

Bromley East Charter School

Student-Parent Handbook

2026-2027

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Family Partnership Agreement

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 Student-Parent 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 to improve 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 outlined in the Student-Parent Handbook.
- Ensure 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 & 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 this handbook's contents 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 inapplicable or waived. This Handbook attempts to note where a district policy applies, but there may still be instances where it does, especially if they are not covered by this Handbook. If a parent is uncertain about the applicability of a district policy, they 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 an almost annual basis, and at times more frequently, with new statutes, regulations, and court rulings that interpret, change, or add 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 & Student Statement of Acknowledgment & Receipt

This is to acknowledge receipt 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.

Please complete the form here to confirm that you and your students have read and understand the information in the Handbook.

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 that supports our students in striving to do their very best in all that they undertake. Our school is constantly striving 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 that enable them to make 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 our subjects and 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, and similar values permeate our school and its culture, and we are confident that our students will be influenced by those values throughout their 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 take ownership of their actions.
By encouraging everyone to take ownership of their actions, we foster accountability and self-awareness, key components of 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 one another.

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 hairstyles include 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:

Human Resources
356 Longspur Dr.

Brighton, CO 80601
hr@bromleyeastcs.org
720-685-3297

The school's nondiscrimination policy and grievance procedures can be found here. To report information about conduct that may constitute sex discrimination or make a sex discrimination complaint 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.

To qualify as a student with a disability, the student must have a physical or mental disability that substantially limits one or more life activities, as defined under applicable laws and regulations, or that 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, Director of Special Programs (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
toverboe@bromleyeastcs.org
720-685-3297

Staff Concerns:
Human Resources
356 Longspur Dr.
Brighton, CO 80601
hr@bromleyeastcs.org
720-685-3297

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 applicable laws and regulations.

The School will identify students as English language learners by administering a home language survey and using the state-approved English language proficiency assessment. 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 parents who are limited English proficient, 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 that 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:

Dr. Andre Bala, Executive Director	abala@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
Ms. Cassie Yount, 6-8 Assistant Principal	cyount@bromleyeastcs.org
Mr. TJ Olmsted, Dean of Students	tolmsted@bromleyeastcs.org
Ms. Megan Vahling, Director of Special Programs	mvahling@bromleyeastcs.org
Ms. Melissa Huffstutler, Office Manager/Executive Assistant	mhuffstutler@bromleyeastcs.org
Ms. Andrea Kroekel, Registrar	akroekel@bromleyeastcs.org
Ms. Samantha Suncin, Finance & Payroll Manager	ssuncin@bromleyeastcs.org
Ms. Christy Lagerstrom, Health Aide	clagerstrom@bromleyeastcs.org
Ms. Clara Kobi, Health Aide	ckobi@bromleyeastcs.org

For more information about who to contact, please refer to the BECS Communication Pathways chart. A complete staff directory is available on our website.

4.0 School Information

School Hours & Schedules

School starts at 8:25 am and ends at 3:41 pm for all students.

- Lunch Schedule
- Elementary Specials Schedule
- Middle School Bell Schedule

Arrival and Dismissal

General Expectations

- Students must arrive and leave campus in accordance with established campus hours.
- Maintain respectful communication with all stakeholders at all times. Foul language, inappropriate gestures, or other aggressive behaviors will not be tolerated.
- 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.
- Adhere to all staff directions and traffic rules.

Drop-Off and Pick-Up Expectations

Safety is a high priority at Bromley East, and all of our stakeholders contribute to a safe drop-off and pick-up experience. Please plan ahead and coordinate meeting locations with your child(ren).

Kindergarten students must be picked up by an adult on the child's authorized list and checked out with the teacher.

Drop-Off and Pick-Up Zones

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

- Follow the directions of all BECS staff members.
- Remain in your vehicle and do not leave your vehicle unattended at any time.
- Keep students' safety at the forefront. Drive slowly and permit students to exit or enter only at drop zones on the passenger side of the vehicle.
- Do not block crosswalks, intersections, or other cars' ability to exit.
- Use a turn signal when changing lanes and allow others to merge.

Drop-Off / Pickup Zone Map

Parking

Parking is available in the Bromley parking lot, along Longspur Dr., or in the neighborhood. No matter where you park, please be a good model of ethical behavior.

- Only park in designated parking spaces.
- Do not park in Handicap parking spaces without handicap identification visible on your license plate or window tag.
- Be courteous to community members and neighborhood residents by respecting their property. Please do not block driveways.

Arrival

Before-School Program

At 6:30 am, students enrolled in the Before-School Program may enter through the main entrance and go directly to the cafeteria. For more information, please contact Innovation Learning.

Breakfast

From 7:45 - 8:05 am, students may enter through the main entrance and go directly to the cafeteria for breakfast.

- At 8:05 am, Nutrition Services will stop serving breakfast. Students will continue to be let into the cafeteria until 8:15 am. Any student who enters the cafeteria will be expected to remain there until students are released at 8:15 am.
- Students will have until 8:15 am to finish their meal in the cafeteria. They will then be released to walk to their classrooms inside the building.

Campus Opens

At 8:05 am, students may arrive on campus. Students are permitted to use the play equipment in accordance with school rules. At 8:15 am, playgrounds will close, and all students will be directed to enter the building through their assigned doors. Upon entering the building, students should put

The school is not liable for students who arrive on campus before 8:05 am. As a reminder, all students are welcome to have breakfast in the cafeteria beginning at 7:45 am. Students on school grounds prior to 8:05 am are subject to disciplinary action as outlined in this Handbook and applicable District policies.

Dismissal

After School Program

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 to 8 will walk through the building hallway to the cafeteria.

Late Pick Up

After-school supervision ends 15 minutes after dismissal. **All students must be off campus by 3:55 pm.**

Bromley East values the safety of students and is responsible for ensuring that all students have left campus or have been picked up by an adult at the end of the school day. To support this effort, Bromley will use the following protocol for students remaining on campus after 3:55 pm.

1. A staff member will bring the child to the main office, and the parent/guardian will be contacted to establish a plan.

2. At 4:15 pm, if the child is not picked up, the School will contact the emergency contacts approved to pick up the student, and parents will be subject to a $1.00 per minute fine until the child is picked up. Charges will be added to the student's account in Infinite Campus.
3. If the student is not picked up by 5:00 pm, then DHS and/or law enforcement may be contacted to report the student as abandoned, and the student may be transferred to their custody.

Assessment

Overview

Bromley East believes in intentionally using a variety of assessments to measure student learning progress. 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 grades 3 through 8 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 is available on the BECS website under Academics.

State Assessments & 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 & 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, parents/guardians, and 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 their student from a particular state assessment by notifying the School principal or designee 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 state assessments administered to the student during the school year or to specific state assessments. 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, extracurriculars, or similar activities, 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 the student out of taking the state assessment.

Assessment Notification

The School will annually distribute an assessment calendar to students' parents. At a minimum, the assessment calendar will specify the estimated hours for each testing day that specific classes or grades will take each assessment, and identify whether the assessment is required by federal 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 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 about this program, please contact Innovation Learning at innovationlearning.com or visit the School website under Family Portal.

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 the special needs of individual students. The number of students per classroom, the gender of students in each classroom, teacher input, and other balancing factors limit the school administration's ability to meet parental requests. If you have any questions or concerns about your child's classroom placement, contact the 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 in which 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 by teachers and leadership teams using multiple data points.

As a Leader in Me school, we believe in building a child's capacity academically, socially, and emotionally. Through this idea, we look at multiple data points to measure student growth. It is our mission to provide students with the highest-quality 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:**
    - 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 take two PE courses over 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 in 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	4th 5th-8th	Colorado Story TCI - History Alive! Teacher developed units of study
Spanish	6th-8th	Autentico
STEM	K-8th	SmartLab by Creative Learning Systems
Technology	K-5th	Learning.com Typing.com K-5 Technology (Brittany Washburn)
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 selecting all instructional materials. Since the Board is a policymaking body, it delegates to the School's professional personnel the authority to select instructional materials in accordance with this policy.

Classroom and school instructional materials will be selected by the appropriate school personnel, approved by the Executive Director in consultation with other educational experts as needed, and who shall develop and implement a process for the selection of new instructional materials. The final decision on the 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 are accepted or rejected with the understanding that the decision on the use and disposition of the materials and/or funds will be made using the same selection criteria as for purchased materials. All materials should support the curriculum and students' needs. Gifts and donations, like purchased resources, will be removed from the collection at the end of their useful life or when the School determines it appropriate.

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 the age, emotional development, ability level, language levels, and 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, represent differing viewpoints on controversial issues, and allow for critical analysis of issues
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 the timeliness or permanence of the content
12. The relative literary value of the material as a whole

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

School Library Resources

It is the responsibility of the School to provide for and oversee the library resources of its School library. School "library resources" subject to this policy shall include material in both print and non-print found in the School library that supports curricular or personal information needs. Print items include books, magazines, newspapers, pamphlets, microfiche, microfilm, or similar items. Non-print items include e-books, streaming resources, films, disc records, filmstrips, slides, prints, audiotapes, videotapes, compact discs, computer software, library programs, exhibits, or similar items. Both print and digital materials include resources owned by the School, as well as licenses to use or access digital resources from approved providers in or through the School library. Library resources do not include materials in individual classroom libraries.

Under the direction of the Board, the Executive Director and any authorized designees will have authority for the acquisition, retention, display, use, selection, review, exclusion, disposal, or categorization of library resources. Any decisions by the Executive Director or authorized designees shall in no way limit the Charter School Board's discretion in resolving a challenge to the acquisition, retention, display, use, selection, review, exclusion, disposal, categorization, or reconsideration of library resources.

The Executive Director shall develop a process, consistent with this policy and the criteria for decision-making, for regularly making decisions regarding the acquisition, retention, display, use, selection, review, exclusion, disposal, or categorization of library resources and for designating those individuals who are approved to regularly carry out these functions.

Donated Materials and Disposal of Library Resources

Donated materials will be accepted or declined for the School's library at the discretion of the Executive Director or approved designees, consistent with this policy. In addition to the criteria described herein, decisions to accept donated materials may also consider practical concerns, including, without limitation, the volume of resources being donated, available space in the library, the condition of the donated materials, the redundancy of the materials, and other similar factors. These factors may similarly be applied to decisions regarding the disposal of library resources.

Reconsideration of a Library Resource

Before the School may reconsider a library resource pursuant to this policy, the reconsideration policy must be made available to the public on the School's website or upon request. The School shall not reconsider the same library resource more than once every two years, except that routine collection maintenance and deaccession of library resources in accordance with this policy are not deemed to be a "reconsideration."

A parent may utilize the School's grievance policy to request reconsideration of a library resource, starting the process by submitting the request to the school principal and labelling it "Request for Reconsideration of a Library Resource," and including the title, author, or other identifying information about the resource and a brief explanation as to why the parent believes the resource is inconsistent with the criteria for library resources outlined in this policy.

To request reconsideration of a library resource, the individual making the request must be a parent of a student enrolled in the specific school for which the request is made, meaning a biological parent, adoptive parent, legal guardian, or any other person with legal custody of a child.

Once a final determination has been made for a library resource that is the subject of a request for reconsideration, the School will make the determination and its rationale for how it comports with the decision-making criteria of this policy available to the public. The School will not remove, discontinue, or restrict a library resource in response to a request for reconsideration until the determination regarding the resource has been made available to the public. A written request for reconsideration of a library resource is an open record under the "Colorado Open Records Act."

Criteria for Decision-Making for Library Resources

In considering the acquisition, retention, display, use, selecting, reviewing, excluding, disposing of, categorizing, or reconsideration of library resources, the criteria considered by those making

decisions shall include the criteria listed under the "Instructional Materials and Resources" policy, and whether the resource is appropriate for the age range of the students who will have access, including at a minimum and without limitation the students' emotional development, ability level, academic development, and social development; assessment of the quality of each resource shall be based on, at a minimum and without limitation, its purposes, message, scope, reading level, alignment with content standards, significance to a field of knowledge, accuracy, authority, intended audience, relevance, special features, illustrations/images, immoral or pernicious qualities, and overall academic value.

In making decisions about library resources, consideration shall be made to ensure resources are engaging, provide a diversity of appeal and points of view, encourage students to think critically about the subject matter at an age-appropriate level, are cost-effective, and have overall value to the library collection.

In addition, decisions must not in any way unlawfully discriminate on the basis of a legally protected class status in contravention of applicable law or school policies and must:

1. Comply with the First Amendment to the United States Constitution as interpreted by the United States Supreme Court in Board of Education, Island Trees Union Free School District no. 26 v. Pico, 457 U.S. 853 (1982), and Section 10 of Article II of the state constitution concerning the freedom of speech;
2. Protect against harassment and discrimination, particularly regarding the classes set forth in C.R.S. 22-1-143(1)(d)(I), with respect to the author, content, and intended audience of a library resource; and
3. Protect against obscene material as described in C.R.S. 18-7-101(2) and as interpreted in Miller v. California, 413 U.S. 15 (1973).

Retaliation Prohibited

A public school library staff member shall not be subject to termination, demotion, discipline, or retaliation for refusing to remove a library resource before it has been reviewed in accordance with this policy for reconsideration or for making decisions that the public school library staff member believes, in good faith, are in accordance with this policy.

"Public school library staff member" means a teacher librarian, school library media specialist, school librarian, any certified or noncertified staff member assigned to duties in the School library, or any individual carrying out or assisting with the functions of the School library.

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 also focusing on their strengths.
As required by applicable federal and state laws, the School is committed to providing appropriate educational opportunities to students with disabilities. If a parent believes that their child may have a disability that qualifies for special education services, they are encouraged to contact the School in writing, and confirm that 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 them 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 State 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.

Religious-Based Opt-Outs

The School respects the diverse religious beliefs of its students and families. In accordance with the Supreme Court Decision in *Mahmoud v. Taylor,* the School is committed to providing advance notice and opt-out opportunities for instructional content that may substantially conflict with a student's sincerely held religious beliefs.

Notice and Opt-Out

The school will strive to provide at least two weeks' notice before any such unit or activity begins. Notice may be provided through regular communications already provided to parents, including: Curriculum maps; Class syllabi; Email communications; or Parent portals or school newsletters. The School may also provide parents and guardians with a curriculum overview that identifies units, topics, or materials that may be in substantial conflict with a student's sincerely held religious beliefs, including but not limited to curriculum or content regarding human sexuality; scientific theories; religious traditions or belief systems; and ethical or philosophical teachings.

Parents or guardians may submit a written request to excuse their child from specific lessons or activities that they believe to be in substantial conflict with sincerely held religious beliefs. Alternate assignments will be provided when feasible and appropriate. Opt-out requests must be submitted in writing to the school principal or designee; identify the specific content or activity; and state the religious basis for the objection

Non-Retaliation

Students will not face academic or disciplinary consequences for opting out on the basis of religion and accommodations will be made to ensure students receive equivalent instructional time or assignments where appropriate.

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 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 new applicants exceeds the available spaces within a grade, a random selection lottery will be held at the conclusion of the open enrollment period. Following the lottery, students will be placed on a waitlist based on their priority factor. 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.

In accordance with 27J policy JFBA, students enrolled in a charter school are expected to remain enrolled in the charter school throughout the school year or beyond.

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.

Discretionary Transfer

Bromley East makes every effort to meet the needs of our students and families and recognizes that at times, families may seek to enroll their child in a different school part-way through the year.

Students who reside within the 27J boundaries and are currently enrolled in a charter school may initiate the discretionary transfer process as outlined in 27J policy JFBA. Should a discretionary transfer be approved, students will be unenrolled from Bromley in accordance with our Withdrawal policy.

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 concerning 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 conducting surveys, collecting and using 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.

The 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. Field trips may only be attended by students enrolled at Bromley East Charter School with parent/guardian permission or adults defined as those over the age of 18 who are no longer enrolled in the K-12 educational system and who are also deemed parents/guardians or who are on the student's authorized contact list. Adults who wish to chaperone students on a field trip must be on the BECS-approved volunteer list in advance of the field trip.

A permission and emergency medical form must be completed for each student 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 9:00 am the day of trip using the online attendance reporting system found on the school website drop down menu under "Family Portal" or in the BECS App. 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 course's goals and objectives.

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 may 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.
- Assessment retakes may 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

Grade	Scale	Explanation
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

Grade	Scale
A	90 - 100%
B	80 - 89%
C	70 - 79%
D	60 - 69%
F	<=59%

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 resources. 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 their student's progress through the Infinite Campus Parent Portal online. 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 **8:30 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 27J, 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, they will control any intervention and determination of care for the student.

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 in accordance with Colorado State Statute 22-1-116. Parents/guardians will receive results outside of the normal range for any of these screenings. 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 2026-2027 CO Department of Public Health and Environment Parent Letter (ENG | ESP).

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 damaged, an effort will be made to repair them. If they 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.

Food & Drinks

Beverages

Students are encouraged to bring a full water bottle each day. Only water is permitted in classrooms and hallways. This greatly supports reducing wear and tear on the building, reduces bugs or other creatures and promotes healthy habits. Bromley East has water fountains and bottle filling stations in every hallway. Students may add dye-free flavoring to their water.

Beverages other than water are not permitted upon entry to the building or throughout the school day in classrooms and hallways.

Lunch/Breakfast Program

Bromley East Charter School strives to provide a nutritious lunch with various 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 charted 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, clubs, field trips, student fees) 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.

Snacks

Teachers may permit students to bring a snack that may be eaten at a scheduled time in the classroom or during snack recess. Snacks must adhere to the allergy guidelines for the classroom. Snacks should be nut-free. Snacks should not be consumed outside of the scheduled snack time without permission.

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 the 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 principal must approve the request 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.

Records Retention

Bromley East follows 27J Superintendent Policy: Privacy and Protection of Confidential Student Information: JRCB

Retention & Promotion Systems

Retention

At times, parents and/or the school may consider having a student repeat the same grade level for a second year. 27J's Superintendent Policy provides guidance for retention for students identified as having a significant reading deficiency in policy ILBC-R.

Retention decisions 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 to help him/her achieve greater success. This communication is not to discuss retention but to facilitate teamwork to help the student succeed.
- Retention decisions will be guided in part by a discussion with the Multi-Tiered System of Supports (MTSS) team. 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 should not be encouraged as an intervention to support Special Education/English Language Learner students.
- The Principal will make the final decision, with input from the Multi-Tiered System of Supports (MTSS) team, teachers, and parents/guardians, by May 15th.

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, the student's maturation, and social impacts. The final decision to promote a student beyond the next grade level shall be made by the Principal.

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 parent/guardian or to parties authorized by parents/guardians who are 18 years or older.

If a parent/guardian wishes to take their student at the completion of an activity, written notification must be given to the teacher and the main office in advance. 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

Emergency Contact Information

In order to ensure safe management of your child, each family must maintain accurate emergency contact information in their child's Infinite Campus account. Outside of the annual update period, please contact the school registrar to provide updated information for address changes, home or work phone numbers, emergency contacts, or legally binding orders. It is vital that parents/guardians keep the school office up to date with this information in case of personal or school emergencies.

Emergency Response Protocol

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 part of our safety procedures, Bromley East regularly conducts evacuation, shelter in place, secure, hold, and lockdown drills.

Personal Items

To support a safe and secure learning environment, students in grades 6 - 8 are permitted to carry only instructional supplies to class, as described on the school supply list. Lunch boxes and coats can be brought to and from lunch and must be returned to student lockers at the conclusion of lunch. Backpacks, tote bags, purses, and other bags must remain in lockers throughout the school day.

Elementary students will follow the procedures outlined by their classroom teacher for securing personal items to ensure student safety and a focus on learning.

School Closure, Delay, or Early Release

In the event of inclement weather, Bromley East will follow the decision of 27J Schools (e.g., a snow day or a delayed start). For a delayed start, Bromley will be on a 2-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, sports, drama, and other after-school activities will most likely be canceled. However, the weather can change dramatically, allowing safe conditions to exist later in the day. If this occurs, the sponsor/coach will contact the participants to ensure they are aware of the situation.

Delayed Start (2-Hour Delay)

Arrival

- Campus opens: 10:05 am
- Start time (all grades): 10:25 am
- Unless otherwise stated, all arrival procedures will remain the same.

Dismissal

- 3:41 pm

Meals

- Breakfast will not be served.
- Lunch will continue as scheduled.

Child Care

- Before care: Closed
- After care: Open
- Innovation Learning will provide specific information.

Student Schedules

- Elementary Adjusted Specials Schedule (page 7)
- Middle School Delayed Start Bell Schedule (page 2)

Early Release: Elementary Adjusted Specials Schedule

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

Snow Days

On that day only, students will not attend school, either virtually or in person. Innovation learning will be closed. This will be a non-contact day for students.

Should Bromley experience more than three 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 before visiting to avoid scheduling conflicts. 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. Visitors should remain in the location named on the visitor badge. Students are not allowed to have visitors from other schools during the instructional day.
27J Superintendent Policy - Visitors to Schools: KI

Public Conduct on School Property: KFA

BECS follows the 27J Superintendent Policy KFA, available here.

Animals on School Grounds

No animals shall be permitted on school grounds (with the limited exception of student pick-up/drop-off as provided herein) without the Principal's approval unless they are qualified service animals in accordance with the ADA's requirements and on site for a specific educational purpose for the time necessary to achieve the educational goal.

School grounds are considered to be any property owned by Bromley East Charter School, which includes, without limitation, areas around the immediate perimeter of the school building, playgrounds, school vehicles, and the parking lot, as well as all spaces within the school building. The purpose of this policy is to support student safety on school grounds. Animals are unpredictable, and even the most gentle animal can react in a stressful situation, putting students

and staff in danger. If individuals choose to bring animals on the walk to and from school, the animals must remain on public grounds (e.g., Dewey Strong Park), away from children, and in accordance with all city of Brighton ordinances. Any individual who brings an animal onto school grounds may be held personally liable if the animal injures a student or staff member.

Animals will be approved by the Principal to be on school grounds only if serving a specific educational purpose for the time necessary to achieve the educational goal and in accordance with public health guidelines.

As such, the principal will ensure, at a minimum:

1. A specific and appropriate educational purpose
2. Effective protection of staff and students, including notifying parents in advance to ensure the School is made aware of any known allergies. The health effects of exposure to pet allergens, including triggering or aggravating asthmatic symptoms and allergic reactions, must be considered before bringing an animal into the classroom.
3. Provision of documentation that the animal is in good physical condition and vaccinated against transmittable diseases prior to the animal entering the school site
4. The teacher is responsible for the proper control of animals brought into the classroom for instructional purposes, including the effective protection of students. This includes keeping the animals in appropriate cages or containers. No animal will be allowed to roam freely in any part of the school or its grounds.
5. When school is not in session, it is the responsibility of the Principal to ensure that animals are not left at the school and, if so, that they receive proper care. A copy of the "Animals in School" notification form should be on file at the School, with a copy provided to Facilities.

The principal, parent/guardian, Director of Operations, and Executive Director must be notified immediately if an animal bites an individual or if any incident occurs that could adversely affect the physical or emotional health of staff, students, or community members while on school property.

When an unsupervised dog or other animal is found on school property, the observer should inform the school administration. An administrator must call Brighton Animal Control, enact appropriate emergency response protocols, and notify the School Resource Officer.

Violations of this policy are subject to disciplinary action appropriate for the individual and circumstances.

Pets During Pick-Up/Drop-off Times

BECS recognizes that some parents and guardians may bring pets on campus only when arriving on campus for student pick-up or drop-off between the hours of 8:05 am and 8:30 am for Drop-off and 3:30 pm and 3:55 pm for Pick-up; and then only in the parking lot or immediately adjacent areas to where students are generally dropped off or picked up. The School reserves the right to restrict pets at any time or in any location due to safety, operational, or educational concerns.

Pets are not permitted inside school buildings, on playground areas/equipment, or in athletic facilities, unless specifically authorized.

All pets brought on campus during pick-up/drop-off times must:

- Be restrained on a physical leash not exceeding six (6) feet in length;
- Be under the immediate control of the owner at all times;
- Be current on required vaccinations in accordance with state and local law;
- Not pose a threat to the safety or health of students, staff, or visitors;
- Not display aggressive behavior, excessive barking, or other disruptive conduct;
- Not be left unattended at any time.

Owners are responsible for immediate cleanup and proper disposal of pet waste.

Individuals bringing pets onto campus assume full responsibility and liability for their animals' actions. The School assumes no responsibility for injury to persons, property, or other animals resulting from pets brought onto school property.

Under applicable health department policies, some animals are not permitted on school grounds, regardless of the animal's physical condition. Please refer to CDPHE for specific restrictions. The School may amend, suspend, or revoke permission for pets (either generally or a specific pet) on campus at any time in its discretion.

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 must pay an activity fee to offset the costs of coaches, equipment, fuel, 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 a student's diploma, transcript, or grades, 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 reduced or waived for students with financial hardship or other needs. To request a fee waiver, contact Sam Suncin, Finance & Payroll Manager.

Free and Reduced Program

School registration fees for students qualifying for the Free and Reduced Program will be waived. Athletics, club, and field trip fees will be reduced or waived. Please contact Sam Suncin, Finance & Payroll 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 students are free to express their views in any of its school-sponsored publications, such as a school newspaper, subject to the limitations prescribed herein. 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 the publication or distribution of any of 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 in 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 to anyone other than a parent, legal guardian, or designated emergency contact before the school day ends. 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, grandparents, or child care providers, to pick up their child(ren) before 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 vehicles, to maintain 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 visible rather than covert, and

signage will be placed around the School facilities and vehicles to remind and notify individuals that they are being recorded.

Except as permitted by applicable law, Video cameras must be used or installed only with the Executive Director's approval. 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, on a need-to-know basis. They shall also be released to or viewable only 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 for students. Video surveillance and recordings will only be used 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.

5.0 Attendance

Philosophy

Excellent attendance is necessary for students to be successful. At Bromley East Charter School, we believe that all students can succeed when they attend school regularly. To pursue 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 lives. Because students have limited control over circumstances at home, Bromley East Charter School believes that the primary responsibility for student attendance lies with parents/guardians. Frequent absences and lateness interfere with learning and put students at high risk for academic

failure. Medical and dental appointments should be scheduled outside the school day whenever possible.

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/guardian'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 (homeschool) 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 of whether 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 of whether the absences are excused or unexcused. After 10 days of absence, 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 absence (considered chronically absent), an administrator will contact families, and an attendance contract may be implemented. If a student continues to be absent, an administrator and School Resource Officer may conduct a home visit, 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 of class beginning in the morning and within 10 minutes of class resuming after lunch.

Attendance at the secondary level will be recorded within the first 10 minutes of each 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 by 8:30 am, depending on the reason for the absence. 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 unaccounted absences. Parents/guardians are responsible for providing the school with written verification of the reason for each absence (notes and/or documentation) upon the student's return.

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 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 for an absence to be excused.
- **Court or Administrative Proceedings:** An absence resulting from the attendance of a student at the court proceedings 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 defined in C.R.S. 22-32-138(1)(h)), absences for court appearances and participation in court-ordered activities will be excused. The student's assigned social worker must verify that the student's absence was due to a court appearance or a 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 adheres, 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 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 the absence as 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, school administration may require verification 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 can 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 student's parents/guardians with an unexcused absence will be notified by the school.

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 a student's arrival without a proper excuse after the school day begins or within the first 10 minutes of a class's scheduled start time. A proper excuse during the school day is a pass signed by another staff member to excuse the tardiness. A late arrival within the first 10 minutes of school with a parent excuse will be marked as an excused tardy and will contribute to a student's total number of absences.

Because tardiness is disruptive and detrimental to the non-tardy student's right to uninterrupted learning, penalties, disciplinary action, or other alternatives shall be imposed for excessive tardiness.

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

- **Tardy** is defined as a student’s arrival within 10 minutes of the class's scheduled start time.
- **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 when 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 assigns it. Time at a rate of one (1) day for each day of excused absence, plus one (1) additional day. For example, if students miss 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 completing 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 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 absent for part or all of a school day may be restricted or prohibited from participating 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 homeschooling until parents have satisfied the application and planning requirements described in Superintendent Policy IHBH, Homeschooling.

Homebound Instruction for Students with Medical Needs

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

6.0 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 being posted or distributed. 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 plan to continue creating partnerships with local businesses and pursuing grant opportunities. Any information or expertise you can offer in this area is greatly appreciated. Bromley East Charter School may recruit community members to provide supplementary educational experiences for 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 the BECS official Facebook page. Parents/guardians may also receive text or autodialer notifications.

Specific teacher or grade-level information will be communicated via email and/or through the BECS App as needed. Elementary students will receive a Friday Folder each week. 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 your account information, including your ability to receive notifications about your student's attendance and grades, please contact the main office.

Parent Communication

Our comprehensive guide outlines the best ways 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.

BECS Board of Directors - Notice of Meetings

Board of Directors notice of meetings, agendas, minutes, and study sessions are available on the website under Charter Governance.

Parent/Guardian Conflict Resolution Process

Bromley East Charter School firmly believes that adults serve as good character models, even in the most challenging situations. Should a parent/guardian have a concern regarding a particular class or the school administration, the issue should be resolved collaboratively through 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 circumstances is it ever acceptable for a parent/guardian to confront a teacher about an issue without an appointment or 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 the administrator overseeing the grade or department in question. If the parents are unable to resolve the issue with the assistant principal, they 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 director 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 it and, if appropriate, remand it 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 decide on the issue at the board meeting or take additional time, if needed, to further consider the information. The board's decision on 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 that visitor comments are limited to up to three (3) minutes per speaker. Under no circumstances will discussion of any item involving negative comments be directed toward a specific parent/guardian, student, or staff member.

Conferences

Interaction between you and your child's teacher is vital to ensuring that he/she reaches his/her full potential. We have provided two conference opportunities and urge you to attend to take full advantage of them and work hand in hand with your child's teacher. Arrangements for additional conferences may be made with your student's teacher before, during, 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 (both 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 contributing to Bromley East.

Volunteer Policy

Volunteer Application Process

Volunteers are not only welcome but crucial to meeting our students' needs. Before volunteering, all volunteers must complete the Volunteer Application Process on the school website on the Volunteer page. This process includes an online background check, virtual volunteer orientation, and acknowledgment. Anyone wishing to support Bromley East on campus or serve as a chaperone must complete a volunteer application and receive approval confirmation.

Volunteer Expectations

Bromley East Charter School encourages parents to volunteer as opportunities arise. To give your volunteer role full attention, please do not bring young children to the school during school hours. Parents/guardians should be aware that there are many opportunities to volunteer for the school that do not require 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.

To protect children and 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 in an area where at least one (1) other adult is present, or in an open area (or one with an open door). 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.

7.0 Student Policies

Behavior Philosophy

Core Beliefs

1. **Behavior is learned:** All students can learn appropriate behavior with clear guidance and experience.
2. **Positive reinforcement is effective:** Rewarding desired behaviors is more effective than solely punishing negative behaviors.
3. **Every student is capable of change:** All students have the potential to modify their behavior and develop positive habits.
4. **Understanding the root cause is essential:** We believe that students behave in response to their specific needs. By learning about and understanding these needs, we can facilitate a

process that supports students, families, and teachers in addressing the root causes of students' behavioral responses. In the end, eliminating the behaviors.

5. **A supportive and inclusive environment is foundational to success:** fostering a learning environment where all students feel safe, respected, and valued is essential to positive behavior.

Approach

In alignment with our core beliefs, mission, and vision, Bromley East strives to create a well-defined and ethical environment focused on learning, where all students feel safe, respected, and valued. This is best achieved through clearly defined expectations aligned with our SOAR Core Values that are taught and routinely reinforced. Bromley East accomplishes this through a well-developed Positive Behavior Interventions and Supports (PBIS) program. However, should there be a need to address negative behaviors, Bromley believes in using a variety of tools that consider the behavior being addressed, its impact, policy, and the unique needs of the student(s), with the goal of positive behavior change. As a result of this approach, not all discipline responses will be equal. Most behavior reinforcement will occur in the classroom and be managed by teachers. Discipline matters referred to the office will be managed by administration.

Positive Behavior Reinforcement

Examples include, without limitation:

- Individual or group praise
- Rewards
    - BECS Bucks - currency used to purchase prizes
    - Prizes
    - Extra Recess
    - Game or activity time
- Additional privileges
    - Teacher chair for a day
    - Line leader
    - Hat Day
    - Modified Dress
- Celebrations and recognition
    - Class party or activity time
    - Spirit Assemblies
    - SOAR Student of the Month
    - Leadership Awards

- Positive Office Referrals

Negative Behavior Reinforcement

Examples include, without limitation:

- Traditional and logical consequences
  - Brief removal from class or activity
  - Loss of privilege
  - Detention
  - Suspension
- Restorative consequences
  - A restorative approach is designed to help participants learn from the behavior by acknowledging its impact on the community and actively restoring the harm done.
    - Restitution
    - Mediation
    - Apology

Behavior Expectations and Support "The Hawk Way: SOAR"

The "Hawk Way" is defined as the desired student behavior that aligns with our SOAR core values (Success, Ownership, Attitude, and Respect). The following are examples of behaviors aligned with our core values.

Success - Students are successful when they set goals (Habit 2), take healthy risks, are proactive (Habit 1), collaborate with others (Habits 4 & 6), and focus on growth / improvement (Habit 2).

Ownership - Students take ownership when they track their progress towards goals, prioritize learning (Habit 3), take responsibility for their actions (Habit 5), model positive behaviors (Habit 3), act on feedback (Habit 1), and take pride in their work and school community (Habit 6).

Attitude - Students display a BECS attitude when they are growth-minded, assume positive intentions (Habit 5), believe in themselves (Habit 1), and are focused on learning from every experience (Habit 4).

Respect - Students show respect when they put their learning first (Habit 3), think of the needs of others (Habits 4 & 6), communicate positively (Habit 5), and seek balance in life (Habit 7).

Positive behaviors are taught, reinforced, and practiced throughout the school year across school environments. Examples of expected behaviors for school environments can be found here.

Student Code of Conduct

The Code of Conduct exists to help maintain an environment that is safe, conducive to learning, and free from unnecessary disruption. It was 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 and 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, with the goal of reducing 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 shall 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 use prevention, intervention, restorative justice practices, peer mediation, counseling, or other approaches to address student misconduct and minimize students' exposure to the criminal and juvenile justice systems. 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, is 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 off-campus behavior, as permitted by law and defined in 27J Superintendent Policy JKB.

Discipline

You can review specific information about code of conduct violations and the school's disciplinary response 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 3rd 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, or any other legally allowable grounds for suspension or expulsion, 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 permitted by applicable law:

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 precipitates disruption of the district or school program or incites 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 that 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.
27. Students who leave campus without permission.

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 permitted by applicable law:

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 Prevention & Education

27J Superintendent Policy JICDE

Statement of Purpose

The School supports a secure and positive school climate conducive to teaching and learning free from threats, harassment, and any form of bullying. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable. Bullying and other behaviors as defined below are prohibited on School property, School vehicles, or School-sponsored events or activities, or off school property when such conduct has a sufficient nexus to or causes a substantial disruption at school, on School vehicles, or any School-sponsored events or activities. Prohibited Behaviors include bullying; retaliation against those reporting bullying and/or other behaviors prohibited by this policy; or making knowingly false accusations of bullying behavior.

Definitions

Bullying means the use of coercion or intimidation to obtain control over another person or to cause physical, mental, or emotional harm to another person. Bullying can occur through written,

verbal, or electronically transmitted expressions (i.e., cyberbullying) or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including, but not limited to disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry or the need for special education services, whether such characteristic(s) is actual or perceived.

Retaliation means an act or communication intended as retribution against an individual who reports an act of bullying. Retaliation can also include knowingly making false accusations of bullying or acting to influence the investigation of, or the response to, a report of bullying. False accusations of bullying are statements or allegations made knowingly by an individual or group with the purpose of causing harm to another individual and that are false.

Prevention and Intervention

The School will develop a comprehensive program to address bullying at all school levels and ensure it is consistently applied to all students and staff. This program will be designed to accomplish the following goals:

1. To send a clear message to students, staff families, and community members that bullying and retaliation against a student who reports bullying will not be tolerated.
2. To train school staff on an annual basis in taking proactive steps to prevent bullying from occurring, which includes but is not limited to training on the bullying prevention and education policy, how to recognize and intervene in bullying situations, and positive school climate practices.
3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
4. To initiate efforts to change the behavior of students engaged in bullying behaviors through reteaching on acceptable behavior, discussions, counseling, and appropriate negative consequences.
5. To foster a productive partnership with parents and community members in order to help maintain a bullying-free environment across settings.
6. To support targets of bullying through a layered continuum of support that includes, but is not limited to, individual and peer counseling.
7. To help develop peer support networks, social skills, and confidence for all students.

8. To support positive school climate efforts that clearly define, teach, and reinforce prosocial behavior. This includes intentional efforts to promote positive relationships among staff and students, as well as among students.
9. To designate a team of persons at each school who advise the school administration on the severity and frequency of bullying. The team of persons at the school may include, but need not be limited to, school resource officers, social workers, school psychologists, health professionals, mental health professionals, members of bullying prevention or youth resiliency community organizations, counselors, teachers, administrators, parents, and students.
10. To survey students' impressions of the severity and frequency of bullying behaviors in their school.
11. To include students in the development, creation, and delivery of bullying prevention efforts as developmentally appropriate.
12. To provide character-building for students that includes, but is not limited to, age-appropriate, evidence-based social and emotional learning, as well as information on recognizing and preventing bullying behaviors.

Reporting and Investigation

Any student who believes they have been a victim of bullying and/or other behaviors prohibited by this policy, or who has witnessed such bullying and/or other prohibited behaviors, is strongly encouraged to immediately report it to a school administrator, counselor, or teacher. The school staff person must report it to the proper administrator for investigation and remediation. The School will immediately intervene and investigate in response to reports of students engaged in bullying and/or other behaviors prohibited by this policy.

Remediation

A student who engages in any act of bullying, retaliation, and/or other behaviors prohibited by this policy is subject to appropriate disciplinary action, including but not limited to suspension, expulsion, and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior will be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment will be subject to investigation and discipline under related School policies and procedures. Students targeted by bullying will be provided with reasonable and appropriate support to ensure they can safely continue to access their education. When such bullying behavior constitutes unlawful discrimination or harassment also have additional rights and protections under School policies and procedures regarding unlawful discrimination and harassment.

Bullying of Students with Disabilities

If bullying of a student is based on a student's disability, the School will take immediate and appropriate action to address the bullying. If it is determined that the bullying has created a hostile environment—i.e., the conduct was sufficiently serious to interfere with or limit the student's ability to participate in or benefit from the services, activities, or opportunities offered by a school—the school will take prompt and effective steps reasonably calculated to end the bullying, eliminate the hostile environment, prevent it from recurring, and, as appropriate, remedy its effects. If the student has an IEP, as part of a school's appropriate response to bullying on any basis, the school will, as necessary, convene the IEP team to determine whether, as a result of the effects of the bullying, the student's needs have changed such that the IEP is no longer designed to provide a meaningful educational benefit. If the IEP is no longer designed to provide a meaningful educational benefit to the student, the IEP team must determine the extent to which additional or different IDEA FAPE services are needed to address the student's individualized needs and then revise the IEP accordingly.

Student Protests

Although students have a right to free speech, protests that disrupt the school environment may result in consequences in line with policies regarding the nature of the disruption.

Dress Code

This policy outlines expectations for student dress on typical school days and on modified dress days.

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 that 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 of suspected violations of this policy and cooperate with any resulting investigation, except for over-the-counter medication violations, which may be referred to law enforcement at the administrator's discretion.
3. **Release of Students:** 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 are 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 synthetic 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 is 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 that 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, the school administration may suspend or initiate other interventions without first providing 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 their agency's guidelines to determine which methods to use and when to notify parents.
    - **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 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's expense and must be administered by a trained medical provider approved by the District. The results of such an assessment must be provided to the school administration within five (5) calendar days of the suspension date to be considered. Any consequences administered by school administration will remain in effect while the parent seeks such verification.

Gang Activities

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, activities, accessories, appearances, colors, or other attributes that denote membership in street gangs or that advocate or promote illegal activities is prohibited on school grounds, in school vehicles, and at school activities or sanctioned events.

Inappropriate Behaviors

Bromley East strives to ensure that students conduct 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 cared for accordingly.
- Proper care of the lock and locker is the student's responsibility. Defacing or damaging the locker by stickers, paint, markers, scratching, striking, or any other method is 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 any loss or damage to student materials, books, personal effects, instruments, electronic devices, or 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 with an approved 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 the administration and disposed of at their discretion.
- Perishable items are NOT to be left in lockers overnight, and locker contents must comply with all school rules and policies.
- The lockers remain the property of the school at all times, and there is no expectation of privacy for items stored in them. The school reserves the right to search or inspect lockers and their contents whenever it deems appropriate.
- 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.

Student Harassment and Discrimination Policy

In an effort to fulfill the School's role to provide a safe learning environment for students by responding to reports of harassment or discrimination, preventing recurrence of harassment or

discrimination, and remedying effects of the harassment or discrimination; and in compliance with C.R.S. 22-1-143, Bromley East Charter School (the "School") adopts the following Policy.

Definitions

For purposes of this student harassment policy only, the following definitions apply:

- *"Advisor"* means a person selected by a party, of the party's own choosing, to provide support and advocacy during the process, including, but not limited to, a parent, legal guardian, or attorney.
- *"Contractor"* means a person who has direct contact with or supervision over students pursuant to a contract with the School.
- *"Complainant"* means a person who is subject to, and files a report of, alleged misconduct or discrimination pursuant to this policy.
- *"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.
- *"Harassment or discrimination"* means to engage in, or the act of engaging in, any unwelcome physical or verbal conduct or any written, pictorial, or visual communication by a student or employee that is directed at a student or group of students because of that student's or group's membership in, or perceived membership in, a protected class based on disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, family composition, religion, age, national origin, or ancestry, which conduct or communication is objectively offensive to a reasonable individual who is a member of the same protected class. The knowing or intentional use of a name other than a student's chosen name, meaning the name a student requests to be known as to reflect the student's gender identity, is harassment or discrimination.

The conduct or communication need not be severe or pervasive to constitute harassment or discrimination and constitutes harassment or discrimination if:

1. Submission to the conduct or communication is explicitly or implicitly made a term or condition of the individual's access to an educational service, opportunity, or benefit;
2. Submission to, objection to, or rejection of the conduct or communication is used or explicitly or implicitly threatened to be used as a basis for educational decisions affecting the individual; or

3. The conduct or communication has the purpose or effect of unreasonably interfering with the individual's access to their educational service, opportunity, or benefit or creating an intimidating, hostile, or offensive educational environment.

Petty slights, minor annoyances, and lack of good manners do not constitute harassment or discrimination unless the slights, annoyances, or lack of manners, when taken in combination and under the totality of the circumstances, meet the standard set forth in herein.
Whether conduct constitutes harassment or discrimination is judged under the totality of the circumstances, which may include, but is not limited to:

1. The frequency of the conduct or communication, recognizing that a single incident may rise to the level of harassment or discrimination;
2. The number of individuals engaged in the conduct or communication;
3. The type or nature of the conduct or communication;
4. The duration of the conduct or communication;
5. The location where the conduct or communication occurred;
6. Whether the conduct or communication is threatening;
7. Whether any power differential exists between the individual alleged to have engaged in harassment or discrimination and the individual alleging the harassment or discrimination;
8. Any use of epithets, slurs, or other conduct or communication that is humiliating or degrading;
9. Whether the conduct or communication reflects stereotypes about an individual or group of individuals in a protected class; or
10. Whether the conduct includes an act of physical violence.

- “Policy” means this policy.
- “Respondent” means the individual who has been reported to be the perpetrator of alleged harassment or discrimination.
- “Title IX” means Title IX of the federal “Education Amendments of 1972”, 20 U.S.C. secs. 1681 et seq., as amended.

Reports of Harassment or Discrimination

Any individuals who believe that they or someone else has been a victim of or witness to harassment of discrimination as defined in this Policy are encouraged to make a report of their concern to the Coordinator. All employees of the School must make a report to the Coordinator of any harassment or discrimination of which they or someone else has allegedly been a victim, even if not witnessed first-hand by the employee. Other members of the community are

encouraged to make a report of concerns regarding the same to the Coordinator. Anyone, even if they are not the individual who experienced the harassment or discrimination, can make a Report to the Coordinator.

A concern or report may be submitted to the Coordinator in any format, although it is encouraged to utilize e-mail or hard copy transmission to better ensure a record can be more readily maintained of the content of the report or concern. The Coordinator will make and maintain notes from any verbal reports made.
It must be noted that an employee making a report of concerns for purposes of this Policy is separate and distinct from an employee's mandatory reporting obligations under state law when an employee reasonably suspects a child has been subjected to child abuse and/or neglect. Mandatory reporting of child abuse and/or neglect must be made directly to appropriate law enforcement and/or local child protection agencies and reporting to the Coordinator does not satisfy this requirement.

The School will accept formal reports of harassment or discrimination in writing or in-person; by phone, e-mail, or online form. Reports of harassment must be submitted to the following individual:

Ty Overboe
356 Longspur Dr.
Brighton, CO 80601
toverboe@bromleyeastcs.org
720-685-3297

The School or School employee shall not rely solely on a criminal investigation by a law enforcement agency in lieu of responding to a report of harassment or discrimination promptly and effectively.

Investigations of Reports of Harassment

27J Superintendent Policy AC-R-1

All reports, determined by the Coordinator to constitute harassment or discrimination as defined in this Policy, received by the School will be investigated by the Coordinator or a designee in a manner that is fair, impartial, and prompt. The Coordinator will conduct, or will assign a designee to conduct, the investigation and make findings. As appropriate, more than one individual may be

assigned to conduct the investigation and/or make findings. The Coordinator or designee(s) must not have a conflict of interest with regards to the investigation in order to conduct the investigation and make findings.

The investigation and any findings or decisions resulting therefrom will be completed in a manner that ensures the following:

1. Each party will have a fair and impartial opportunity to be interviewed, present evidence, or provide information for consideration by the Coordinator or designee conducting the investigation.
2. The School will make a good faith effort to complete an investigation and make any findings within sixty days after the report, without infringing upon the rights enshrined in federal and state law of the complainant or the respondent; except that the School may extend the sixty-day deadline for up to thirty additional days for good cause, determined in the discretion of the School, with prior written notice to the complainant and to the respondent of the delay and the reason for the delay. The School may also extend the deadline at the request of a law enforcement agency
3. The findings must use a preponderance of the evidence evidentiary standard, meaning it is more likely than not that the allegations occurred or did not occur, to substantiate any allegations of harassment or discrimination.
4. All questions related to the investigation must be directed to the individual conducting the investigation, or the individual's designee, and the individual or designee conducting the investigation must consider any evidence of patterns of misconduct as relevant evidence.
5. Both the complainant and the respondent must have the same opportunity to have an advisor or other person present during any part of the investigative process.
6. The Coordinator or a designee will provide written updates about the status of an investigation or proceeding to the parties and the parties' parents or legal guardians at each stage of the investigation or proceeding, but at least every fifteen business days.
7. The School will provide for concurrent notification to the parties of the outcome of the investigation and any findings.

Remedial Action

At the conclusion of an investigation, if the findings are that the allegations are substantiated, then the School will take appropriate remedial action, including without limitation, taking reasonable steps to ensure the harassment or discrimination does not reoccur, providing supportive measures and accommodations for the complainant, and implementing discipline against the respondent in accordance with the School's disciplinary policies. A complaint that is

unsubstantiated must not serve as a basis for discipline, dismissal, termination, or any employment reference or licensing action unless the conduct establishes a pattern of the same or similar behavior.

Retaliation Prohibited

Retaliation against an individual who makes a report, or participates in an investigation into a report made, pursuant to this Policy is prohibited. Charges against a student for code of conduct violations related to the incident for the purpose of punishing a student for making a report or otherwise interfering with any right or privilege secured by this Policy constitutes retaliation.

The School shall not use a student report of harassment or discrimination, whether verbal or in writing, or information revealed in any investigation or disciplinary proceedings of the report, as the basis for, or a consideration in, investigating or exacting any disciplinary response for a school violation by the reporting student or complainant related to the reported incident for any of the following: Engaging in reasonable self-defense against the respondent, consensual sexual activity, drug use, alcohol use, late arrival, truancy, unauthorized access to facilities, talking publicly about the reported harassment or discrimination, or expressing a trauma symptom; except that nothing in this section prohibits the School from disciplining a student who knowingly makes a false report of harassment or discrimination, or disciplining a student when necessary to ensure the safety of any student or employee. A finding of no harassment or discrimination does not itself constitute a false report.

Supportive Measures

The School will offer accommodations and supportive measures to a student experiencing harassment or discrimination that are designed to protect the safety of all students and that preserve and restore equal access to education for the student. Accommodations and supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, extra time for homework or tests, the opportunity to resubmit homework or retake a test, remedying an impacted grade, excused absences, the opportunity for home instruction, modifications to class schedules, and restrictions on contact between the parties to a report of harassment or discrimination. The School will not require a formal report or finding of harassment or discrimination before providing supportive measures.

The School will grant an excused absence to a student who has experienced harassment or discrimination for any time the student is out of school because of a therapy, medical, legal, or victim services appointment related to the harassment or discrimination. Students may contact

the Coordinator to request accommodations or supportive measures. Additional accommodations may be available to students with disabilities to address any disability related limitations.
The School will also provide supportive measures required pursuant to Title IX, and may provide any other supportive measures as soon as it receives a report of harassment or discrimination.

Notices

The School will post notices in multiple places in the School, written in simple and age-appropriate language, describing how and to whom a student can report harassment or discrimination to the School. The notices must be conspicuously posted in easily accessible and well-lit places customarily frequented by students and employees.

The School will prominently display this Policy on the home page of its website; annually distribute the Policy through electronic means to parents and legal guardians of students enrolled at the School and separately from any other document to students enrolled in sixth through twelfth grade; provide a physical copy of the Policy to each incoming student and the parent or legal guardian of each incoming student, upon request; and annually distribute the Policy to employees.

A copy of this Policy distributed to a student, parent, legal guardian, or employee, whether a physical or electronic copy, must be available in English and, upon request, in Spanish. The policy posted on the website must be in English and the School may also post the policy in Spanish.

Records Retention

The School shall retain the records of a harassment or discrimination report for seven years. The record of a report includes any accommodations or supportive measures taken in response to a report or formal complaint of harassment or discrimination and documentation of the basis for the School's action and response.

Confidentiality of Reports of Harassment

A report of harassment or discrimination received by the School is confidential and employees shall keep information learned during an investigation of harassment or discrimination confidential to the extent practicable. Nothing in this Policy prevents employees from reporting known or suspected child abuse or neglect as required pursuant to state mandatory reporting laws or reporting any other criminal activity to law enforcement. Nothing in this Policy prohibits the School or School employees from providing records to law enforcement, the department of

human services, or a district attorney for the investigation or prosecution of any crime. A complaint that is unsubstantiated is confidential and not subject to disclosure pursuant to the "Colorado Open Records Act", part 2 of article 72 of title 24,

Required Training

Beginning no later than July 1, 2024, the School will provide training to all employees about harassment and discrimination. Each new employee of the School must complete training upon hiring and at least every three years thereafter; except that an employee must complete training when transferring from a position working with elementary school-aged students to a position working with secondary school-aged students, or transferring from a position working with secondary school-aged students to a position working with elementary school-aged students. The training must be provided during the employee's normal working hours.

The training must include, at a minimum, instruction on the following:

1. Recognizing harassment or discrimination, including indicators of grooming and child sexual abuse;
2. The appropriate immediate response when harassment or discrimination is reported to or witnessed by an employee;
3. Reporting harassment or discrimination to the School;
4. and if the employee has direct supervision of students, the following:
    a. The School's procedure for responding to allegations of harassment or discrimination;
5. The difference between the School's harassment or discrimination policy adopted pursuant to this section; obligations required by federal law in Title IX; section 504 of the federal "Rehabilitation Act of 1973", 29 U.S.C. sec. 701 et seq.; Title VI of the federal "Civil Rights Act of 1964", 42 U.S.C. sec. 2000d et seq.; and Title VII of the federal "Civil Rights Act of 1964", 42 U.S.C. sec. 2000e et seq.; and mandatory reporting requirements in state law;
6. Best practices for avoiding victim-blaming; the effect of trauma on victims of harassment or discrimination; communicating with victims sensitively, compassionately, and in a gender-inclusive and culturally responsive manner; and the impact of harassment or discrimination on students with disabilities; and
7. The types of supportive measures available to students and the provision of effective academic, mental health, and safety accommodations for students who report harassment or discrimination.

Federal Laws

This Policy does not authorize the School or a School employee to violate any federal law, regulation, or guideline, including Title IX; section 504 of the federal "Rehabilitation Act of 1973", 29 U.S.C. sec. 701 et seq.; and Title VI of the federal "Civil Rights Act of 1964", 42 U.S.C. sec. 2000d et seq., in carrying out the duties described in this section. If this section conflicts with Title IX, section 504 of the federal "Rehabilitation Act of 1973", or Title VI of the federal "Civil Rights Act of 1964", the applicable federal law prevails.

If a person files a complaint alleging conduct or communication that is governed by federal law and this section, both the federal law and this section apply and the School shall concurrently evaluate the complaint pursuant to federal law and the procedures and policies required by this Policy.

Additional Resources

Resources for youth victims of sexual or domestic violence:

12 & under 13 & over

National Domestic Violence Hotline: 1-800-799-SAFE (7233)

National Sexual Assault Hotline: 1-800-656-4673

Violence Free Colorado

The Crisis Center 24/7 Hotline: 303-688-8484

Student Searches

School lockers, desks and other storage areas are school property and remain at all times under the control of the school. School property provided for the use of students is subject to inspection, cleanouts, access for maintenance and search at any time without prior notice, conducted without student consent and without the student present. Students shall assume full responsibility for the security of their lockers and/or other storage areas in the manner approved by the administration. Students shall be responsible for whatever is contained in desks and lockers assigned to them by the school. The principal or his designee may search a desk, locker or any other storage area and its contents assigned to a specific student when the principal has reasonable grounds for a search. Whenever possible, another person shall be available to witness the search.

The principal or his designee may search the person of a student if the school official has reasonable suspicion that the student is in possession of contraband, meaning items, substances or materials prohibited by school policy or state law including but not limited to drugs, alcoholic

beverages, guns, knives, other weapons and incendiary devices. Reasonable suspicion should be based on observations or information provided by a reliable informant or source which causes the school official to believe that search of a particular person, place or thing could lead to the discovery of evidence of a violation of school policy or state laws.

Search of the student shall be reasonable in scope and generally limited to the student's pockets, any object in the student's possession such as a backpack, purse, bag, and/or a "pat-down" of the exterior of the student's clothing. Searches of the person shall be conducted out of the presence of other students and as privately as possible. To the extent possible, at least one additional person of the same sex as the student being searched shall witness but not participate in the search.

Student Statements

Except as provided in this policy a School employee will not use in an expulsion hearing a student's statement concerning an act alleged to have been committed by the student regarding:

1. Possession of a dangerous weapon without the authorization of the school or the school district; The use, possession, or sale of a drug or controlled substance as defined in section 18-18-102(5), C.R.S.; or The commission of an act that, if committed by an adult, would be robbery pursuant to part 3 of article 4 of title 18, C.R.S., or assault pursuant to part 2 of article 3 of title 18, C.R.S., other than the commission of an act that would be third degree assault under section 18-3-204, C.R.S., if committed by an adult.
    a. A “dangerous weapon” is defined as a firearm, as defined in section 18-1-901(3)(h), C.R.S.; Any pellet gun, BB gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air; A fixed-blade knife with a blade that exceeds three inches in length; A spring-loaded knife or a pocket knife with a blade exceeding three and one-half inches in length; or Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury.

A statement may be used in the expulsion hearing only if it is signed by the student and a parent present when the student signs the statement or admission; or if a reasonable attempt was made to contact the parent to have the parent present when the student signed the statement. The school will be deemed to have made a reasonable attempt to contact the parent if the school calls each of the phone numbers the parent provides to the school and all phone numbers the student provides to the school for the parent.

Further, the student and his or her parent may expressly waive the requirement that the parent be present when a student signs a statement or admission. This express waiver must be in writing and must be obtained only after full advisement of the student and his or her parent of the student's rights prior to the signing of the statement or admission by the student.

The requirements of this policy do not apply if the student makes any deliberate misrepresentations affecting the applicability or requirements of this policy and a school official, acting in good faith and in reasonable reliance on such deliberate misrepresentation, obtains a signed statement or admission of the student that does not comply with the requirements of this policy.

Nothing in this policy will prevent or interfere with a fact-finding or information-gathering investigation by a school or school employee.

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

27J 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 JICI

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.

8.0 Technology Expectations

Electronic Devices Policy

Bromley East Charter School recognizes that the use of electronic devices is part of how we communicate, interact, and function in today's society. Communication through cell phones, tablets, smart devices, computers, or any other electronic device requires great responsibility on the user's part to ensure that use is legal, harmless, and enhances learning when deemed acceptable by the administration. To be clear, no K-8 students are allowed to use privately owned electronic devices for entertainment or communication 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 includes, but is 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 use of a cell phone or smartphone.
- All use of personal electronic devices is prohibited throughout the school day, including in classrooms, during passing periods, in restrooms, at lunch, and during 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 in the hallways, the device will be turned in, secured in the office, and returned 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 an adult for permission to use a school phone.
- Students who are feeling ill should be seen in the health clinic. If necessary, a Bromley staff member from the health clinic will contact parents in conjunction with your student.
- There are times when a student's use of a cell phone or other electronic device is required to meet their 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 that 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 other 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 such devices when school officials have reasonable suspicion that the search will reveal a violation of the student code of conduct.

Student Use of School-Provided Technology

The School recognizes the importance of technology and internet access as a valuable resource in the education of today's youth. We also recognize the need for supervision to protect our students. Our goal is to provide these services in the safest possible environment. References herein to school-provided technology include the school's servers, school-provided computers or technology devices, school-provided email/chat/message boards or other communications platforms, school-provided software or apps, school-provided internet access, or any other school-provided technology (collectively “school-provided technology”), all of which shall remain the property of the school. It is intended that these resources be used only for educational activities. The School does not assume responsibility for system failures that could result in the loss of data.

The use of school-provided technology requires students to think critically, analyze information, write clearly, apply 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 students the opportunity to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate materials to meet educational and personal information needs.

School-provided technology, including 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-provided technology" includes 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 provided technology 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 provided 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 provided 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 provided 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 provided technology devices and systems shall remain the property of the school .

Unauthorized and Unacceptable Uses

Students shall use school provided 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 provided technology devices cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following:

Responsible Use Expectations for Students

Students are expected to use school technology resources in a safe, ethical, responsible, and educationally appropriate manner. Responsible use includes the following expectations:
Students will:

- Use school technology to support learning and school-related educational objectives.
- Refrain from accessing, creating, transmitting, retransmitting, or forwarding content that promotes violence, destruction of property, or provides information about the manufacturing or acquisition of weapons or destructive devices.
- Avoid accessing, creating, or sharing pornographic, obscene, or sexually explicit materials intended to stimulate erotic feelings or appeal to prurient interests.

- Communicate respectfully and responsibly by not creating, accessing, or sharing material that harasses, threatens, demeans, or promotes violence or hatred toward any individual or group, in accordance with the school's nondiscrimination policies.
- Use school technology for educational purposes rather than for personal profit, financial gain, commercial advertising, political activity, or other non-school related purposes.
- Respect intellectual property rights by properly citing sources and not plagiarizing the work of others.
- Use appropriate language that reflects the standards of the school community.
- Ensure that information shared is accurate and not knowingly false, misleading, or harmful to another person's reputation.
- Comply with all applicable federal and state laws and school policies, including those related to copyright, trade secrets, and protected materials.
- Protect personal and confidential information, including their own and others', in accordance with privacy and confidentiality laws.
- Use only their own assigned accounts and credentials unless written permission and proper authorization have been granted.
- Represent themselves honestly online and not impersonate others or use anonymous remailers to disguise identity.
- Use teacher or staff devices only with explicit permission and appropriate supervision.
- Install software or applications on school devices only with authorization from school administration and the school IT department.

Failure to use school technology resources responsibly may result in disciplinary action consistent with school policy.

Security

Security on school provided technology devices is a high priority. Students who identify a security problem while using school provided 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 provided 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 provided 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 school provided technology 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.

As part of the School’s ongoing commitment to ensuring a safe technology environment for students, and in accordance with applicable federal law, the School will provide age appropriate instruction to educate minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms (even when accessing social networking and chat rooms is prohibited at School or on School technology); cyberbullying awareness and response; positive interactions with others online; proper online social etiquette; protection from online predators and personal safety; and any other topics required by applicable law, including compliance with the E-rate requirements of the Children’s Internet Protection Act.

The School will provide training to staff and students on the requirements of this Policy at the beginning of each school year. The training of staff and students shall highlight the various activities prohibited by this Policy, and the responsibility of staff to monitor student online activities to ensure compliance therewith. Students will be instructed to consult with their classroom teacher if they are unsure whether their contemplated activities when accessing the Internet are directly related to their course work. Staff and students will also be informed of the range of possible consequences attendant to a violation of this policy.

Filtering and Monitoring

It is the policy of the School to prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; prevent unauthorized access and other unlawful online activity; prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and comply with the Children's Internet Protection Act. While unable to guarantee that any selected filtering and blocking technology will work perfectly, the School will procure and implement the use of technology protection measures that monitor school provided technology and/or block or filter Internet access, including by blocking visual depictions that are obscene or child pornography, or harmful to minors, as defined in the Children's Internet Protection Act.

Subject to staff supervision, however, any such measures may be disabled or modified for adults conducting bona fide research or other lawful purposes, in accordance with criteria established by the School. The School must implement procedures that provide for the safety and security of students using electronic mail, chat rooms, and other forms of direct electronic communications; monitoring the online activities of students using school provided technology; and restricting student access to materials that are harmful to minors.

The School's authorized designees will monitor and examine all school provided technology and school computer network activities to ensure compliance with this policy.

Student Use is a Privilege

Use of school provided technology demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of school provided technology 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.

Artificial Intelligence

The School supports student use of Artificial Intelligence (AI) tools that enhance the School's commitment to high-quality learning. Generally, students may use AI tools for explaining concepts, exploring new topics of interest and seeking guidance on research directions. Students may be permitted to use AI tools on assignments if clearly stated in the assignment or specified by the teacher including which tools are permitted for use. However, students must not rely solely or primarily on AI tools in completion of coursework unless expressly authorized.

Definitions

- **AI tool / system**: A software or service that uses algorithms, machine learning, or generative models to produce content (text, images, code, data summaries, etc.).
- **Assisted work**: student work that incorporates AI output as part of the process (drafting, ideation, paraphrasing, translation, etc.).
- **Original work**: work that reflects the student's own thinking, analysis, and learning.
- **Disclosure**: An annotation or statement indicating that AI assistance was used (and which parts).

Disclosure

For any work incorporating AI assistance, students should include a short disclosure *(e.g. "Parts of this work were generated using [tool name], and then reviewed/edited by me")*.

The disclosure should annotate which sections were AI-derived or heavily influenced, with commentary on how the student revised or verified them.

Review and Verification

In any use of AI, students should be mindful that AI tools are prone to "hallucinations," false answers/information, or outdated, misleading and/or biased information. Thus, students must always verify information provided by AI tools using reliable sources such as textbooks, scientific papers and reputable educational websites.

Prohibited Uses / Violations

Students may not submit AI-generated work as entirely their own (i.e. misrepresent it as original), use AI tools to cheat (e.g. generate answers for closed assessments unless explicitly allowed) or generate inappropriate or harmful content.

Students should not upload or input any personal, confidential, proprietary or sensitive information into any AI tool. Examples include passwords and other personal information such as names, likenesses, or social security, credit card or bank account numbers.

Specific acceptable and unacceptable uses of AI tools may vary based on new technological developments and students must follow the guidance of the district's administrators.

Consequences

Offenses or violations of this Policy will be addressed by the teacher and administrators in accordance with the nature of the violation and applicable policies which could include, but are not limited to academic honesty and integrity, harassment/bullying, and/or technology use.

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 provided technology, 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 school provided technology. This includes loss of data and service interruptions. Use of any information obtained via the school provided technology 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 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 the School's 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. The 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.).

Bromley East will 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.

Student Use of Online Resources

To support teaching and learning, the School may use online resources—including websites, apps, and internet-connected software—that collect student data ("Online Resources"). These Online Resources are reviewed for compliance with applicable federal and state privacy laws, including the Children's Online Privacy Protection Act (COPPA), the Family Educational Rights and Privacy Act (FERPA), and Colorado's Student Data Transparency and Security Act (C.R.S. § 22-16-101 et seq.).The School ensures that providers use PII only for authorized educational purposes and maintain appropriate data security measures. Parents will be notified of this policy via the School Handbook and/or website.

In compliance with COPPA, for students under age 13, the School may act on behalf of parents to provide consent for the use of Online Resources that collect personally identifiable information (PII) when the resource is used solely for educational purposes; benefits students in the classroom; and does not use PII for marketing, commercial, or non-educational purposes.

The School will seek written parental consent before allowing a student to use an Online Resource if the resource collects PII not necessary for educational use (e.g., for marketing, profiling, or analytics unrelated to instruction); the resource's privacy policy does not align with school or state requirements; or parental consent is otherwise required by law or deemed appropriate by school administration.