within the past six (6) months of the school calendar are not eligible to withdraw from school for the purpose of homeschooling until parents have satisfied application and planning requirements described in Superintendent Policy IHBH, Homeschooling.

Homebound Instruction for Students with Medical Needs

Parents of a student who is anticipated to be absent for more than 15 school days due to a verifiable physical, mental or emotional disability may request assessment by district staff for homebound instruction or other education support services. Superintendent Policy IHBF, Homebound Instruction, provides guidelines regarding homebound instruction eligibility and services.

7.0 PARENT/GUARDIAN INFORMATION

Advertising on School Grounds

All materials posted or distributed on school grounds must be submitted to the office for formal approval before posting or distributing. Any unapproved material will be removed.

Community Involvement

Community relations are important to us and we are all goodwill ambassadors for Bromley East Charter School. We hope to continue creating partnerships with local businesses and pursue grant opportunities. Any information or expertise you can offer in this area is greatly appreciated. Bromley East Charter School may recruit individuals from the community to provide supplementary education experiences for the students. On-site parent/guardian volunteer assistance is encouraged and appreciated.

Home/School Communication

Bromley strives to ensure parents have the information they need to support their student(s) and actively engage in their education. General school information will be communicated through weekly digital parent newsletters, the website and BECS official Facebook page. Parents/guardians may also receive text or autodialer notifications.

Specific teacher or grade level information will be communicated via email as needed. Elementary students will have a Friday Folder sent home weekly. Parents/guardians are expected to review the contents. In addition, parents/guardians are encouraged to contact their child's classroom teacher(s) directly with specific concerns.

Infinite Campus Parent Portal

The Parent Portal allows parents/guardians to view student attendance, assignments, contact information, in-progress grades and digital report cards. If you need to activate your parent portal account or update information within your account, including your ability to receive notifications about your student's attendance and grades, please contact the main office.

Parent Communication Guide

Our comprehensive guide below outlines the best way to engage in two way communication with Bromley East. We understand and value that parents are a cornerstone of a successful school and we want to ensure we have pathways to fully engage our parent community.

[Parent Communication Guide](#)

BECS Board of Directors – Notice of Meetings

Board of Directors notice of meetings, agendas, minutes and study sessions are available on the website through Board Docs.

Parent/Guardian Conflict Resolution Process

Bromley East Charter School firmly believes that adults are models of good character even in the most difficult situations. Should a parent/guardian have a concern regarding a particular class or school administration, that issue should be resolved collaboratively using the following chain of command. We ask each party to seek to understand, presume positive intentions and remain solution-oriented throughout the process. Issues that arise in a particular classroom should always be addressed to the teacher first. Please allow 24 - 48 hours for a response. You may also use the [BECS Communication Pathways](#) chart, to guide where to begin with your concern.

The Teacher

Parents/guardians should schedule a meeting with the teacher. Under no circumstance is it ever acceptable for a parent/guardian to confront a teacher about an issue with students present, including his/her own.

The Administration

If the concern cannot be resolved with the teacher, the parent/guardian should schedule a meeting with the assistant principal or administrator overseeing the grade or department of concern. If unable to resolve the issue with the Assistant Principal, parents may schedule a meeting with the Principal, followed by the Executive Director.

The Board of Directors

If the parents/guardians do not feel the issue has been resolved after working with the teacher, assistant principal or administrator of special programs, principal and executive director, then a parent/guardian can submit the issue in writing to the Board of Directors; the issue submission must identify the adopted Board of Directors' Executive Limitation(s) that was violated to be considered for review or discussion by the Board of Directors. If the issue falls within the board's scope of responsibility, the board may review the issue and if appropriate may remand the issue for further review at an upcoming regularly scheduled board meeting. If the issue is reviewed at a board meeting, the parents/guardians will be permitted up to ten minutes to detail her/his issue, after which time members of the board may ask questions of the parents/guardians, any staff members, and the executive director to acquire additional information; proper protocols and procedures will be followed and when applicable review and discussion may occur in executive session. The board may make a decision on the issue at the board meeting or take additional time if needed to consider the information on the issue further. The decision of the board in any such issue will be final.

Board of Directors' Meetings

Each public meeting of the Board of Directors has a specific portion of the agenda dedicated to public comments. The Board Bylaws state visitor comments are limited to up to three (3) minutes per speaker. There are no circumstances that will allow discussion of any item which involves negative comments to be directed toward a specific parent/guardian, student or staff member.

Parent/Guardian/Teacher Conferences

Interaction between you and your child's teacher is vital to make sure he/she reaches their full potential. We have provided two conference opportunities and urge your attendance to take full advantage to work hand in hand with your child's teacher. Arrangements for additional conferences may be made with your student's teacher before or after school hours and as requested throughout the year.

Sponsorships & Donations

In recognition of the need to raise funds from additional sources, Bromley East Charter School will gratefully accept donations (actual and in-kind) to support the School's programs and operations in accordance with state and federal laws and the current Bromley East Charter School Financial Policies and Procedures Handbook. (First approved on November 8, 2012) Please contact the BECS Executive Assistant for more information if you are interested in making a contribution to Bromley East.

Volunteer Policy

Volunteers are not only welcome, but crucial to meeting our students' needs. Before volunteering, all volunteers are required to complete the online background check found on the school website under Parent Info ["Volunteer/Get Involved"](#). Once completed you will receive an email indicating your background completion and status. This is completed for anyone who would like to chaperone school field trips or events. Should you have any questions regarding the online process please reach out to Theresa Powell, tpowell@bromleyeastcs.org.

Bromley East Charter School encourages parents to volunteer as opportunities arise. In order to give full attention to your volunteer job, please do not bring young children to the school while volunteering during school hours. Parents/guardians should be aware that there are many opportunities to do volunteer work for the school that do not involve on-site presence during school hours. Parents/guardians with small children are encouraged to explore such opportunities.

You are a role model for the students when you volunteer. Please act accordingly and dress appropriately.

In order to protect the children, as well as adult volunteers and help ensure that Bromley East will always be a safe environment for students, a single volunteer shall never be alone with a child or a group of children. If a volunteer is working one-on-one with a student, it must always be within an area where at least one (1) other adult is present or in an open area (or one with a door open). Should a student behavior concern arise, please seek assistance from a staff member.

According to FERPA (Family Educational Rights and Privacy Act), it is inappropriate for persons without a legitimate "need-to-know" to participate in discussions involving specific students,

other than their own. Please respect the school's federal mandate and strictly adhere to this policy.

8.0 STUDENT POLICIES

Behavior Philosophy

1. We believe that behavior/discipline interventions are first and foremost an opportunity for students to learn and grow from the choices they make and to empower staff to utilize strategies to correct these behaviors.
2. We believe that students behave in response to their specific needs. By learning about and understanding these needs we can help facilitate a process for students, families and teachers to support students at the root of their behavior responses. In the end, eliminating the behaviors.
3. We believe that not all discipline is equal. Disciplinary action after an event will depend on a multitude of factors that result in the final disciplinary action taken by the administration.

Behavior Expectations and Support “The Hawk Way: SOAR”

- SOAR behavior is modeled after BECS' core values of Success, Ownership, Attitude, and Respect and describes how students should conduct themselves.
- As a Positive Behavior Intervention and Support School, SOAR behavior is explicitly taught, practiced, and retaught as needed in all areas of the school. Students are taught to be responsible for their own conduct and decisions. Please click [here](#) for some expected behaviors that are taught at BECS.
- Expectations, rewards, and disciplinary actions are developed for the purpose of allowing teachers to teach and students to learn in a positive, safe environment with as few interruptions as possible.
- BECS staff believes all people make mistakes, so when our students make mistakes, we work with the students and parents as much as possible to ensure learning occurs and mistakes are not repeated.

● **We celebrate positive behavior in the following ways:**

- BECS Bucks
- Spirit Assemblies
- Positive Office Referrals
- SOAR Student of the Month
- SOAR Awards
- 7 Habits Leadership Awards

Restorative Practices

BECS staff further believes all behavior occurs for a reason, and we work hard to understand the reason for the behavior to better understand and support students with dignity.

- The purposes of Restorative Practices are to build strong relationships and nurture a positive community through healthy, productive conflict resolution.
- When possible, BECS staff work with students to learn from mistakes through understanding impact and repairing harm.
- Peer mediations may be facilitated by a member of the Social Emotional Learning Team or Administration to resolve conflicts between students.

Student Code of Conduct

The Code of Conduct exists to help maintain an environment which is safe, conducive to learning, and free from unnecessary disruption. The Code of Conduct is established to maintain safety and support academic success. The Code of Conduct consists of this policy and a subsequent series of policies identifying student behavior expectations, disciplinary interventions.

The School is committed to imposing proportionate disciplinary interventions and consequences, including but not limited to in-school suspensions, in response to student misconduct, which interventions and consequences will be designed to reduce the number of expulsions, out-of-school suspensions, and referrals to law enforcement.

Parent Notification

Students and parents will be notified of Code of Conduct policies concerning student conduct and due process through student handbooks or similar informational bulletins, and such policies will

be available on the 27J Schools website. The Code of Conduct, including grounds for which students may be suspended, expelled or denied admission, will be distributed to each student once in elementary, middle and high school and once to each new student in 27J Schools.

Definitions

For the purposes of this and other Code of Conduct policies "parent" refers to a student's parent, legal guardian or legal custodian.

Requirements of C.R.S. 22-32-109.1

Pursuant to C.R.S. 22-32-109.1(a), the School maintains a concisely written code of conduct and discipline policies that are enforced uniformly, fairly, and consistently for all students. Copies of the code shall be provided to each student upon enrollment and be posted or kept on file at the School. The school expects each student and parent to be familiar with the code.

To the extent appropriate, the School attempts to utilize prevention, intervention, restorative justice practices, peer mediation, counseling, or other approaches to address student misconduct, to minimize student exposure to the criminal and juvenile justice system. The School will not order a victim's participation in a restorative justice practice or peer mediation if the alleged victim of an offending student's misconduct alleges that the misconduct constitutes unlawful sexual behavior, as defined in section 16-22-102(9), C.R.S.; a crime in which the underlying factual basis involves domestic violence, as defined in section 18-6-800.3(1), C.R.S.; stalking as defined in section 18-3-602, C.R.S.; or violation of a protection order, as defined in section 18-6-803.5, C.R.S.

The School's implementation of its code of conduct will at all times comply with state and federal laws concerning the education of students with disabilities; and ensure that due consideration of the impact of certain violations of the code upon victims of such violations, in accordance with the provisions of Title IX of the United States Code and other state and federal laws are followed.

Locations of Violations

Students are subject to disciplinary consequences for violations of this policy and/or other more detailed Code of Conduct policies for behavior which occurs in school buildings, on school grounds, in school buses or other school owned or operated vehicles, or while attending school activities or district programs.

Students may also be subject to suspension or expulsion for behaviors that occur off campus as permitted by law and defined in 27J Superintendent Policy JKB.

Discipline

For specific information about code of conduct violations and the school's disciplinary response to the violations, please click [here](#).

Authority to Suspend and Recommend Expulsion

The principal or other administrative designees as identified by the principal or Executive Director may suspend or recommend expulsion of a student who engages in conduct identified in this policy and/or elsewhere in specific Code of Conduct policies, or for any conduct that subjects a student to suspension or expulsion under state law.

Grounds for School Suspension or Expulsion

Students in third grade and higher grade levels

In accordance with applicable law and Board policy concerning student suspensions, expulsions, and other disciplinary interventions, the principal or designee may suspend or recommend expulsion of a student in third grade and higher grade levels who engages in one or more of the following activities while in school buildings, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off district property when the conduct has a nexus to school or any district curricular or non-curricular event:

1. Causing or attempting to cause damage to district property or stealing or attempting to steal district property.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Willful destruction or defacing of district property.
4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
5. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value

from an unwilling person or forcing an individual to act through the use of force or threat of force.

6. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, either orally or in writing or derogatory statements addressed publicly to an individual or a group that precipitate disruption of the district or school program or incite violence.
7. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
8. Violation of the School's policy on bullying prevention and education.
9. Violation of criminal law which has an effect on the district or on the general safety or welfare of students or staff.
10. Violation of any School or District policy or regulations, or established school rules.
11. Violation of the School's policy on weapons in the schools. Expulsion shall be mandatory for bringing or possessing a firearm, in accordance with federal law.
12. Violation of the School's policy on student conduct involving drugs and alcohol.
13. Violation of the School's violent and aggressive behavior policy.
14. Violation of the School's tobacco-free schools policy.
15. Violation of the School's policies prohibiting sexual or other harassment.
16. Violation of the School's policy on nondiscrimination.
17. Violation of the School's dress code policy.
18. Violation of the School's policy on gangs and gang-like activity.
19. Throwing objects, unless part of a supervised school activity, that can or do cause bodily injury or damage to property.
20. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or others.
21. Lying or giving false information, either verbally or in writing, to a district employee.
22. Engaging in scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
23. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
24. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students.
25. Repeated interference with the district's ability to provide educational opportunities to other students.

26. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the district staff.

Students in kindergarten through second grade

In accordance with applicable law and School policy concerning student suspensions, expulsions, and other disciplinary interventions, the principal or designee may suspend or recommend expulsion of a student in kindergarten, first grade, or second grade who engages in one or more of the following activities while on district property, in a school building, in a district or school vehicle, at a district or school activity or event, or off district property when the conduct has a nexus to school or any district curricular or non-curricular event:

1. Violation of the Board's policy on weapons in the schools. Expulsion shall be mandatory for bringing or possessing a firearm, in accordance with federal law.
2. Violation of the Board's policy on student conduct involving drugs and alcohol.
3. Conduct that endangers the health or safety of others.

Offenses with Mandatory Consequences

The principal or administrative designee must suspend for 10 days and refer for expulsion a student who engages in the following activities:

- Bringing a firearm to school or possessing a firearm while at school without prior authorization as identified in the Student Weapons and Dangerous Items Violations, for which expulsion is mandatory for the first offense.
- The principal or administrative designee must suspend for a minimum of five (5) days, extendable to 10 days depending on the circumstances, and may refer for expulsion a student who engages in the following activities:
 - Bringing to school or possessing at school a dangerous weapon other than a firearm without prior authorization as identified in Policy JICI – Student Weapons and Dangerous Items Violations.
 - Sale of drugs or alcohol at school as defined in Policy JICH – Student Drug and Alcohol Violations.
 - Commission of an act which constitutes grounds for 1st or 2nd degree criminal assault charges.
 - Commission of any act which constitutes grounds for felony criminal charges.
 - Violations against staff, including but not limited to incidents of assault upon,

harassment of, knowingly making false allegations of child abuse against or any criminal act directed toward a school employee.

Bullying & Harassment

This policy defines bullying and harassment behaviors as well as the protocol for response.

[Bullying & Harassment Policy](#)

Dress Code

This policy outlines expectations for student dress for typical school days as well as modified dress days.

[Dress Code policy](#)

Drug and Alcohol Violations

[27J Superintendent Policy - JICH](#)

School districts are required by state law to adopt policies regarding student use, possession and/or sale of alcohol, drugs or other controlled substances. Parents or students who have concerns or questions about student drug or alcohol issues are encouraged to contact a school counselor or mental health provider, or School administration, to discuss resources that may be available to assist them.

- 1. Violations.** Students may not use, be under the influence of, possess, bring, sell, solicit the sale of, transfer, distribute, or supply a drug, alcohol product, controlled substance or drug paraphernalia as defined in this policy. A student may be found to have violated this policy if the student knew or reasonably should have known that he or she was engaging in any activity described in this policy.
 - 1.1 Violations of this policy will be considered to be behavior which is detrimental to the welfare or safety of other students or school personnel. At the discretion of school administrators, violations may also be considered to be material or substantial disruptions for the purposes of identifying a student as habitually disruptive.
- 2. Notification of Law Enforcement.** School officials will notify law enforcement regarding suspected violations of this policy and will cooperate with any resulting investigation, with

the possible exception of over-the-counter medication violations which may be referred to law enforcement at the discretion of the administrator.

3. Release of Student. In the event that a parent or guardian is not available to safely take custody of a student who has been determined to be under the influence of drugs or alcohol, law enforcement will be consulted and may take custody of the student at their discretion, consistent with their agency policy, and/or school officials may contact emergency medical services when student safety is a concern.

4. Definitions. For the purposes of this policy the following definitions will apply.

- 4.1 "Drug" is defined as including but not being limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana or marijuana infused products, anabolic steroids, and other controlled substances as may be defined in state or federal law.
- 4.2 "Alcohol" is defined as including alcohol or alcohol infused products, including alcohol in powdered form.
- 4.3 "Prescription Drugs" is defined as including any prescription drug without a current, valid prescription identifying the person possessing the drug as the owner.
- 4.4 "Counterfeit Drugs" is defined as including any substance that a student believes to be a controlled substance or that is represented to be such by another individual, which may include but is not limited to vitamins, supplements, or over-the-counter medications.
- 4.5 "Over-the-Counter" products is defined as products, medications or substances available for purchase without a prescription, when taken in a dangerous manner or in excess of recommended levels.
- 4.6 Plants, mushrooms, herbs or other natural or synthetics substances used for the purpose of altering the mind.
- 4.7 Inhalants or mind-altering gases.
- 4.8 Marijuana and marijuana infused products, including when such substance may have been legally obtained or prescribed by law.
- 4.9 "Use" is defined as lighting, chewing, injecting, ingesting, smoking, inhaling, applying or otherwise being under the influence of a drug or alcohol.
- 4.10 "Possession" is defined as bringing, possessing or having in one's control drugs, alcohol, drug paraphernalia or items identified as containing drug residue.
- 4.11 "Sale" is defined as exchanging money or any item of value, including asking for services from others, in a transaction involving the exchange of drugs or alcohol.
- 4.12 "Distribution" is defined as providing drugs or alcohol to others regardless of the exchange of money or an item of value.

- 4.13 “Transfer” is defined as passing drugs or alcohol to others.
- 4.14 “Solicitation” is defined as communicating about the potential sale, purchase, transfer or distribution of drugs or alcohol, even if no exchange occurred.
- 4.15 “Paraphernalia” is defined as possessing or bringing any equipment, product or material which is used, intended to be used, designed or altered in such a way as to be used to introduce drugs or alcohol into the body.
- 4.16 “Under the Influence” is defined as being when a student has introduced a drug or alcohol as defined in this policy into his or her body, regardless of the method, or when a student’s behavior, condition, speech, appearance, odor, well-being or the well- being of others is affected by the use of drugs or alcohol.

5. Consequences and Interventions. The typical progression of interventions for violations of this policy are as follows:

- 5.1 Students are subject to disciplinary action up to and including suspension and expulsion for any single drug or alcohol offense, as those terms are defined in this policy.
- 5.2 Offenses and consequences for violations may be cumulative for a period of three years. Confirmed offenses which occurred at schools prior to enrollment in District 27J may apply to this cumulative total.
- 5.3 The sale of drugs or alcohol will result in a minimum of five (5) day suspension, extendable to ten (10) days at the principal’s discretion, and may result in a referral for expulsion for the first offense.
- 5.4 Drug and alcohol offenses resulting in arrests, felony charges or otherwise endangering the immediate safety of others, including driving other students while under the influence of drugs or alcohol, will result in a five (5) day suspension for the first offense, and may result in an expulsion referral.
- 5.5 Violations other than those involving the sale or immediate endangerment of others will typically result in the following consequences and intervention opportunities:
 - 5.5.1 1st Offense – Out of school suspension of up to three (3) days with alternative to suspension opportunities as may be available.
 - 5.5.2 2nd Offense – Out of school suspension of up to five (5) days with alternative to suspension or alternative to expulsion opportunities as may be available.
 - 5.5.3 3rd or Subsequent Offenses – Out of school suspension of up to ten (10) days with district approval, and expulsion referral.

6. Due Process. Due process rights as described in Policy JKD will apply for matters involving

drug or alcohol violations, except that when a student is recognized to be under the influence of drugs or alcohol the typical due process procedures may be delayed until health and safety needs are addressed. In such matters school administration may suspend or initiate other interventions without having first provided due process.

7. Notification of Parents. Parents will be notified following an initial investigation when drug or alcohol violations are suspected, but after any emergency health or safety needs have first been addressed.

8. Suspicion and Investigation

- 8.1 Self-admission by a student suspected of being under the influence of drugs or alcohol without a valid prescription will constitute sufficient evidence for school administration to proceed with disciplinary action.
- 8.2 If a student is suspected of, but denies, being under the influence of drugs or alcohol, except when possessing a valid prescription, school and/or law enforcement officials may conduct basic sobriety tests to determine if the student is under the influence. Law enforcement officials will follow guidelines established by their agency in determining which methods to use, and when parents will be notified.
- **For school officials:**
 - 8.2.1 Attempts will be made to contact the parent prior to a sobriety test being conducted. Such tests may include use of a saliva swab or other non-invasive observations.
 - 8.2.2 Failure to grant permission to participate in or allow sobriety tests does not restrict school administration from proceeding with disciplinary action if reasonable suspicion exists that the student is under the influence of drugs or alcohol.
 - 8.2.3 If the student and parent disagree with the determination of a school or law enforcement official that the student is under the influence of a controlled substance, the parent may have the student complete a urinalysis assessment within three (3) hours of the suspension. Such assessment will be at the parent expense and must be administered by a trained medical provider approved by the District. The results of such assessment must be provided to school administration within five (5) calendar days from the day of the suspension to be considered. Any consequences administered by school administration will remain in effect while the parent seeks such verification.

Gang Activities Prohibited

Pursuant to C.R.S. 22-32.109.1(2)(a)(F), the School is committed to keeping the School free from the harmful influence or effects of street gangs or similar organizations that advocate or promote illegal drugs, violence, or other criminal activity. The presence of any apparel, signs, symbols, activity, accessories, appearances, colors, or any other attribute that denotes membership in street gangs or that advocate or promote illegal activities are prohibited on school grounds, in school vehicles, and at school activities or sanctioned events.

Inappropriate Behaviors

Bromley East strives to ensure students are conducting themselves with high moral character. The following behaviors are those that are deemed inappropriate for illustrative purposes only. This is not an exhaustive list.

- Physical displays of affection that include kissing, touching areas considered private, groping, etc.
- Profanity, vulgar language or obscene gestures

Lockers (Grades 6 – 8)

Lockers are assigned to students for their use under the following conditions:

- Lockers are the property of Bromley East Charter School and must be taken care of accordingly.
- Proper care of the lock and locker are the student's responsibility. Defacing or damaging the locker by stickers, paint, markers, scratching, striking or any other method are grounds for withdrawing the locker privilege (to be replaced by a cubby in the student's homeroom.) In addition, the student and his or her parent/guardian may be charged the cost of any repairs or damage to school property.
- The school is not responsible for the contents of lockers, including the loss or damage to student materials, books, personal effects, instruments, electronic devices and any other items.
- Damage to, or problems with, lockers should be reported to a teacher or administrator immediately.
- Students may not visit their lockers during class time unless they have permission (via initials on the "bathroom pass" and the possession of a hall pass) from their teacher.

- The assignment of lockers is for the duration of the school year. Lockers must be cleaned out by the last day of school. Any remaining contents will be removed by teachers and/or administration and will be disposed of at their discretion.
- Perishable items are NOT to be left in lockers overnight, and the contents of lockers must comply with all school rules and policies.
- The lockers remain at all times the property of the school, and there is no expectation of privacy for items stored in the lockers. The school reserves the right to search or inspect the lockers and the contents of the lockers whenever it deems appropriate to do so.
- A violation of these terms may result in withdrawal of locker privileges or other appropriate discipline (including, but not necessarily limited to, replacing one's locker with a cubby for the remainder of the school year.)
- Backpacks, tote bags, purses, and other bags must remain in lockers throughout the school day. Students are only permitted to carry instructional supplies.

Prohibited Student Conduct Toward Staff

The School prohibits any assault upon, disorderly conduct toward, harassment of, the making knowingly of a false allegation of child abuse against, or any alleged offense under the "Colorado Criminal Code" directed toward a teacher or School employee or instances of damage occurring on the premises to the personal property of a school teacher or school employee by a student. If this prohibited conduct occurs the teacher or school employee may file a complaint with the school administration. The school administration will, after receipt of such report and proof deemed adequate to the school administration, suspend the student for three days, in accordance with School policies, and will initiate procedures for the further suspension or expulsion of the student where injury or property damage has occurred, as deemed appropriate by School administration.

The school administration will report the incident to the district attorney or appropriate local law enforcement.

Title IX

Title IX Notice

The School does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. Inquiries about Title IX may be referred to the School's Title IX

Coordinator, the U.S. Department of Education’s Office for Civil Rights, or both.

Title IX Coordinator:

Ty Overboe

toverboe@bromleyeastcs.org,

720-685-3297

Longspur Drive, Brighton CO 80601.

The School’s Title IX nondiscrimination policy and Title IX grievance procedures can be located [here](#). To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to our Title IX grievance procedures. Complainants may choose to complete the [Nondiscrimination/Equal Opportunity Complaint Form](#) as one way to report concerns.

Tobacco & Nicotine Violations

[See Superintendent Policy JICG](#)

School districts are required by law to have a policy prohibiting student use or possession of tobacco at school and in related locations as described in Superintendent Policy JK – Student Code of Conduct. Parents or students who have concerns or questions about student tobacco or nicotine issues are encouraged to contact a school counselor or mental health provider, school administration, or District administration to discuss resources that may be available to assist them.

1. **Violations.** The use of tobacco or nicotine, or possession of tobacco or nicotine products at school is prohibited. Signs will be posted in prominent places on district property notifying the public that smoking and use of tobacco or nicotine products is prohibited.
2. **Definitions.** For purposes of this policy the following definitions apply.
 - 2.1 “Tobacco” is defined as all forms of tobacco or nicotine ingested by chewing, inhaling, smoking or any other means. This includes any product derived from tobacco or which contains nicotine, and any product packaged for smoking. This does not include any product that has been approved as a recognized tobacco cessation product, including gum or skin patches.
 - 2.2 “Tobacco Paraphernalia” means any electronic device or vaporizer that can be used to deliver tobacco, nicotine or other substances to the person inhaling from the

device, including but not limited to electronic cigarettes, vapor pens, hookahs, cigars, cigarillos or pipes.

- 2.3 "Use" means lighting, chewing, smoking, inhaling, ingesting or application of any tobacco or nicotine product.
- 2.4 "Possession" means bringing, possessing or having in one's control tobacco or nicotine products.

3. **Consequences and Interventions.** The typical progression of interventions for violations of this policy will be as follows:

- 3.1 Staff members should confiscate tobacco or nicotine product(s) when a student has violated this policy and parents should be notified of the violation.
- 3.2 1st Offense – The student will be warned, the parent will be notified and both student and parent will be provided education about the policy and tobacco and nicotine cessation resources.
- 3.3 2nd Offense – The policy will be reviewed again with the student and parent, and in building sanctions such as detention or loss of privileges, not to exceed a one (1) day in school suspension may be issued at administrator's discretion.
- 3.4 3rd Offense – Three or more tobacco or nicotine related offenses may result in the student being issued an out of school suspension not to exceed two (2) days. Students not already participating in a tobacco or nicotine cessation program may have their suspension reduced by providing confirmation of enrollment in such a program.
- 3.5 4th and Subsequent Offense – Such violations will be considered defiance of authority and may result in suspension of up to three (3) days.
- 3.6 Repeat violations of this policy may result in a referral to law enforcement. Individual municipalities within District 27J may have ordinances restricting possession or use of tobacco or nicotine by minors.
- 3.7 Offenses and consequences for violations of this policy may be cumulative for a period of three (3) calendar years. Offenses confirmed from schools prior to enrollment in the District may apply toward this cumulative total.

Violent and Aggressive Behavior

[27J Superintendent Policy JICDD](#)

The Executive Director recognizes there are certain behaviors that, if tolerated, would compromise the learning environment to which the students and staff of the School are entitled. These

behaviors, categorized as violent or aggressive, will not be tolerated.

Students exhibiting violent or aggressive behavior or warning signs of future violent or aggressive behavior will be subject to appropriate disciplinary action including suspension and/or expulsion in accordance with School and District policy concerning student suspensions, expulsions, and other disciplinary interventions. As appropriate and in accordance with applicable law and District policy, students may also be referred to law enforcement authorities. At the School's discretion and when appropriate, the student may receive appropriate intervention designed to address the problem behavior. The School may also conduct a threat assessment of the student.

Students must immediately report questionable behavior or potentially violent situations to an administrator, counselor, or teacher.

A staff member who witnesses or receives a report of a student's act of violence and aggression must notify the building principal or designee as soon as possible.

An act of violence and aggression is any expression, direct or indirect, verbal or behavioral, of intent to inflict harm, injury, or damage to persons or property. A threat of violence and aggression carries with it implied notions of risk of violence and a probability of harm or injury.

An act of violence and aggression includes but is not limited to the following behaviors:

1. Possession, threat with, or use of a dangerous weapon – as described in the School's weapons policy.
2. Physical assault – the act of striking or touching a person or that person's property with a part of the body or with any object with the intent of causing hurt or harm.
3. Verbal abuse – includes, but is not limited to, swearing, screaming, obscene gestures, or threats directed, either orally (including by telephone) or in writing (including by text, social media, or other electronic means), at an individual, their family, or a group.
4. Intimidation – an act intended to frighten or coerce someone into submission or obedience.
5. Extortion – the use of verbal or physical coercion in order to obtain financial or material gain from others.
6. Bullying – as described in the School's policy on bullying prevention and education.
7. Gang activity – as described in the School's secret societies/gang activity policy.
8. Sexual harassment or other forms of harassment – as described in the Board's sexual harassment policy and nondiscrimination policy.

9. Stalking – the persistent following, contacting, watching, or any other such threatening actions that compromise the peace of mind or the personal safety of an individual.
10. Defiance – a serious act or instance of defying or opposing legitimate authority.
11. Discriminatory slurs – insulting, disparaging, or derogatory comments made directly or by innuendo regarding a person's disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services.
12. Vandalism – damaging or defacing property owned by or in the rightful possession of another.
13. Terrorism – a threat to commit violence communicated with the intent to terrorize or with reckless disregard for the risk of creating such terror or to cause serious public inconvenience, such as the evacuation of a building.

Weapons and Dangerous Items Violations

[27J Superintendent Policy JIC1](#)

1.0 Application and Scope

Carrying, bringing, using or possessing a dangerous weapon or dangerous item as defined in this policy is prohibited. This restriction is applicable on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school- sponsored or district- sponsored activity or event. The restriction may also be applicable off school property when the conduct has a reasonable connection to school. Potential exceptions are identified in the policy.

2.0 Definitions

2.1 Dangerous Weapon – Firearm

- 2.1.1 Any weapon, including a starter gun, which will or is designed to or may be readily converted to expel a projectile by the action of an explosive, including the frame or receiver of such weapon and/or a firearm muffler or silencer.

2.2. Dangerous Weapons – Other

- 2.2.1 Firearm Facsimile. Any device which could reasonably be mistaken for an actual firearm, including but not limited to any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.

- 2.2.2 A knife with a blade that measures longer than three inches in length.
- 2.2.3 Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury including, but not limited to slingshot, bludgeon, brass knuckles or artificial knuckles of any kind.
- 2.2.4 Any explosive, incendiary, or poison gas, including but not limited to a bomb, grenade, a rocket having a propellant charge of more than four (4) ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine or similar device.

2.3 Dangerous Items

- 2.3.1 Any knife, regardless of blade length, or instruments with sharpened blades or edges that might easily be used as a weapon, or any other substance or object, regardless of the intended purpose, used in a manner that may render the item dangerous to the user or others. Exceptions include scissors or other instruments necessary for and/or provided for use in class or school activities under staff supervision.
- 2.3.2 Bullets (used or unused), fireworks, smoke or stink bombs or any pyrotechnic device that may disrupt the educational environment or endanger others.
- 2.3.3 Projectiles, including darts, "BB's" or pellets (metal or plastic) or similar objects.
- 2.3.4 Substances or items, regardless of their intended purposes), used in a manner that renders them dangerous or may render them dangerous to the user or others.

3.0 Offenses with Mandatory Consequences

3.1 Extended Suspension and Expulsion Referral. The principal or administrative designee must suspend for 10 days and refer for expulsion a student who brings or possesses a firearm at school or in locations described in this policy without prior authorization.

- 3.1.1 An expulsion of one (1) year is mandatory for any student who brings a firearm to school. Exceptions may be considered by the superintendent on a case-by-case basis as permitted by law.
- 3.1.2 Unless expulsion is otherwise required by federal law, a student may, but is not required to be expelled if as soon as possible upon discovering that he or she is in possession of a firearm, the student notifies school officials and ensures safe transfer **of the firearm to officials.**

3.2 Suspension. The principal or administrative designee must suspend for a minimum of five (5) days, extendable to 10 days depending on the circumstances, and may refer for expulsion a student who brings or possesses a dangerous weapon, other than a firearm, at school or in

locations described in this policy without authorization.

4.0 Offenses with Discretionary Consequences

4.1 The principal or administrative designee may suspend for up to five (5) days, extendable to 10 days depending on the circumstances, and may refer for expulsion a student who brings or possesses a dangerous item as described in this policy.

5.0 Considerations

- 5.1 A student may seek prior authorization from the building principal to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property for purposes of a school-related or non-school related activity. A student's failure to obtain such prior authorization is a violation of this policy provision and may result in disciplinary action, including but not limited to suspension and/or expulsion.
- 5.2 Additional factors which may be considered in determining consequences or interventions for violations of this policy are identified in Policy JKD – Due Process.

6.0 Referral to Law Enforcement

School personnel shall refer any student who brings a firearm or dangerous weapon to school without authorization of the school or the school district to law enforcement.

NOTE: As a condition of receiving federal funds the school district is required to expel for one calendar year students who bring firearms to school. The district is required to include a description of the circumstances surrounding these expulsions, the name of the school concerned, the number of students expelled and the types of weapons. A case-by-case exception to the one-year expulsion requirement must be in writing and may include students with disabilities in order to meet requirements of federal law concerning students with disabilities. It is important to note that federal law requires that educational services must continue for students with disabilities who are properly expelled, although such services may be provided in another setting.

27J Policies

BECS K-8 may refer to School District 27J Policies including, but not limited to, due process, safety

threats, and discipline. See 27J School District Policies [here](#).

9.0 TECHNOLOGY EXPECTATIONS

Electronic Devices Policy

Bromley East Charter School recognizes that the use of electronic devices is part of the way in which we communicate, interact, and function in today's society. Communication through the use of cell phones, tablets, smart devices, computers, or any other electronic device requires great responsibility on the user's part to ensure that the use is legal, harmless, and functions to enhance learning when deemed acceptable by administration. To be clear, all K-8 students are not allowed to use privately-owned electronic devices for entertainment or communication purposes during school hours throughout the building. All cell phones, smartphones and other electronic devices must be kept inside lockers/backpacks for the entire day.

Definition

For the purposes of this policy, an Electronic Device means a privately owned wireless and/or portable electronic handheld equipment that include, but are not limited to, existing and emerging mobile communication systems and smart technologies (cell phones, smart phones, game systems, tablets, 2-way radios, earbuds/headphones, smartwatches etc.). Electronic devices also include any current or emerging wireless handheld device or portable system that can be used for word processing, wireless internet access, image capture/recording and information transmitting/receiving/storing, etc.

Electronic Device Usage & Possession

The following outlines acceptable use/possession of electronic devices by students. Electronic devices shall not be used in a way that threatens, humiliates, harasses, or intimidates school-related individuals, including students, employees, and visitors, or violates local, state, or federal law. Such use is considered to be an act of bullying/harassment and will be considered a Class 1 offense. If the administration believes a student's possession or use of an electronic device may involve a violation of law, the administration may also refer the matter to law enforcement.

- Students may use personal electronic devices before and after school. Arranging for pick-

up or other issues before and after school is acceptable cell phone or smartphone use.

- All use of personal electronic devices is prohibited throughout the school day including classrooms, passing periods, restrooms, lunch and recess. Electronic devices should be turned off and remain secured in the student's locker or backpack. If a student is using an electronic device, or has one with them in class or the hallways, the device will be turned in, secured in the office and given back at the end of the day. Repeat offenses will result in parents coming to pick the device up during office hours and with an appointment with administration. Continued violations will result in the student turning the device into the office daily.
- Students who need to use a phone to contact a parent/guardian may ask permission from an adult to use a school phone.
- Students who are feeling ill should be seen in the health clinic. If necessary, parents will be contacted by a Bromley staff member in conjunction with your student from the health clinic.
- There are times when a student's use of a cell phone or other electronic device is required to meet a student's IEP, 504 plan or other specialized learning plan with accommodations to access their education. When a cell phone or other electronic device is required to meet such requirements, it will be allowed as specified in the plan, and monitored by an appropriate school staff member.

Possession of any and all electronic devices by a student is a privilege which may be forfeited by any student not abiding by the terms of this policy. Students shall be personally and solely responsible for the security of their cell phone and /or other electronic device(s). Bromley East shall not assume any responsibility for theft, loss, or damage of a cell phone or other electronic device, nor will Bromley East assume any responsibility for unauthorized calls made on a cell phone. No administrative time will be used in an attempt to recover lost, stolen or damaged cell phones or electronic devices. A student or his/her parent or legal guardian may contact the police department or School Resource Officer, for appropriate action if necessary. Furthermore, by bringing cell phones and/or other electronic devices to school, the student and parents' consent to the search of that device when school officials have a reasonable suspicion that such a search will reveal a violation of the student code of conduct.

Student Use of the Internet & Electronic Communication

The internet, and electronic communications (e-mail, video conferencing, LMS platforms, school-

supported digital learning platforms, and other forms of electronic communication) have vast potential to support curriculum and student learning.

Use of the internet and electronic communications require students to think critically, analyze information, write clearly, use problem-solving skills, and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

The internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. While it is impossible to predict with certainty what information students might locate or come into contact with, the School shall take reasonable steps to protect students from accessing material and information that is obscene, pornographic, or otherwise harmful to minors. Students shall take responsibility for their own use of school technology devices to avoid contact with material or information that may be harmful to minors. For purposes of this policy, "school technology device" means any school-owned computer, hardware, software, or other technology that is used for learning purposes and has access to the Internet.

Blocking or filtering obscene, pornographic, and harmful information

Technology that blocks or filters material and information that is obscene, pornographic, or otherwise harmful to minors, shall be installed on all school devices having internet or electronic communications access. Students shall report access to material and information that is inappropriate, offensive, or otherwise in violation of this policy to the supervising staff member or other school personnel. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member or other school personnel.

No expectation of privacy

School technology devices are owned by Bromley East Charter School and are intended for educational purposes at all times. Students shall have no expectation of privacy when using school technology devices. Bromley East Charter School reserves the right to monitor, inspect, copy, review, and store (at any time and without prior notice) all records of usage of school technology devices, including all internet activity, browser history, and electronic communications,

access and transmission/receipt of materials, and information. All material and information accessed/received through school devices and systems shall remain the property of the school school.

Unauthorized and unacceptable uses

Students shall use school technology devices in a responsible, efficient, ethical, and legal manner. Because technology and ways of using technology are constantly evolving, every unacceptable use of school technology devices cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following:

No student shall access, create, transmit, retransmit, or forward material or information:

- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- that is not related to school education objectives
- that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the school's nondiscrimination policies.
- for personal profit, financial gain, advertising, commercial transaction, or political purposes
- that plagiarizes the work of another without express consent
- that uses inappropriate or profane language likely to be offensive to others in the school community
- that is knowingly false or could be construed as intending to purposely damage another person's reputation
- in violation of any federal or state law or school policy, including but not limited to copyrighted material and material protected by trade secret
- that contains personal information about themselves or others, including information protected by confidentiality laws
- using another individual's Internet or electronic communications account without written permission from that individual
- that impersonates another or transmits through an anonymous remailer
- that uses a teacher device for access to the network without supervision

- that installs any software, including shareware, freeware, games, or packaged software or utilities onto school computers without authorization from the school principal and approval from the school IT department

Security

Security on school technology devices is a high priority. Students who identify a security problem while using school technology devices must immediately notify a supervising staff member or other school personnel. Students should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited.

Students shall not:

- use another person's password or any other identifier
- gain or attempt to gain unauthorized access to school technology devices
- read, alter, delete or copy, or attempt to do so, electronic communications of other system users
- leave Bromley issued technology device unattended while logged into their account
- share their login information with anyone else
- change any computer settings or configurations
- attempt to disable or bypass the school web filter
- disable virus protection
- download games, music, freeware
- play games with other users on the Internet
- purchase items using school computers

Any user identified as a security risk, or as having a history of problems with technology, may be denied access to the Internet, electronic communications and/or school technology devices.

Safety

In the interest of student safety and security, the school shall educate students about appropriate online behavior, including cyberbullying awareness and response, interacting on school LMS platforms, online discussions, video conferencing, and other forms of direct electronic communications.

When using Bromley devices or Bromley accounts, students shall not reveal personal information, such as home address or phone number, social security number, or credit card information while using the Internet or electronic communications. Without first obtaining permission of the supervising staff member, students shall not use their last name or any other information that might allow another person to locate him or her when communicating with non-Bromley persons. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

Vandalism

Vandalism will result in cancellation of privileges and may result in legal action and/or disciplinary action, including suspension and/or expulsion, in accordance with Superintendent policy concerning suspension, expulsion and other disciplinary interventions. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt a school technology device, the operation of any network within the school school or any network connected to the Internet, the operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, or usage by another user. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software. Damage to Bromley issued devices may result in a fee.

Unauthorized content

Students are prohibited from using or possessing any software applications, mobile apps, or other content that has been downloaded or is otherwise in the user's possession without appropriate registration, payment of any fee, and approval by the Bromley Technology Department.

Assigning student projects and monitoring student use

Bromley East Charter School will make reasonable efforts to see that the internet and electronic communications are used responsibly by students. Administrators, teachers and staff have a professional responsibility to work together to monitor students' use of the internet and electronic communications, help students develop the intellectual skills needed to discriminate among information sources, identify information appropriate to their age and developmental levels, and evaluate and use information to meet their educational goals. Students shall be given specifically defined objectives and search strategies prior to accessing information on the internet and through electronic communications.

Opportunities shall be made available on a regular basis for parents to observe student use of the internet and electronic communications in schools per Bromley school visitor policies.

Staff members assigned to supervise student use shall have received training in internet and electronic communications, safety, and monitoring student use.

Student use is a privilege

Use of the internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the internet, electronic communications, and School technology devices is a privilege, not a right. Failure to follow the use procedures contained in this policy shall result in the loss of the privilege to use these tools and restitution for costs associated with damages, and may result legal action and/or disciplinary action, including suspension and/or expulsion, in accordance with 27J's policy concerning suspension, expulsion and other disciplinary interventions. The School may deny, revoke, or suspend access to school technology or close accounts at any time.

Bromley East Charter School makes no warranties

The School makes no warranties of any kind, whether expressed or implied, related to the use of School technology devices, including access to the internet and electronic communications services. Providing access to these services does not imply endorsement by Bromley East Charter School of the content, nor does Bromley make any guarantee as to the accuracy or quality of information received. The School shall not be responsible for any damages, losses or costs a student suffers in using the internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the internet and electronic communications is at the student's own risk.

Cell Phones and Digital Cameras

Students that have cell phones with digital camera features shall not share any digital photos or video footage of students or staff with anyone unless written permission is obtained by the person being photographed. Student cell phones will remain off or on silent and in a backpack or locker throughout the instructional day.

Sexting

Sexting is defined as the act of sending, receiving, viewing, or reading any sexually explicit text messages, photo messages, video messages, or voice messages. Sexting is considered inappropriate for the school setting and therefore prohibited on school grounds or at school events. In some cases, sexting is considered sexual harassment and bullying, and can result in severe legal ramifications. Anyone involved in violating this policy or involved in this violation will have their phone confiscated for the remainder of the school day or event with their parents being notified about the incident as soon as possible. And appropriate disciplinary consequences per the Bromley discipline matrix will be implemented whether on a personal device or Bromley-issued technology device.

Video and Camera Usage on School Grounds

It is the responsibility of Bromley to provide a safe, secure learning and working environment for students and staff. Video (camera) surveillance is utilized in schools and on school property to maintain safety and security. Although video surveillance may not always prevent incidents from happening, it does provide an additional deterrent and can provide valuable evidence in the event of an incident.

In all cases:

1. The recording of specific events may and will be used in the prosecution of crimes against property, students and staff.
2. For the protection and privacy of students and staff, recordings will only be made available to school and law enforcement officials, parents/guardians, or other legal authorities as noted in 3.
3. Parents/guardians or students who wish to view a videotape in response to disciplinary action taken against a student may request such viewing access.

On school property:

1. Bromley places cameras in locations to provide the best possible views. These cameras are in operation 24 hours a day, seven days a week. Therefore, anyone who walks in view of these cameras may be recorded.
2. Recordings are the property of School Bromley and are not ordinarily considered as

part of the student's record.

Student Data Transparency and Security Act

Overview

Student data security and privacy, and public confidence in the same, is a critical component of School ability to make informed, data-supported educational decisions that impact the lives of students. The safe collection, use, protection, and management of the various types of student Personally Identifiable Information (PII) or other sensitive data is critical to School operations. School information collecting systems should generally only collect and record student data for purposes related to student education, school management, reporting, or other appropriate, school-related purposes. Student PII or other sensitive data requested, collected, captured, generated, stored, or otherwise entrusted to and maintained by the School should be shared only for legitimate educational purposes with those who are authorized, or as required by law. Reasonable care must be taken to ensure that Student PII or other sensitive information is never disclosed to unauthorized individuals.

Definitions

For purposes of this policy, the following definitions apply:

- “Aggregate data” means data collected and reported at the group, cohort, or institutional level that is aggregated using protocols that are effective for preserving the anonymity of each individual included in the data.
- “Data” means any student or family information collected, captured, stored, generated, or otherwise entrusted to and maintained by the School, its employees, contractors, agents, systems, storage devices, or other means. This includes systems and devices involved in the transmission and storage of video and voice data.
- “Data Security Breach” or “Breach” is any occurrence that results in the School or an SSCP being unable to put in place controls or take other action to reasonably prevent the unauthorized disclosure or misuse of sensitive data or student PII. A Data Security Breach or

Breach is also any occurrence of unauthorized disclosure or misuse of sensitive data or student PII, whether it be internal or external and/or unintentional or intentional.

- “Destroy” means to remove student personally identifiable information so that it is permanently irretrievable in the normal course of business.
- “Parent” means a student’s biological or adoptive parent or the student’s legal guardian.
- “Student Personally Identifiable Information” means any data that, alone or in combination, would allow a reasonable person to determine or infer the personal identity of a student or the student’s parents or family in relation to the other information contained in the data.
- “School service” means an internet website, online service, online application, or mobile application that is designed and marketed primarily for use in a preschool, elementary school, or secondary school; is used at the direction of teachers or other employees of a local education provider; and collects, maintains, or uses student personally identifiable information. “School service” does not include an internet website, online service, online application, or mobile application that is designed and marketed for use by individuals or entities generally, even if it is also marketed to a United States preschool, elementary school, or secondary school.
- “School service contract provider” (SSCP) means an entity, other than a public education entity or an institution of higher education, that enters into a formal, negotiated contract with a public education entity to provide a school service.
- “School service on-demand provider” (SSODP) means an entity, other than a public education entity, that provides a school service on occasion to a public education entity, subject to agreement by the public education entity, or an employee of the public education entity, to standard, non-negotiable terms and conditions of service established by the providing entity.
- “Sensitive” or “Confidential” means data that is deemed confidential by law, or any data for which the student or family to whom the data relates would have a reasonable expectation of privacy, and the unauthorized sharing of which would reasonably be considered an invasion of privacy or harmful.
- “Student Data Transparency and Security Act” (SDTSA) refers to the law as it now exists or may be amended in Colorado Revised Statutes 22-16-101, et. seq.
- “Targeted advertising” means selecting and sending advertisements to a student based on information obtained or inferred over time from the student’s online behavior, use of applications, or personally identifiable information. “Targeted advertising” does not include advertising to a student at an online location based on the student’s current visit to that location or in response to the student’s request for information or feedback, and without the collection and retention of a student’s online activities over time; adaptive learning,

personalized learning, or customized education; or with the consent of a student or the student's parent, using the student's personally identifiable information to identify for the student institutions of higher education or scholarship providers that are seeking students who meet specific criteria.

Purpose

This policy establishes requirements and guidelines for the School to follow with regards to student data privacy and security. This policy attempts to be as comprehensive as possible, but it is not intended to cover every situation or to be an adequate replacement for developing additional procedures and practices for carrying out the requirements and guidelines of this policy on a day-to-day basis.

This policy is designed to meet the requirements of Colorado's Student Data Security and Transparency Act, as delineated in C.R.S. 22-16-107(4)(a).

Policy

General Statement

Using data effectively and responsibly is foundational to making the best decisions in today's schools and improving student performance. School has an interest in ensuring that it is a trusted partner when collecting data from students and families. At all times the School will follow all applicable federal and state laws related to data privacy, including the federal Family Educational Rights Privacy Act (FERPA) and Colorado's Student Data Transparency and Security Act (SDTSA).

School student data privacy procedures and practices must be designed to adhere to requirements set forth in applicable federal and state law.

In general these procedures and practices should include additional safeguards as follows:

- A specific review of out-of-the-ordinary requests for student PII or sensitive data by the School Executive Director and legal counsel;
- Regular review of student data privacy policies, procedures, processes and practices by the School Executive Director and Board of Directors, with input from legal counsel and other experts in the field of data security to ensure that it remains current and adequate to

protect student PII in light of advances in applicable law, as well as data technology and dissemination;

- Specific language must be included in vendor/contractor agreements that bind them to follow applicable laws, and also the policies, procedures, and processes developed by the School to protect student data privacy;
- The School must undergo regular, independent security audits;
- A record must be maintained for out-of-the-ordinary requests and releases of student data.

Uses of Student PII

Student PII or other sensitive data may be collected, used, maintained, disclosed, and reviewed by the School and staff only for legitimate educational purposes related to educational decisions, legal compliance, reporting, or other lawful purposes.

In general, no Student PII or other sensitive data will be shared with third parties outside of legally compliant activities or as specifically authorized by law, unless that release of data is authorized by the parent, guardian, or student of majority age.

The School will only provide student PII to the Colorado Department of Education as required by state or federal law; except that it may provide student PII not mandated by state or federal law if it is associated with a grant proposal, or as a condition of receiving a benefit, such as grant funding or special designations. Unless required by state or federal law, the School will not provide the following: juvenile delinquency records; criminal records; medical and health records; student social security numbers; student biometric information; and information concerning the political affiliations or the beliefs or attitudes of students and their families.

To ensure clarity, this policy is not intended to prohibit the use of student PII to: use adaptive learning or design personalized or customized education; maintain, develop, support, improve, or diagnose an SSCP's website, online service, online application, or mobile application; provide recommendations for school, educational, or employment purposes within a school service, so long as the response is not determined in whole or in part by payment or other consideration from a third party; respond to a student's request for information or for feedback so long as the information or response is not determined in whole or in part by payment or other consideration from a third party; identify for the student, only with the written consent of the student or the student's parent, institutions of higher education or scholarship providers that are seeking students who meet specific criteria, regardless of whether the identified institutions of higher

education or scholarship providers provide consideration to the SSCP; in accordance with the terms of a contract between the SSCP and School, produce and distribute, free or for consideration, student class photos and yearbooks only to the public education entity, students, parents, or individuals authorized by parents; or provide for the student, only with the express written consent of the student or the student's parent given in response to clear and conspicuous notice, access to employment opportunities, educational scholarships or financial aid, or postsecondary education opportunities, regardless of whether the SSCP receives consideration from one or more third parties in exchange for the student personally identifiable information, so long as the SSCP provides a nationally recognized assessment that postsecondary institutions of higher education use in making admissions decisions.

Further, this policy is not intended to: impede the ability of a student to download, export, or otherwise save or maintain his or her own student personally identifiable information or documents; limit internet service providers from providing internet connectivity to the School or to students and their families; prohibit an SSCP from marketing educational products directly to parents so long as the marketing does not result from the use of student PII obtained by the SSCP as a result of providing its website, online service, online application, or mobile application; or impose a duty on a provider of an electronic store, gateway, marketplace, or other means of purchasing or downloading software or applications to review or enforce compliance with this article on that software or those applications.

Maintaining, Retaining and Destroying Student PII

The School will post and regularly update on its website clear information that is understandable by a layperson listing the data elements of student PII it collects and maintains in its data system, except it will not include the student PII it collects and transmits to the Colorado Department of Education. The list will explain how the School uses and shares the student PII. The School will also include a link to the data inventory and dictionary or index of data elements that the Colorado State Board of Education is required to publish.

A student's parent, upon request, must be allowed to inspect and review his or her child's student PII maintained by the local education provider. A student's parent, upon request, must be provided a paper or electronic copy of his or her child's student PII, including student PII maintained by an SSCP. If a parent requests an electronic copy the School shall provide an electronic copy unless the School does not maintain that student PII in electronic format and reproducing the student PII in an electronic format would be unduly burdensome.

A student's parent may request corrections to factually inaccurate student PII maintained by the School. After receiving a request for correction that documents the factual inaccuracy, the School must determine if a factual inaccuracy exists and, if it does exist, it must correct the factual inaccuracy and confirm the correction to the parent within a reasonable amount of time. If a parent disagrees with the decision not to correct a factual inaccuracy it may file a complaint pursuant to section G of this policy.

The School uses the School Districts Records Management Manual published by the Colorado state archivist as a guideline for determining the length of time for retaining student records and PII. Once it is determined that a student record or PII will no longer be retained, it must be immediately and thoroughly destroyed, as that term is defined in this policy.

During the term of a contract between an SSCP and the School the SSCP must contractually agree to destroy, as soon as practicable, a student's PII collected, generated, or inferred as a result of the contract, at the request of the School, unless the SSCP obtains the consent of the student or the student's parent to retain the student's PII, or the student transfers to another public education entity and the receiving public education entity requests that the SSCP retain the student's PII. Any SSCP must contractually agree to, following the termination or conclusion of the contract, destroy all student PII collected, generated, or inferred as a result of the contract. If the contract does not specify a period for destruction of the student PII, the SSCP must destroy the information when the information is no longer needed for the purposes described in the contract. The contract provider shall notify the School of the date upon which all of the student PII is destroyed.

The transfer or disposition of data processing equipment, such as computers and related media, shall be controlled and managed according to [Insert Appropriate Standards] guidelines. Data remains present on any type of storage device (whether fixed or removable) even after a disc is "formatted", power is removed, and the device is decommissioned. Simply deleting the data and formatting the disk does not prevent individuals from restoring data. Sanitization of the media removes information in such a way that data recovery using common techniques or analysis is greatly reduced or prevented.

The School will follow these data disposal procedures:

All computer desktops, laptops, hard drives, and portable media must be processed through the IT department for proper disposal. Paper and hard copy records containing student PII or other

sensitive data shall be disposed of in a secure manner (shredding, incineration, etc.).

The Executive Director will work with the IT Department to ensure procedures exist and are followed to:

1. Address the evaluation and final disposition of student PII or other sensitive data found on hardware or electronic media regardless of media format or type.
2. Specify a process for making sensitive information unusable and inaccessible. These procedures should specify the use of technology (e.g. software, special hardware, etc.) or physical destruction mechanisms to ensure sensitive information is unusable, inaccessible, and unable to be reconstructed.
3. Determine the authorized personnel who will be responsible to dispose of student PII or sensitive data found on equipment of electronic media.

Student PII Security Breaches

If it is determined that a student data security breach has occurred, the School will immediately notify those students and parents who are known to be affected by the breach. If the full scope of the breach is not certain, the School will notify all students and parents who are potentially affected by the breach. The School must take immediate measures to contain the breach and remedy, to the extent possible, the impact of the breach on those parties affected, including the possible notification of law enforcement officials, as appropriate.

If the breach involves an SSCP, then the School must follow the procedure identified in section J of this policy.

All data security breaches must be recorded and reviewed for future prevention.

Use of and Disclosure to School Service Contract Providers

The School may only disclose information to an SSCP for a legitimate educational purpose or with permission of the student's parents or student of majority age. The School shall require, by contract, that each SSCP maintains a comprehensive information security program that is reasonably designed to protect the security, privacy, confidentiality, and integrity of student PII. The information security program must make use of appropriate administrative, technological, and physical safeguards. The SSCP must contractually agree to, following the termination or conclusion of the contract, destroy all student PII collected, generated, or inferred as a result of the

contract.

The School must ensure that the terms of any contract entered into with an SSCP on and after August 10, 2016 includes, at a minimum and in addition to other requirements found in this policy, the following requirements:

1. The SSCP must agree to comply with the requirements of this policy applicable to SSCPs, including use and destruction of data, and the ability for the School to terminate the contract pursuant to section J of this policy.
2. The SSCP must agree to only collect, use, and share student PII as authorized by the contract or with the consent of the student who is the subject of the information, if student has reached majority age, or the student's parent;
3. The SSCP must agree to provide, and update as necessary, clear information that is understandable by a layperson explaining the data elements of student PII that the SSCP collects, the learning purpose for which the SSCP collects the student PII, and how the SSCP uses and shares the student PII. The information must include all student PII that the SSCP collects regardless of whether it is initially collected or ultimately held individually or in the aggregate. The SSCP must provide the information to the School in a format that is easily accessible through a website, and the School will post the information on its website, in accordance with this policy;
4. The SSCP must agree to provide clear notice to the School before making material changes to its privacy policy for school services;
5. The SSCP must agree to facilitate any correction of factually inaccurate student PII at the request of the School;
6. The SSCP must agree to immediately inform the School upon its discovery of any misuse, data security breach, or unauthorized release of student PII held by the SSCP, a subcontractor of the SSCP, or a subsequent subcontractor of the SSCP, regardless of whether the misuse, data security breach, or unauthorized release is a result of a material breach of the terms of the contract;
7. The SSCP must agree to not sell student PII; except in instances of purchase, merger, or other type of acquisition of a SSCP, or any assets of an SSCP, by another entity, and so long as the successor entity continues to be subject to the provisions of the contract with respect to student PII;
8. The SSCP must agree to not use or share student PII for purposes of targeted advertising to students;
9. The SSCP must agree to not use student PII to create a personal profile of a student other

- than as authorized by the School for supporting the purposes of the contract or with the consent of the student, if student has reached the age of majority, or the student's parent;
10. Notwithstanding the other requirements of this policy, the SSCP contract will include a provision allowing the SSCP to use or disclose student PII to ensure legal or regulatory compliance or to take precautions against liability; to respond to or participate in the judicial process; to protect the safety of users or others on the school service contract provider's website, online service, online application, or mobile application; or to investigate a matter related to public safety, so long as the SSCP informs the School of its use or disclosure as soon as possible.
 11. The SSCP must agree to only share student PII with any subcontractor, or sub-subcontractor, that is providing a school service if the subcontractor, or sub-subcontractor, providing the school service is bound by the same requirements of this policy and the contract.

If an SSCP refuses to agree to those contractual requirements, the School will not enter into a contract with that SSCP for school services, as that term is defined in this policy.

If it is determined by the School that an SSCP, or a subcontractor or sub-subcontractor providing a school service, has committed a material breach of its contract that involves the misuse or unauthorized release of student PII, the School Board of Director will determine whether to terminate the contract in accordance with section J of this policy.

The School will post and regularly update on its website a list of the SSCPs with which the School contracts, and a copy of each contract.

Use of and Disclosure to School Service On-demand Providers

The School will, at the beginning and midpoint of each school year, request a list of the SSODPs being used by each staff person. The School will, to the extent practicable, post to its website and regularly update a list of the SSODPs being used by the School or its staff.

The School will, at the request of a parent, assist in obtaining the data privacy policy of an SSODP being used by the School or its staff.

The School will post a notice on its website to SSODPs that explains the following:

- If the School chooses to cease using the SSODP pursuant to this policy then the School will post on its website the name of the SSODP, with any written response that the SSODP may submit, and that the School will notify the Colorado Department of Education, which will also post on its website the SSODP's name and any written response.
- If the School has evidence that, in the estimation of the School, demonstrates that an SSODP does not substantially comply with the SSODP's privacy policy or does not meet the requirements of this policy, the School may choose to cease using the SSODP and prohibit employees from using the SSODP. If the School chooses to cease using the SSODP it must notify the SSODP, and the SSODP will be asked to submit a written response.
- The School will post and regularly update on its website a list of any SSODPs that it chooses to cease using for the reasons described in this policy, and will include any written responses that it receives from the SSODP.
- The School will notify the Colorado Department of Education if it ceases using an SSODP for the reasons described in this policy and will provide a copy of any written response to the SSODP.

Parent Notifications and Complaint Processes

The School will make copies of this policy available upon request to the parent of a student and will post this policy on its website.

If a parent has a complaint, specific to the parent's child, regarding student data security and privacy the parent may submit a description of his or her complaint, including any relevant attachments or information to the Executive Director of the School, who may attempt to remedy the parent's complaint. If the parent's complaint cannot be remedied, or if the parent desires to have his or her complaint heard by the Board of Directors, the Executive Director must forward the complaint to the School Board of Directors and schedule a hearing within 45 days of receipt of the original complaint. At the hearing the Board of Directors will provide the parent an opportunity to be heard and may, in its discretion, ask questions of the parent or staff. The Board of Directors will render a decision or instruct the Executive Director on how to respond within 60 days of the date from which the Executive Director received the complaint from the parent. Any decision made by the Board of Directors shall be final.

If a parent has evidence demonstrating that an SSODP being used by the School or its employees does not substantially comply with the SSODP's privacy policy or does not meet the requirements specified in this policy, the parent may notify the School and provide the evidence for

consideration by the School.

Staff Training

The School will ensure that, at least annually, all staff who have access to student data, PII, or other sensitive information are trained to understand School policies and practices for proper collection, use, disclosure, and maintenance of student data, PII, or other sensitive information.

Data Security Audits

A regular and proactive audit policy helps to manage and reduce risks to the School's information systems. Audits will be performed on a regular basis as required by law or executive management protocol.

The security auditor will be an external/independent third party (or at a minimum someone who is not operationally responsible for the area being audited), who evaluates systems for best practices and ensures compliance within an established set of requirements and controls.

The Executive Director will consider the following when determining the scope of the audit:

1. Security Vulnerabilities – Identify security vulnerabilities using reputable outside sources, and assign risk rankings (for example, as “high,” “medium,” or “low”) to newly discovered security vulnerabilities.
2. Risk Evaluation – Identify methods for evaluating vulnerabilities and assigning risk ratings to systems. Risk rankings should, at a minimum, identify all vulnerabilities considered to be a “high risk” to the environment. Vulnerabilities are considered “critical” if they pose an imminent threat to the environment, impact critical systems, and/or result in a potential security compromise or breach if not addressed. Examples of critical educational systems include premise security, pupil accounting, learning management, general financial, and personnel systems. It also includes any public-facing system, database, or transmission mechanism around sensitive information or PII.
3. Automated Tools – Evaluates and recommends automated assessment tools and external resources that are suitable in identifying vulnerabilities including weak passwords, configuration issues, improper access controls, network penetration testing, and patch management issues.
4. Administrative Safeguards – Define protocols, policies, procedures, training plans and other administrative security controls useful to an auditor in comparison against a standard of

operation.

5. Penetration Testing – Evaluate whether penetration testing may be used to identify system vulnerabilities. Examples of penetration testing include evaluations of firewalls and other external network entry points, analysis of software applications and websites, review of logging and account procedures, social engineering tests of staff.

Access to audit tools must be controlled and restricted to prevent possible misuse or compromise resources and log data. Audit requirements and activities involving verification of operational systems shall be carefully planned and agreed to minimize disruptions to normal business operations.

Where possible, the Executive Director should use Certified Information Systems Auditors to audit the security controls of School systems.

The auditor's report will include the project scope, findings, and recommendations to enhance security.

The Executive Director shall:

- Review the security auditor's report to confirm the findings and verify the security recommendations are sufficient and effective.
- Convey the findings to the appropriate personnel so that the findings and resolutions can be reviewed, understood, and remedied.

The Executive Director shall provide necessary reporting to the Board of Directors.

Enforcement

The School must adequately train its employees and enforce its data privacy and security policies, procedures, processes, and practices to protect the privacy of every student and family from whom it collects data. School employees found to be in violation of this policy, in the sole discretion of the School, may be subject to disciplinary action, up to and including termination. In accordance with the SDTSA, any School Service Contract Provider, as that term is defined in the SDTSA, with a contract entered into after August 10, 2016 found to be in material breach of that contract or the requirements of the SDTSA involving the misuse or unauthorized release of student PII will be subject to having its contract with the School terminated. The School board, within a

reasonable time after it is determined that a material breach occurred, shall hold a public hearing that includes discussion of the nature of the material breach, provides an opportunity for the contract provider to respond concerning the material breach, and any other public testimony, after which the board will render a decision to terminate or continue the contract.