



2019 – 2020
STUDENT/PARENT HANDBOOK

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FAMILY PARTNERSHIP AGREEMENT 2019-2020

(An agreement for each student will be emailed for electronic signature or a paper copy may be signed and housed in the student's file.)

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

- 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.
- Work to resolve conflict in positive, nonviolent ways.

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

- Adhere to and support the policies and practices set forth in the Parent/Student Handbook.
- Make sure my child attends school regularly, is on time, and ensures that assignments missed due to an excused absence will be completed within the designated time frame.
- Cooperate with and respect the faculty and staff.
- Ensure that my child dresses in accordance with the dress code.
- Maintain good communication with my child's teacher(s).
- Monitor my child's homework and reading assignments and provide an appropriate study environment at home.
- Support the school by volunteering as needed.

I acknowledge that I have read the **Bromley East Charter School Parent/Student Handbook** and commit to adhering to its policies.

Student's Name Printed

Parent's Name Printed

Student's Signature

Parent's Signature

Date

Date

1.1 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.

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

The critical elements of the mission statement are defined as:

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

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

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

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

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

2.1 STUDENT EXCELLENCE

Bromley East Charter School students excel because:

- We have established attainable academic and behavioral goals which are derived from our mission statement.
- Excellence is expected from students, parents/guardians, and staff.
- State standards, as expressed by the Colorado Academic Standards instruction form our educational cornerstones.
- Learning will always be our highest priority.

3.1 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. Jessica Fiedler, Co-Interim Executive Director	jfiedler@bromleyeastcs.org
Ms. Tracy Webber, Co-Interim Executive Director	twebber@bromleyeastcs.org
Dr. Lori Kohl, Elementary (K-4) Principal	lkohl@bromleyeastcs.org
Ms. Jennifer Shaver, Middle School (5-8) Principal	jshaver@bromleyeastcs.org
Mr. Nate Jacobson, Dean of Students	njacobson@bromleyeastcs.org
Ms. Tasha Nichols, Dean of Students	tnichols@bromleyeastcs.org
Ms. Samantha French, Finance Manager	sfrench@bromleyeastcs.org
Ms. Theresa Powell, Registrar	tpowell@bromleyeastcs.org
Ms. Amara Mora, Executive Assistant to ED	amora@bromleyeastcs.org
Ms. Courtney French, Assistant to Principals	cfrench@bromleyeastcs.org
Ms. Rose Fling, Health Aide	rfling@bromleyeastcs.org

4.1 SCHOOL HOURS

Students may arrive no earlier than 8:15 AM; classes begin at 8:30 AM and end at 3:40 PM. Students enrolled in the Before School Program may enter at 6:30 AM and go directly to the cafeteria for instructions. At the end of the school day, those remaining for the After School Program must report immediately to the cafeteria for instructions. Students who participate in the breakfast program may arrive no earlier than 8:00 AM.

5.1 SCHOOL INFORMATION

5.1.1 Assessment

Bromley East Charter School follows 27J Schools' policy on standardized testing. The Colorado Measures of Academic Success (CMAS) is administered to students in 3rd through 8th grade.

Three times a year, the FastBridge assessment is administered to all students where developmentally appropriate. This enables teachers to chart student progress to deliver data-driven instruction.

5.1.2 Before and After School Program

Bromley East Charter School offers a contractor operated before and after school program. For information regarding this program, please contact: Innovation Learning at innovationlearning.com.

5.1.3 Classroom Placement Requests by Parents/Guardians

The classroom placement policy is designed to promote educational excellence and fairness by optimizing the learning environment, while meeting special needs of individual students. The number of students per classroom, gender of students in each classroom, teacher input and other balancing factors limit the ability of the school administration to meet parental requests.

If you have any questions or concerns about your child's classroom placement, contact Elementary (K-4) or Middle School (5-8) Principal.

5.1.4 Curriculum

Colorado Academic Standards (Click [here](#))

The K-8 curriculum will follow the principles set forth in the Colorado Academic Standards. In accordance with the Colorado Department of Education, Bromley East Charter School believes in a Standards-based education whereby a continuous teaching and learning cycle is fostered to ensure that students master the Colorado Academic Standards. It is our belief that the standards provide teachers with the road map for learning, and that resources such as the Colorado Academic Standards, allow us to align teaching and learning to the standards. Within this fluid process, student achievement is our essential focus. Student achievement is frequently measured and studied using multiple data points by teachers and leadership teams. As a *Leader in Me* school, we believe in building a child's capacity academically, socially, and emotionally. It is through this idea that we look at multiple data points to measure student growth. It is our mission to provide students with the highest quality of instruction, resources, and support.

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.

Teaching Health Standards

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

Teaching Evolution

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

Teaching of Religion

Bromley East Charter School will encourage all students, parents/guardians and staff members to appreciate and respect each other's religious views. When it is educationally appropriate (as it occurs within the established curriculum) discussion of religion will be conducted in an open, objective, and respectful manner.

Video Viewing Policy

From time to time, video or other media may be used to support a lesson. To be used in class, they must meet a specific curricular objective. The teacher must preview videos to ensure that they are appropriate. Below are the defined categories based on the grade of the student:

- Grades K-3rd Only G-rated movies will be shown.
- Grades 4-6th Only G or PG rated movies will be shown.
- Grades 7-8th Only G or PG/ 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. Information regarding use of Internet videos can be found in the Internet Agreement.

5.1.5 Enrollment

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

- First priority for enrollment shall always be given to students who are residents of the Bromley Park subdivision in Brighton;
- Second priority for enrollment shall always be given to students who are residents 27J Schools;
- Third priority for enrollment shall go to students residing outside 27J Schools, with all out-of-district students having to re-apply for admission each year and with notification of their acceptance/non- acceptance to be announced on or about July 1 of each year.

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.

Bromley East Charter School offers full-day Kindergarten. Within each admission tier, Kindergarten spaces will be allocated on a “first-come, first-served” basis, based upon the date of receipt of a completed admissions application.

In the event that the number of applicants in admission tiers #1 and #2 at a given grade level necessitates present out-of district students being denied re-enrollment at Bromley East Charter School, out-of district students who are currently enrolled will be placed in descending order of their longevity as students at Bromley East Charter School. In the event that an out-of district family has more than one (1) child enrolled at Bromley East Charter School, as a family group, the children will receive shared consideration in determining readmission status. This consideration will be based upon the initial admissions date of the family’s first student enrolled. This policy is intended to eliminate possible “splitting” of students from the same out-of district family, where some might otherwise be re- admitted and some might be denied readmission to Bromley East Charter School.

In the event that the number of new applicants exceeds the available spaces within a grade, a random-selection lottery will be held. This lottery will randomly assign positions on a waiting list within each of the separate admissions tiers.

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 legislation.

5.1.6 Field Trips

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

A permission and emergency medical form must be completed for each field trip. These forms will be sent home prior to the scheduled trip to be completed and returned to the school by the required date before a student may participate. Phone permission is not sufficient and will not be accepted. Field trip days are an extension of our curricula and something we encourage all of our students to take part. 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 call the school prior to 9:00 AM on the day of the field trip. Fees associated with specific field trip opportunities will be the responsibility of each student and are non- refundable.

5.1.7 Grades/Honor Roll Criteria

Grading Scale for Kindergarten – 2nd Grade

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

Grading Scale for 3rd – 8th Grade

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

Academic Honor Roll Requirements

- **Academic Excellence:** Based on semester performance. Students in grades 3-8 must have a 3.5 or above grade point average each quarter for elementary and semester for middle school.
- **Academic Achievement:** Based on semester performance. Students in grades 3-8 must have a 3.0 – 3.5 grade point average each quarter for elementary and semester for middle school.
- **Leadership Award:** Based on semester performance, the Leadership Award will be awarded to students who are exemplary models of student leaders. This award is for students who exemplify the 7 Habits and aspire to lead and help those around them on a continuous basis.
- **Presidential Award:** Based on an annual performance, this award is for 8th grade students who achieve a 4.0 grade point average for their entire 8th grade year. This award adheres to Bromley East Charter School's high academic and social expectations for all students. Students who are granted this prestigious award demonstrate high motivation, initiative, integrity, and leadership qualities.
- **Perfect Attendance:** Based on annual performance. Student must have perfect attendance with no more than three (3) tardies.

5.1.8 Health Services

Medication

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.

If your child is ill and must remain at home, you must call the school office by 9:00 AM and provide written verification for our records when your child returns to school. Limited health services are available at school. Do not bring sick children to 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. Immunization records must be current for students to remain in school.

No medication, whether prescription or over-the-counter will be given to a student by any school personnel, including the nurse, except on written orders of the physician and parents/guardians. Students may not self-medicate at the school. A health plan must dictate any exceptions concerning chronic conditions or emergency medications. When medication is to be given at school, a physician or dentist's instructions are required prior to the administration of the medication and the Medication Authorization form must be completed. All medications must be in a pharmacy-labeled container including the student's name, name of the drug, dosage, name of the physician and current date. Medical Forms are available in the front office.

When a child becomes ill at school:

- The parents/guardians will be notified that their child must be picked up.
- 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. Exemptions from this ruling can be given upon:

- Receipt of a written statement from your doctor that immunization might be harmful to your child.
- Determination that the parents/guardians of the child have a religious belief opposed to immunizations and written documentation to back-up this information.
- Determination that the parents/guardians of the child have a personal belief opposed to immunizations and appropriate documentation to document such belief.

Emergency Care

Each student must have a current emergency procedure card on file 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. Also, 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.

Allergies

The school must be informed of any serious allergies diagnosed by your physician.

Extended Illness

Extended illnesses may require verification from your physician.

Health Screenings

Bromley East Charter School conducts hearing and vision screenings at the grade levels required by Colorado State Statute. Results outside of a normal range for any of these screenings will be mailed to parents/guardians.

5.1.9 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:

Kindergarten - 1st Grade	15 minutes including family reading time
2nd Grade	20 minutes including reading time
3rd – 4th Grade	30 minutes including reading time
5th Grade	50 minutes including reading time
6th Grade	60 minutes including reading time
7th Grade	70 minutes including reading time
8th Grade	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.

5.1.10 Internet Use Policy

Computers, Networks and the Internet

Bromley East Charter School offers students access to our computer network and the Internet. All students must obtain parent/guardian permission prior to usage and must sign an Internet Use Agreement.

The intended purpose of Bromley East’s network and access to the Internet is to promote educational research and enhance learning. Access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards. While the school’s intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. It is the school’s position that the benefits to students in the form of information resources and opportunities for collaboration exceed the potential disadvantages.

In the interest of providing clear guidelines for the use of the Bromley East Charter School network and the Internet, parents/guardians, students, and staff must sign and comply with the Internet Use Policy.

Bromley East Charter School reserves the right to monitor any and all activity on the network.

- Bromley East Charter School reserves the right to block any material on the Internet.
- Security on the Network is a high priority.

- No guarantees are made or given with respect to any service, any information, or any software contained within the Network.
- Opinions, advice, services and all other information expressed by students, staff, information providers, service providers or other third party personnel on the Network provided by Bromley East Charter School are those of the individual and do not represent the position of the Bromley East Charter School.
- School staff is responsible for supervising student use of the Network and the Internet.

5.1.11 Library

Circulation Policies/Procedures

Borrower	Length of Time to Borrow
Teachers/Staff	6 weeks
Parents/Guardians	2 weeks
Kindergarten-8 th Grade	2 weeks

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, and then secondly an e- mail 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 Material

When materials are 14 school days overdue, a lost material notice will be issued. A replacement bill for the cost of the material is also issued at 14 school days.

Please note: Damaged materials will be billed at the replacement cost.

5.1.11 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.

5.1.12 Lunch/Breakfast Program

Meal prices are determined based on market analysis and cost of production. Bromley East Charter School strives to provide a nutritious lunch with a variety of options, at reasonable prices. Free and Reduced meal applications are available in the office or online at www.payschoolscentral.com under the **User** tab.

5.1.13 Lunch Visitors/External Food

Parents/guardians are welcome to visit their student for lunch. Please check into the front office prior to entering the cafeteria. External food may only be brought for your child. Families are prohibited from bringing external food to share with children other than their own.

5.1.14 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 website 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 decline 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.

5.1.13 Report Cards

Student report cards are completed at the end of each quarter for elementary and the end of each semester for middle school. Parents/guardians will be able to check students' progress through Infinite Campus via the internet. 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.

5.1.14 Retention and Promotion Policies

Retention Policy

The following policies are intended to assist the staff of Bromley East and parents/guardians in identifying those children who are most likely to benefit from retention and those who are not:

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

Elementary Student Promotion Policy

For students in kindergarten through 4th grade, decisions to promote a student to the next higher grade level as well as recommendations to promote a student beyond the next higher grade level, shall be made initially by the teacher to whom the student is assigned. The teacher is encouraged to seek input from the student's parent(s) or legal guardian(s).

- Test scores must validate this decision, with CoGAT and FastBridge scores above the 95th percentile.
- Maturation and social concerns will also be part of the body of evidence.
- The final decision to promote a student beyond the next grade level shall be made by the Executive Director.

Middle School Student Promotion Policy

For students in 5th through 8th grade, decisions to promote a student beyond the next higher grade level shall be based on student performance.

- The teacher to whom the student was most recently assigned for that subject shall make recommendations for a student to be assigned to a specific level in any particular subject. The teacher making that recommendation is encouraged to seek input from other teachers to whom the student was most recently assigned and from the student's parent(s) or legal guardian(s).
- Test scores must validate this decision, with CoGAT and FastBridge scores above the 95th percentile.
- Maturation and social concerns will also be part of the body of evidence. The decision to assign the student beyond the next level, in all subjects or in one (1) or more subjects, shall be made by the Executive Director.

5.1.15 Property Building Use

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

5.1.16 Release of Students

For the protection of students, parents/guardians are required to sign out students from the office and show proof of identification when they are picked up for early dismissal. If a parent/guardian desires to take his/her student at the completion of an activity, written notification must be given to the teacher. 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.

If you need to pick up your child prior to the end of the school day, you must come to the office and sign him/her out. If he/she returns to school the same day, your student must also be checked back in at the office. Students will only be released to their parents/guardians or to parties authorized by parents/guardians, who are 18 years or older.

5.1.17 Safety Procedures

Bromley East Charter School follows strict safety and emergency procedures. An Emergency Management Plan is available for review in the front office and online. As a part of our safety procedures, Bromley East regularly conducts fire drills, tornado drills, lockdown drills, and emergency evacuation drills.

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

Backpacks, tote bags, purses, and other bags must remain in lockers throughout the school day. Students are only permitted to carry instructional supplies.

5.1.18 School Closure and Delay

In the case of inclement weather, Bromley East will follow the procedures of 27J Schools. Please watch 9News or listen to KOA radio (850 AM) for information regarding school closures and delays.

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

5.1.19 School Visits

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

5.1.20 Sports Eligibility

Bromley East Charter School's Credit Policy requires students to pass all classes to receive enough credits to move to the next grade. In order to be in line with that requirement, 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. Eligibility will be determined for the week based upon the student's cumulative course grade on Monday mornings on or around 7:00 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 (sports, field trips, drama, etc.) for the duration of the suspension. 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.

5.1.21 Student Fees

Students shall be assessed fines for careless breakage, lost/stolen/damaged/defaced books (including those checked out from the library) and lost/stolen materials or equipment. Students choosing to participate in the middle-school athletic program are required to pay an activity fee to offset the costs of coaches, equipment, fuel costs, etc. Any other additional fees including PE fees, technology fees, yearbook, planners, etc. will be itemized and listed at registration at the beginning of each school year. Students who have not paid all appropriately assessed fees will not be allowed to participate in athletics or extra-curricular activities until all outstanding fees/fines are paid.

5.1.22 Student Information Release

The Family Educational Rights and Privacy Act (FERPA) afford parents, non-custodial guardians and students over 18 years of age (eligible students) certain rights with respect to the student's education records. They are:

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents/guardians or eligible students should submit to the school Executive Director a written request that identifies the record(s) they wish to inspect. The Executive Director will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
- The right to request an amendment of the student's education records that the parent/guardian or eligible student believes is inaccurate or misleading. Parents/guardians or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school Executive Director, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent/guardian or eligible student, the school will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in 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 is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or

student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- 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 is: Family Policy Compliance Office, U.S. Department of Education 600 Independence Avenue, SW Washington, DC 20202-4605

School personnel are mandated by Colorado State Statute to report all suspected cases of abuse or neglect of minor children to the Colorado Department of Social Services.

5.1.23 Student Pick-Up Authorization

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

5.1.24 Withdrawals

Prior to withdrawing from Bromley East Charter School, a Withdrawal Form must be completed with the signature of all teachers, the librarian and the cafeteria manager. Student records will be held until all fees are paid.

Administration may conduct an exit interview with parents/guardians who withdraw their students to determine, if possible, the reasons for withdrawal.

6.1 ATTENDANCE

6.1.1 Philosophy

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

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

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

6.1.2 Excused Absence

If a student is absent, parents/guardians must call the school office by 9:00 AM. It is critical to student safety that the school knows where all students are at all times during the school day. The school will notify parents/guardians of any absences that are unaccounted for. Parents/guardians are responsible for providing the school with written verification of the reason (notes and/or documentation) upon student's return for each absence. The following may be designated as valid excuses for absence of a student from school provided satisfactory documentation for the excuse is received by the office staff.

- **Death in the Family**
- **Medical or Dental Appointments:** An absence resulting from a medical or dental appointment that cannot be scheduled outside of regularly scheduled school hours. Prior notice should be given to the teacher(s), except in the case of an emergency.
- **Illness or Injury:** An absence resulting from illness or injury that prevents the student from being physically able to attend school. Any student missing more than three (3) consecutive school days may require a note from a physician upon return to school.
- **Court or Administrative Proceedings:** An absence resulting from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
- **Observance of a Religious Holiday:** An absence may be considered excused if the tenets of a religion, to which a student or his/her parent/guardian adhere, require observance of a religious event.
- **Educational Opportunities or Family Educational Trips:** An absence may be excused 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 granted as soon as possible prior to the absence. If at all possible teachers prefer at least a week's notice, in order to prepare homework assignments.

6.1.3 Missed Assignments and Projects

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

6.1.4 Unexcused Absence

Absences not defined above shall not be considered excused. Any absence not verified by a parent/guardian, physician, court, or other agency upon student's return to school, is considered unexcused. If verification is not received within two (2) days of the student's return, their absence will remain unexcused. A planned absence of three (3) consecutive days or more without prior approval is considered unexcused. Work missed due to an unexcused absence may be given credit or partial credit upon work completion. School officials have the option to waive any action if there are documented chronic health conditions or other serious problems. All unexcused absences will be subject to the same consequences identified in the truancy policy.

6.1.5 Truancy Policy

If a student has more than four (4) unexcused absences in a month or ten (10) in any school year, the student may be classified as habitually truant according to Colorado State Law. An unexcused absence is defined as an absence that

is not covered by one (1) of the foregoing exceptions. Each unexcused absence will be entered on the student's record. The parents/guardians of the student receiving an unexcused absence will be notified by the school of the unexcused absence.

6.1.6 Late Arrival/Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the school day begins or the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, penalties, disciplinary action, or other alternatives shall be imposed for excessive tardiness.

7.1 PARENT/GUARDIAN INFORMATION

7.1.1 Advertising on School Grounds

All materials posted or distributed on school grounds must be submitted to the office for formal approval before posting or distributing. All items approved will contain a stamp or administrative initials. Any unapproved material will be removed.

7.1.2 Community Involvement

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

7.1.3 Home/School Communication

The website and teacher web pages will be the main communication tool between home and school. Friday Folders will be sent home weekly. Parents/guardians are expected to review the contents and return the signed acknowledgement form. In addition, parents/guardians are encouraged to contact their child's classroom teacher(s) directly with specific concerns.

7.1.4 Official Posting of Announcements

Committee meeting times and agendas may be posted on the website. Board of Directors notice of meetings, agendas, minutes and study sessions will be posted on the website.

7.1.5 Parent/Guardian Communication Process

Bromley East Charter School firmly believes that adults are models of good character even in the most difficult situations. Should a parent/guardian have a grievance concerning a particular class or school administration, that issue should be resolved using the following chain of command. Issues that arise in a particular classroom should always be addressed to the teacher first.

The Teacher

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

The Administration

If the grievance cannot be resolved with the teacher, the parent/guardian should schedule a meeting with the administrator.

The Board of Directors

If the issue cannot be resolved after talking with the teacher and the administrator, then a parent/guardian must

submit the issue in writing to the Board of Directors' Conflict Resolution committee to be considered for presentation at the Regular Board of Directors Meeting. This committee will attempt to resolve the issue, or remand the complaint to the full board of directors at the next regularly scheduled board meeting, if appropriate. If the committee remands the complaint to the full board, the parent/guardian will be permitted ten minutes to state her/his grievance, after which time members of the board may question the parent/guardian, the staff member and the Executive Director to acquire additional information. The board reserves the right to rule on the complaint immediately, or to take additional time to consider the merits of the case. The ruling of the board in any such dispute will be final.

Board of Directors' Meetings

Each public meeting of the Board of Directors has a specific portion of the agenda for public comments. Because of the lengthy nature of meetings, visitor comments are limited to three (3) minutes. There are no circumstances that will allow discussion of any item which involves negative comments directed toward a specific parent/guardian, student or staff member.

7.1.6 Parent/Guardian/Teacher Conferences

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

7.1.7 Volunteer Policy

Volunteers are not only welcome, but crucial to meeting our student's needs. Before volunteering, volunteers are required to read and sign the Bromley East Family Partnership Agreement as well as the Volunteer Confidentiality Agreement.

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

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

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

According to FERPA (Family Educational Rights and Privacy Act), it is inappropriate for persons without a legitimate "need-to-know" to participate in discussions involving specific students, other than their own. Please respect the school's federal mandate and strictly adhere to this policy.

8.1 STUDENT CODE OF CONDUCT

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

8.1.1 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.

8.1.2 Definitions

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

8.1.3 Authority to Suspend and Recommend Expulsion

The principal or other administrative designees as identified by the principal or superintendent 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.

8.1.4 Locations of Violations

- Students are subject to disciplinary consequences for violations of this policy and/or other more detailed Code of Conduct policies for behavior which occurs in school buildings, on school grounds, in school buses or other school owned or operated vehicles, or while attending school activities or district programs.
- Students may also be subject to suspension or expulsion for behaviors that occur off campus as permitted by law.

8.1.5 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.

8.1.6 Additional Grounds for School Suspension or Expulsion

Academic Misconduct

- Academic misconduct or scholastic dishonesty, including but not limited to, cheating on a test, plagiarism or unauthorized collaboration with another person in preparing academic work.

Bullying, Harassment or Threatening Behavior

Bromley East Charter School is committed to providing a work and school environment that is free from harassment of any kind. In keeping with this commitment we maintain a strict policy prohibiting unlawful harassment on any basis protected by state and federal law. *Bullying and harassment are prohibited at Bromley East Charter School.*

- Bringing Hazing, intimidation or threatening behavior, whether in person, indirect or through cyber or electronic transmission.
- Sexual harassment

8.1.7 Bromley East Charter School Anti-bullying policy

Definition of Bullying:

Bullying is one of the most damaging forms of discrimination and it must be prevented. Bullying prevention begins with all members of our community being able to communicate clearly about concerns and issues. Learning to distinguish the difference between normal social ups and downs, negative social behaviors such as meanness and rudeness, and actual bullying is part of the process for all of us. To that end, we provide the following definitions for our common understanding:

Bullying – Bullying is unwelcome or unreasonable behavior that demeans, intimidates or humiliates people either as individuals or as a group. Bullying behavior is often persistent and part of a pattern (repeated), but it can also occur as a single incident. It is usually carried out by an individual but can also be an aspect of group behavior. When bullying occurs, the individuals will take on the role of victim, bully, bully-follower, or bystander.

Physical Bullying – using physical force to hurt another person by behaviors that may include but are not limited to hitting, punching, pushing, shoving, kicking, spitting, pinching, getting in the way or holding. It is also physical bullying to interfere with another person's belongings, to take or break possessions, and to demand or steal money.

Verbal Bullying – directing words at another person with the intention of putting down or humiliating. This includes but is not limited to threatening, taunting, intimidating, insulting, sarcasm, name-calling, teasing, put-downs and ridiculing. It is also considered verbal bullying when a person uses hostile gestures towards another person.

Relational Bullying – when a person influences other people's friendships and relationships by actions that include but are not limited to deliberately leaving them out, spreading gossip and rumor, whispering about them, giving the silent treatment, ostracizing or scapegoating. Relational bullying also includes writing words or creating cartoons, posters or drawings about another person designed to hurt or humiliate that person.

Cyber-bullying – is defined as bullying through the use of technology or any electronic communication. This includes, but is not limited to, electronic mail, internet communications, instant messaging, or posting on social networking sites. Cyber-bullying includes creating a web page or blog in which the creator assumes the identity of another person, the knowing impersonation of another person as the author of posted content or messages, or the distribution by electronic means or communication of messages that meets the definition of bullying above, whether distributed directly or creating a posting that may be accessed by one or more persons. Since most cyber-bullying takes place off school grounds, in order for the school to intervene and discipline, the administrator is going to need to make the determination that the cyber-bullying has adversely affected the “good order of the school” and that, because of the cyber-bullying, there is an imminent threat to the safety of an individual or to the school learning environment.

Racist Bullying – refers to a range of hurtful behavior, both physical and psychological that makes a person feel unwelcome, marginalized, excluded, powerless or worthless because of their color, ethnic, culture, faith community, national origin or national status.

Mob Bullying – is a particular type of bullying behavior carried out by a group rather than by an individual. Mobbing is the bullying or social isolation of a person through collective unjustified accusations, humiliation, general harassment or emotional abuse. Although it is group behavior, specific incidents such as an insult or a practical joke may be carried out by an individual as part of mobbing behavior.

Retaliation – is when a bully harasses, intimidates, or bullies a person who has reported incidents of bullying. This also applies to people who testify in defense of the victim.

Immunity/Retaliation – No individual may engage in reprisal or retaliation against a targeted person, witness, or other person who brings forward information about an alleged act of harassment, intimidation or bullying. Retaliation is prohibited and will result in appropriate discipline or other legal action.

Definition of Harassment:

Harassment means written, verbal or physical conduct that adversely affects the ability of one or more individuals to participate in or benefit from the school’s educational programs or activities because the conduct is so severe, persistent or pervasive. This includes conduct that is based on a person’s actual or perceived race, color, national origin, disability, sexual orientation, gender identity or expression, religion or any other distinguishing characteristics. This also includes association with a person or group with one or more of the above-mentioned characteristics, whether actual or perceived.

Notice:

This policy will be distributed annually and will also be included in any codes of conduct, disciplinary policies, student handbooks and school websites.

Responsibility of Staff:

All staff members will take reasonable measures to prevent bullying and harassment and are obligated to report any such acts that come to their attention.

Reporting:

All members of the Bromley East Charter School community have the right and responsibility to report incidents of concern regarding negative social behaviors and bullying so that together we can maintain a safe environment for all and practice the skills necessary for positive relationships within the community.

School administration and teachers are not always present to witness incidents or areas of concern, and therefore can only intervene when they are informed about them.

Students are encouraged to report bullying concerns to their classroom teacher or another school staff member by way of a verbal report or written note, or by completing an incident report form.

Parents are also encouraged to report directly to faculty or administration their concerns about any bullying behaviors. Parents can share their concerns verbally or in writing, but they are encouraged to complete an incident report form.

Teachers and Staff shall report directly to school administration. All reports that teachers and staff share with the administration will be documented on an incident report form. School Administration can also initiate a process to address an observed concern or incident. Depending on the concern, their report may be shared with the classroom teacher of the student(s) involved. All administration initiated reports will be documented on an incident report form. All parties are expected to treat each other with respect and dignity and ensure the confidentiality of any issues that may arise.

Anonymous Reports:

Reports may be filed anonymously. However, disciplinary action cannot be taken solely based on an anonymous report. Anonymous reports will be investigated with the same procedure, timeliness and vigor as other reports and disciplinary action can occur based on the results of the investigation.

False Reports:

Individuals who file false reports of bullying or harassment will be subject to disciplinary action.

Investigation of Bullying and Harassment:

Once reported, any allegation of bullying or harassment will be promptly investigated by the principal or a designated staff member. Proper disciplinary action will be taken immediately following the conclusion of the investigation.

Discipline:

Students who are found to have bullied, harassed, intimidated, or retaliated against a student who reported acts of bullying may be subject to disciplinary action. The discipline imposed will be dependent on the nature and severity of the acts and can range from a verbal warning to expulsion, subject to Bromley East Charter School's disciplinary policy. School Administration will notify the director of schools and local law enforcement if it believes that criminal charges may be pursued. Nothing in this section prevents Bromley East Charter School from imposing disciplinary sanctions on a person whose behavior does not meet the definition of bullying, harassment, or intimidation but which nonetheless violates school policy. School Administration will maintain records of all reports filed during the school year.

(Policy was unanimously approved by the Board of Directors on 3/21/2019)

8.1.8 Operational Procedures

All students have the right to study and come to a discrimination-free and harassment-free environment every day. This policy applies to all students and individuals who have contact with students during the normal contact hours. This policy prohibits harassment in any form, including sexual, verbal, physical and visual harassment.

8.1.9 Electronic Devices Policy

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

Definition: For the purposes of this policy, an Electronic Device means a privately owned wireless and/or portable electronic handheld equipment that include, but are not limited to, existing and emerging mobile communication

systems and smart technologies (cell phones, smart phones, walkie-talkies, pagers, etc.). Electronic devices also includes 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.

Use of electronic devices during the day is not allowed between the school hours of 8:30 AM - 3:40 PM. This means that they must be turned off and stowed away in lockers. Devices may not be used in class, during passing periods, in bathrooms, nor during recess and lunch times. If your student has an emergency and needs to use a phone, they should always ask an adult for permission to use a school phone. If a student is feeling ill, s/he will contact a parent from the health clinic with a Bromley staff member. If a student has a cell phone at school, it should always be turned off, remain secured in their own locker/backpack.

Electronic Device Usage:

- Students may use electronic devices before and after school. We want to support your communication. Arranging for pick-up or other issues before and after school is acceptable cell phone or smartphone use.
- All use of electronic devices is prohibited throughout the school day. If a student is using a cell phone, or has one with them in class or the hallways, they will be sent to the office to visit with an administrator.
- 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 a student violates this policy, his or her electronic device will be confiscated and secured in the office. All devices must be picked up by a parent during office hours and by appointment with the administration.

8.1.10 Internet Electronic Use Policy

The Internet and electronic communications (email, chat rooms and other forms of electronic communications) have vast potential to support curriculum, student learning and promote good Digital Citizenship. At Bromley East, these tools are used as a learning resource to educate and to inform. Use of the Internet and electronic communications require students to think critically, analyze information, write clearly, use problem-solving skills and hone computer and research skills. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, communicate with other students and individuals, and locate material to meet educational and personal information needs.

The educational opportunities inherent in these tools far outweigh the possibility that some users may procure material not consistent with the educational goals of the school. However, 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. All reasonable steps are taken to protect students from accessing material and information that is obscene, pornographic or otherwise harmful to minors. Students will take responsibility for their own use of the school computers and computer systems to avoid contact with material or information that may be harmful to minors.

Blocking or Filtering Obscene, Pornographic and Harmful Information

Software that blocks or filters material and information that is obscene, pornographic or otherwise harmful to minors shall be installed on all school computers having Internet or electronic communications access. Students are responsible for, and must report inadvertent access to or sites that contain material and/or information that is obscene, pornographic, harmful to minors or otherwise in violation of this policy to a teacher or administrator or other supervising staff member. If a student becomes aware of other students accessing such material or information, he or she will report the incident as well.

No Expectation of Privacy

School computers and computer systems are owned by the school and are intended for educational purposes at all

times. The school reserves the right to monitor, inspect, copy, review, and store (at any time and without prior notice) all usage of school computers and computer systems, including all electronic devices and internet traffic.

Damage to Electronic Devices

Should a student damage any electronic device or equipment owned by the school the student and their guardian may be held financially responsible for the repair or replacement of the device. Damage includes but is not limited to: removal of keyboard characters, horseplay resulting in damaging of equipment, breaking of disk tray, negligence resulting in breakage, and marking or scratching display surfaces or monitor. Financial restitution will include the replacement of the device and all labor required to “reload” the device to the state in which it was prior to damage by the student. Additionally, the student may be subject to loss of technology use privileges.

Violation of policy

Students who have violated the “Internet and Electronic Use Policy” or its intent may be subject to disciplinary action. This action, depending on the severity can include at a minimum, loss of privilege to a maximum of out of school suspension. Efforts will be made at the classroom level to ensure students are properly informed and trained on the proper use of electronic devices and the consequences of non-compliance with this policy. For cyber-bullying please refer to section 10.1.

8.1.11 Dangerous or Detrimental Behavior

- Behavior on or off school property which is detrimental to the welfare or safety of other students or of school personnel, including behavior which creates a threat of physical harm to the student or to other students.
- Failure to report dangerous situations or conditions that puts students or staff at risk of imminent harm.
- Unsafe operation of a motor vehicle on school property.
- Reckless behavior resulting in harm or injury to others, whether intentional or otherwise.
- Throwing objects, unless otherwise part of a supervised activity, that might cause bodily injury or damage property.
- Gambling or wagering items of value.

8.1.12 Disruptive Behavior

- Behavior which disrupts or is intended to disrupt the education process.
- Repeated interference with a school's ability to provide educational opportunities to other students.
- Continued willful disobedience or open and persistent defiance of proper authority.
- Repeated or substantial disrespect to or defiance of reasonable directives or requests of school staff.
- Being declared a habitually disruptive student after a minimum of three separate out of school suspensions during a calendar year, for on campus behavior which materially or substantially disrupts the educational environment, and for whom a behavior plan with graduated intervention opportunities has been offered.
- Causing or knowingly participating in causing a false alarm, bomb threat or other false notice that disrupts the school environment.
- Rioting, unlawful protests or illegal disruptive demonstrations
- Posting or distributing unauthorized materials on campus
- Repeat violations of the Student Dress Code.
- Repeat violations of campus identification card requirements.

8.1.13 Dress Code General Standards

The learning environment is significantly influenced by students' attire. The purpose of the Dress Code policy is to promote learning, reduce the distraction and cost of fashion, reduce disruptions and disciplinary problems and promote school pride. Enrollment at Bromley East Charter School constitutes acceptance of this policy, agreement to adhere to it and acknowledgment of discipline for noncompliance as set forth in the Bromley East Charter School Student Discipline Policy.

COMPLIANCE WITH THE DRESS CODE IS MANDATORY. Dress Code violations will involve a phone call to the parent/guardian and may result in the parent/guardian bringing appropriate dress to the school. The dress code grants leeway to the Executive Director in the interpretation of specific rules and regulations. Dress code is an important part of our philosophy.

It is recommended that apparel be purchased from the uniform section of a major store whenever possible. Apparel purchased elsewhere must be the same style as apparel found in uniform sections with no added embellishment. See complete dress code for specific apparel restrictions and description. All articles of clothing should appear neat, clean, in good condition and repair. Dress will not be worn that causes or is likely to cause disruption of the educational process.

School sponsored activities and special events may have specific guidelines concerning appropriate dress. Final decisions with respect to the dress code are made at the discretion of the Executive Director, or his/her designee, including items not specifically referred to in the above policy. The Executive Director or his/her designee must approve any exception to this code due to a medical or religious reason.

Approved Uniform Tops

Approved uniform tops must be a solid color of **hunter green, navy blue or white** with the school logo embroidered or a **permanently** attached patch on the left chest. School logo patches may be purchased from the school's front office. The hawk's head school logo is the only acceptable logo. The patch must be permanently affixed by means of sewing (no gluing, pinning, stapling or other methods may be used).

- short/long sleeve crew-neck (with a finished round collar that sits no lower **than 1" below the neck line**)
- polo shirt
- sweatshirt
- hooded sweatshirt
- sweater
- Any shirts worn under the uniform shirt/sweatshirt must be a solid color of white, navy blue or hunter green

The following may not be worn:

- excessively tight or baggy tops
- v-neck, scoop neck or other wide round necklines
- spaghetti straps or strapless shirts
- sweatshirt hoods must remain off the head while indoors
- No undergarments may show at any time, nor should they be worn as outer garments

Approved Uniform Bottoms

Approved uniform bottoms must be a solid color of **khaki (light tan) or navy blue**:

- Pants/cargo pants
- Capris/cropped pants
- Shorts/cargo shorts
- Skirts, skorts and jumpers denim.

Bottoms must fit the waistline and not sag in the crotch. Pants may not be so large that the shoelaces cannot be seen. The cuff of the pants must be hemmed and may not touch the ground. No logos on any bottoms are acceptable.

Skirts, shorts, jumpers and skorts must be of modest length, no shorter than two (2) inches above the knee cap. Jumpers/dresses must have the school logo embroidered or a permanently attached/sewn on patch that was purchased through the school's front office, on the left chest.

The following may not be worn:

- Leggings
- Jeans/Denim
- Jeggings
- Any material that resembles denim
- Athletic attire/spandex/nylon warm-ups
- Clothing with holes or tears
- Excessively tight-fitting or loose bottoms

Approved Footwear and Hosiery

Shoes with non-skid, non-marking soles must be worn at all times. The heel of shoes must not exceed 1". Slippers, beach shoes, flip flops, light up shoes or roller shoes are not allowed. Open-toed shoes are not appropriate for school. Boots that are used for warmth and fashion boots (should have no more than a 1" heel) may be worn in the classroom. To receive an exemption regarding footwear, the student must present a signed letter from a medical doctor. Hosiery is limited to socks, tights, knee-highs, ankle-length footless tights and ankle-length leggings. Tights, knee-highs, ankle-length footless tights and ankle-length leggings must be worn with the appropriate uniform skirt, skort or jumper and may be solid navy blue, hunter green or white.

Additional Apparel/Accessories and General Grooming

- BECS issued apparel, including team sports apparel, is permitted with BECS approved bottoms.
- Apparel advertising tobacco, alcohol, illegal substances and/or offensive slogans or speech likely to cause disruption are not acceptable attire on school grounds or at school-sponsored activities. Clothes making statements with sexual innuendos are not allowed on school grounds or at school sponsored activities.
- The wearing of clothing, jewelry, or a style of grooming that is identified with membership in a gang will not be tolerated in school or at any school sponsored activity. Apparel that interferes with or endangers self or others while participating in school or school sponsored activities is not allowed.
- Hats and sunglasses may only be worn outside the school building. No hats or sunglasses in class. Bandanas and "do-rags" are not acceptable on school grounds or at school-sponsored activities.
- Outerwear (coats) used for warmth may not be used in the classroom.
- Belts are not required, but if worn, belt ends are to be no longer than 6" and tucked in. Belts must be leather or fabric with plain buckles.
- No distracting jewelry. An object that has a purpose other than jewelry cannot be worn as jewelry (i.e. bicycle chains or pet collars). No more than two (2) necklaces may be worn at one time. Earrings will be limited to two (2) per ear and may not pose a safety hazard. Earrings shall be less than 1" around in size. Gauging of the ear is not accepted. Jewelry may not be worn in a piercing besides the ear. Exposed body parts shall not be pierced, except as allowed for earrings.
- Hair must be clean, neat and styled traditionally. Only natural colors allowed. Radical hairstyles/mohawks and shaved symbols are not allowed.
- Makeup must look natural.
- No body-art defined, such as drawing on the skin, made by the student with a writing utensil is permitted. At no time shall permanent tattoos of any kind will be allowed on the face, hands, arms, legs, or any other exposed skin.

Optional Dress Days

Dress of Choice Day will be designated by the school administration as appropriate. The guidelines for allowable dress for these days are consistent with the general standards and grooming sections of the Dress Code. Casual clothing should always be clean and appropriate for school wear. The length of shorts and skirts will be the same for Dress of Choice days as it is for any other day. Bottoms may not be excessively tight or loose-fitting.

The following may not be worn:

- Sandals
- Leggings/Jeggings
- Frayed or torn clothing
- Low cut dresses or tops
- Bare midriff style tops
- Oversized shorts/pants worn low on hips
- Hats
- T-shirts with advertising and/or inappropriate language/pictures

Consequences for Non-compliance

1. Parents will be called so that a change of clothes may be brought to school.
2. Student may not return to the classroom until in compliance.
3. Student may lose the privilege of “free dress” on the next day it is allowed.

8.1.14 Drugs and Alcohol

- Drug and alcohol violations not involving the sale of such substances
- Drug of alcohol violations which immediately endanger others, including driving while under the influence or those violations that likely to result in felony charges, will result in a minimum of a five (5) day suspension for the first offense.

8.1.15 Fighting and Aggressive Behavior

- Violence, fighting, and other aggressive behavior.
- Encouraging or electronically recording fights, assaults or other altercations.

8.1.16 Gang Activity

- Gang activity or gang related behavior.

8.1.17 Inappropriate Behavior

- Indecent exposure, lewd or obscene behavior, sexting, or possession of pornography, whether printed or electronic.
- Extreme, inappropriate displays of affection.
- Profanity, vulgar language or obscene gestures.

8.1.18 Lockers (Grades 6 - 8)

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

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

- Students may not visit their lockers during class time unless they have permission (via initials on the “bathroom pass” *and* the possession of a hall pass) from their teacher.
- The assignment of lockers is for the duration of the school year. Lockers must be cleaned out by the last day of school. Any remaining contents will be removed by teachers and/or administration and will be disposed of at their discretion.
- Perishable items are **NOT** to be left in lockers overnight, and the contents of lockers must comply with all school rules and policies. The school reserves the right to inspect the lockers and the contents of the lockers whenever it deems appropriate to do so.
- A violation of these terms may result in withdrawal of locker privileges or other appropriate discipline (including, but not necessarily limited to, replacing one’s locker with a cubby for the remainder of the school year.)
- There will be a \$5 locker usage fee. The student is responsible for the lock issued to them and **are prohibited from using a lock that is not school issued**. If the lock is damaged or lost, the student will be charged a \$10 replacement fee.

8.1.19 Other Violations

- Knowingly giving false information or lying to staff investigating disciplinary violations.
- Using, making or reproducing the identification or signatures of others for deceptive purposes, including counterfeiting documents or currency.
- Violations of other policies or school/ campus rules or regulations not otherwise specifically identified in this policy.

8.1.20 Technology Violations

- Violations of the Internet Use policy and/or Electronics Devices Policy

8.1.21 Theft and Vandalism

- Theft, stealing, attempting to steal, or possessing without authorization property from another student, school employee or from the school itself.
- Willful destruction or defacing of school property.
- Damaging the property of others, whether intentional or otherwise.

8.1.22 Tobacco and Nicotine Violations

Smoking and the use of tobacco products is prohibited in school buildings, on school grounds, on or in all school property, in all school vehicles and at all school functions.

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

Definitions - For purposes of this policy the following definitions apply:

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.

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.

Use means lighting, chewing, smoking, inhaling ingesting or application of any tobacco or nicotine products.

Possession means bringing, possessing or having in one's control tobacco or nicotine products.

8.1.23 Weapons and Dangerous Items

File: JICI-adopted
from
27J Schools

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 district 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 this policy.

Definitions

Dangerous Weapon - Firearms

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.

Dangerous Weapons - Other

- 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.
- A knife with a blade that measures longer than three inches in length.
- 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.
- Any explosive, incendiary, or poison gas, including but not limited to a bomb, a 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.

Dangerous Items

- 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.
- Bullets (used or unused), fireworks, smoke or stink bombs or any pyrotechnic device that may disrupt the educational environment or endanger others.
- Projectiles, including darts, "BB's" or pellets (metal or plastic) or similar objects.
- Substances or items, regardless of their intended purpose(s), used in a manner that renders them dangerous or may render them dangerous to the user or others.

8.1.24 Interrogations and Searches

Definitions

Reasonable suspicion is the standard for a search on school property or at school activities carried out by school authorities. Reasonable suspicion should be based on facts provided by a reliable informant or personal observation which cause the school official to believe, based on his/her own experience, that search of a particular person, place or

thing would lead to the discovery of evidence of a violation of Superintendent policy or state laws.

Contraband consists of all substances or materials prohibited by Superintendent policy or state law including but not limited to drugs, alcoholic beverages, guns, knives, other weapons and incendiary devices.

Search of School Property

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.

Search of the Student's Person

The principal or his designee may search the person of a student if the school official has reasonable grounds to believe that the student is in possession of contraband. Search of the person shall be limited to the student's pockets, any object in the student's possession such as a purse or briefcase, 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. At least one additional person of the same sex as the student being searched shall witness but not participate in the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible. Searches of the person which require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer. No strip search shall be carried out by any school employee.

Law Enforcement Officers' Involvement

The principal or his designee may request a search on school premises be conducted by a law enforcement officer. Law enforcement authorities will then determine how the search should proceed. When law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in the search unless under the direct order of the law enforcement officer. If law enforcement personnel seek permission from school authorities to search a student, the student's personal property or school property to obtain evidence related to criminal activities, school officials shall require the police to produce a valid search warrant before the search is conducted unless:

1. There is uncoerced consent by the student.
2. There is probable cause and circumstances such that taking the time to obtain a search warrant would frustrate the purpose of the search.
3. The search is incident to an arrest and is limited to the person and his immediate surroundings. When law enforcement officials request permission to question students when students are in school or participating in school activities, for possible reason to arrest, the principal or his designee shall be present. If the student is under 18, his parent(s) or legal guardian also shall be present unless the juvenile is emancipated as that term is defined in state law. Every effort shall be made not to draw any attention to the student being questioned by conducting the interrogation in private and with as little disruption to the schedule as possible.

Custody and/or Arrest

When custody and/or arrest by the police is involved, the principal shall request that all procedural safeguards as prescribed by law be observed by the law enforcement officers. This includes all due process procedures including but not limited to obtaining proper arrest warrants when required. Seizure of Items Anything found in the course of a search conducted by school officials which is evidence of a violation of law or Superintendent policy or school rules or which by its presence presents an immediate danger of physical harm may be in the discretion of school officials:

1. Seized and turned over to any law enforcement officer in accordance with this policy.
2. Seized and offered as evidence in any suspension or expulsion proceeding if it is tagged for identification at the

- time it is seized. Such material shall be kept in a secure place by the principal until it is presented at the hearing.
3. Returned to the student or his parent or guardian. Appeals Within 10 school days after a search, the student may appeal the search decision to the superintendent who shall investigate the reason(s) and circumstances of the search. The superintendent shall issue written findings within five school days after receiving the appeal. The superintendent's decision shall constitute the final district determination. Approved June 12, 1990 Revised October 10, 2000 School District 27J, Brighton, Colorado

8.1.25 Offenses with Mandatory Consequences

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.

An expulsion of one (1) year is mandatory for any student who brings a firearm to school. Exceptions may be considered by the Board of Directors on a case-by-case basis as permitted by law.

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.

Suspension. The principal or administrative designee may suspend for five (5) days or less, 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.

8.1.26 Offenses with Discretionary Consequences

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.

8.1.27 Considerations

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.

8.1.28 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.

9.1 STUDENT DISCIPLINE

Bromley East follows the 27J Schools' Code of Conduct Rules for Discipline procedures. A school is judged by the actions of its students within and outside of school. At any time students are under school jurisdiction, they are expected to conduct themselves in an orderly, courteous, dignified and respectful manner. In an effort to maintain an orderly atmosphere, any teacher's authority extends to all students during field trips, on school grounds, or other school-sponsored functions, whether or not the student is in that teacher's class.

9.1.1 Class I Offenses and Discipline Process

Class I Offenses

- Absenteeism (including cutting of class), unexcused or excessive
- Aggressive behaviors, including but not limited to hitting, pushing and shoving
- Cheating and/or plagiarism
- Aggressive behaviors, including but not limited to hitting, pushing and shoving
- Disrespectful behavior toward teacher or other staff member
- Forgery and/or presentation of documents, notes or passes, etc.
- Leaving school grounds without proper authorization
- Lying/falsehood/foul or obscene language or gestures
- Misuse of school property or others
- Obscene writing, pictures or articles, or possession of
- Rude behavior to others
- Tardiness (unexcused or habitual)
- Truancy from school
- Any violation of this code, policies of the School Board or local, state or federal law
- Any other conduct considered by the administration to be disruptive, disrespectful, unsafe or disobedient

Class I Discipline Process

In the event a student violates a Class I Offense, Bromley East Charter School follows a discipline process to assure parent or guardian/teacher/student communication.

1. Teacher gives warning, which can take many forms. It is the responsibility of the teacher to thoroughly document the warning in Infinite Campus and possible consequences surrounding this warning.
2. 2nd redirection: Teacher makes communication to parents/guardians. It is the responsibility of the teacher to thoroughly document the warning in Infinite Campus and possible consequences surrounding this warning.
3. 3rd redirection: Student is referred to administrative team, consequences may be given with a discipline referral. Communication from administration to parents/guardians. It is the responsibility of the administrator to thoroughly document the behavior in Infinite Campus and possible consequences surrounding this event.
4. 4th redirection: Parents/guardians are invited in for a meeting with administration to discuss intervention strategies.

9.1.2 Class II Offenses and Discipline Process

Class II Offenses

Class II offenses and/or not limited to:

- Fighting
- Abusive or profane language directed toward a teacher or other students
- Actions that disrupt the class to the extent that the teacher's authority is challenged
- Actions that indicate the use of drugs, alcoholic beverages, or other behavior altering substances
- Actions that present a danger to the safety and well-being of themselves or others
- Criminal acts in violation of local, state or federal laws
- Arson or attempted arson
- Possession, control or sale of dangerous articles, firearms, knives, metal pipes, sharpened implements, clubs, look-alike weapons, ammunition, etc.
- Drugs and controlled substances, possession, use, distribution, or being under their influence, including the possession of tobacco products
- Extortion or attempted extortion, harassment, or intimidation
- Any act of bullying
- Use of cell phone, smart phone or electronic device that is offensive or harmful to other
- Theft or attempted theft
- Sexual harassment

Discipline process when a student is referred to the administrative team.

Class II offenses are referred to administration and consequences may be given including suspension and/or a recommendation for expulsion.

Student will be both debriefed verbally and asked to fill out an incident report that fully details the issue of concern. In the event the student cannot write his/her own incident report, administration will scribe this for the student.

Administration will follow up with questions to develop a full understanding of that student's perspective as to what happened. Every effort will be made to contact parents by the end of the working day informing them of the student's visit to the office.

Based on the information collected from the student, administration will then determine whether to further investigate the concern, which likely includes interviewing other students who were involved or who may have been bystanders or witnesses. Following the collection of available perspectives of the incident, administration will determine appropriate restoration or consequences for those students found to have violated the student code of conduct. Consequences may be given with a discipline referral. Communication from administration to parents/guardians will also be made at this time. It is the responsibility of the administrator to thoroughly document the behavior and associated consequences in Infinite Campus.

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 (sports, field trips, etc.) for the duration of the suspension.

Student and Parent/Guardian Responsible Use Agreement for iPads

Overview:

In order to help make the iPad implementation a success at Bromley East Charter School, each student and parent/guardian must understand the following guidelines and procedures. Please carefully read each section and sign the required documents.

A. Terms of Loan

The Bromley East Charter School will issue an iPad to a student upon submission of the following signed documents:

1. Student and Parent/Guardian Responsible Use Agreement (page 8)
2. Internet Electronic Use Policy (BECS Handbook)
 - Bromley East Charter School retains ownership of the issued iPads.
 - Students shall use the iPad **for school purposes only** in accordance with the provisions in this agreement and the guidelines set forth in the Internet Electronic Use Policy. Students may be subject to loss of privilege, disciplinary action, and legal action, and they and their families may be held financially responsible for the replacement cost of the iPad, in the event of intentional damage and/or violation of this agreement and the Internet Electronic Use Policy.
 - A student's use of the iPad terminates no later than the last day of school and may be terminated earlier as determined by the Administration.
 - When a student withdraws from Bromley East Charter School his or her iPad usage will terminate at the time of withdrawal.

B. Intentional Damage

Damage is defined as **intentional** physical harm caused to the iPad and/or case in such a way that impairs its value, usefulness or normal function. The student and parent/guardian agree to the following in the event of a damaged iPad and/or case. This applies to **both the originally assigned iPad as well as the case on the iPad that is checked out to the student for use during the school year.**

- The student and parent/guardian agree to pay all damage repair fees. Damage repair fees will be decided upon by a third party repair facility. These fees will include repair and replacement of damaged parts, and two way shipping to and from the repair facility.
- If the repair fees exceed the replacement cost of the iPad, the student and parent/guardian will agree to pay for a new replacement iPad.

Examples of intentional damage include:

- Picking apart the case
- Removing any parts (internal or external) from the iPad
- Writing or carving names, pictures, etc. on the iPad
- Snapping off headphones in the headphone jack

C. Insurance ***(This does not apply to Intentional Damage)***

Bromley East Charter School has partnered with the Worth Avenue Insurance Group to provide annual iPad Accident insurance. The fee per student per year is collected at check-in. iPads will only be assigned after payment is received.

The insurance policy covers the following:

- *Accidental Damage* - includes drops/cracked screens/liquid spills
- Vandalism
- Liquid Submersion
- Theft (Police report required)
- Fire/Flood Damage
- Natural Disasters
- Power Surge Due to Lightning
- *Manufacturer Defect
- *Mechanical Failure

**Only on devices that are not covered by a device warranty.*

Non-accidental or intentional damage or loss of iPads are not covered.

The student or parent/guardian is required to immediately notify a member of the administration team in all cases of stolen or lost iPads.

The technology support team and administration may be able to assist in relocating the iPad if they are notified immediately.

- Stolen iPads - Students and Parents/Guardians are responsible for notifying a member of the administration team.
- Lost iPads - Students and Parents/Guardians are responsible for notifying a member of the administration team.

D. iPad Misuse Procedures

Off Task Behavior

1. First Offense: Student will receive a warning.
 2. Second Offense: Student will be put into a restrictive group for 1 week.
 3. Third Offense: Student will be put into a restrictive group for remainder of year.
 4. Fourth Offense: Student will lose their iPad and Google access for 10 weeks.
 5. Fifth Offense: Student will lose their iPad and Google access for the remainder of the year.
- (Unforeseen circumstances will always drive consequences and are subject to possible in school and out of school suspensions.)

Internet Misuse

1. First Offense: Student will receive a warning.
 2. Second Offense: Student will be put into a restrictive group for 1 week.
 3. Third Offense: Student will be put into a restrictive group for remainder of year.
 4. Fourth Offense: Student will lose their iPad and Google access for 10 weeks.
 5. Fifth Offense: Student will lose their iPad and Google access for the remainder of the year.
- (Unforeseen circumstances will always drive consequences and are subject to possible in school and out of school suspensions.)

Intentional iPad Damage

1. First Offense: Student will lose their iPad access for 1 week.
 2. Second Offense: Student will lose their iPad and Google access for 10 weeks.
 3. Third Offense: Student will lose their iPads and Google access for the remainder of the year.
- (Unforeseen circumstances will always drive consequences and are subject to

possible in school and out of school suspensions.)

E. Repossession

Bromley East Charter School reserves the right to repossess the iPads at any time if the student does not comply with the terms of this agreement.

F. Appropriation

If a student removes an iPad from school grounds without permission, failure to return the property (iPad and accessories) in a timely manner may be referred to law enforcement and unless and until the iPad is returned or paid for, will result in a hold being placed on the student's records. Replacement item prices are available from the technology support team.

G. Modification to the Program

Bromley East Charter School reserves the right to modify the iPad program or the terms of this Use Agreement at any time. Notice will be provided of any such changes.

H. General Care of the iPad

- The iPad may not be altered in any way. Alterations to the iPad are considered intentional and non-accidental and are subject to a repair fee and possible disciplinary action.
- Student iPads in need of repair must be reported to the Building Technology Technician.
- General guidelines to follow:
 - Do not damage the case on the iPad.
 - Do not write, draw, paint, place stickers or labels or otherwise deface your iPad or case.
 - Never put weight, such as a pile of books, on an iPad.
 - Liquids, food and other debris can damage the iPad. Avoid eating or drinking while using the iPad.
 - Take care when inserting and removing headphones and power cords to avoid damage to the ports and cables.
 - When charging the iPad, first place your iPad on the charging station, then plug your power cord into your iPad. When disconnecting, reverse this process.

I. Cleaning Your iPad

Routine maintenance on the iPads will be completed by the Bromley East Charter School technology support team. Students are encouraged to perform simple cleaning procedures as outlined below:

- **Clean the screen only when asked to by a teacher or BECS staff member.** Use a soft, dry, anti-static or micro-fiber cloth. *Do not use any type of liquid or water to clean the screen or other parts of the iPads.*
- Wash your hands often to avoid any oil or debris build-up on the glass.

J. General Use of the iPad

1. Students are required to return the iPad to the charging station and plug it into the power supply and the end of each day or when instructed by a staff member.
2. Students that fail to charge, forget or lose their iPads or chargers are still responsible for completing all in class work and homework assignments by the due date.
3. Chargers must remain on the charging stations at all times and should not be removed.
4. Lost or stolen iPads and iPad power supplies need to be reported directly to the Building Technology Technician.
5. The iPads are assigned to a student and therefore the student is **fully responsible for the contents** on the iPad.
6. Students may not delete any profiles, folders, files or apps that they did not create or that they do not recognize. Deletion of files could result in iPad failure and may interfere with the student's ability to complete classwork. Deletion of files and profiles will lead to the iPad being re-imaged by the technology support team and may

result in the loss of all installed media (including music and/or images) and any school assignments that the student did not back up.

7. Student iPads are subject to routine monitoring by teachers, administrators and members of the technology support team. Students shall have no expectation of privacy while using the school's electronic information resources or school-owned equipment.

K. General Security

1. The iPads should never be left unsecured. iPads should be locked in a designated area.
2. Students are expected to maintain the security of the iPads. Unsupervised iPads will be confiscated by staff, and disciplinary actions may be taken.
3. iPads housed in carts must be returned by the end of each day to their respective carts to be recharged and secured.
4. Each iPad has two identifying labels. The Bromley East Charter School identification label (also known as the asset tag) and the serial number. Under no circumstances are you to modify, remove or destroy these labels.

L. End of the Year Collection Procedure

1. iPads are assigned at the beginning of the school year and returned at the end of the school year. The iPads, cords, and the chargers will be returned on the date designated by Administration and the Technology Department.
2. If a student withdraws from Bromley East Charter School, he/she will return the iPad by an approved date. iPads do not transfer out of the school.
3. On designated in-school return days, students will clean and hand in their assigned iPad. iPads and cords will be assessed with the student and the Technology Team.
4. Fees will be assessed for any intentional or excessive damages to the iPads and charged to the student's Infinite Campus account.
5. Images of the iPads will be taken and stored at the end of each year to document the conditions of each device.

M. Email

1. Email transmissions and transmitted data shall not be considered confidential and may be monitored at any time by the administration or the technology support team to ensure appropriate use.
2. Students will abide by all email guidelines as outlined in the Bromley East Charter School Acceptable Use Policy.

N. Internet Access/Filtering in School

1. School-wide networks are equipped with a technology protection measures to help ensure students are protected as is reasonably possible from inappropriate online content while they are at school.
2. The school cannot guarantee that access to all inappropriate sites will be blocked. Students may accidentally or purposefully circumvent these precautions and restrictions.
3. Any iPad application that accesses the Internet poses a risk, though small, of exposure to graphic, highly controversial, or potentially dangerous content.
4. GoGuardian, classroom management software, will be installed on all iPads to monitor usage both on and off school grounds.

O. Internet Access and Home Usage (If parents choose to Opt In, see page 7)

1. Bromley East Charter School will not provide use of the iPads at home, and therefore will not monitor Internet access at the student's home.
2. Therefore, parents assume responsibility for monitoring student use of the internet at all times from any location away from the school.
3. The school strongly encourages parents/guardians to secure their home network.

4. Bromley East Charter School issues iPads to students for educational support. Therefore the iPads are to be used for educational purposes only. **School issued iPads are not to be used for gaming, social networking, or any other non-educational purposes.**

Many of our students already carry a personal web-enabled device. Parents and guardians are asked to pay attention to the risks of internet access. Access to the Internet, from anywhere in the world, comes with the possibility of retrieving inappropriate content; therefore, adults must do their best to educate children on the proper uses of technology.

Q. Internet and Electronic Acceptable Use Policy (Internet Electronic Use Policy)

Students and their parents/guardians have read, signed and agreed to the Internet and Electronic Use Policy. The policy is available for review in the Enrollment and Registration Packets on the [BECS website](#) on the Parent Resources Page.

R. End User License Agreement

The school and parents/guardians are considered to be the end users for all applications installed on the student iPads.

Student and Parent/Guardian Responsible Use Agreement for Chromebooks

Overview:

In order to help make the Chromebook implementation a success at Bromley East Charter School, each student and parent/guardian must understand the following guidelines and procedures. Please carefully read each section and sign the required documents.

A. Terms of Loan

The Bromley East Charter School will issue a Chromebook to a student upon submission of the following signed documents:

1. Student and Parent/Guardian Responsible Use Agreement (page 8).
 2. Opt In/ Opt Out Form (page 9).
 3. Internet Electronic Use Policy (BECS Handbook).
- Bromley East Charter School retains ownership of the issued Chromebooks.
 - Students shall use the Chromebook **for school purposes only** in accordance with the provisions in this agreement and the guidelines set forth in the Internet Electronic Use Policy. Students may be subject to loss of privilege, disciplinary action, and legal action, and they and their families may be held financially responsible for the replacement cost of the Chromebook, in the event of intentional damage and/or violation of this agreement and the Internet Electronic Use Policy.
 - A student's possession of the Chromebook terminates no later than the last day of school and may be terminated earlier as determined by the Administration.
 - When a student withdraws from Bromley East Charter School his or her Chromebook must be returned at the time of withdrawal. Should the Chromebook be damaged, the family will be billed for the cost of repairs and records will be held until payment.

B. General Care of the Chromebook

- The Chromebook may not be altered in any way. Alterations to the Chromebooks are considered intentional and non-accidental and are subject to a repair fee and possible disciplinary action.
- Student Chromebooks in need of repair must be reported to the Building Technology Technician. (See Section **L** for more information)
- General guidelines to follow:
 - We advise all students to purchase a case for the Chromebooks. Chromebook size is typically 11.6 inches.
 - Do not write, draw, paint, place stickers or labels or otherwise deface your Chromebook or case. Remember, the Chromebook is the property of Bromley East Charter School.
 - Never put weight, such as a pile of books, on a Chromebook.
 - Liquids, food and other debris can damage the Chromebook. Avoid eating or drinking while using the Chromebooks.
 - Take care when inserting and removing cords to avoid damage to the ports and cables.
 - When charging the Chromebook, first plug your power supply into the electrical outlet. Second, plug your power cord into your Chromebook. When disconnecting, reverse this process.
 - **Chromebook power supplies (chargers) must remain at home. Charging of Chromebooks at school is not allowed. If a charger is brought to school, it is subject to confiscation.**
 - Do not expose your Chromebook to extreme temperatures, direct sunlight, or ultraviolet light for long or extended periods of time. Extreme heat or cold may cause damage to the Chromebook and/or battery.

If your Chromebook has been in a cold or hot environment for a long period of time, let it reach room temperature before using it.

- NEVER leave your Chromebook in a vehicle!

C. Cleaning Your Chromebook

Routine maintenance on the Chromebooks will be completed by the Bromley East Charter School technology support team. Students are encouraged to perform simple cleaning procedures as outlined below:

- Clean the screen with a soft, dry, anti-static or micro-fiber cloth. *Do not use any type of liquid or water to clean the screen or other parts of the Chromebook.*
- Wash your hands often to avoid any oil or debris build-up on the glass.

D. General Use of the Chromebook

1. Students are required to bring the Chromebook to school each day with a **fully charged battery**. Students who do not have the assigned Chromebook at school, are still responsible for turning in the day's assignments. The student's teacher will determine an alternate way to turn in the assignment.
2. Students that fail to charge, forget or lose their Chromebooks or chargers are still responsible for completing all in class work and homework assignments by the due date.
3. Chargers must remain at home and will not be loaned out. Chargers may be confiscated by staff and disciplinary actions may be taken.
4. Lost or stolen Chromebooks and Chromebook power supplies need to be reported directly to the Building Technology Technician. (See section L)
5. The student is **fully responsible for the contents** on the Chromebook.
6. Students may not delete any profiles, folders, files or apps that they did not create or that they do not recognize. Deletion of files could result in Chromebook failure and may interfere with the student's ability to complete classwork. Deletion of files and profiles will lead to the Chromebook being re-imaged by the technology support team and may result in the loss of all installed media (including music and/or images) and any school assignments that the student did not back up.
7. Student Chromebooks are subject to routine monitoring by teachers, administrators and members of the technology support team. **Students shall have no expectation of privacy** while using the school's electronic information resources or school-owned equipment.

E. General Security

1. The Chromebook should never be left unsecured. Chromebooks should be locked in a designated area or secured in locker when not in use.
2. Students are expected to maintain the security of the Chromebook even during after-school activities. Unsupervised Chromebooks will be confiscated by staff, and disciplinary actions may be taken.
3. Chromebooks housed in carts must be returned by the end of each day to their respective carts to be recharged and secured.
4. Each Chromebook has two identifying labels. The Bromley East Charter School identification label (also known as the asset tag) and the serial number. Under no circumstances are you to modify, remove or destroy these labels.

F. Email

1. Email transmissions and transmitted data shall not be considered confidential and may be monitored at any time by the administration or the technology support team to ensure appropriate use.
2. Students will abide by all email guidelines as outlined in the Bromley East Charter School Acceptable Use Policy.

G. Internet Access/Filtering in School

1. School-wide networks are equipped with a technology protection measures to help ensure students are protected as is reasonably possible from inappropriate online content while they are at school.
2. The school cannot guarantee that access to all inappropriate sites will be blocked. Students may accidentally or purposefully circumvent these precautions and restrictions.
3. Any Chromebook application that accesses the Internet poses a risk, though small, of exposure to graphic, highly controversial, or potentially dangerous content.
4. GoGuardian, classroom management software, will be installed on all chromebooks to monitor usage both on and off school grounds.

H. Internet Access and Home Usage (If parents choose to Opt In, see page 8)

1. Bromley East Charter School will not provide Internet access at the student's home.
2. To promote internet safety for students at locations outside of the school, the school-issued device includes internet protection measures that are designed to block harmful content, distractions and sites deemed inappropriate by the school. However, the school cannot guarantee that these measures will effectively block access to all inappropriate sites.
3. Therefore, parents assume responsibility for monitoring student use of the device at all times from any location away from the school.
4. The school strongly encourages parents/guardians to secure their home network.
5. Bromley East Charter School issues chromebooks to students for educational support. Therefore the chromebooks are to be used for educational purposes only. School issued Chromebooks are not to be used for gaming, social networking or any other non-educational purposes.

Many of our students already carry a personal web-enabled device. Parents and guardians are asked to pay attention to the risks of internet access. Access to the Internet, from anywhere in the world, comes with the possibility of retrieving inappropriate content; therefore, adults must do their best to educate children on the proper uses of technology.

I. Opt In/Opt Out Policy (7th and 8th grade students only)

Only 7th and 8th grade students and their parents can elect to take Chromebooks home. All other students, grades 3 through 6, leave Chromebooks on the BECS campus. By election below, 7th and 8th grade parents/guardians may choose whether or not their child may bring a Chromebook home.

- **By opting in**, parents/guardians agree to grant permission for their child to bring the Chromebook home. Parents acknowledge that students may gain access to unfiltered, inappropriate, or non-educational material when using the Chromebook away from school and if not supervised. Parents agree to assume responsibility for student use of the device from any location and at all times while he/she is away from school.
- **By opting out**, parents/guardians choose not to grant permission for their child to bring a Chromebook home. The Chromebook will be used at school during school hours.

Whether or not parents/guardians decide to have their student bring the Chromebook home, students will benefit from exciting, interactive and rich learning experiences using the Chromebook at school. If your personal family decision is to opt out of bringing the Chromebook home, students will check the Chromebook in at the end of the day and check out the same Chromebook when they return to school in the morning from the Technology Department in Room 152.

J. Internet and Electronic Acceptable Use Policy (Internet Electronic Use Policy)

We are pleased to offer students of Bromley East Charter School access to the Bromley East Charter School network and devices.

Access to the network and devices enables students to utilize approved educational resources and tools on the Internet. Additionally access to Google Apps for Education allows your student access to the Google Suite of Apps (Google Suite of Apps includes access to a BECS email account, Google Drive, Calendar, Classroom and Sites), which will enable your student to collaborate with teachers and other students for educational purposes. All students K-8 will be given access to the BECS network and devices. Only students in grades 2 through 8 will be given a Google login to allow access to the Google Suite of Apps.

Students are responsible for good behavior on school devices and networks just as they are while in the school and on school grounds. Network and device access is given to students who agree to act in a responsible manner.

Students using the network and devices are not permitted to do any of the following, access offensive messages or pictures, use obscene, profane, threatening or disrespectful language, harass, insult, defame or attack others, damage or alter BECS devices or networks, violate copyright laws, give out personal information, use another's password or trespass in another's Google Account, intentionally waste or misuse resources, or employ the network for financial or commercial purposes. Bromley East Charter School reserves the right to access and review content in all Google Apps accounts, on the network and on school owned devices at any time. Access is a privilege and violations may result in loss of access as well as other disciplinary or legal action.

Bromley East Charter School does not guarantee the security of electronic files located on Google systems. Google does provide content filters and other security measures. BECS also provides content and security measures to prevent access to inappropriate content. While our intent is to make the network and devices available to further educational goals, students may find ways to access other unapproved materials. Students are responsible for notifying BECS staff of any inappropriate materials. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using these sources. To that end, Bromley East Charter School supports and respects each family's right to decide whether or not to allow their student access to the network and devices.

K. End User License Agreement

The school and parents/guardians are considered to be the end users for all applications installed on the student Chromebook.

L. Procedures for Chromebook Assistance

Should a student's device go missing, become damaged or is inoperable, please follow the steps below:

1. The student will bring the Chromebook to our Technology Department in Room 152.
2. The student will explain to the staff member what happened with the device.
3. If the device is **missing**, the technology staff will attempt to locate the device and will notify administration if needed. A loaner device that has been inspected will be issued to the student.
4. If the device is **damaged**, the device will be reviewed by the technology staff. An insurance claim will be issued and the student will be issued a loaner device that has been inspected during the interim.
5. Insurance claims will not cover intentional damages as outlined in Section N. Should the device have intentional damage, parent contact will be made by the Dean of Students and next steps will be discussed.

M. Lost/Stolen Device or Charging Cord Devices:

The student is required to immediately notify the Technology Department in all cases of stolen or lost Chromebooks. The technology support team and administration may be able to assist in relocating the Chromebook if they are notified immediately.

- Stolen Chromebook - Parents/Guardians are responsible for filing a police report and notifying a member of the administration team.
- Lost Chromebook - Parents/Guardians are responsible for the replacement cost.

Charging cords:

Loss of the charging cord and brick is the responsibility of the student. Replacement cost can be obtained from the Building Technology Technician and must be paid before replacements will be provided.

N. Intentional Damage

Damage is defined as **intentional** physical harm caused to the Chromebook in such a way that impairs its value, usefulness or normal function. The student and parent/guardian agree to the following in case of a damaged Chromebook. This applies to **both the originally assigned Chromebook as well as any loaned Chromebooks** checked out to the student for use during the school year.

- The student and parent/guardian agree to pay all damage repair fees. Damage repair fees will be decided upon by a third party repair facility. These fees will include repair and replacement of damaged parts, and two way shipping to and from the repair facility.
- If the repair fees exceed the replacement cost of the Chromebook, the student and parent/guardian will agree to pay for a new replacement Chromebook.

Examples of damage include:

- Picking off keyboard keys
- Removing any parts (internal or external) from the Chromebook
- Writing or carving names, pictures, etc. on the Chromebook
- Placing stickers on Chromebook
- Damaging ports due to removal of, force toward or additional substance added

N. Insurance Claims *(This does not apply to Intentional Damage)*

Bromley East Charter School has partnered with the Worth Avenue Insurance Group to provide annual Chromebook Accident insurance. The fee per student per year is collected at check-in. Chromebooks will only be issued after payment is received.

The insurance policy covers the following:

Non-accidental or intentional damage or loss of Chromebook are not covered.

- *Accidental Damage* - includes drops/cracked screens/liquid spills
- Vandalism (unwanted damage inflicted from another unknown party)
- Liquid Submersion
- Theft (Police report required)
- Fire/Flood Damage
- Natural Disasters
- Power Surge Due to Lightning
- Manufacturer Defect (post device warranty expiration)
- Mechanical Failure (post device warranty expiration)

D. Chromebook Misuse Procedures

Off Task Behavior

Defined as the student continually engaging in other activities such as, but not limited to, game playing and/or visiting other sites in lieu of completing classwork or following teacher directions.

1. First Offense: Student will be put into a restrictive group for 1 week.
2. Second Offense: Student will be put into a restrictive group for remainder of year.

3. Third Offense: Student will lose their Chromebook and Google access for 10 weeks.
4. Fourth Offense: Student will lose their Chromebook and Google access for the remainder of the year.
(Unforeseen circumstances will always drive consequences and are subject to possible in school and out of school suspensions.)

Internet Misuse

Defined as using the internet and/or social media to conduct inappropriate searches and/or harassing another individual.

1. First Offense: Student will be put into a restrictive group for remainder of year.
2. Second Offense: Student will lose their Chromebook and Google access for 10 weeks.
3. Third Offense: Student will lose their Chromebook and Google access for the remainder of the year.
(Unforeseen circumstances will always drive consequences and are subject to possible in school and out of school suspensions.)

Intentional Chromebook Damages (see Section N) :

1. First Offense: Student will lose their Chromebook for 1 week.
2. Second Offense: Student will lose their Chromebook and Google access for 10 weeks.
3. Third Offense: Student will lose their Chromebook and Google access for the remainder of the year.
(Unforeseen circumstances will always drive consequences and are subject to possible in school and out of school suspensions.)

E. Repossession

Bromley East Charter School reserves the right to repossess the Chromebook at any time if the student does not comply with the terms of this agreement.

F. Appropriation

Failure to return the property (Chromebook and accessories) in a timely manner may be referred to law enforcement and unless and until the Chromebook is returned or paid for, will result in a hold being placed on the student's records. Replacement item prices are available from the technology support team.

G. Modification to the Program

Bromley East Charter School reserves the right to modify the Chromebook program or the terms of this Use Agreement at any time. Notice will be provided of any such changes.

L. End of the Year Collection Procedure

1. Chromebooks are issued at the beginning of the school year and returned at the end of the school year. The Chromebooks, cords, and chargers will be returned on the date designated by Administration and the Technology Department.
2. If a student withdraws from Bromley East Charter School, he/she will return the Chromebook by an approved date. Chromebooks do not transfer out of the school.
3. On designated in-school return days, students will clean their Chromebooks and hand in their power cords and Chromebooks. Chromebooks and cords will be assessed with the student and the Technology Team.
4. Fees will be assessed for any intentional or excessive damages to the Chromebooks and charged to the student's Infinite Campus account. For 8th grade students these fees must be paid prior to continuation. Devices will not be issued the following year until previous devices charges have been paid.
5. Images of the Chromebooks will be taken and stored at the end of each year to document the conditions of each device. Any noted wear or damage will also be documented.