

**Bromley East Charter School
PARENT/STUDENT HANDBOOK**



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Family Partnership Agreement (Each student will receive a copy of this to sign and return, and will be placed in the student's file)

As a **student** of Bromley East Charter school 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.
- Not use threats or intimidation against any other person.
- Not bring electronic devices (CD players, radios, MP3 players, radios, pagers, cell phones, games, etc.). I understand that such items will be confiscated.
- Work to resolve conflict in positive, nonviolent ways.

As a **parent or guardian**, 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 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 40 hours per year per family.

I acknowledge that I have received and read a copy of the Bromley East Charter School Parent/Student Handbook.

Student's Name Printed

Student's Signature

Date

Parent's Name Printed

Parent's Signature

Date

1.1 Mission Statement

Bromley East Charter School actively promotes **choice, critical thinking, problem solving, and character development** of the whole child, enabling students to achieve academic excellence in a safe environment.

The critical elements of the mission statement are defined as:

- **Choice:** Bromley East Charter School will always seek the input of a parent in choosing the educational philosophy (i.e. Montessori or "Core Knowledge") which best suits the student's needs; small class size; and positive climate and culture which characterize Bromley East Charter School.
- **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 of 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.
- **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 "keys" 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.

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 and 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.

In an effort to make this Mission a reality, Bromley East Charter School seeks to instill motivation toward learning, better retention, more self-esteem, and positive interpersonal relationships, in our students who are more likely to succeed and continue into education/careers beyond high school. It is our mission to foster problem-solving, investigation, drawing inferences, and analysis...all critical skills in today's world. Personal integrity and the ability to hold onto one's individuality and think independently are indispensable while cooperating and working with and between groups.

At Bromley East Charter School, the ideal teaching environment is horizontally integrated. Students, parents' and teachers working together within a framework of mutual respect and personal integrity are a basis for success in our school. Our families are highly encouraged to participate in the education of their students because we know it improves the potential of each and every student. Even though we expect students not to arrive until 8:10 AM and leave by 3:35 PM every day, teachers will be available for assistance should your student need extra help.

We ask our students to become thoughtful participants in their education and development so that they can guide their own learning for the rest of their lives. Our aim is to foster independence, responsible behavior, and wisdom. Students are involved in solving the problems that arise in the classroom. The teacher is a classroom leader, collaborator, and guide. The teacher serves as a role model of behavior, attitude, and values.

Students must have the highest academic integrity. They must strive to master all mandated academic skills and are asked to go deeper into the subject and relate it to other material. We strive to have each of our students maximize his/her abilities.

2.1 Bromley East Charter School students will excel because:

- We have established attainable academic and behavioral goals which are derived from our mission statement.
- Excellence is expected, from students, parents, and staff.

- State standards, as expressed by Core Knowledge and the opportunity for Montessori instruction for our youngest children, 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 Personnel:

Ms. Roberta Harrell, Principal	rharrell@brightoncharter.org
Ms. Lori Sheldon, Assistant Principal	lsheldon@brightoncharter.org
Ms. Christina Spare, Assistant Principal	cspare@Brightoncharter.org
Ms. Vicky Goodner, Registrar	vgoodner@brightoncharter.org
Ms. Susan Krider, Attendance Secretary	skrider@brightoncharter.org
Ms. Laura Ramirez, Facility Secretary	lr Ramirez@brightoncharter.org
Mr. Chris Novak, Technical Director	cnovak@brightoncharater.org

4.1 School Hours

Students may arrive at 8:10 AM; classes begin at 8:20 A.M. and end at 3:35 P.M. Students enrolled in the "Before School Program" may enter at 7:00 A.M. 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.

School Information

5.1.1 Assessment

Bromley East Charter School follows the Brighton 27-J District policy on standardized testing. The Colorado State Assessment Program (CSAP) is administered to students in third through 8th grade. CSAP tests will be administered between mid-February and mid-April of each year. Results are scheduled to be released between May and July, depending on grade level.

Each year, within the first quarter of school, student assessments are given; the NWEA/MAP assessment is utilized. This helps determine which students have learned key components of the curriculum and what knowledge each student has retained. This enables teachers to understand which subject areas need to be covered for each child. The NWEA/MAP assessment is given again in January and May.

Students achieving at a rate above 90 percent on a given assessment have more challenging standards set for them. Students whose grades fall below 75 percent are given extra assistance in concept mastery. An individual literacy plan is developed for students whose assessment shows they are reading at least one grade level below their current grade level.

5.1.2 Before and After School Program

Bromley East Charter School offers a contractor operated before and after school program. For information regarding these programs you should contact the school directly. Cordelia Randall runs this program, "High Expectations", independently of the school.

5.1.3 Classroom Placement Requests by Parents

The classroom placement policy is designed to promote educational excellence and fairness by optimizing the learning environment, while meeting special needs of individual students.

Parents have the opportunity to request a specific teacher for their student(s). Parent requests must be received by April 15. 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 all parental requests. As professional educators, we take great pains in the development of homeroom class rosters. Please make your requests based on sound, educational factors unique to your child's needs, and these will certainly be considered as we make our final decisions.

All mid-year transfer requests are reviewed on a case by case basis. The following criteria are guidelines that are beneficial to all children of Bromley East Charter School.

- Bromley East Charter School will support a transfer of a student from one educational philosophy to the other (i.e. from a Montessori class to a traditional "Core Knowledge" class, or vice-versa) if after examination it is clear to parents, teachers, and administration that the student has not been correctly placed in the educational philosophy best suited for his/her learning style and educational needs. Because of the potential negative impact on children due to an alteration in their routine, it is strongly recommended that any change occurs at the start of a new grading period.
- Once the school year is underway it is very infrequently and only under conditions that will benefit the student, that Bromley East Charter School will transfer a student between classes of the same educational philosophy (i.e. from a traditional "Core Knowledge" class to a traditional "Core Knowledge" class at the same grade level, or from a Montessori class to another Montessori class). It is important to note, that a mid-year transfer must be prefaced by the following: A) a series of face-to-face conferences between parents, administration, and teacher, B) a period of consistent classroom trial by the student, and C) a thorough comparative evaluation by the teacher of the classroom from which the student will be leaving and with the teacher of the classroom that the child will be entering.
- A transfer request represented as mid-year grade-level promotion or demotion will be supported and facilitated by Bromley East Charter School if after examination it is clear to parents, teachers, and administration that the student has not been correctly placed at the educational level best suited for his/her learning style and educational needs.

5.1.3.1 Classroom Placement Changes Initiated By Administration

On rare occasions, administration may determine that a child, or children, should undergo an immediate classroom placement change for safety or other reasons. In this event, administration will consult relevant faculty members, and make a placement decision based on their input. After the placement decision has been made, administration will attempt to notify the child's or children's parent/s by telephone prior to implementation.

If the change is deemed necessary for safety reasons, administration will implement the change, and notify the parent/s after the fact by telephone, or other more timely means, as soon as possible.

5.1.4 Curriculum

Core Knowledge

The K-8 curriculum will follow the Core Knowledge Sequence. This curriculum was developed to provide students with a rich vocabulary and broad knowledge base on which future instruction can build. Students develop self-confidence and knowledge necessary for higher levels of learning.

The core concepts are organized to spiral through the grade levels, becoming more sophisticated and detailed in each successive grade. Students retain information much longer and obtain skills more easily when meaningful content is combined with the teaching of skills. Bromley East emphasizes the teaching of basic skills with a traditional approach in reading and mathematics. Emphasis is placed on the basic foundations necessary for an academically sound education.

Montessori

The Montessori Method of teaching aims for the fullest possible development of the whole child. Our Montessori teachers are trained facilitators in the classroom, always ready to assist and direct. Their purpose is to stimulate the child's enthusiasm for learning and to guide it, without interfering with the child's natural desire to teach him/her and become independent. Each child works through his/her individual cycle of activities, and learns to truly understand according to his/her own unique needs and capabilities.

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 Human Sexuality

We will teach the Core Knowledge Sequence in the fifth grade, which includes a discussion on the reproductive organs and reproduction, in a gender-separated environment.

Teaching Evolution

Much of modern biology rests on the theory of evolution. The Core Knowledge Sequence introduces the theory of evolution. We will adhere to the Core Knowledge Sequence. 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.

Teaching of Religion

Bromley East Charter School will encourage all students, parents 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-3 Only G-rated movies will be shown.
- Grades 4-6 Only G or PG rated movies will be shown.
- Grades 7-8 Only G or PG rated movies will be shown.
 - If a PG-13 movie is to be shown, the teacher will seek parental permission.

5.1.5 Enrollment

In accordance with the Contract between Bromley East Charter School and the Brighton 27-J School District, there will be three student admissions tiers at Bromley east charter school:

1. First priority for enrollment shall always be given to students who are residents of the Bromley Park subdivision in Brighton;
2. Second priority for enrollment shall always be given to students who are residents of the Brighton 27-J School District;
3. Third priority for enrollment shall go to students residing outside of the Brighton 27-J District, 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 the Brighton 27-J District, and in order to recruit and to 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.

In addition, out-of District students who are currently enrolled at Bromley East Charter School will be placed in descending order of their longevity as students at Bromley East Charter School, 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.

In the event that an out-of District family has more than one child enrolled at Bromley East Charter School, all of those children will receive the same consideration in determining re-admission status. This consideration will be based upon the initial admissions date of the family's first student to enroll at Bromley East Charter School. 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 re-admission, to Bromley East Charter School.

In the event that the number of new applicants exceeds available spaces within a grade, a random-selection lottery will be held in the Brighton 27-J admissions tier and the out-of-District admissions tier. This lottery will randomly assign positions on a waiting list within each of the separate admissions tiers. Lotteries would be conducted each month, for applications received that month.

Bromley East Charter School currently offers both half-day Kindergarten spaces and a limited number of all-day Kindergarten spaces. Regardless of an applicant's admissions tier, all-day Kindergarten spaces will be allocated on a "first-come, first, served" basis, based upon date of receipt of a completed admissions application.

These, and any other aspects of admissions policy, will be interpreted consistent with the Contract between Bromley East Charter School and the Brighton 27-J District; Brighton 27-J District 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 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 want and expect all of our students to take part in. Like any other class day, if a parent chooses to withhold a student (for illness, or any other reason deemed by the parent worthy of excluding the student from the instructional day), we recognize the parent's right to do so, but the parent is then responsible for the student that day. Students not participating in the field trip should not come to school, and parents will need to contact the office by 9 AM to report the student's absence.

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

Kindergarten through Grade 2

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

Grade 3 – Grade 8

A+	98-100	C+	78-80	F	60 and below
A	94-97	C	74-77		
A-	91-93	C-	71-73		
B+	88-90	D+	68-70		
B	84-87	D	64-67		
B-	81-83	D-	61-63		

Standards Based grading – Used for Math in Elementary grades

4 – Advanced

The student's work demonstrates a **thorough**, in-depth knowledge of extended concepts and skills in grade-level or above grade level standards as described in the math standards grade-level expectations. Performance is characterized by the student's ability to understand, apply and extend key concepts, processes and skills with **consistent accuracy** and a **high degree of quality** beyond what is expected at the grade level.

3 – Grade Level

The student's work demonstrates a **solid** knowledge of grade level concepts and skills as described in the math standards grade-level expectations. Performance is characterized by the student's ability to **consistently** understand and apply key grade level concepts, processes and skills with **accuracy and quality**.

2 – Basic

The student's work demonstrates **partial** knowledge of grade level concepts and skills as described in the math standards grade-level expectations. Performance is characterized by the student's **developing** ability to understand and apply key grade level concepts, processes and skills.

1 -Not Meeting Standard

The student's work **does not yet demonstrate** knowledge of grade level concepts and skills as described in the math standards grade-level expectations. Performance is characterized by the student's ability to understand and apply concepts, processes and skills one or more years below grade level. Interventions will be utilized to support the student in progressing toward grade level standards.

Academic Honor Roll Requirements

High Honors: Based on quarterly performance

Students in grades 3-8 must receive "A"s in all core subjects, or a Standard's Based grade of a 3. The high honors student takes an active role in his/her education by being a self-directed learner. The high honors student continually demonstrates the attitude and skills needed to become a self reliant individual. He/she

exceeds the standards in all of their academic pursuits. Students must also score at or above the 50th percentile on the most recent reading, language usage, and math MAP tests.

Honors: Based on quarterly performance:

Students in grades 3 and 4 will receive more "A"s than "B"s in core subjects, or a Standard's Based grade of a 3. Students in grades 5-8 will receive "A"s and no more than 2 "B"s and no less than a "B" in labs and specials. The honors student demonstrates uncommon focus and dedication to the learning process in academic achievement. He/she are willing to invest themselves in the long term goal of their studies. He/she consistently meets and exceeds standards in the majority of the core subject. Students must also score at or above the 30th percentile on the most recent reading, language usage, and math MAP tests. Students who are in specialized programs that do not meet the MAP test requirement may be considered on a case-by-case basis.

Citizenship: Based on quarterly performance/Teacher Recommendation:

Students in grades 3-8 must exceed standards in all behavior evaluations. The citizenship award is for the student who exhibits courtesy, teamwork, respect for peers and teachers, strong work ethic, outstanding conflict resolution, cooperation, honesty and allegiance to what is right no matter what is going on around them.

Perfect Attendance: Student must have perfect attendance: including no tardies: Grades K-8
The perfect attendance student does not want to miss anything. They understand the value of punctuality. "Showing up" is second only to "showing up on time".

Diligence: Based on cumulative performance/Teacher recommendation: Grades 3-8

The diligent student envisions the future. In the face of challenge or obstacles, he/she is persistent and goal oriented. He/she is seldom daunted by circumstances because they feel qualified to prevail.

On-a-Roll : Teachers may recommend students who have recently demonstrated a strong improvement toward reaching academic or behavioral goals.

5.1.8 Health Services

Medication, Immunizations, Emergency Care

Bromley East Charter School encourages you to evaluate your own health insurance and disability insurance coverage for any injuries your child might sustain while participating in school activities. Please be advised that 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 a.m. 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 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 parents and physician. 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. 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 Request Forms are available in the front office.

When a child becomes ill at school:

1. The parents will be notified that their child must be picked up.
2. If a parent cannot be reached, the emergency contact person listed on the emergency card will be called.
3. In case of a more serious injury or illness, "911" will be called for medical assistance and the parents 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:

1. Receipt of a written statement from your doctor that immunization might be harmful to your child.
2. Determination that the parents of the child have a religious belief opposed to immunizations and written documentation to back-up this information.
3. Determination that the parents 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 must be listed.

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. In addition to these mandated screenings, we also complete a Body Mass Index screening. Results outside of a normal range for any of these screenings will be mailed to parents/guardians.

5.1.9 Homework & Reading Time

Homework is a fundamental part of our general academic program. It prepares students for high school and college. It also helps develop a strong work ethic and personal organizational skills. Homework's immediate educational purpose is:

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

In addition to regular classroom assignments, we would like each student to read, or be read to, at least three times a week, and preferably every day. We believe that becoming a competent reader is critical to being a good student and the first step to being able to explore the world. By making sure your child is reading at home, you are directly contributing to his/her education. By reading in front of your children, you model good habits and reinforce your expectations.

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

- Kindergarten and Grade 1 15 minutes including family reading time
- Grade 2 20 minutes including reading time
- Grade 3 and Grade 4 30 minutes including reading time
- Grade 5 50 minutes including reading time
- Grade 6 60 minutes including reading time
- Grade 7 70 minutes including reading time
- Grade 8 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 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 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. If a student is consistently not completing homework in the allotted time, parents should contact the student's teacher(s). Similarly, if a student is completing homework too rapidly, parents should contact the student's teacher(s).

For poor or incomplete work, teachers may require students to redo an assignment. Whether such work will be given credit is left to the discretion of the teacher.

5.1.10 Internet Use Policy

Computers, Networks, and the Internet

Bromley East Charter School is pleased to be able to offer students access to our computer network and the Internet. All students must obtain parental permission prior to access and must sign an Internet Use Agreement.

The intended purpose of the Charter School'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.

It is in the interest of providing clear guidelines for the use of the Bromley East Charter School network and the Internet by parents, students, and staff that we have developed the following Acceptable Use Policy:

1. Bromley East Charter School reserves the right to monitor any and all activity on the Network.
2. Bromley East Charter School reserves the right to block any material on the Internet.
3. Security on the Network is a high priority. The Principal or designee shall establish procedures that will maximize the computer system security.
4. No warranties are made or given with respect to any service, any information, or any software contained within the Network.
5. 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 members are responsible for supervising student use of the Network and the Internet.

5.1.11 Lost & Found

Students are expected to bring any found objects such as clothing, books, etc. immediately to the school office where they will be placed in a "Lost and Found" site. An effort to find the owner of the article will occur. If no owner can be found, articles may be given to charitable institutions.

5.1.12 Lunch/Breakfast Program

Meal prices are determined based on market analysis and cost of production. It is the hope of the Bromley East Charter School to provide a nutritious lunch with a variety of options at reasonable prices.

Free and Reduced meal applications are available in the office.

5.1.13 Report Cards

Student report cards are completed at the end of each quarter. They will be distributed at parent/teacher conferences or mailed. Final report cards will be mailed home approximately one week after school is out.

Parents will be able to check students' progress through Infinite Campus via the internet. Written progress reports will be sent home on the 3rd and 6th week of each quarter. If parents do not have access to the internet and would like to receive more frequent updates they should speak to their child's teacher(s).

5.1.14 Promotion & Retention

Bromley East Charter School faculty and administration will decide promotion and retention of students. Promotion is to be viewed and determined on two levels: academic performance, and emotional and social readiness. Students who show significant and documented deficiencies in academic and/or social areas will be considered for retention.

If a teacher is considering retention of a student, the parents and principal should be informed as soon as possible. In any case, this recommendation or consideration should come no later than the end of the third quarter. Notification should be made in writing as well as verbally during conferences.

Bromley East Middle School students (grades 5-8) will be required to earn a total of 20 academic credits for each year of middle school in order to be promoted to the next grade and/or to graduate from eighth grade. Students will receive 2 credits each semester in each of the five "core" classes, for a total of 20 core credits earned each year. The core classes include math, language arts, social studies, science and Spanish. Students will receive 1 elective credit each semester for passing grades in all elective classes. Credits will be awarded to students at the completion of each semester and will be based upon the average of the two preceding quarters' grades.

Core credits	20
Elective credits	2
Total Credits	22

In both the primary grades and the middle grades, it will be necessary for the student to be in compliance with State of Colorado laws and Bromley East Charter School's policies such as school attendance and student behavior in order to be considered for promotion to next grade level and/or to graduate from the eighth grade.

If a student does not achieve a passing semester grade, a remedial plan may be implemented, at the principal's discretion, in order for the credit to be earned.

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 or Bromley East Charter School approved organizations. For details on how to obtain an application, contact the front office. Rental fees may apply.

5.1.16 Release of Students

Students may NOT be taken from the school or playground unless parents have signed them out in the office. For the protection of students, parents are required to sign out students from the office when they are picked up for early dismissal. If a parent 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 has given written permission to release the child to that person's custody. This policy will be strictly enforced.

If your student must be excused early in the day, we ask that you come to the office and sign him/her out. Please do not go directly to the classroom as this could result in your student being marked absent for longer than he/she was actually missing from school and could affect his/her attendance records. 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 or to parties authorized by parents, who are 18 years or older. If the authorized party is new to school staff, identification will be requested.

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 of each building.

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 keep the school office up-to-date with this information in case of personal or school emergencies.

A regular part of our safety procedures is fire drills, tornado drills, lockdown drills, and emergency evacuation drills.

During all storm warnings, watches, and rumors of such, please do not phone the school office. Numerous parents calling our phone lines make it impossible to deal with true emergency situations.

Fire Drills

Each school will hold a fire drill on a monthly basis. Fire drills will be held in accordance with the plans developed in concert with the Brighton Fire Department. The principal will be responsible for assuring that the fire drills occur and will keep accurate records of each occurrence.

Students will exit the building in the prescribed method and move to their assigned area. Teachers will be responsible for taking attendance and cross checking with the number of students who are in their class. Teachers are responsible for contacting the administration as soon as possible if the attendance checks are not accurate.

The principal is responsible for assuring that everyone has exited the building and that all windows and doors are closed. Once the principal is confident the building is empty a signal will be given that the fire drill has concluded and the teachers will escort the students back to the classrooms.

The principal will discuss any modifications to improve fire drills during preceding faculty meetings allowing the teachers to assist the students to better understand the procedures.

Tornado Drills and Tornado Watches/Warnings

Bromley East Charter School will hold a formal tornado drill during the year. The principal will determine the time schedule for this drill and maintain accurate records of this occurrence.

A tornado watch means that conditions are right for a tornado to occur. There is no immediate action for the school to complete. However, if a tornado watch is issued, designated storm watchers (teachers, office staff, and parent volunteers) should be used to keep the Administration informed of impending changes. The Administration should use the National Weather Service, local police, monitor alert receivers, weather radios, web sites, and television to remain as informed as possible regarding the tornado watch.

The Administration must inform the staff of the tornado watch and make sure that no students are allowed outside of the building. All windows and exterior doors must be shut but not locked.

Once the warning has expired, the Administration will inform the staff that there is no further danger.

A tornado warning means that a tornado is occurring in or around our region. The Administration must signal immediate action to prevent injury.

The Administrator will alert the staff of the tornado warning and place into effect the tornado plan designed for the school building. All students will be brought indoors immediately.

Students will assume the appropriate tornado warning position on their elbows and knees with their hands covering their heads. The students will be moved away from windows and toward the middle of the buildings. As soon as each teacher gets the class placed in their pre-arranged positions, they are required to take attendance. Any discrepancy in attendance must be reported to the Administrator immediately!

When the storm has passed and the tornado warning has subsided, the Administrator will issue an "all clear" message to the staff. This message allows teachers to escort their classes back to their classrooms, where attendance will once again be taken.

If the passing storm has caused structural damage to the building the Administrator will evacuate the students and move them into the area assigned for fire drills. Any structural damage will result in the Administration contacting parents as soon as conditions will allow to pick-up their student.

Building Evacuations

In the unfortunate circumstance that the building must be evacuated (gas line leak, bomb threat, unforeseen circumstance) students will move in a pre-determined route away from the buildings and to safe zones. Their teacher will escort all students at the time of the evacuation. When the students are in the outside area the teacher will take attendance. When the Administrator has determined it is safe to return to the building the teachers shall escort their students back to the classrooms and re-take attendance. If it is determined that there is need for further evacuation away from the building, students will be evacuated to the Adams County Justice Center.

Lockdown Drills

Bromley East Charter School will hold a formal lockdown drill through-out the school year.

Additional Security Measures

In addition to emergency drills the following security measures will also be enforced:

- The parking lot entrance door will be the only school-time entrance into our building. The main entrance off Longspur will be open until 8:40 each morning, and then will remain locked for the remainder of the day.
- All adults must check in at the office for a visitor's pass.
- Staff will check for visitors' passes at our hallway entrance gate.
- Students will be dismissed at the end of each day from their designated area of the school grounds. Parents picking children up after school are asked to arrive promptly at dismissal time and meet their child at the designated location of the school grounds.
- Kindergartners must be signed in/out of their classroom by a parent, guardian, or authorized sibling.

5.1.18 School Closure & Delay

In the case of inclement weather, we will follow the procedures for Brighton District 27J. Please listen to one of the major TV news stations or KOA radio for information regarding school closures and delays.

If weather worsens during the school day and a parent feels a need to pick up their student early, they are allowed to pick them up using the approved criteria. Parents must sign students out at the main office. It is extremely important during these periods to not bypass this rule. We must know where your child is at all times! Only in the most serious conditions will we contact the parents and ask that the students be picked up early. *Even in the worst weather the school is one of the safest places for your child.*

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

5.1.19 School Visits

Parents are always welcome at school. Please contact the teacher in advance before visiting, so that conflicts in schedules may be avoided. Visitors must sign in at the office upon arrival and wear a visitor's badge. Students are not allowed to have students from nearby schools as visitors during the instructional day unless they are willing to enroll. Students and parents interested in enrollment may contact the office to schedule a visit.

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, and labs) in order to be eligible to participate in extracurricular activities. Eligibility will be determined for the next week based upon the student's accumulative course grade on the preceding Friday. 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. 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 to off-set the costs of coaches, equipment, fuel costs, etc.

5.1.22 Student Information Release

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

(1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, 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 or eligible student, the District will notify the parent 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 or eligible student when notified of the right to a hearing.

(3) 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 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.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District 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

In addition, classroom activities and events sponsored by the school occasionally are photographed or videotaped by representatives of the news media for publication in newspapers or broadcasting on television.

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 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 who withdraw their students to determine, if possible, the reasons for withdrawal.

6.1.1 Student Attendance

Philosophy

Bromley East Charter School's goal of "First Comes Learning" sets high standards and academic achievement expectations for all of our students. In pursuit of this goal, it is essential to teach the benefits of good attendance and punctuality during our student's educational career.

Attendance habits begin early and are critical to student achievement. They instill self-discipline and insure a quality learning experience and a successful and productive future for all students. Good attendance habits generally remain 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 or lateness interferes with learning and puts students at high risk for academic failure. Any absence other than a medical or family emergency negatively affects learning. Whenever possible, medical or dental appointments should be scheduled at times outside of the school day.

Excused Absence

If a student is absent, parents must call the school office by 9:00 a.m. It is critical to student's safety that the school knows where all students are at all times during the school day. The school will notify parents of any absences that are unaccounted for. Parents 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 evidence or documentation for the excuse is received by the office staff.

1. Death in the Family
2. Medical or Dental Appointments. An absence resulting from a medical or dental appointment that cannot be scheduled outside of regularly scheduled school hours. Notice should be given to the teacher(s) prior to the absence, except in the case of an emergency.
3. 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 consecutive school days may require a note from a physician upon return to school.
4. Quarantine. An absence that is ordered by the local health office or by the State Board of Health.
5. 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.
6. 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 adhere, require observance of a religious event.
7. 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.

Missed Assignments and Projects

Students are expected to make up assignments and projects missed when absent. To complete the necessary make-up assignments or projects, students are allowed time at a rate of one day for each day of excused absence days, plus one additional day. The student should ask for help in establishing a make-up schedule. In the event of an extended absence, teachers will provide up to 5 days work at a time. Additional work will be available upon completion of the first 5 days.

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 days of the student's return their absence will remain unexcused. Planned absence of three consecutive days or more without prior approval is considered unexcused. Work missed due to unexcused absence may be given credit or partial credit upon successful student petition to the building principal. 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.

Late Arrival/Tardiness

Students who are late to class show disregard to both their teachers and classmates. Students are expected to arrive to school and class on time. Repeated tardies will convert to unexcused absences (**3 tardies equals 1 unexcused absence**) and will be subject to the same consequences identified in the truancy policy. Students who arrive or leave 1 ½ hour before or after the school day will be considered absent for ½ day. Students must be in attendance for the entire school day to be eligible to participate in any extracurricular activity on any time on that given day.

Truancy

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. The department of Social Services will be notified, a parent conference will be required, and credit may be withheld. An unexcused absence is defined as an absence that is not covered by one 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.

Early Dismissal

Students must be checked out from the office if leaving school early. It is important for parents to note that it is not acceptable to pick your child up from the playground, cafeteria, or hallway without informing the office. WE MUST KNOW THE WHEREABOUTS of our students AT ALL TIMES! If the person picking up the student is not recognized by the office staff, identification will be required. Students will not be released to anyone younger than 18 years of age, or to anyone not listed on the student's emergency contact information. In case of illness during the school day, the student should report to the school nurse who will then contact the parent/guardian.

Students who leave 1 1/2 hours before dismissal are considered as being absent one half day. Students must be in attendance for the entire school day to be eligible to participate in any extracurricular activities at any time on that given day. The principal, based on situations deemed as acceptable, may grant special consideration to attendance matters.

7.1 Student Discipline

Definition of Discipline

Discipline is the positive direction of behavior toward established standards of conduct, fully understood and based upon reason, judgment, and consideration of the rights of others.

Ideal discipline is self-directed and self-controlled. School, community, and parents share the responsibility for helping students develop self-discipline. The primary force in the establishment of discipline within our schools is the student.

When self-control falters and self-discipline fails, disciplinary forces from outside the individual must be imposed to protect the rights of others and to ensure students have uninterrupted instruction by teachers.

Bromley East Charter School has established certain rules and procedures to guide students through constructive growth into mature adulthood. The rules and procedures are basically the same from kindergarten through grade eight. Parents, teachers, and others responsible for the welfare and education of these students cooperate to interpret and enforce these rules.

Philosophy of Discipline

At Bromley East Charter School, our philosophy of discipline encompasses two important aspects. It incorporates the modeling and encouragement of positive behavior traits which flow from our Mission Statement regarding character development. It also establishes a clear framework of expectation and consequence regarding student behaviors which are not acceptable to our student community. Bromley East Charter School has implemented a PBS (Positive Behavior Support) system called the BECS Way. Behavior guidelines have been established to help students to make choices that follow the acronym of:

Be responsible, **E**thical, **C**ourteous, and **S**afe.

Our teachers and administrators are dedicated to providing a safe environment, where students are free to learn, and free to reach their full potential as citizens of our community, in fulfillment of our Mission Statement. Should a student's behavior infringe upon that student's ability to learn, the ability of other students to learn in a safe environment, or the ability of teachers to teach, that behavior is not acceptable and will be neither condoned nor permitted at Bromley East Charter School. Inappropriate behaviors of this sort will be addressed as either Class I or Class II offenses, both of which are in violation of the Bromley East Charter School Code of Conduct and Responsibilities, our Mission Statement, and the sense of community we all wish to maintain at Bromley East Charter School.

Class I Offenses may result in immediate suspension and may result in a recommendation for expulsion.

Teachers or staff must immediately issue discipline referrals to the Principals or their designee, for any of the following Class I offenses:

1. Fighting that leads to the injury of one or all of the combatants.
2. Abusive or profane language directed toward a teacher or other students.
3. Student actions that disrupt the class to the extent that the teacher's authority is challenged.
4. Student actions that indicate the use of drugs, alcoholic beverages, or other behavior altering substances.
5. Student actions that present a danger to the safety and well being of themselves or others.
6. Criminal acts in violation of local, state or federal laws.
7. Arson or attempted arson.
8. Possession, control or sale of dangerous articles, firearms, knives, metal pipes, sharpened implements, clubs, look-alike weapons, ammunition, etc.
9. Drugs and controlled substances, possession, use, distribution, or being under their influence, including the possession of tobacco products.
10. Extortion or attempted extortion, harassment, or intimidation.
11. Theft or attempted theft.
12. Sexual harassment.

Class II Offenses that warrant disciplinary action include but are not limited to:

1. Absenteeism (including cutting of class), unexcused or excessive.
2. Aggressive behaviors, including but not limited to hitting, pushing and shoving.
3. Cell phones, beepers and/or other telecommunications devices, possession of, except as considered necessary by the principal.
4. Cheating and/or plagiarism.
5. Defacing or destruction of school property or property of another (includes writing on wall, etc.).
6. Detention, failure to report to.
7. Detention, refusal of.
8. Gambling or being present where gambling is taking place.
9. Disobedience to teacher or other staff member.
10. Disrespectful behavior toward teacher or other staff member.
11. Disruption of class, study or instruction.
12. Failure to report to office as directed.
13. Pushing and shoving/students; not keeping hands and feet to oneself.
14. Forgery of notes or passes, etc.

15. Leaving class without permission.
16. Leaving school grounds without proper authorization.
17. Loitering on school property, including halls and classrooms before or after school hours.
18. Lying/falsehood.
19. Misuse of school property of others.
20. Obscene language or gestures.
21. Obscene writing, pictures or articles, or possession of.
22. Participating in, contributing to, or instigating a type of civil disobedience that is disruptive to the educational process.
23. Presentation of forged notes or passes.
24. Refusal to follow directions of teacher or other staff members.
25. Refusal to identify self properly.
26. Removal of food from cafeteria without permission.
27. Rude behavior to others.
28. Sleeping in class.
29. Tardiness, unexcused or habitual.
30. Trespassing while suspended.
31. Truancy from school.
32. Unauthorized entry into restricted areas.
33. Walkouts.
34. Any violation of this code, policies of the Board, or local, state or federal law.
35. Any other conduct considered by the principal to be disruptive, disrespectful, unsafe, or disobedient.

Dress Code violations are a Class 2 offense; however, the student will remain in the office in In-School-Suspension until the child is in compliance with dress code.

(This list is not exhaustive of behaviors that may result in disciplinary action.)

8.1 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 in the school and on the school grounds, any teacher's authority extends to all students, whether or not the student is in that teacher's class.

8.1.1 Five Step Discipline Process

In the event a student violates a Class II Offense, Bromley East Charter School follows a FIVE STEP PROCESS to assure parent/teacher/student communication.

Step 1. Behavior Occurs. **Action = Teacher gives the student a warning.** This warning can take many forms. It can be a brief reminder after class of appropriate decorum, or it can be requesting the student meet with the teacher before school, after school, during a lunch period, etc., to discuss the problem. In any case, it is the responsibility of the teacher to thoroughly document the warning and consequences surrounding this warning.

Step 2. Behavior Occurs. **Action = Teacher contacts the parents.** The teacher contacts the parents by phone to discuss the situation. The parents will be informed that the student had received a previous warning and the teacher will enlist the parent's assistance in alleviating the problem. The teacher will insist when they confer with the student that this behavior will not be tolerated. The teacher documents this contact and its results.

Step 3. Behavior Occurs. **Action = Teacher schedules a meeting with the parents.** The teacher will work with the parents and the Administrative team to implement a student behavioral plan that dictates appropriate behavior and defines specific consequences that will occur if the contract is violated. The minimum consequences the next time a violation of this behavior occurs will involve a student referral to the Administrative team.

Step 4. Behavior Occurs. **Action = A referral is made to the Administrative team.** A discipline referral is made to the Administrative team. Consequences may be an In/Out of school suspension. A Functional Behavior Assessment may be administered and the behavior plan modified. Upon the student's return, the Administrative team will meet with the parents and the student to review the contents of the plan and will require the student to meet on a regular basis with the Administrative team. This will occur until the Administrative team makes a decision that the plan is no longer necessary.

Step 5. Behavior Occurs. **Action = Teacher makes a referral to the Administrative team.** A determination is made to continue with the behavior plan and/or to establish extended disciplinary measures such as OSS (Out-of-School Suspension). In the event an Out-of-School Suspension is determined by the Administrative team, in conjunction with the grade-level Principal, Bromley East Charter School will consider that OSS to count as one of a maximum of three Out-of-School Suspensions permitted under Colorado Revised Statute 22.33.106, (1) (a), (b), (c), or (d). This Statute indicates that students who have been suspended out-of-school three times in a school year for 'causing a material and substantial disruption in the classroom, on school grounds, in school vehicles, or at school activities or events for behavior that was initiated, willful, and overt shall be subject to mandatory expulsion.' Any student enrolled at the School may be subject to being declared a habitually disruptive student.

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.

8.1.2 Special Education Students

Students that have been identified for special education services may be suspended for inappropriate behavior. The Bromley East Charter School Principals may suspend a student with disabilities for short-term suspension (less than ten days total during the school year). The Principal may recommend a student with disabilities for long-term suspension or expulsion (greater than ten days) in accordance with the due process for suspensions and expulsions identified in IDEA. The parent will be notified in writing of the time and place of the manifestation review and its purpose.

9.1 Dress Code

The learning environment is significantly influenced by students' attire. The purpose of the uniform 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, and may result in the parent bringing appropriate dress to the school. The student will remain in the office in In-School-Suspension until the child is in compliance with dress code.

The dress code grants leeway to the principal in the interpretation of specific rules and regulations. Dress code is an important part of our philosophy. Pants must fit the waistline and not sag in the crotch. The cuff of the pants must be hemmed and may not touch the ground. Pants may not be so large that the shoelaces cannot be seen. Pants may not be excessively tight. Sweatpants, and nylon warm-ups, are not allowed. No logos on any pants. No denim. No holes or tears. Pants must be a solid color of khaki (light tan or green) navy blue, or black.

Shorts must fit at the waistline and not sag in the crotch. No denim. No holes or tears. The cuff of the shorts must be hemmed and must be of a modest length. Spandex or tightly fitting shorts are not allowed. No logos on any shorts. Shorts must be a solid color of khaki (light tan or green) navy blue, or black.

Skirts and skorts must fit the waistline and may not be excessively tight. Skirts and skorts must be of modest length and may not touch the ground. No logos on any skirts or skorts. Skirts and skorts must be a solid color of khaki (light tan, or green) navy blue, or black.

Shirts, sweatshirts and sweaters must be a solid color of hunter green, navy blue, gray or white and must have the Bromley East Charter School logo. No spaghetti straps or strapless shirts. The logo must be appear on the shirt and must be permanently affixed. Shirts, sweatshirts, and sweaters may not be excessively tight or baggy. Hooded sweatshirts with the school logo may be worn in the classroom; but the hoods must remain off the head.

All articles of clothing should appear neat, clean and in good condition and repair. Dress will not be worn that causes or is likely to cause disruption of the educational process.

Apparel advertising tobacco, alcohol, illegal substances, and/or offensive slogans are not acceptable attire at school-sponsored activities. Clothes making statements with sexual innuendoes are not allowed.

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 or seen before or after school hours. No hats or sunglasses in class. Hats include visors, bandannas, and "do-rags".

Outerwear and boots that are worn for warmth to and from school and at outside recess cannot be worn in the classroom.

Shoes must be worn at all times. With the exception of some Montessori classes, no slippers are allowed. No beach shoes, flip flops, or roller shoes. Open-toed shoes can be a hazard. Based on this fact, these shoes are not to be worn to school. To receive an exemption regarding footwear, the student must present a signed letter from a medical doctor.

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 undergarments may show at any time, nor should they be worn as outer garments. Undershirts are only acceptable if worn under the appropriate dress code shirt. Any shirts worn under the uniform shirt must be a solid color of white, gray, navy blue, or hunter green.

Hair must be clean, neat and styled traditionally. Only natural colors are allowed. No radical hairstyles.

Makeup must look natural. Black nail polish and lipstick is not acceptable. Modest jewelry is allowed. An object that has a purpose other than jewelry cannot be worn as jewelry (i.e. bicycle chains or collars). No more than two necklaces may be worn at one time. Earrings will be limited to two per ear and may not pose a safety hazard (no dangling or hoop style).

Jewelry may not be worn in a piercing besides the ear. No body-art defined as drawing on the skin made by the student with a writing utensil is permitted.

At no time shall permanent tattoos of any kind be allowed on the face, hands, arms legs, or any other exposed skin. Exposed body parts shall not be pierced, except as allowed for girls' earrings (see the *Jewelry* item above).

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 principal, or his/her designee, including items not specifically referred to in the above policy. The Principal or his/her designee must approve any exception to this code due to a medical or religious reason.

Dress-of-Choice Day

Dress-of-Choice Days will be designated by the school administration as appropriate. The guidelines for allowable dress for these days are consistent with the general standards, style of dress, and grooming sections of the Uniform Policy. Casual clothing should always be in good repair. The length of shorts and skirts will be the same for Dress-of-Choice days as it is for any other day. Good taste is always an issue and parents should monitor students' clothing selection on these days to ensure their children are within the spirit of the school policy.

Students should remember that Dress-of-Choice days are a privilege, not a right, and could be eliminated if casual dress becomes distracting to the learning environment. If a student's dress of choice on these days is deemed inappropriate by the Bromley East Charter School administration, that student will be kept out of class until suitable clothing can be brought to school.

10.1 Tobacco-free schools

The United States Surgeon General has stated that the use of tobacco products is injurious to health and that tobacco smoke may be a hazard to non-smokers in the vicinity. In an effort to provide a healthful environment for students and staff in which the maximum opportunity for teaching and learning may take place, 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.

For purposes of this policy, the following definitions shall apply:

1. "School property" shall mean all property owned, leased, rented or otherwise used by a school including but not limited to the following:
 - A. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.
 - B. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
 - C. All vehicles used by the district for transporting students, staff, visitors or other persons.
2. "Tobacco" shall include cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking or both. "Tobacco" shall include cloves or other products packaged for smoking.
3. "Use" shall mean lighting, chewing, inhaling or smoking any tobacco product.

Signs shall be posted in prominent places on all school property to notify the public that smoking or other use of tobacco products is prohibited in accordance with state law and board policy.

11.1 Sexual Harassment

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.

A more detailed and complete definition of sexual harassment/harassment is found within the administrative/faculty handbook. However, this brief explanation will suffice to clearly describe the serious nature of these types of events.

11.1.1 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.

11.1.2 Definition of Harassment:

Although the Sexual Harassment laws are lengthy, the main definitions the Bromley East Charter School will use as guiding criteria are:

Sexual Harassment: Our program prohibits sexual harassment in any form. It is a violation of both State and Federal laws. Examples of sexual harassment are:

- i) Written Examples: Suggestive or obscene letters, notes/invitations.
- ii) Verbal Examples: Derogatory comments, slurs, jokes, and epithets.
- iii) Physical Examples: Assault, impeding or blocking movement.
- iv) Visual Examples: Leering, gestures, displaying of sexual suggestive objects or pictures, cartoons, or posters.

Sexually harassing conduct by adults toward a student or student toward a student is prohibited. This includes making unsolicited written, verbal, physical and/or visual contact with sexual overtones.

A student who believes that he/she has been discriminated against or harassed should promptly report the facts of the incident and the names of the individuals involved to their teacher, principal, parent, Administrative team of Student Services, counselor, Minister or Priest, or the police. Parents should discuss the importance of making sure their student knows they should contact one of these people if they feel they have been discriminated against or harassed.

12.1 Weapons

The Board of Directors determines that possession and/or use of a weapon by students is detrimental to the welfare and safety of the students and school personnel within the school.

Carrying, bringing, using or possessing a dangerous weapon in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. As used in this policy, dangerous weapon means:

- a. A firearm, whether loaded or unloaded, or a firearm facsimile.
- b. Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
- c. A fixed blade knife with a blade that measures longer than three inches in length or a spring loaded knife or a pocket knife with a blade longer than three and one-half inches.
- d. 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 slingshots, bludgeons, brass knuckles or artificial knuckles of any kind.

The principal shall initiate expulsion proceedings immediately for students that violate this policy. Legal authorities will be notified. Mandatory expulsion in accordance with state and federal law will result.

In accordance with federal law, expulsion shall be for no less than one full calendar year for a student who is determined to have brought a dangerous weapon to school.

Bromley East Charter School shall maintain records that describe the circumstances involving expulsions of students who bring weapons to school including the name of the school, the number of students expelled and the types of weapons involved as required by law.

13.1 Parent Information

13.1.1 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 or confiscated.

13.1.2 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 parental volunteer assistance is encouraged and facilitated.

13.1.3 Home/School Communication

Friday Folders will be sent home weekly. Parents are expected to review the contents and return the signed acknowledgement form. In addition, parents are encouraged to contact their child's classroom teacher(s) directly with specific concerns.

13.1.4 Official Posting of Announcements

Committee meeting times and agendas may be posted on the website. Board of Directors meeting agendas will be posted on website.

13.1.5 Parent Communication Process

Bromley East Charter School firmly believes that adults must be models of good character even in the most difficult situations. Should a parent have a grievance concerning a particular class or the administration of the school, 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.

1. The Teacher Parents should schedule a meeting with the teacher. Under no circumstance is it ever acceptable for a parent to confront a teacher about an issue with students present, including his/her own.
2. The Administration If the grievance cannot be resolved with the teacher, the parent should schedule a meeting with the appropriate on-site administrator.
3. The Board of Directors If the issue cannot be resolved after talking with the teacher **and** the on-site administrator, then a parent **must** submit the issue in writing to the President of the Board of Directors to be considered as a part of the Regular Board of Directors Meeting.
4. Board of Directors Meetings Each public meeting of the Board of Directors has a specific portion of the agenda set aside for public comment. Because of the lengthy nature of meetings, comments are held to three minutes or less. There are no circumstances that will allow anyone to discuss any item which involves negative comments directed toward a parent, student, or staff member.

13.1.6 Parent/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.

13.1.6.1 Resolution of Parent/Teacher Conflict

Any grievance or concern a parent has with a staff member will be handled by the procedures defined in this handbook. Under **NO CIRCUMSTANCE** is it ever acceptable for a parent to confront a staff member about an issue when students are present.

In the event of a disagreement or conflict between a parent and staff member, the parent will contact the appropriate administrator to request a three-way conference with administrator and the staff member. The administrator will make every reasonable effort to achieve a satisfactory resolution for both parent and staff member.

Should the administrator be unable to provide a satisfactory resolution, the parent may request a meeting with the principal, to include the administrator and the staff member. If the principal is unable to arrive at a mutually acceptable resolution, the parent may file a written request to present her/his grievance to the **conflict resolution committee**. 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 will be permitted ten minutes to state her/his grievance, after which time members of the board may question the parent, the staff member, and the principal 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.

13.1.7 Volunteer Policy

Volunteers are not only welcome, but crucial to meet all of the needs of our students. Before volunteering, each volunteer is required to read and sign the Bromley East Family Partnership Agreement.

Bromley East Charter School requests 40 volunteer hours per year per family. All volunteers are responsible for tracking all hours spent volunteering for Bromley East including onsite and offsite. Volunteers may use the online system to track hours via the Bromley East Charter School website. A computer at the school will be available for parents to log volunteer hours online.

In order to give your full attention to your volunteer job, please do not bring your young children to the school while you volunteer during school hours. Please make other arrangements for younger children for the time you plan to be volunteering at the school. Parents 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 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 (see the Staff Dress Code guidelines).

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 other adult is present or in an open area (or one with a door open).

According to FERPA (Family Educational Rights and Privacy Act) requirements, 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 to strictly adhere to this policy.