



## CEC Aurora Student and Family Handbook

CEC Policies referenced in this handbook are public documents that can be found, along with all CEC policies, on the CEC Network Website at [www.coloradoearlycolleges.org](http://www.coloradoearlycolleges.org). Click on Policies & Procedures.

The Student Handbook contains information that may be school specific within the CEC Network.

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**2017 – 2018 Colorado Early Colleges Aurora**

**Student and Family Handbook**

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AURORA, CO 80011

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<http://aurora.coloradoearlycolleges.org/>

**High School ATTENDANCE LINE:**

**LEADERSHIP TEAM**

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## The CEC Network

Colorado Early Colleges is a network of Colorado Charter Schools that gives students the opportunity to earn a college degree while in high school. Free.

### Colorado Early College School

All Colorado Early Colleges (CEC) charter high schools are Early colleges as designated by C.R.S. 22-35-104(10) means a secondary school that provides only a curriculum that is designed in a manner that ensures that a student who successfully completes the curriculum will have completed either an associate's degree or sixty credits toward the completion of a postsecondary credential.

### CEC Mission Statement

Colorado Early Colleges' mission is to prepare a diverse population of students for life by providing an opportunity to develop mind, body and character through rigorous academic studies.

All students, regardless of background or skill level, will have the opportunity to pursue a growth mindset that will allow them to achieve mastery, and demonstrate they can succeed in school, in college, and in their chosen career. No exceptions. No excuses.

### CEC Student Bill of Rights

Each student will have the following rights.

1. Mastery of reading, writing and math skills with the goal of being ready to pursue college courses without remediation.
2. Access to college courses, as a high school student, with the opportunity to earn college credits and an Associate's Degree or higher in addition to a high school diploma.
3. Academic advising services that include an Individual Career and Academic Plan (ICAP) and both high school and postsecondary guidance.
4. Success regardless of background, experience, gender or ethnicity.
5. Appropriate assessments ensuring accurate placement, regardless of grade level, to promote academic progress.
6. Quality classroom instruction by engaged, committed faculty.

## Academic Program

CEC Policies: <a href="http://www.coloradoearlycolleges.org">www.coloradoearlycolleges.org</a> > Policies & Procedures >	
SECTION I: INSTRUCTION	
IGD-G Adoption of Curriculum	IKF-G Early College Graduation Policy
IHCDA-G PSWR Guarantee	IGA-G Curriculum Opt Out

### Guiding Principles

College: A rigorous education prepares students for college level coursework and provides them with the opportunity to earn a college degree. A focus on college readiness empowers students to succeed in accelerated college preparatory and individualized college level courses, providing them the opportunity to achieve mastery and earn a college degree or other postsecondary credential while in high school, all at no cost to them.

**Career:** A relevant education prepares students for success in their chosen career. A focus on career readiness includes information literacy, invention, collaboration, critical thinking, and self-direction. Students will have the opportunity to participate in job shadowing and internships and gain other practical, real world experience.

**Curriculum:** A meaningful education is an end in itself. CEC believes in learning for the sake of learning and that college and career readiness is a result of a solid education. A true and meaningful education is fundamentally holistic and content-rich, imparting a broad body of knowledge, kindling curiosity and a sense of wonder, inspiring lifelong learning, engaging the intellect, and ultimately enabling students to reach their fullest human potential.

**Character:** A good education forms students' character, crafting them into responsible citizens and principled community members, and is complete with an integrated focus on values and ethical conduct, including Hope, Grit, Growth Mindset, excellence, integrity, honesty, respect, service, grit, initiative, accountability, leadership, and gratitude.

**Community:** A personal education engages students in a collaborative and relational culture and is a partnership of student, parent, and educator. All staff model CEC values in their own conduct and uphold a community of trust.

### **CEC Graduation**

All Colorado Early Colleges students, with the support of Academic and Career Advisors, will pursue at least one degree or certification while enrolled in a CEC high school with the intent to reach this goal by the time of high school graduation. This includes an associate degree, certificate, or 60 college credits toward a bachelor's degree.

All Colorado Early Colleges graduates must demonstrate college or career readiness based on at least one measure in English and one measure in math listed in the Menu of College and Career-Ready Demonstrations established by the Colorado Department of Education <http://www.cde.state.co.us/postsecondary/grad-menu>

(See also CEC Policy [\*\*\*IKF-G Early College Graduation Policy\*\*\*](#))

### **Academic Freedom**

A controversial issue is defined as any problem or subject which has publicly evoked viewpoints and differences of opinion. These issues usually have no easy resolution and create strong feelings among people. The goal should not be to reach consensus or a single agreed-upon opinion, but to give students the opportunity to express their ideas and to listen to those who have different points of view. Students must have access to relevant information and have the right and responsibility to study all sides of an issue. They have the right to form and express their own points of view and opinions without jeopardizing their position in the classroom or in school.

Teachers have the obligation to deal with such issues in a professional manner, fostering an atmosphere in which students feel free to form and express their own points of view. Issues are either intrinsic to or grow out of the regular classroom learning situations and contribute to the attainment of course objectives and programs of study. The teacher has the responsibility to be share facts and opinions representing various viewpoints must be adequately and fairly presented. When determining controversial issues to be taught, the scope and depth of the issue as well as the student's maturity, background, and experience will be considered. Teachers do not have the right to

indoctrinate students to their own viewpoint. Freedom of students to learn, not indoctrination, must be the goal of all involved.

Finally, teaching about controversial issues within the scope of this policy presumes a planned inquiry into such issues and not impromptu or incidental classroom discussion.

### \*Grading Policies

Grading scale for CECA is as follows:

A=100-90%

B=89-80%

C=79-70%

## Assessments (Testing)

CEC Policy: <a href="http://www.coloradoearlycolleges.org">www.coloradoearlycolleges.org</a> > Policies & Procedures > SECTION I: INSTRUCTION
ILB-G Test or Assessment Administration

### Admissions Testing (Accuplacer)

Students are placed into courses based on their Accuplacer test college placement assessment scores as determined by the assessment used by the school.

### State Mandated Testing

The network of Colorado Early College schools will follow this policy for parents who desire to opt their student(s) out of one or more of the state tests. This policy includes the following tests:

- CMAS Science and Social Studies assessments, PARCC ELA and Math assessments, and the state 10th and 11th grade assessments
- This does not include ACCESS

Each school will communicate to families that parents/guardians may elect to opt their student out of the above mentioned state assessment. Each school's communication will express the positives of taking the tests and reiterate that there will be no negative consequences if a parent chooses to opt their student(s) out. All students will be encouraged to take the tests.

If a parent/guardian chooses to opt their student out of the above mentioned state assessments, he/she will be responsible for completing a form and returning it to their respective school so it can be filed and tracked. The parent refusal forms will be maintained by the assessment coordinator or academic dean for each school. (See CEC Policy [ILB-G Test or Assessment Administration](#))

## Special Services

CEC does not discriminate based on disability or need for special education in any recruitment or enrollment decisions. Students admitted with an Individual Educational Plan (IEP) or 504 Plan from a previous school shall be placed directly in a program that meets the requirements of such IEP or Section 504 Plan. An IEP Team meeting will be convened in accordance with state and federal law and the Charter School Institute (CSI) policies and procedures. (See also CEC Policy [JF-G Enrollment](#))

## Student Organizations & Opportunities

CEC Policy: <a href="http://www.coloradoearlycolleges.org">www.coloradoearlycolleges.org</a> > Policies & Procedures > SECTION J: STUDENTS
JJA-G Student Organization

## Clubs

All participation in student organizations is voluntary and open to all CEC students. Student organizations may establish academic qualifications for membership where necessarily related to the purposes of the organization, however, membership in any student organization shall not be denied based on race, sex, sexual-orientation, national origin, disability, or any other status protected by law. (Refer to CEC Policy [JJA-G Student Organization](#))

## Campus

CEC Policies: <a href="http://www.coloradoearlycolleges.org">www.coloradoearlycolleges.org</a> > Policies & Procedures > SECTION E: SUPPORT SERVICES	
EBCB-G School Safety Plan	JIH-G Service Animals and Other Animals on Campus
EBCE-O School Closings and Cancelations	JS-O Student Internet Safety
KI-G School Visitors	

### Service Animals and Other Animals on Campus

Colorado Early Colleges does not discriminate on the basis of disability. Persons with disabilities have the same right as all students to the use and enjoyment of our school. CEC strives to make reasonable accommodations for a disabled person's use of a service animal on school property. The following procedures have been established for evaluating whether and how a request to bring a service animal on school property can be implemented under the circumstances on a case-by-case basis. (See CEC Policy [JIH-G Service Animals and Other Animals on Campus](#))

### Visitors

CEC limits visitors to:

- a) Parents/guardians of current students
- b) Other family members of current students who are approved by the student's parent/guardian
- c) Board members and other persons invited or approved by the CEC Network staff for official business purposes
- d) Prospective students/families who have been pre-approved

Visiting schools is a privilege, not a right, which may be limited, denied or revoked by a school administrator or designee based on considerations of student and/or staff safety, efficient school operations, maintenance of a proper educational environment, or failure to comply with this policy (Refer to CEC Policy [KI-G School Visitors](#))

### IT / Internet use/safety

Parents and Students are required to indicate that they have read, understand, and agree with [CEC Policy JS-O Student Use of the Internet and Electronic](#)

**Communications**. This policy is located on the school's website and will be provided to the student along with the ***JS-O Student Use of the Internet and Electronic Communications Acknowledgement Form*** before access will be granted.

Students may NOT use a personal device during class for any reason unless specifically directed to do so by a staff member. Any use of a personal device during class time (this includes inside and outside of the classroom) or inappropriate use at any other time may result in immediate confiscation of the device and possible level 1 or level 2 consequences.

Any violation of this policy may result in immediate level 1 or level 2 consequences.

### **Closed/Open Campus**

According to CEC Policy **EBCE-O School Closings and Cancellations**:

Due to the location of the schools, each school develops its own procedures for closing or delaying the opening of the schools.

All delays and closures will be posted on the CEC website at CEC914.org. If there is a two-hour delay full time staff should report no later than 9:30 am.

CECA will remain a closed campus for students during the school day. Breakfast and Lunch are provided on a daily basis. Students who leave campus without permission will be subject to consequences as outlined in our policies.

#### **CEC Aurora:**

In the event of bad weather or other unforeseen circumstances, a designated staff member of Colorado Early Colleges Aurora will implement the following policy:

Closures: CECA has students attending the school from many districts and we will take that information into account when making a decision to close the school. If APS, DPS or CCSD closes school, CECA will also be closed. If the school is open yet the parent feels that it is unsafe to get their student to school, then the absence will be excused.

School closures will be posted on the website, Facebook page and on local news television stations.

2 Hour Delay: If the school is on a 2 hour delay, staff is to report at 9:30 am and students at 10am. Notifications will be posted to the website, Facebook page and on local news television stations.

### **Photography/Media Release**

Students may occasionally appear in photographs and videos taken by CEC staff members, other students, or other individuals authorized by the Head of School or other CEC staff member. CEC may use these pictures, without identifying the student, in various publications, including but not limited to, the school yearbook, social media, school newspaper, and school website. No consent or notice is needed or will be given before CEC uses pictures of unnamed students taken while they are at school or a school-related activity.

Many times, however, CEC will want to identify a student in a school picture. CEC staff may want to acknowledge those students who participate in a school activity or deserve special recognition. In order for CEC to publish a picture with a student identified by

name in any school-sponsored material, including yearbook, one of the student's parents or guardians must sign a consent form. Granting consent allows the CEC School to publish and otherwise use photographs and videos, with the child identified, while he or she is enrolled in a CEC school. This consent is valid for one year and may be revoked at any time by notifying the student's Head of School.

## School Safety

CEC Policies: <a href="http://www.coloradoearlycolleges.org">www.coloradoearlycolleges.org</a> > Policies & Procedures > SECTION J: STUDENTS	
JICK-O Bullying Prevention and Education JICI-G Weapons in School JKA-G Corporal Punishment/Use Of Physical Intervention And Restraint JICH-O Drug, Alcohol and Tobacco Use by Students	JLCE-First Aid Training Staff at Events JLF-O Employee Mandatory Reporting JICD-O Conduct and Discipline JICI-G Weapons in School

### Safe2Tell

safe2tell.org or 877-542-7233

### School Emergencies

The school has written procedures for dealing with school emergencies. For safety reasons these procedures are not published for view by the public. Students, Staff, Parents, local public agencies, and affected local business will be notified in the event of an emergency and will follow procedures designed to bring the emergency to a safe closing in the most effective manner possible. See CEC Policies [ADD-O Safe Schools](#), [EBCB-G School Safety Plan](#), and [KDE-G Crisis Management/Communication](#)

### Student Search/Seizure

Schools may search a person, their possessions (backpack, purse, etc.), and any vehicles on campus. Searches may result in confiscation of student property. This would include anything illegal, in violation of CEC Policy [JICD-O Conduct and Discipline](#), or is disruptive of the learning environment. A determination will be made whether the item is to be held for a prescribed period of time for evidence in a hearing, returned to parent or guardian of student, or turned over to law enforcement. See CEC Policy [JICD-O Conduct and Discipline](#) for additional information regarding Search and Seizure.

## Student Conduct

CEC Policy: <a href="http://www.coloradoearlycolleges.org">www.coloradoearlycolleges.org</a> > Policies & Procedures > SECTION J: STUDENTS	
JICD-O Conduct and Discipline JICI-G Weapons in School JJA-G Student Organization EEAEC-O Student Conduct on Buses JII-O Student Grievances	JICH-O Drug, Alcohol and Tobacco Use by Students JKA-G Corporal Punishment/Use Of Physical Intervention And Restraint JS-O Student Use of Internet

### Student Behavior Guiding Principles

CEC believes high standards of conduct and an understanding of what constitutes civilized behavior are critically important to students fulfilling CEC's mission. CEC's methodology involves a structure or clear expectations while in classrooms and on school property. Teachers and staff should foster a culture that encourages students to be:

- Self-Motivated, self-disciplined, and self-directed
- Focused on their academic achievement and the implementation of their ICAP and student goals
- Treated with immediate consequences that are structured and enforced if policies are broken, and
- Actively involved in developing a school culture that creates a community of excellence and achievement.

The Colorado Early College’s methodology involves structure and clear expectations in the classroom. Students who repeatedly misbehave will be subject to disciplinary action and possible expulsion, based upon the nature and severity of student behaviors.

### **Positive Behavior Support**

School will create and implement positive reinforcement systems recognizing and affirming positive behavior to encourage students to make a habit of making positive behavior choices.

### **Student Expectations**

Students of CECA are expected to obey the following expectations. The Leadership Team has adopted these expectations to address most possible behavioral situations for students of all grade levels. Situations not specifically defined will be addressed by the most appropriate category.

#### *Attendance*

Students are required to attend class and be on time. Please refer to CECA Attendance Policy for further information.

#### *Conduct at School*

Students will move in an orderly manner while in the hallways and not congregate or roam in “Off Limit” areas. “Off Limit” areas are marked by fences and/or warning signs. Students will maintain appropriate behavior in class, in cafeteria, in hallways, and during assemblies.

#### *Conduct on a school bus*

All school rules remain in effect while on a bus. Please refer to [CEC Policy EEAEC-O Student Conduct on Buses](#) for further information. Behavior and safety issues on busses will be referred directly to the Dean of Student Accountability

#### *Academic Integrity*

Students will not plagiarize or cheat. They will produce their own work and cite sources appropriately.

#### *Respect for Property*

Students are responsible for personal property brought to school. Students will keep their personal property secure. Students will show respect for school property and the property of others.

### *Respect for Persons*

Students will show courtesy to one another and to school staff. Students will refrain from causing or threatening harm or personal injury to others on or off school property. Students will further refrain from creating disturbances, harassing others, or instigating mistreatment of others. Skateboards, rollerblades, bikes, and similar items may not be used on campus at any time.

### *Language*

Students will refrain from using profane or abusive language.

### *Dress and Personal Appearance*

Basic standards for dress and personal appearance are clean, neat, and college/career appropriate. Please refer to the CECA Dress Code for further information.

### *Unlawful behavior*

Students will not engage in any criminal behavior. Charges will be filed or report made to law enforcement officials.

### *Public Displays of Affection*

Permissible displays of affection are holding hands or hug and release. Inappropriate physical displays of affection are prohibited on school premises.

### *Following Instructions / Accepting Staff Decisions*

Staff members make decisions based on students' best interest. Students are expected to follow directions quickly. Disobeying a person in authority will constitute defiance and will not be tolerated. Questions about a staff decision can be brought to a member of the CECA Leadership Team.

### *Welfare and Safety*

Students will not possess instruments where the actual or intended use of the object may be detrimental to the welfare or safety of any other individuals. Students will not possess, use, buy, sell, or trade alcohol, tobacco/nicotine products, drugs, or other controlled substances as well as materials or devices for which the actual or intended purpose is for the containment or use of such products, including (but not limited to) pipes, vape pens, e-cigarettes, cigarettes, and lighters on school property or at school events. Students may not come to school or school sponsored activities or events or be on school vehicles while showing signs of having used any prohibited substance.

### *Gang affiliation*

Students will not engage in behavior or adopt a dress style or personal appearance suggestive of gang affiliation or membership.

### *Skipping Class*

A student choosing to miss one or more class periods on a day that he or she is in attendance at school will be considered “skipping” class. This is not considered an absence from school. It will be treated as defiance and a disruption of the learning environment. Students intentionally missing a class period may receive immediate level 1 or level 2 consequences. Teachers are not required to accept late work from a class period that was skipped.

#### *Electronics and Technology*

Student use of personal and school technology (including personal phones, tablets, and laptops; school computers; and any utilization of the school network) will follow the [CEC JS-O Student Use of Internet](#) and CECA Student Electronics and Technology policy. Violations may result in a device being confiscated and possible level 1 or level 2 consequences.

### **Consequences**

There are recommended consequences for certain behaviors that do not comply with school expectations. Repeated misbehavior will result in more serious consequences. The Teachers and Dean of Student Accountability are provided latitude in assigning consequences. Consequences will be determined by the Dean of Student Accountability after meeting with all affected parties, this will include input from the student being assigned consequences.

A parent/guardian will receive notice of student discipline problems that requires a level 2 consequence. Records shall be maintained at the school for any infraction. These records will be part of each student’s individual file.

Within each Level, consequences may include detention, probation, suspension, and expulsion. These consequences are defined as follows:

#### *Detention*

Detention may be served before school, during lunch, or after school. Detention time will be used at the discretion of the Dean of Student Accountability which may include writing essays, completing reflections, community service, or completing specific school assignments.

#### *Probation*

This will be a suspension from attending a specific class. The student will be allowed to reenter the class only after a meeting including the student, parent/guardian, teacher, and Dean of Student Accountability. Depending on the results of the meeting, the probation may become permanent for the remainder of the semester.

#### *Suspension*

Suspensions shall last from one to five days in length. If the suspension is an out of school suspension, the student will not be allowed on campus for the duration of their suspension. The student will only be allowed to return to school after a meeting including the student, parent/guardian, and Dean of Student Accountability. Suspensions may become recommendations for expulsion. A

manifestation hearing must be held prior to a suspension that would result in more than 10 days total for a school year for a student with a disability.

### *Expulsion*

The Dean of Student Accountability along with the Head of School make a recommendation to the CEC Governing Board. The decision to expel a student is made solely by the Governing Board. Until the board makes their decision the student is considered suspended out of school. Prior to considering an expulsion for a student with a disability, a manifestation hearing must be held.

## **Level One Consequences**

Staff may write a referral for any student in the building. Staff may write a referral whether or not a student is sent to the office. Staff may write referrals for any actions they see that affect the learning environment. This can include any behavior that is listed in the Student Expectations section or anything that a staff member feels is inappropriate. Action is recorded in Infinite Campus.

- ✓ Verbal reprimand/redirect by staff or teacher
- ✓ Relocation in the classroom Other classroom consequences
- ✓ Consequences for non-classroom incidents
- ✓ Teachers will communicate referrals to the parent within 24 hours for incidents occurring in the classroom
- ✓ After the third staff or teacher written referral by the same teacher, there will be a required meeting with the Dean of Student Accountability.

## **Level Two Consequences**

The Dean of Student Accountability must give student consequences for each visit to his office. All visits to the Dean of Student Accountability resulting in Level 2 consequences require a phone call to the parent or guardian. Consequences can include one or more of the following:

- ✓ Verbal/written reprimand Conference with parent/guardian
- ✓ Loss of off-campus privileges Community service
- ✓ Billing for damages to property
- ✓ Expectations Contract
- ✓ Probation from class
- ✓ In-school suspension
- ✓ Out-of-school suspension
- ✓ Remedial discipline plan
- ✓ Recommendation to Governing Board for expulsion

## **Dress Code**

A student dress policy is an essential aspect of creating a school environment that is safe and conducive to learning and free from unnecessary disruption. During the school day, students shall adhere to a standard of dress and appearance that is appropriate. CECA establishes the following guidelines, in accordance with CEC board policy, to define an appropriate dress code. It is the desire of the leadership of CECA to have workforce dress standards that are defined and enforceable. The dress code will be enforced beginning with the first full day of the school year for all CECA Students. All CECA students will be in dress code on school property (including buses) and at school functions.

### ***Dress Code Guidelines***

- 1) Clothing must cover the stomach, breast, midriff, buttocks, and underwear.
  - 2) Inappropriately sheer or overly tight or loose clothing may not be worn.
  - 3) Shirts must have sleeves (no tank tops, spaghetti straps or exposed undergarments). Shirt necklines must be no more than 3 inches below the collarbone and no cleavage or undergarments should be exposed.
  - 4) Hoodies, sweaters, and other outerwear are considered a shirt and not an accessory and must meet the dress code. If outerwear is open, the under layer must meet the dress code requirements.
  - 5) Pants or jeans are to be worn no lower than the hipbones making sure that no underwear or skin is shown when sitting. The pants or jeans cannot have holes or tears. Leggings may be worn only under pants, shorts, dresses or skirts that comply with the dress code. Sweat pants and athletic pants (Including yoga pants, wind pants, or any spandex type material) may only be worn during PE Classes.
  - 6) Dresses or skirts must touch the top of the kneecap when standing.
  - 7) Shorts must come past the tip of your fingers while arms are extended at your side. Athletic/basketball Shorts may only be worn during PE Classes.
  - 8) Pajamas and/or slippers may not be worn.
  - 9) Shoes must be worn at all times.
  - 10) Sunglasses, hats, hairnets, do rags, beanies, hoods, and bandanas may not be worn inside the buildings.
  - 11) Clothing, paraphernalia, grooming, jewelry, accessories, tattoos, or body adornments that contain any words, symbols, or pictures which include the following are inappropriate and must be removed or covered:
    - a. References to sex, drugs, tobacco, alcohol, weapons, or gangs
    - b. Anything that is obscene, profane, vulgar, lewd, legally libelous, distracting, or dangerous
- \*Any questions about whether something is out of dress code should be asked before the item is worn.

### ***Enforcement***

- 1) All school staff monitor dress code before school, during breaks/lunches, and after school. Teachers monitor in classrooms.
- 2) Students who attend school out of dress code will be given a ticket and written up. The write up will be recorded in Infinite Campus. Some items may need to be changed or covered up at the discretion of CECA staff.

### ***Consequences***

- 1) Write up in Infinite Campus. Student attends classes.
- 2) Write up in Infinite Campus. Student attends classes.
- 3) Write up in Infinite Campus. Student attends classes. The following day the student is not allowed to attend school. This is 1 day of Out of School Suspension.

4) Write up in Infinite Campus. Student attends classes. The following 3 days the student is not allowed to attend school. This is 3 days of Out of School Suspension.

5) Write up in Infinite Campus. Student attends classes. Student will have the choice to wear a school uniform (described below) or withdraw from school. (Level 2)

a. Optional uniform

i. Polo shirt with buttons and a collar

ii. Khaki pants with internal pockets (no external pockets)

iii. Belt, socks, and shoes

For additional information, refer to CEC Policy [JICD-O Conduct and Discipline](#).

### Grievance Policy

Complaints and grievances are best handled and resolved as close to their origin as possible. Suggestions or complaints are best handled and resolved as close to their origin as possible. Please refer to [CEC Policy JII-O Student Grievances](#) for additional information.

## Attendance & Truancy

CEC Policy: <a href="http://www.coloradoearlycolleges.org">www.coloradoearlycolleges.org</a> > Policies & Procedures > SECTION J: STUDENTS
JAHB-O Attendance and Tardy Policy

### Attendance

CEC believes that academic success is fundamentally dependent on class attendance. Absences, whether excused or unexcused, hamper students' ability to be successful in their classes, hindering their progress toward the opportunities CEC offers. Absences place a burden on the teacher who is trying to teach all objectives of the course. Tardiness disrupts the classroom experience for all students.

All CEC students are expected to attend all classes as scheduled and to arrive punctually.

#### Excused Absences

Excused absences are only those resulting from illness of the student or family emergency.

- Family Emergency / Legal Emergency: Parent/Guardian note required.
- Illness/Injury: Parent/guardian note and Physician note will be required after the third day of absence.
- Mental/Emotional Disability: Physician note required.

A parent or guardian must notify CECA of any absence for it to be considered to be excused. Until properly reported, the absence is considered unexcused, regardless of its nature. The notification and explanation of the absence does not automatically excuse the absence. An excuse must be reviewed and approved by CECA staff. All absences should be reported the morning of the absence.

Extended excused absences (10 days) must be reviewed by the Dean of Student Accountability and Academic Dean, and alternative education may need to be arranged

(i.e. independent study, homebound education, independent learning contract, etc.). Students may not excuse themselves, even if they are 18+. A parent must submit the excuse.

### ***Vacation / Extended Personal Absence***

CECA attendance policies regarding excused absences do not allow for vacation or extended personal absences. It is understandable that conflicts may arise with scheduling family events or personal activities. For this reason, we are able to accept a parent excuse for a maximum of 3 days of absence per school year. Any days past these 3 need to be approved by the Dean of Student Accountability or they will be considered unexcused unless they meet the excused absence criteria below.

### ***Skiping Class***

A student choosing to miss one or more class periods on a day that he or she is in attendance at school will be considered “skipping” class. This is not considered an absence from school. It will be treated as defiance and a disruption of the learning environment. Students intentionally missing a class period may receive immediate level 1 or level 2 consequences. Teachers are not required to accept late work from a class period that was skipped.

### ***Unexcused Absences (Truancy) and Tardies***

A student who has any unexcused absences undermines his/her ability to be successful. Being absent (unexcused) 4 days in a calendar month or 10 days in a semester is considered being “habitually truant” (CRS22-33-107.3:1). In accordance with state law parents of truant students will be required to meet with school officials to determine reasons for absences and to develop a plan to improve the student’s attendance. Our goal is to correct the issue and avoid court involvement.

Each day an unexcused absence or tardy is recorded a call and email will automatically go out that evening. Parents and students are encouraged to review Infinite Campus to see which period was marked tardy or absent. If you feel there was an error it should be addressed within 24 hours.

Students arriving late to school are considered unexcused unless a valid excuse is given by a parent.

Please make arrangements so students arrive to school on time. Staff may excuse tardies during the day by writing a pass. Students and parents should check Infinite Campus daily to ensure that attendance is accurate. Any irregularities should be reported to attendance immediately. 3 or more tardies in a class may result in level 1 consequences; additional tardies may result in level 1 or level 2 consequences.

At 2 days absent the student must meet with the Dean of Student Accountability to discuss the absences and resulting Level 1 or 2 consequences.

At 4 days absent the student must meet with the Dean of Student Accountability to discuss the absences and resulting Level 2 consequences.

At 6 days absent the student and a parent must attend a conference with the Dean of Student Accountability to discuss the absences and further Level 2 consequences.

At 8 days absent the student will be issued an attendance contract. Failure to follow the contract may lead to further disciplinary action up to and including removal from college classes and/or additional requirements to retain the ability to earn credit for classes.

Missing a class on 10 separate days for any reason may forfeit the ability to earn credit in that class.

### ***Absences and Late Work***

Students that are excused for an absence have one day per day absent to complete missed assignments. Teachers are not required to accept late work after this time. Students are responsible for asking teachers for missed assignments. Teachers are not required to accept late work for an unexcused absence. (In-School and Out-of-School Suspensions are considered excused absences with regard to late work)

### **PROCEDURES FOR EXCUSING ABSENCES/TARDIES.**

Process to excuse an absence (all day or individual class period)

Before 8:30 the morning of the absence:

- Email [attendance@CECA914.org](mailto:attendance@CECA914.org)

The call or email should include:

- Student name
- Parent name
- Parent phone number
- Reason for absence
- Date and/or period of absence

If it is impossible to call or email the date of the absence the student must bring a note containing the above information confirming the dates and reason for the absence to the attendance office upon his or her return or the absence is unexcused.

The notification and explanation of the absence does not automatically excuse the absence.

Excused absences are granted in accordance with school policy, see above. Please be aware our attendance monitor may call home if an absence is not excused.

***Process to excuse a tardy to school or individual class*** (Includes dropping off your student late to school)

Students are deemed tardy after the start of the class. For a tardy to be considered excused the student must have a note from a teacher and proceed immediately to class. It is the responsibility of the student to obtain the note and deliver it to the next teacher. If the student arrives late to school a parent/guardian must contact the Attendance Office with the following information:

- Student name
- Parent name
- Parent phone number
- Reason for tardy
- Date and/or period of tardy

The notification and explanation of the tardy does not automatically excuse the tardy. Excused tardies are granted in accordance with school policy, see above.

**Process to excuse a student who needs to leave early**

The parent/guardian must contact the Attendance Office in advance with the following information:

- Student name
- Parent name
- Phone number that parent can be reached at
- Reason for leaving
- Time to be excused and approximate time of return and

The student must come to the office before class to pick up a note to give to the teacher allowing him/her to leave class early.

If the student is being picked up, it must be a parent/guardian or authorized individual with valid identification. They must sign the student out before the student leaves.

Parents who show up to excuse their student early from school without making arrangements in advance must allow twenty (20) minutes to process the request.

For additional information, refer to CEC Policy [JAHB-O Attendance and Tardy Policy](#).

## Student Services

CEC Policies: <a href="http://www.coloradoearlycolleges.org">www.coloradoearlycolleges.org</a> > Policies & Procedures > SECTION E: SUPPORT SERVICES and J: STUDENTS	
EFD-O Charging Meals	JICE2-O Asthma And Anaphylaxis Policy
EFEA-O Nutritious Meals	JLCE3-O Food Allergy
JLCD-O Medication Administration Policy and Procedure	JLC-O Health Record Retention
EEAEC-O Student Conduct on Buses	JQ-G CEC Student Fees Policy
	KB-O Parent Engagement
	JRC-G Privacy and Protection of Confidential Student Information

### Food Service

Your student may qualify for free meals or for reduced price meals. If you are unsure if you qualify for free or reduced meals, please see the Information Sheet at the bottom of the page. You may pick up an application from the Food Services Office. You may also apply via the online application:

<https://www.applyforlunch.com/Application>

and choose Colorado Early Colleges (Charter School Institute).

### Health Policies

Pursuant to federal law and supporting the Board's belief that the entire school environment influences the health habits of students. CEC Schools contribute to the basic health status of students by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential, as children who eat well-balanced meals and are physically active are more likely to learn in the classroom.

Students are allowed to carry over-the-counter medications only after completing the Medication Administration Form. Medication needs to be in original packaging (bottle/container). Students may not share any medication with other students.

***Please keep an obviously sick child at home.***

- Do not send a child to school with a temperature over 100 degrees F. Remember, if you reduce your child's fever with medication like Tylenol, your child is STILL ill. Please do not medicate your child and send them to school.
- Do not send a child to school that has been vomiting or has had diarrhea within the last 12 hours.
- If your child is ill in the morning, please do not bring them in later in the day. They need to be symptom free for 24 hours. They will be allowed to make up missed work/test(s) when they return to school.

## Transportation

The safety and welfare of students shall be a primary consideration in matters pertaining to student transportation. The policies that govern the conduct of students, [JICD-O Conduct and Discipline](#); [JICI-G Weapons in School](#); [JICH-O Drug, Alcohol and Tobacco Use by Students](#); [JICK-O Bullying Prevention and Education](#), and [EEAEC-O Student Conduct on Buses](#) are posted on the CECA's web page shall apply during all phases of a student's transportation by Colorado Early Colleges. This shall include, but is not limited to, in or on any school bus and at any school bus stop. In addition, this regulation applies regardless of whether the student is being transported to or from school, to or from a field trip.

### **CEC School Bus Rules:**

*Prior to departure and Loading students will:*

1. Be on time to the designated bus stop.
2. Stay off of the road at all times while waiting for the bus
3. Wait until the bus comes to a complete stop before attempting to enter
4. Respect people and their property while waiting for the bus
5. Receive proper school official authorization to be discharged at other places than your regular bus stop

*While on the bus, students will:*

1. Keep all parts of the body in the bus
2. Refrain from eating or drinking on the bus
3. Assist in keeping the bus clean at all times
4. Never tamper with or damage the bus or any of its equipment, this includes vandalizing
5. Do not throw objects in or out of the bus
6. Remain in your seat while the bus is in motion
7. No horseplay, loud noises, or fighting on the bus
8. Remain quiet when approaching a railroad crossing
9. Remain in the bus during road emergencies except when it may be hazardous to their safety
10. Keep aisles free of any objects at all times (backpacks, carry-on items)

The student and parent/guardian are responsible to read and understand the school bus conduct and safety rules (CEC ***EEAEC-R Student Conduct on Buses Acknowledgement Form***). Bus rules are available on the CEC school website as well as the Student Handbook. (Please see also CEC Policy [EEAEC-O Student Conduct on Buses](#) which can be viewed on CEC Network website as well as the school's website.)

CECA also provides RTD bus/light rail passes to students who are using it to get to and from school. Students will see Mr. Etzell each week to sign out their pass. Students shall follow all rules of ridership for RTD.

CECA utilizes Schoolpool, <http://waytogo.org/getting-around/schoolpool>, as a carpool option for families and if parents want to opt out of that, they can fill out the form with the receptionist.

### **\*Lost & Found**

Located in front office. Items not claimed will be donated at the end of each semester.

### **Textbooks**

Textbooks for all CEC non-college level classes shall be provided on a loan basis.

It is expected that students shall return textbooks to the school in good condition except for ordinary wear. Students shall be assessed fines for lost, damaged or defaced books (including those checked out from the library), materials or equipment. The fines will be for the amount of the loss. In computing a fine, 20 percent of the original cost of a book will be deducted for each year it has been used. The minimum replacement fee is 20 percent of the original cost of the textbook. The Head of School or designee may waive the fee if the student provides a replacement book approved by the Head of School or designee.

If the school has made a reasonable effort to obtain payment for lost or damaged textbooks to no avail, the school may then withhold the diploma, transcript or grades of any student who fails to return or replace such textbooks at the end of the semester or school year. If a student is graduating, the Head of School may deny the privilege of participation in the graduation ceremony if the student has failed to return or replace a textbook by the date of the ceremony. The Head of School may offer, at his or her discretion, an alternative payment method, such as an installment plan or service to the school to students who are unable to pay. The administrator, or designee, may obtain payment of delinquent fees, fines, or charges through use of professional collection agencies or institution of civil proceedings as he/she deems appropriate. Indigent students, as determined in accordance with state guidelines, shall not be required to pay a textbook rental fee or damage deposit. A student shall not be refused use of textbooks based on failure to pay the required fees. (See [\*\*CEC Policy JQ-G Student Fees, Fines and Charges\*\*](#) and [\*\*CEC 2017-2018 Student Fees\*\*](#))

## **Student Financial Accounts**

### **Fees**

Students and their parent/guardians are required to sign a document stating they will reimburse CEC for tuition paid by CEC for any course the student does not pass or drop before the drop deadline. Additionally, CEC requires a student or their parent/guardian to reimburse CEC for tuition for any course in which a student receives a failing grade (with a final grade 70% or below in a college course). If a student attends an institution of higher education (IHE) with higher tuition than the local community college resident rate, the student may be responsible for paying the remaining balance of the tuition. (See

### Tuition Voucher Account

1. CEC offers full time students a yearly voucher of \$4200 to pay for college tuition and textbooks. Part time students receive \$2100.
2. Middle school students do not have voucher accounts.
3. Students who overspend their voucher account will be charged and billed for any overage.
4. Students' voucher accounts will be charged for all courses in which they are enrolled each semester including College Prep, College Bridge, and College Select classes. Schools may make exceptions for certain courses that should not be charged to the student's voucher account or for courses that have a different course charge than what is established in the master course. These exceptions would need to be made manually in the school's course catalog in Infinite Campus before students are charged for their courses each semester.
5. Vouchers are awarded for the current school year only, including the summer following the school year, and are not rolled over to the following school year.
6. Vouchers cannot be shared among students or transferred to another student even if that student is a sibling.
7. Students must pass a college course with a "C" or better in order to apply their voucher to the course. Students are charged back for the tuition of any course they fail (or withdraw from after the drop date). These policies should be outlined clearly and specifically prior to students and their parent/guardian.)
8. To encourage students to pay their fees for failed and withdrawn courses promptly, all fall "D,F,W" charges that are paid in full by the first day of the school's spring semester will be reimbursed to the student's voucher. Exceptions may be made based on individual circumstances and must be approved by the student's Advisor and the Accounts/Business Manager, or by the Head of School.
9. Summer Opportunities: Students may take summer courses providing they have funds left over in their voucher. Schools may also offer additional or other summer programs based on the individual school's educational program policies.

### Student Records

CEC registrars commit to keeping accurate and complete student records according to CEC policy and state law. Accurate, timely and complete student data will be maintained to support CEC's commitment to data-driven decision-making. Ideally, student data will be stored in CEC's SIS, Infinite Campus so it is accessible to school and network leadership as needed.

Student records include:

- |  |                        |
|--|------------------------|
| a) Demographic information<br>(name, DOB/age, contact<br>info, address, guardians) | f) Enrollments         |
| b) Race/Ethnicity  | g) Grades/Transcript   |
| c) Fees  | h) Schedules           |
| d) Voucher Tracking  | i) Attendance          |
| e) Graduation  | j) ICAP                |
|  | k) Behavior/Discipline |

- |  |   |
|--|---|
| l) Assessments                         | Immunizations   |
| m) Endorsed Diploma                    | q) Legal Documents<br>(guardianship, restraining<br>orders, etc.) |
| n) IEP, 504, RtI, ALP, PLP,<br>ELL/ESL | r) Athletic Eligibility   |
| o) Emergency Contacts                  | s) Consent forms, agreement<br>forms and contracts                |
| p) Health/Medical/                     |   |

Students' data is stored securely in Infinite Campus, on schools' servers or in locked file cabinets. Student data is initially collected during the enrollment process and is maintained staff members assigned to different types of information. E.g. Registrars maintain enrollment and demographic information. Learning Specialists maintain IEP documents.

### **Requests for Student Records (FERPA):**

Please refer to CEC Policy [JRC-O Rights Concerning Student Records](#) available on the CEC website. The right to inspect and review the student's education records.

The CEC School is permitted by law to disclose directory information without written consent of the parent or eligible student. The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if such refusal is received in writing in the office of the CEC School no later than September 7 or the following Monday if September 7 is a Saturday or Sunday.

Directory information which may be released includes the student's name, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent and previous education agency or institution attended by the student. Student telephone numbers and addresses will not be disclosed pursuant to Colorado law.

### **Privacy and Protection of Confidential Student Information**

The Colorado Early Colleges Network is committed to protecting the confidentiality of student information obtained, created and/or maintained by the network. Student privacy and the network's use of confidential student information are protected by federal and state law, including the Family Educational Rights and Privacy Act (FERPA) and the Student Data Transparency and Security Act (the Act). CEC will manage its student data privacy, protection and security obligations in accordance with this policy and applicable law. (See [CEC Policy JRC-G Privacy and Protection of Confidential Student Information](#))

### **Parents Right to Know**

As a parent of a student at CECA, you have the right to know the professional qualifications of the classroom teacher who instructs your child. This is a requirement for all districts that receive Title I funds. Federal law allows you to request certain information about your student's classroom teacher. The law also requires the district to give you this information in a timely manner upon request. Listed below is the

information about which you have the right to ask for regarding each of your student's classroom teachers.

- ❖ Whether the Colorado Department of Education has licensed or endorsed your student's teacher for the grades and subjects taught.
- ❖ Whether CDE has decided that your student's teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- ❖ The teacher's college major; whether the teacher has any advanced degrees, and, if so, the subject of the degrees.
- ❖ Whether any teachers' aides or similar Para educators provide services to your child and, if they do, their qualifications.

Please contact the HOS at 719-955-4675 if you would like to receive any of this information.

### Parent and Family Engagement

Parents/guardians and families provide the primary educational environment for children consequently, parents/guardians are vital and necessary partners with the educational communities throughout their children's school career. Although parents/guardians come to the schools with diverse cultural backgrounds, primary languages, and needs, universally all parents/guardians want what is best for their children. (The term "parent" refers to any caregiver/guardian who assumes responsibility for nurturing and caring for their children.)

In keeping with these beliefs is the intention of Colorado Early Colleges (CEC) to cultivate and support active parental engagement and to set and realize goals for parent-supported student learning. Please refer to CEC Policy ***KB-O Parent Engagement*** for more information.

### State Reporting:

Schools will appoint a staff member to be responsible for each required state report. The registrar will work with each of these staff members to make sure state-required student data is complete and accurate so these reports can be completed in a timely manner.

CEC Registrars will be responsible for, minimally, the Pupil Count (Student October) and End of Year reports.

Other reports include: December Count, Pre-Coded Labels, Teacher Student Data Link, Civil Rights Data Collection, March Report Card, Student Biographical Data (ELL/ESL), Student Discipline and Attendance (SDA), various SPED reports.

### CEC Nondiscrimination

The Colorado Early Colleges (CEC) Board is committed to providing a safe learning and work environment where all members of the CEC community are treated with dignity and respect. All CEC Schools are subject to all federal and state laws and constitutional provisions prohibiting discrimination. (CEC Policy [\*\*\*AC-G Nondiscrimination\*\*\*](#))

## Communication

### **\*Newsletters**

We encourage all students and parents to read Crossroads, Infinite Campus School Announcements and any mailings sent to you! Also, check in at CECA914.org regularly to keep up with events or for staff contact lists and forms you might need. We want you connected to CECA and know what's going on so you don't miss anything!

### **\*Website**

[coloradoearlycolleges.org/](http://coloradoearlycolleges.org/)

### **\*Infinite Campus**

Click [HERE](#) for Infinite Campus

### **\*Staff Directory**

The Staff Directory can be found on the school's website by clicking [HERE](#)

## **Calendars & Schedules**

CEC Policy: <a href="http://www.coloradoearlycolleges.org">www.coloradoearlycolleges.org</a> > Policies & Procedures > SECTION E: SUPPORT SERVICES
EBCE-O School Closings and Cancelations

School Calendar and Bell Schedule are available on the school's website. Changes in the bell schedule will be posted and updated online as available.

### **Official School Calendar**

The CECA 2017-2018 School Calendar is located [HERE](#)

### **Bell Schedule**

The CECA Bell Schedules is located [HERE](#)