



COLORADO
Early Colleges

CEC Online Campus 2022-2023 Student and Family Handbook

Colorado Early Colleges

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<https://coloradoearlycolleges.org/onlinelearning/>

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Introduction

Colorado Early Colleges

Colorado Early Colleges (CEC) is a network of schools authorized by the Colorado Charter School Institute (CSI). The CEC Network of Schools (Network) includes seven high schools, three middle schools, several homeschool programs, and an online school that serves students in grades 6-12.

An Early College Model

All CEC high schools are designated as *Early Colleges per C.R.S. 22-35-103(10)(a)*, which states, “Early College’ means a secondary school that provides only a curriculum that requires each student to enroll in and complete secondary and postsecondary courses while enrolled in the four years of high school such that, upon successful completion of the curriculum, the student will have completed the requirements of a high school diploma and an associate degree or other postsecondary credential or at least 60 credits towards the completion of a postsecondary credential. The curriculum must be designed to be completed within four years.”

Online Learning

As a network of charter schools, CEC is committed to maintaining a level of “classroom” consistency to ensure students have the best chance of success and to protect their ability to learn while attending classes. School is a student’s top priority over work and other social activities. Students should attend all scheduled synchronous classes and complete all coursework on pace by the end of each semester. The terms “class” and “classroom”, as used within this Handbook, include the online learning class and online learning classroom. While CEC respects the privacy and autonomy of each family and their homes, CEC continues to be responsible to provide a safe, consistent, and productive learning environment for each student. During the time students are scheduled to participate in online learning activities, they are expected to conduct themselves in accordance with this Handbook, the rules established by CEC, and the classroom teacher. When attending class online, it is important for students to have a quiet and secure environment, free from distractions in the background. When students are on camera, they are expected to adhere to the dress code as outlined in this Handbook and are expected to behave as if in a physical classroom. Students are expected to be on time for all scheduled school activities. CEC will hold students accountable for all conduct while participating in online learning, on network property, and network-sponsored events.

CEC believes that online learning is a collaboration between teacher/parent/student and that parents are active partners in their students’ education. The amount of parent support looks different for middle school students and for high school students taking high school prep classes and/or community college classes. Teachers and tutors are available for 1:1 teaching or answering questions that can help parents and their students.

For middle and high school students, online learning depends on each student to independently motivate himself or herself to access daily assignments, synchronous classes, and projects; to login when required; to do assignments during the week; to communicate with other students if asked; and to learn enough to master assignments, tests, or exams. CEC encourages parents to stay connected with their student’s school by reaching out to middle school, high school or college prep (high school only) teachers and school leadership with questions and for assistance in determining the best options to help their student stay engaged and learn.

Mission, Student Bill of Rights, and Family Engagement

CEC Mission Statement

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 to demonstrate that they can succeed in school, in college, and in their chosen careers. No exceptions. No excuses.

CEC Beliefs

We believe in a united effort in fulfilling the Mission of Colorado Early Colleges.

We believe in honoring and respecting the dignity of all people and seeing people as individuals. People have inherent value and purpose simply because they were born. We philosophically believe that all individuals are endowed with innate talents, aptitudes, and abilities unique to themselves that when developed lead to strengths that can serve them for the remainder of their lives.

"The answer is to go deeper than race, deeper than wealth, deeper than ethnic identity, deeper than gender. To teach ourselves to comprehend each person, not as a symbol of a group, but as a unique and special individual within a common context of shared humanity. To go to that fundamental place where we are all simply mortal creatures, seeking to create order, beauty, family, and connection to the world that on its own seems to bend too often towards randomness and entropy." Dr. Wyatt Tee Walker

CEC's definition of DEI:

- **Diversity:** Respecting the dignity of our diverse population.
- **Equity:** Ensuring fair treatment, equality of opportunity to earn an associate degree or certificate, and fairness in accessing individual support to earn the associate degree or certificate.
- **Inclusion:** Building a culture of belonging by honoring and respecting the dignity of all people.

We believe that students are our first responsibility. Preparing and maintaining a space for students to thrive in education will continue to require thought and rethought. The classroom is not a place to indoctrinate students with personal beliefs or personal opinions. CEC is a place to foster critical thinking, exploration of principles around challenging content, problem solving and freedom of thought in students by professional, unbiased, teachers. The educational focus will always remain on the student discovery of passion for their chosen career while developing character and a growth mindset. We model and value teaching character strengths such as kindness, responsibility, work ethic, and perseverance that are essential to a student's future success in all areas of life.

We believe in parental choice and that we are here to serve families. As we strive to build upon connections with our families, we leave the job of parenting to our parents. They are responsible for imparting moral values taught in their homes including practiced political, religious, and social viewpoints. We trust that they know what is best for their students as the student grows and develops into an adult.

We believe in the sense of belonging and in cultural humility and curiosity. We understand the importance, welcome the history, and value the contributions of all students represented in our schools. It is our hope to leverage the power of dignity so our students and staff will become the most empowered, compassionate humans they can be. The CEC community will thrive when they feel that they are treated well and are valued.

Student Bill of Rights

At CEC, we believe our students have a right to:

- Mastery of reading, writing, and math skills with the goal of being prepared to pursue college courses without remediation.
- A high school diploma and access to college courses, as a high school student, with the opportunity to earn a postsecondary credential (associate degree and/or career and technical education certificate), or 60 college credits.

- Academic advising services that include an Individual Career and Academic Plan (ICAP) with both high school and postsecondary guidance.
- Success, regardless of background, experience, gender, or ethnicity.
- Appropriate assessments, ensuring accurate placement, regardless of grade level, to promote academic progress.
- Quality classroom instruction by engaged and committed faculty.

Family Engagement

CEC is committed to cultivating and supporting active parental engagement. See CEC policy [Parent Engagement](#).

Students and parents are encouraged to check the CEC Online Campus [website](#) often for important information and announcements.

Nondiscrimination

Nondiscrimination under Title VI, Title IX, Section 504, Age Discrimination ACT, Title II of the American with Disabilities Act Notice of:

The Colorado Early Colleges Governing Board (Board) is committed to providing a safe learning and work environment where all members of Colorado Early Colleges (CEC) are treated with dignity and respect. CEC is subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, sex, marital status, sexual orientation, transgender status, national origin, religion, ancestry, or need for special education services.

Accordingly, no otherwise qualified student, employee applicant for employment or member of the public shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any CEC program or activity on the basis of race, color, national origin, ancestry, creed, religion, sex, marital status, sexual orientation, transgender status, disability, or need for special education services.

Discrimination against employees and applicants for employment based on age is also prohibited in accordance with state and federal law.

For further information on nondiscrimination, visit <https://ocrcas.ed.gov/contact-ocr> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Equal Opportunity

Colorado Early Colleges is dedicated to the principles of equal opportunity and prevention of harassment in all of its practices. As a public entity and an employer, CEC is bound by a set of state and Federal laws regarding equal opportunity and nondiscrimination. CEC prohibits unlawful discrimination or harassment against individuals on the basis of disability, race, creed, color, sex, sexual orientation, transgender status, national origin, religion, ancestry, or need for special education services, or any other status protected by applicable state or local law.

If you have a complaint about discrimination or harassment as it pertains to CEC, please contact Dr. Stephanie Livingston, Executive Director of Organizational Development and HR, and Title IX Coordinator, at 4424 Innovation Drive, Fort Collins, CO 80525; or at stephanie.livingston@coloradoearlycolleges.org.

If you have a complaint about discrimination or harassment pertaining to one of CEC's schools, please first contact the school directly pursuant to the [CEC Network Grievance Policy](#).

Harassment and Bullying

Harassment based on a person's race, color, national origin, religion, ancestry, creed, religion, sex (which includes marital status), sexual orientation, gender identity, disability, or need for special education services is a form of discrimination prohibited by CEC, and state and federal law.

Preventing and remedying such harassment in school is essential to ensure a nondiscriminatory and safe environment in which students can learn, employees can work, and the public can access CEC facilities and programs. All harassment by CEC employees, students, and third parties is strictly prohibited. CEC policy [Discrimination and Harassment](#) will apply to complaints alleging sexual harassment.

All CEC employees and students share the responsibility to ensure that harassment does not occur at any CEC location, on CEC school property, on any CEC platform online or in person, at any CEC-sanctioned activity or event held off school property when such conduct has a connection to CEC, or any CEC curricular or non-curricular activity or event.

Harassment is defined as any unwelcome, hostile, or offensive verbal, written, or physical conduct based on or directed at a person's race, color, national origin, ancestry, creed, religion, sex, sexual orientation, gender identity, disability, or need for special education services that:

- Results in physical, emotional, or mental harm, or damage to property.
- Is so severe, persistent, or pervasive that it creates an intimidating, hostile, or threatening environment.
- Substantially disrupts the orderly operation of the school.

Any student who believes they have been victim of unlawful discrimination or harassment, as defined in federal and state laws, should immediately report it to the Executive Director of Online Education, a teacher, or Safe2Tell. All students who witness such harassment should immediately report it to the Executive Director of Online Education, a teacher, or Safe2Tell.

Bullying is defined as the repeated use of a written, verbal, or electronic expression; a physical act or gesture; or any combination thereof that is directed at a victim and:

- Causes physical or emotional harm to the victim or damage to the victim's property.
- Places the victim in reasonable fear of harm to self or of damage to property.
- Creates a hostile environment for the victim at school.
- Infringes on the rights of the victim at school.
- Materially and substantially disrupts the education process or the orderly operation of a school.

Cyberbullying is the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or information of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic, or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications. Cyberbullying can also include:

- The creation of a web page or blog in which the creator assumes the identity of another person; or
- The knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the conditions listed above, inclusive of the definition of bullying.

Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions listed above.

Bullying and cyberbullying are strictly prohibited and may lead to disciplinary measures up to and including expulsion. Any student who believes he/she has been a victim of bullying should immediately report it to the Executive Director of Online Education, a teacher, or Safe2Tell. All students who witness bullying should immediately report it to the Executive Director of Online Education, a teacher, or Safe2Tell.

Safe2Tell®

Safe2Tell provides students in all Colorado schools with an increased ability and opportunity to prevent and report violence and other inappropriate activities by making anonymous calls to 1-877-542-SAFE (7233). The proactive and anonymous features of the program and hotline are critical. Safe2Tell provides the means for children and youth to take a stand, without fear of retribution, and empowers them to make a difference! To anonymously report a school safety concern, click [here](#) to be redirected to the Safe2Tell website. If you have a smartphone, the Safe2Tell® app is available for free for Android and iOS.

If a student is found to have knowingly used Safe2Tell to make a false report, the student will be subject to school disciplinary action. A false report is any report where a student makes a report or knowingly causes the transmission of a report to Safe2Tell of a crime or other incident within their official concern when he or she knows that it did not occur. Misuse of Safe2Tell could result in a referral to law enforcement and be subject to criminal charges under C.R.S. 18-8-111 and C.R.S 18-8-111(2).

Service Animals and Other Animals on Campus

Per Colorado law, CEC allows service animals on all its campuses who are specifically trained as service animals for individuals with disabilities as defined by Section 504, the ADA, and the ADA AAA. Students with disabilities have the same rights as all other students to use and enjoy our schools, facilities, and sponsored activities. A student with a disability will be requested to complete the “Request to be Accompanied by a Service Animal” and submit it to the School Nurse, or designee, prior to bringing the animal onto campus to ensure CEC can prepare any reasonable accommodations needed. See CEC policies [Transportation](#) and [Service Animals and Other Animals on Campus](#).

Parent Information and Resources

Notifying Parents of Alleged Criminal Conduct by School Employees

If CEC receives a report from the Colorado Bureau of Investigation relating to an investigation that an employee has been arrested for certain offenses and the employee has been charged with one of the offenses listed below, CEC will notify parents within two days after the employee is charged. This notification will go to parents with a student who was enrolled at the school during the time the employee was employed and any parent of a student who the school has reason to believe was in contact with the employee.

Offenses include felony child abuse; a crime of violence, including assault in the second degree, if the victim is a minor; a felony offense involving unlawful sexual behavior; or a felony where it is alleged that the underlying factual basis includes domestic violence, felony indecent exposure, or a level 1 or 2 felony drug offense. See CEC policy [Parent Notification of Employee Conduct](#).

Student Data Privacy

CEC is committed to protecting the confidentiality of student information obtained, created, and maintained by the school. Student privacy and CEC’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. CEC will manage its student data privacy, protection, and security obligations in accordance with CEC policy and applicable law.

Family Educational Rights and Privacy Act (FERPA)

FERPA affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- The right to inspect and review the student’s education records within 45 days of the date the school receives a request for access. A parent or eligible student should submit a written request to the Executive Director of Online Education that identifies the relevant record(s). The school will make arrangements for access and notify the parent, or eligible student, of the time and place the records may be inspected.

- The right to request an amendment of the student’s education records that a parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents, or eligible students, who wish to ask the school to amend a record should write the Executive Director of Online Education and clearly identify the portion of the record that is incorrect, specifying why it should be changed. If the school decides not to amend the record as requested by the parent, or eligible student, the school will notify the parent, or eligible student, of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to provide written consent before the school discloses Personally Identifiable Information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - FERPA does permit disclosure of PII without a parent or guardian’s written consent to school officials with legitimate educational interests.
- FERPA does not require written consent prior to the disclosure of “directory information,” unless the authorized person advises CEC Online Campus’s Admissions office in accordance with CEC procedures that he or she does not want CEC to disclose “directory information.” In addition, names, addresses, and telephone listings will be released to military recruiters, upon request, in accordance with federal regulations.
 - Directory information is generally not considered harmful or an invasion of privacy and may be disclosed to outside organizations without a parent’s prior written consent.
 - CEC may consider the following student information as directory information:
 - Name, phone number, addresses
 - Grade
 - Dates of attendance
 - Enrollment status
 - Participation in officially recognized activities and sports
 - Degrees, honors, and awards received
 - The educational agency or institution most recently attended
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. To file a complaint, contact the office that administers FERPA at:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202

Infinite Campus

Infinite Campus is the student information system CEC Online Campus uses to maintain student records. Students and parents/guardians will receive Infinite Campus login information at the beginning of their first semester. They are strongly encouraged to log in to Infinite Campus on a regular basis to track grades, monitor attendance, check assignment due dates, update contact information, read important email messages, and complete other functions as needed by the school.

Student Rights and Responsibilities

CEC students are responsible to be aware and stay current of school schedules and policies.

School Calendar

CEC Online Campus 2022-23 school calendar can be found [here](#).

Bell Schedule

CEC Online Campus 2022-23 bell schedule can be found [here](#).

Website

Students and parents are encouraged to check the CEC Online Campus [website](#) often for updated information including news and announcements.

School Closures

School closure and delay information will be sent to students/parents/guardians via CEC Online Campus's social media accounts, messages sent to Infinite Campus/personal email accounts, and/or phone and text messages. Families can also visit the CEC Online Campus [website](#). See CEC policy [School Closings and Cancellations](#).

Attendance

Colorado law states that it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training. The parent/guardian of each child who turns six years of age on or before August 1 and is under the age of 17 years shall ensure that each qualified child attends school. Chronic absenteeism and truancy will require parents/guardians to meet with school administration and participate in developing a plan to ensure regular attendance.

CEC Online Campus students must be prepared to dedicate 25-30 hours each week to their course work. Students are expected to attend their online classes regularly and to be on time.

Online classes allow for some flexibility for students to complete classwork. However, strict adherence to any synchronous learning schedule is expected.

Daily attendance is monitored and recorded into Infinite Campus (IC). Attendance is tracked based on a student's participation in some sort of learning activity for the day. Accumulated student instructional hours will be tracked through a variety of methods, including:

- Instruction (including physical activity) that is delivered in an in-person setting;
- Passing time between two classes or between a class and lunch;
- Remote learning option as a result of an emergency school closure;
- Instruction that is delivered through physical or electronic delivery of educational materials to parents, guardians, or students;
- Completion of offline work documented by parents or guardians;
- All assignments provided by an educator in school, electronically, or otherwise;
- Asynchronous work time by students;
- Students logging on to recorded assignments or online learning activities;
- Student-teacher electronic communications;
- Educator support provided in school, home, or alternative settings;
- Student classwork, project completion, or demonstrations of learning;
- Any similar educator-directed activity undertaken by a student, provided such activity is appropriately reviewed and/or monitored by a teacher;
- Completing and posting an assignment;
- Participating in a 'live' synchronous class lecture or discussion;
- Checking in with a teacher via Teams;
- Completion of assignments provided through external sites with access and login only available through direct links;
- Completion of offline work documented by parent/guardian; and
- In-person or online assessments.

Daily attendance is monitored and recorded into Infinite Campus (IC) with reports accessed weekly by the Executive Director of Online Education.

The following are recognized as excused absences:

- Temporary illness or injury.
- A physical, mental, or emotional disability.
- Suspension or expulsion in accordance with C.R.S. 22-33-105 and 106.
- Possession of a current age and school certificate or work permit issued pursuant to the Colorado Youth Employment Opportunity Act of 1971.
- In the custody of a court or law enforcement authorities.
- Participation in a work-study program under the supervision of a public school.
- Assigned to out-of-home placement (as defined by C.R.S. 22-32-138(1)(h)), and absences are due to court appearances and participation in court-ordered activities. The student's assigned social worker will verify the student's absence was for a court appearance or court-ordered activity.
- Religious holidays or observances based on a sincere religious belief. Complete the [Religious Accommodations Form](#).
- Medical and legal appointments.
- Family funeral attendance.
- Immediate family member wedding.
- CHSAA-sanctioned sporting event. Does not include practices.

For online/asynchronous classes, students must sign into the Spark platform each day before 4:00 p.m. and complete or post assignments no later than 9:00 p.m. If a student is not engaging, staff will reach out via email or Teams to help the student brainstorm ways to be successful. If a student continues to be unresponsive or does not sign into Spark each day, staff will call the student and/or family for an update and to help find solutions to problems that may be hindering the student's participation in school.

Unexcused absences occur when the student is absent without a reason or for a reason other than the excused absences identified above. CEC Heads of Schools, or their respective designees, may excuse additional absences on an as needed basis. See CEC policy [Attendance and Tardiness](#).

Each unexcused absence will be entered on the student's Infinite Campus record. CEC will notify the parent/guardian via a phone call or in writing for each class in which their student receives an unexcused absence. Parents will have two business days to excuse an absence that was initially entered as "unknown" or "unexcused."

In accordance with law, CEC may impose appropriate penalties that relate directly to classes missed while unexcused.

The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 10 days during any calendar year or school year. (In-School and Out-of-School Suspensions are considered excused absences with regards to late work).

CEC will contact a student's parent/guardian regarding unexcused absences as follows:

- 3 days of unexcused absences: A Letter of Concern is sent.
- 5 days of unexcused absences: A second Letter of Concern is sent, and the Head of School, or designee, completes a corrective plan of action.
- 7 days of unexcused absences: A Notice of Noncompliance is sent.
- 10 days of unexcused absences: A Truancy Petition may be completed, and Head of School, or designee completes a Truancy Intervention Summary in accordance with terms of Notice of Noncompliance.

Chronic Absenteeism

When a student has an excessive number of absences, these absences negatively impact the student's academic success. For this reason, a CEC student who is absent 10 percent or more of the days within the school year, whether the absences are excused or unexcused, may be identified as "chronically absent" by the Head of School, or designee. Consequently, a student who averages 2 absences

(excused or unexcused) a month is at-risk of being chronically absent for the year. The Head of School, or designee, will discuss truancy consequences with students who meet or exceed this absentee rate during 5 or more consecutive months or exceed 8 absences in the 1st semester. If a student is identified as "chronically absent," the Head of School, or designee, will develop a plan to improve the student's attendance. The plan will include best practices and research-based strategies to address the reasons for the student's chronic absenteeism, including, but not limited to being contacted by a school's Family Liaison or Counselor, or interventions as described in the MTSS process. When practicable, the student's parent/guardian will participate in the development of the plan. The Head of School, or designee, will discuss truancy consequences with the student and family, and strongly consider putting the student on an attendance contract at the beginning of each semester.

Habitually Truant

"Habitually truant" shall be defined as a student of compulsory attendance age who has four unexcused absences during one month or 10 total days of unexcused absences in any school year. If a student is absent without a signed or verbal parental excuse or if the student leaves school or a class without permission of the teacher or Head of School, the student shall be considered truant. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences for purposes of defining a student as "habitually truant."

In order to reduce the incidents of truancy, parents/guardians of all students are notified in writing at the beginning of each school year of their obligation to ensure that all children of compulsory attendance age attend school. Parents/guardians shall provide the school with a telephone number or other means of contacting them during the school day for student related matters.

The school shall establish a system of monitoring individual unexcused absences. When a student fails to report on a regularly scheduled school day and school personnel have not received indication that the parent/guardian is aware of the absence, school personnel or volunteers under the direction of school personnel shall make a reasonable effort to notify the parent/guardian by telephone.

A plan shall be developed for a student who is at risk of being declared habitually truant with the goal of assisting the student to remain in school. CEC shall develop regulations to implement appropriate interventions for truancy. Nothing herein will require the Head of School, or designee, to identify a student as "chronically absent" prior to declaring the student as a "habitual truant" and pursuing court proceedings against the student and his or her parents/guardians to compel the student's attendance in accordance with state law.

CEC will work with students who are habitually truant to develop a plan to assist the student in remaining in school with the full participation of the student's parent/legal guardian whenever practicable. CEC will make all reasonable efforts to meet with the parent/guardian to review and evaluate the reasons for the student's truancy and will work with local community services when developing a plan. A CEC school should not use mandatory withdrawal as a solution to chronic absenteeism.

Tardies

Tardiness is defined as the arrival of a student who does not have a proper excuse after the scheduled class start time. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the other students to uninterrupted learning, penalties will be imposed for excessive tardiness. Student tardies will be entered in Infinite Campus. Students who are not in class for 50% or more of the class period will be counted absent for that class. See CEC policy [Attendance and Tardiness](#).

Assessments, Testing and Surveys

Assessments provide valuable information for students, parents, and educators on whether students have mastered grade-level content and are on track to enroll in college level courses. Assessments also inform teachers and school staff on where to improve curriculum, instruction, and leadership to better serve students.

High school students are placed into college courses based on their ACCUPLACER® college placement assessment scores. NWEA MAP Growth Reading and Math assessments are also used as interim assessments to inform classroom instruction and monitor progress.

Students attending CEC Online Campus will be required to periodically come in-person to take assessments. CEC will provide multiple in-person testing centers depending on geographic student enrollment.

CECOLC will communicate to parents/guardians the positives of taking State Assessments.

While it is highly recommended to participate in state assessments, parents/guardians may elect to opt their student(s) out of one or more of the following state assessments without penalty:

- CMAS English Language Arts: 6th - 8th grades
- CMAS Math: 6th – 8th grades
- CMAS Social Studies: 7th grade
- CMAS Science: 8th and 11th grades
- PSAT College Preparatory Exam: 9th and 10th grades
- SAT College Entrance Exam: 11th grade
- NNAT

Parents/guardians may not opt their student(s) out of interim state required assessments such as ACCESS for ELLs, the READ Act or local assessments such as MAPS or ACCUPLACER.

Parent Refusal forms will be available on the CECOLC website. If a parent/guardian chooses to opt their student out of one of the State Assessments listed above, they will be responsible for completing the Parent Refusal form and returning the completed form to the school. Parent refusal forms must be on file with CECOLC by the end of the testing window. See CEC's [State and Local Assessment Administration](#) policy.

School and Student Organizations

All Sponsored organizations or clubs at CEC must align to the CEC curriculum. Participation in a organization or club is voluntary and open to all CEC Online Campus students. All student and school sponsored organizations or clubs may establish academic qualifications for membership; however, membership in any student or school-sponsored organization shall not be denied based on race, sex, sexual orientation, gender identity, national origin, disability, or any other status protected by law. See CEC policy [Student Organization](#).

Photography/Media Release

During the enrollment process, parents/guardians will be given the option to grant or deny consent to the CEC Network of Schools for the student to participate in public or social media, publications, and for the student's photograph, voice, and/or name to be used in public or school media projects, including but not limited to the school yearbook. An additional option is given at that time to parents/guardians to grant consent for the student to be included in the yearbook **only**. Consent is valid for the student's tenure with CEC. Consent can be revoked at any time by submitting a written request to the Director of Admissions.

Online classes may be recorded and may include students' voice, identifier, and image. These recordings will be used for educational purposes and reference only for the students within the course. They will be kept and destroyed in accordance with CEC's [Record Retention](#) policy.

McKinney-Vento Homeless Assistance Act

According to the McKinney-Vento Homeless Assistance Act, a student is considered homeless if, due to a lack of alternative adequate accommodations, the student must live in a shelter, motel, vehicle, campground, on the street, in abandoned buildings, trailers, or doubled-up with relatives or friends.

Students have the right to go to school, remain in their school of origin, and receive services and assistance. For information or assistance, please contact the Executive Director of Online Learning. See CEC policy [Homeless Students](#).

Academics

Guiding Principles

- **College:** A rigorous education prepares students for college-level coursework and provides them with the opportunity to earn a college degree. CEC's focus on college readiness empowers students to succeed by offering accelerated college preparatory and personalized college courses, which provide students with the opportunity to achieve mastery and earn a college degree or other postsecondary credential while attending high school, all at no additional 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 will 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, sparking 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. A complete education requires an integrated focus on values and ethical conduct, including hope, grit, growth mindset, excellence, integrity, honesty, respect, service, initiative, accountability, leadership, and gratitude.
- **Community:** A personal education engages students in a collaborative and relational culture and is a partnership of students, parents, and educators. All staff and students shall model CEC values in their own conduct and build and maintain a community of trust.

Grading Policy

CEC teachers strive to ensure that each student's grade accurately reflects the skills and content knowledge of that student, enabling each student to be successful in the subsequent academic course or next step.

- **A - 90% and above:** Earned by work of excellent quality that indicates a full mastery of the subject and is of extraordinary distinction.
- **B - 80% - 89%:** Earned by work indicating a strong comprehension of the course material, a good command of the skills needed to work with the course material, and the student's full engagement with the course requirements and activities.
- **C - 70% - 79%:** Earned by work indicating an adequate and satisfactory comprehension of the course material and the skills needed to work with the course material and indicates the student has met the basic requirements for completing assigned work and participating in class activities. Teachers and/or advisors will recommend whether a student should re-enroll in the course or move forward in the course sequence.

- **F - 69% and below:** Earned by work that is not satisfactory and does not demonstrate comprehension of the course material and the basic skills needed to work with the course material.
 - A passing grade for all courses is 70% or higher. CEC considers all grades at 69% or below as failing and no credit for the course will be reflected on the transcript.
 - As an early college, CEC sets very high expectations of academic achievement, character, kindness, respect, service, leadership, and overall ethical conduct, to which all students and staff are held accountable. Discipline policies, procedures, and consequences promote an educational environment that fosters the highest degree of success for students, reflects what life is like in the workplace or on a college campus, and promotes Postsecondary and Workforce Readiness.
- Students who are found guilty of academic dishonesty, (i.e. cheating, lying, plagiarism, copying, etc.), as deemed by their teacher, will have the circumstances thoroughly reviewed by CEC Leadership Team members and teacher to determine if the conduct warrants a consequence, in accordance with CEC [Student Code of Conduct and Discipline](#) policy . If a student is removed from or fails a college course due to academic dishonesty, the student will be responsible for paying the tuition for that course and may incur additional disciplinary measures within CEC.
- Individual college teacher's tardy and absence policies will be honored as they appear in the course syllabus. If a grade reduction causes a student to fail a college course, the student will be responsible for paying the tuition for that failed course.

Grade Appeal Policy

- When classroom questions arise, the student should first approach the teacher with questions about grades or assignments. Students are expected to be responsible for their own grades and learning. After the student initiates the conversation, the parent can contact a college prep teacher via email; the student must approach the teacher in the case of a college course. If concerns remain, the parent may contact the Dean of Academics or any other Leadership Team member for assistance.
- Students have up to 30 school days after grades are posted to appeal an on-campus grade to the Dean of Academics.

Spark Platform

- Students will follow the course rubric for pacing toward semester course completion.
- Parents and students will monitor course progress on the Spark LMS platform. Green markers will signify mastered assignments, quizzes, and tests. Yellow markers will signify assignments, quizzes, and tests have been reviewed and reassigned by the course teacher for failure to achieve mastery. Red markers will signify that the student has failed to achieve mastery of the assignment, quiz, or test.

ALEKs Platform

- Students will utilize the ALEKs platform to complete their math and advanced science coursework.
- Students will follow the course completion and pie chart dashboard to meet their weekly course completion goals in their courses. Students should plan to complete a weekly learning check to verify their weekly learning plans and ensure mastery of the topics learned.
- Parents and students will monitor course progress on the ALEKs dashboard pie chart. Parents and guardians can elect to receive weekly reports to their email of their student's progress.

Infinite Campus (I.C.) Recording

- Teachers will enter final grades at the conclusion of the semester.
- For papers and major projects, teachers may take longer to grade the assignment, but graded feedback will be provided prior to the next major assignment due date.

- For a missing assignment, teachers will enter an M, which will calculate as a zero. Missing work will still be accepted, based on the class syllabus. After a student has completed late work, the teacher will enter “L” (for a late assignment) and the grade the student has earned with penalty (stated in the syllabus). If the assignment is no longer accepted for credit, the teacher will enter a zero.
- Grade-book assignment records should not be left blank, even if the deadline for the assignment has passed.

High School Graduation Requirements

All CEC graduates must demonstrate, at a minimum, College and Career Readiness in English and math through one or more of the approved options listed on the Menu of College and Career-Ready Demonstrations as established by the Colorado Department of Education. See CEC policy [Early College Graduation](#).

All CEC graduates must earn an associate degree, postsecondary or industry certification, or 60+ college credits in addition to meeting the high school graduation requirements to be awarded a CEC diploma. See CEC policy [Early College Graduation](#).

Student Conduct

CEC sets high standards of student conduct in classrooms and on school property. Teachers and staff will foster a culture that encourages students to be:

- Self-motivated, self-disciplined, and self-directed.
- Focused on the implementation of their ICAP and achieving their academic and personal goals.
- Actively involved in developing a school culture that creates a community of excellence and achievement.
- Aware that violating school policies will result in immediate consequences that are structured and enforced.

Students who engage in misconduct will be subject to disciplinary action and possible expulsion, based upon the nature and severity of student behaviors.

Academic Honesty

Students must not plagiarize or cheat. They must produce their own work and cite sources appropriately. Disciplinary consequences will be enforced for academic dishonesty.

CEC Student Dress Code

CEC chooses to adhere to an online school dress code that ensures safety, professionalism, and instills student self-discipline. CEC wants staff and students to ‘be at their best’ while in an academic setting. CEC believes in having high expectations and standards to follow for every student, while encouraging a focus on their education and career. CEC Dress Code shall be enforced uniformly, fairly, and consistently for all students and prohibits students from wearing apparel that is deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Students must be in dress code at all times while online and when visiting a CEC campus. This includes attending any school-supported/sponsored activity, tutoring appointments, and advising appointments during the year, including summer months.

Questions about whether a clothing item is out of dress code should be addressed with a CEC Leadership Team member before the item is worn.

Expectations:

- Although the majority of the student's work and school experiences at CEC Online Campus will be conducted virtually, students are still expected to present and conduct themselves in a professional manner in accordance with the dress code policy stated below.
- Student IDs will be visible at all times when on a CEC campus for safety and security. Students will incur a \$5 charge for a replacement ID unless a fee waiver applies.
- Students should wear clothing that covers ALL undergarments and midriff.
- Tops must cover areas from one armpit across to the other armpit. Tank-top straps must be at least "4 fingers wide"; no spaghetti straps.
- Dresses, skirts, and shorts must be no shorter than midway between fingertip length and top of knee.
- Pajamas, slippers, blankets, and costumes are not allowed.
- Hats, beanies, hoods, or bandanas may not be worn during synchronous instructional time or inside the buildings. Traditional/Religious headwear, as well as protective hairstyles commonly or historically associated with race, are allowed.
- Shoes must be worn at all times when in-person at a CEC brick-and-mortar campus. *Closed-toe shoes may be required in science labs and PE class.
- Any clothing, jewelry, accessories, and tattoos that contain any words, symbols, or pictures that include any of the following: references to sex, drugs, tobacco, alcohol, weapons, obscenities, profanities, as well as anything vulgar, lewd, legally slanderous, distracting, and/or dangerous are prohibited and must be removed or covered.
- Pajamas, slippers, blankets, and costumes are not allowed, unless for a school spirit day.

If the student refuses to adhere to the dress code, the student's parent/guardian may be contacted and asked to attend a restorative conference with the student to review the school's expectations and rationale for dress and appearance. The student also may be subject to suspension or other disciplinary action in accordance with CEC policy [Suspension/Expulsion of Students](#). Classes missed as a result of dress-code violations are considered excused; however, the student will be required to make up missed class time and work.

Public Display of Affection

In order to maintain a professional atmosphere of learning, mutual respect, and safety in school, students should refrain from inappropriate, intimate behaviors on campus or at school-related events & activities. Students are expected to conduct themselves respectfully at all times.

Guidelines:

- It is acceptable to demonstrate care for each other in physical expressions such as friendly hugs or pats on the back or shoulders. Or holding hands as an expression of affection.
- Intimate physical expressions of affection (hugging, kissing, embracing) are not permitted on school grounds, on the school bus, or during any school activity.
- Lying down with another student; hand on another's lap; sitting on another's lap is also not acceptable. Touching in sexual ways either under or through clothing is not acceptable.

Student Use of the Internet

Student use of the Internet and electronic communications is a privilege, not a right. Failure to follow the procedures in CEC policy [Technology Resources, Internet Safety Responsible Use Policy for Students](#) will result in the loss of the privilege of using these devices; possible restitution for costs associated with damages; and may result in disciplinary action, including suspension or expulsion, and/or legal action. CEC Online Campus may deny, revoke, or suspend access to CEC technology at any time.

Students and parents/guardians are required to sign CEC's Acceptable Use of Technology Agreement as part of the enrollment process and must agree to adhere to the Agreement while the student is enrolled at CEC Online Campus.

Student Technology Resources, Internet Safety, and Responsible Use

CEC recognizes that students enrolled in the online school enjoy an educational experience that is predominantly — if not exclusively — online. Thus, a technology policy that encourages the appropriate use of hardware devices and educational software, as well as minimizes or mitigates the prohibition of or access to these resources as a punitive measure, is most beneficial to our students. Accordingly, we have adopted the following addendum to CEC's "Technology Resources, Internet Safety Responsible Use Policy for Students" to be applied exclusively to students enrolled in one of CEC's Online Campus.

For students who are using CEC-loaned and managed devices (e.g., CEC licensed Chromebook), the same restrictions to prevent inappropriate behavior that are in place in the brick-and-mortar environment will apply to all CEC-loaned devices, such as internet filters and browser content blockers. Students with CEC-loaned devices who violate acceptable use will be subject to consequences outlined in both the Online Campus's disciplinary measures listed below and this policy.

Students who use personal devices create a compellingly unique situation for CEC. Great care will be taken to support students in these situations with the support of parents/guardians, teachers, mentors, and advisors. Those steps include:

- Only authorized and assigned accounts are required (and encouraged) during the school day.
- Respecting and protecting the intellectual property of others.
- Reporting security risks, violations, threatening, or discomfiting materials or interactions to a teacher, mentor, or advisor.
- Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct, such as messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass.
- Never using technological resources to further other acts that are criminal or violate the school's academic policy or Student Code of Conduct.

Any student who uses technology in the classroom for academic dishonesty, criminal activity, or to access, broadcast, or distribute inappropriate content will be considered in violation of the Online Campus's technology policy and CEC's Student Code of Conduct.

Disciplinary consequences may include, but are not limited to:

- An acceptable use seminar with the Technology Coordinator and Academic Dean.
- Suspension of access to hardware for a temporary period. In that instance, courses will be disseminated via paper copies for the duration of the disciplinary period.
- Contracting with local libraries or the student's CEC school of enrollment to allow for supervised access to hardware/software during the school day.

In the most egregious instances, a full review of the student's placement in the Online Campus will be considered by the Academic Dean and the Head of School as the appropriate use of these tools in the online learning environment is essential to a student's success and learning.

Students and parents/guardians are required to sign CEC's Acceptable Use of Technology Agreement as part of the enrollment process and must agree to adhere to the Agreement while the student is enrolled in CEC's Online Campus. See CEC policy [Technology Resources, Internet Safety Responsible Use Policy for Students](#).

Social Media

Social media encompasses any online platform, channel, or mobile technology that allows anyone to publish (post) content.

When posting content, CEC students should:

- Honor, value, and respect the dignity of all CEC students and staff.
- Avoid negativity and profanity.
- Refrain from cyberbullying, which includes:
 - Intimidating or threatening others.
 - Making threats against CEC or CEC property.
 - Using another person's log-in or password to send inappropriate messages and images.
 - Creating fake profiles.
 - Creating websites or posts to embarrass, threaten, or socially isolate another person.
 - Circulating offensive photos or videos.
 - Texting offensive messages.
 - Creating rumors or posting false information about others.

Cyberbullying is strictly prohibited and may lead to a referral to law enforcement and/or discipline up to and including expulsion.

Any social media post that creates an actual significant disruption to CEC, or is likely to do so, may lead to a referral to law enforcement and/or discipline up to and including expulsion. A single post in conjunction with other behaviors that happen on or off school grounds or at a school-sponsored event as a part of a pattern of disruptive behavior may be considered an actual significant disruption due to this pattern.

Any student who believes he/she has been a victim of cyberbullying, such as account impersonation, bullying, criminal activity, harassment, hate speech, inappropriate photos, spam, and videos should immediately report it to the Head of School, a teacher, or Safe2Tell.

The CEC name and likenesses are protected by law; students and parents/guardians are prohibited from launching a CEC website or creating a CEC account on any social media platform unless approved by the Executive Director of Marketing.

For additional information, see CEC policies: [Nondiscrimination/Equal Opportunity](#); [Discrimination and Harassment](#); [Data Privacy](#); [Bullying Prevention and Education](#); [Rights Concerning Student Records](#); [Student Code of Conduct and Discipline](#); [Suspension/Expulsion of Students](#); and [Technology Resources, Internet Safety, and Responsible Use For Students](#).

Personal Electronics in School

Students may NOT use a personal electronic device during class for any reason unless specifically directed to do so by a staff member.

Student Accountability and Discipline

Student Accountability and Discipline

CEC Online Campus strives to maintain classrooms in which student behavior does not interfere with the ability of an teacher to teach effectively or the ability of other students to participate in classroom learning activities.

In accordance with state law, CEC Online Campus will administer the Student Conduct and Discipline Code in an equitable manner and will enforce it uniformly, fairly, and consistently for all students. Discipline consequences will be appropriate to the misconduct as outlined in the Discipline Matrix. The discipline process will incorporate restorative-justice best practices to address the needs of the student who engaged in the misconduct, the needs of those affected by the misconduct, and the needs of the overall school community.

Students will be expected to abide by the Student Code of Conduct, and any other appropriate online classroom rules of behavior established by the Executive Director of Online Education, Academic Dean and/or classroom teacher for the purpose of maintaining order and a positive and productive academic environment. Any student who violates the Student Code of Conduct or other classroom rules may be subject to removal from class and/or disciplinary action.

In accordance with CEC policies and applicable law, a teacher is authorized to exercise discretion when removing a student from his or her classroom if the student's behavior:

- Violates CEC policies.
- Is dangerous, unruly, or disruptive.
- Seriously interferes with the ability of the teacher to teach the class or other students to learn.

See CEC policies [Student Conduct and Discipline Code](#) and [Corporal Punishment Use of Physical Intervention and Restraint](#).

Suspension

CEC's Executive Director of Online Education or designee has the power to suspend a CEC Online Campus student for not more than five school days on the grounds stated in C.R.S. 22-33-106(1)(a), (1)(b), (1)(c) or (1)(e), or not more than 10 school days on the grounds stated in C.R.S. 22-33-106 (1)(d) unless expulsion is mandatory under law.

CEC's Chief Executive Administrator (CEA) maintains the authority to suspend a student, in accordance with C.R.S. 22-33-105, for an additional 10 school days plus up to and, if necessary, an additional 10 days, in order to present the matter to CEC's Governing Board, if warranted. The total period of suspension shall not exceed 25 school days. See CEC policy [Suspension/Expulsion of Students](#).

Expulsion for Unlawful Sexual Behavior or Crime of Violence

When CEC Online Campus is notified that a student is the subject of a report under C.R.S. 22-33-105(5)(a) (relating to students who are charged with crimes of violence or unlawful sexual behavior), danger to students and staff will be presumed and the student may be suspended immediately upon CEC's receipt of the report. If suspended, the student will remain on suspension pending further action by the CEA. The student will be informed of the charges in the report and given an opportunity to assert that there has been a case of mistaken identity (in that he/she is not the person named in the report) as soon after the suspension as is reasonably practicable. See CEC policy [Suspension/Expulsion of Students](#).

Search and Seizure While On Campus

Search and Seizure of School Property

All storage areas provided by CEC are always considered CEC property and remain subject to search without notice. Students will assume full responsibility for the security of their storage areas in the manner approved by the CEC Head of School. No student shall lock or otherwise impede access to any desk, or storage area except with devices approved by CEC. Unapproved locking devices will be subject to removal. Students will be responsible for whatever is contained in desks as well as CEC property that is assigned to them by the school and is in the reasonable control of the student.

Search of the Student's Person or Personal Effects

A CEC Head of School or designee may search the person of a student or a student's personal effects, such as a purse, backpack, book bag, or briefcase, on CEC property, or at school-sponsored

events/activities if the search is done in compliance with CEC policy and procedures, and the search is likely to uncover:

- Evidence of a violation of CEC policies, school rules, or federal or state law.
- Anything that, because of its presence, presents an immediate danger of physical harm or illness to any person.

Searches of a student will always be reasonable in scope. Searches may include, but are not limited to, jackets, coats, other outerwear, hats, shoes, socks, and any object in the student's possession such as a purse, backpack, book bag, or briefcase. A pat down of a student will be performed only on the exterior of the student's clothing, using only the back of a staff member's hand(s). Ordinarily, and where circumstances permit, searches of the student's person should be conducted out of the presence of other students and as privately as possible. Searches of a student and his or her personal effects may be conducted without the prior consent of the student's parent/guardian. However, the parent/guardian of any student searched will be notified of the search as soon as reasonably possible. Searches of students that require removal of clothing other than: coats, jackets, hats, shoes, socks, or other outer clothing, shall be referred to law enforcement. School personnel shall not participate in such searches.

Seizure of Items

Anything found during the search of a student conducted by CEC staff that is evidence of a violation of CEC policy, school rules, or law, or that, by its presence, presents an immediate danger of physical harm, may be:

- Seized and offered as evidence in any suspension or expulsion proceeding. The CEC Head of School will keep such items in a secure place until presented at a hearing. If possession of the item is a violation of law (e.g., controlled substances and weapons), the item shall be turned over to law enforcement as soon as practicable.
- Photographed and may be introduced as evidence at an expulsion hearing in lieu of the item(s), if the item(s) is no longer in CEC's possession.
- Returned to the student or the parent/guardian after a determination is made by the CEC Head of School that the item is no longer needed as evidence. See CEC policy [Student Interviews, Interrogations and Searches](#).

Use of Metal Detectors and Drug-Detecting Dogs and Mechanisms

Without any individualized suspicion concerning a particular student or group of students in accordance with the rights of students under state and federal laws, CEC may use metal detectors, drug dogs, or other minimally intrusive detecting mechanisms to conduct mass, general, or random screenings of school grounds and any property on school grounds. Under no circumstances shall drug dogs be allowed to sniff any student. Students shall be separated from their property during drug dog sweeps to avoid potential embarrassment to students, ensure that students are not targeted by drug dogs, and to decrease the possibility of dangerous interactions between drug dogs and students.

Surveillance Cameras

To ensure student and staff safety, video- and audio-surveillance recorders may be used by a CEC campus to monitor students on school grounds, on CEC buses, at bus stops, and at school-sponsored events, except in areas where monitoring would violate a student's right to privacy (e.g., bathrooms, locker rooms, and hotel rooms).

Tobacco, Drugs, and Alcohol

It is a violation of CEC policy and considered to be behavior that is detrimental to the welfare or safety of themselves, other students, or school personnel for any student to possess, use, sell, distribute, procure or to be under the influence of alcohol, drugs, or other controlled substances. Controlled substances include, but are not limited to, narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana (except cannabinoid when in compliance with Colorado law, H.B. 16-1373), anabolic steroids, any another controlled substances as defined by law, or any prescription or nonprescription drug, medicine, vitamin, or other chemical substances not taken in accordance with CEC policy and regulations on administering medicines to

students. The use of tobacco by students, teachers, staff, and visitors in or on any school property, or during synchronous learning, or in a class submission, or at any student activity sponsored by CEC is prohibited. Tobacco means any cigarette, nicotine, or tobacco product that contains nicotine or tobacco, or is derived from tobacco and is intended to be ingested or inhaled by, or applied to the skin of an individual; or any electronic device that can be used to deliver nicotine to the person inhaling from the device including, but not limited to, an electronic cigarette, rolling papers, cigar, cigarillo, pipe, water pipe, or hookah pen. "Use" means the lighting, chewing, smoking, inhaling, vaporizing, ingesting, or application to the skin of any cigarette, tobacco, nicotine, or any other substance not approved by the Food and Drug Administration. See CEC policy [Drug, Alcohol and Tobacco Use](#).

Weapons in School

CEC Online Campus has determined that possession and/or use of a weapon by a student is detrimental to the welfare and safety of all students and school personnel. Expulsion may be required in accordance with state and federal law. See CEC policy [Weapons in School](#).

Under CEC policy weapons include:

- A firearm, whether loaded or unloaded, or a firearm facsimile (toy gun) that could reasonably be mistaken for an actual firearm, which includes, but not limited to handgun, rifle, and shotgun.
- Any pellet gun, BB gun, cap gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
- A fixed blade knife or a spring-loaded knife or pocketknife.
- Any object, device, instrument, material, or substance, whether animate or inanimate, including, but not limited to slingshot, bludgeon, brass or artificial knuckles of any kind, fireworks, bomb, grenade, mine, rocket having a propellant charge of more than four ounces, missile having explosive or incendiary charge more than one-quarter ounces, or similar devices.

School Property

A student who destroys or defaces school property through vandalism, arson, or other means (including acts commonly referred to as mischief, school pranks and/or senior pranks), or who, by any such acts, creates a hazard to the safety of other people on school property may be disciplined up to and including suspension and/or expulsion, and may be referred to law enforcement. In the event a student vandalizes or otherwise destroys or defaces school property, the school may seek damages as permitted by law from that student and/or his/her parent/guardian. For purposes of this handbook, school property includes:

- All CEC property, including, but not limited to, school buses and electronic resources.
- Any non-CEC property on which a CEC-sponsored activity or event occurs.
- Any other non-CEC property or location where the behavior engaged in may have a direct impact on school discipline or be detrimental to the welfare or safety of students or staff.

Campus Safety and Security

Visitors

All parents/guardians and potential guests to any CEC brick-and-mortar campus must check in at the school's front desk and provide a valid driver's license/ government issued identification to be permitted on campus. IDs will be run through the school's Raptor System. After the visitor has passed the background check, a Visitor ID will be printed. Visitor ID stickers must be worn in plain sight at all times on campus. The Visitor ID sticker must be turned in at the front desk at the time of signing out of the building.

CEC limits visitors to:

- Parents/guardians of current students, unless legally restricted.
- Persons approved by authorized parents/guardians of current students.
- CEC Governing Board members.
- Persons invited or approved by the Head of School and/or CEC Network staff for official business.
- Contractors/vendors associated with school business.
- Prospective students/families.
- Guest of current employees.

Visiting a CEC school is a privilege, not a right, and may be limited, denied, or revoked by the Executive Director of Online Education, 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 CEC policy [School Visitors](#).

Volunteers

CEC Online Campus uses the Sterling Volunteers online background-check system. Before signing up to help at a special event, field trip, or any other CEC activity, see the CEC Online Campus Volunteer Coordinator for the Good Deed Code and the link to complete your volunteer application.

Volunteers are required to wear a Visitor ID sticker or volunteer badge in plain sight at all times while on campus or when volunteering at an off-site CEC event.

No Personal Pets On Campus

CEC does not allow personal pets on campus.

High School Student Parking:

- Parking on campus is a privilege not a right and that privilege can be revoked at any time by CEC Leadership.
- Vehicles parked in non-CEC parking spots will be towed at the owner's expense without notice.
- Vehicles parked in neighboring businesses will be towed at the owner's expense without notice.
- Any student operating a motor vehicle in what the Leadership Team considers to be an unsafe or irresponsible manner will be prohibited from driving or parking his or her vehicle on CEC property and may be subject to further disciplinary action(s).
- CEC will not assume any responsibility for stolen or damaged vehicles or accessories.
- Any vehicles parked on any CEC property are subject to search.
- All CEC students, families, and staff are expected to be courteous and respectful to all neighboring businesses.
- All drivers are asked to exercise caution when driving in our parking lot and when entering and exiting vehicles, especially during inclement weather.
- Loitering inside vehicles for any reason during school hours is not permitted and is cause for a Write Up to be issued if an initial verbal warning does not suffice.

Secret Societies/Gang Activity

CEC strives to keep all schools and students free from the threat or harmful influence of any groups or gangs that advocate drug use, violence, or disruptive behavior. The Executive Director of Online Education or designee will take reasonable steps to deter gang intimidation of students and confrontations between members of different gangs on school grounds, in school vehicles, and at school-sanctioned activities and events.

The presence of any apparel, jewelry, accessory, notebook, or manner of grooming that by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in gangs that advocate drug use, violence, or disruptive behavior is prohibited on school grounds, in school vehicles and at school-sanctioned activities/events. See CEC policy [Student Code of Conduct and Discipline](#).

Free Association

Students are generally free to associate with groups of their own choosing; however, any group, school-sponsored or not, that acts to interfere with the rights of others, or disrupts the educational process, may be subject to disciplinary actions as determined by the Academic Dean, the Head of School, or appropriate law-enforcement agencies.

Emergency Procedures

Emergency procedures are defined in each CEC school's Emergency Operations Plan (EOP) and include, but are not limited to evacuation drills, lock down drills, and shelter in place drills. Due to the fluid and evolving nature of emergency procedures and the importance of ensuring that the information passed on is accurate and current, the EOP and other emergency procedures are available for review and inspection by parents and members of the general public upon request.

CEC uses the Standard Response Protocol developed by the I Love U Guys Foundation as our "uniformed, planned, and practiced response to any incident and is the foundation of a safe school". For more information, please visit <https://iloveuguy.org/The-Standard-Response-Protocol.html>.

As a student, your responsibilities for all emergency procedures are:

- REMAIN with your teacher or a CEC staff member.
- ACCOUNT for your whereabouts.
- RESPOND to staff member directions.

Emergency Contact Information

To assist CEC staff in responding to emergencies and to ensure that parents/guardians receive all school messages and mailings, please email the CECOLC Registrar with any changes/updates to home address, phone numbers or email addresses.

Concerns, Complaints, and Grievances

Complaints and grievances are best handled and resolved as close to their origin as possible. See CEC policy [Network Grievance](#) policy for additional information.

Student Health

Immunizations

Colorado law requires all students attending CEC to be vaccinated against certain diseases unless they have a Certificate of Medical or Nonmedical Exemption on file. To protect unvaccinated students, students with an exemption from one or more required vaccines may be kept out of school during a disease outbreak. Reach out to the CEC Online Campus Registrar for the most current form from the Colorado Department of Public Health and Environment. See CEC's [Immunizations](#) policy.

Student Accidents and Injury While On Campus

In all cases where the nature of a student's illness or injury appears serious, the parent/guardian shall be contacted, if possible, and the instructions on the student's emergency card will be followed. In extreme emergencies, where there is potential threat to life, limb or digit, school personnel shall immediately call emergency health services to arrange for transporting the student to an emergency facility on the advice of emergency health personnel.

No student shall be sent home alone unless the illness is minor, and the parent/guardian has consented in advance.

The Executive Director of Online Education or designee shall immediately attempt to contact the parent/guardian to inform him or her of the status of the student, and to request that the parent/guardian proceed to the hospital immediately.

CEC's Chief Executive Administrator will be notified of a serious injury or illness as soon as possible.

The teacher, or other staff member, who was responsible for the student at the time of the accident will complete an accident report using the official school form.

Serious Injury or Illness (but not threatening to life, limb, or digit)

If the student is in pain or requires medical treatment, the student's parent/guardian will be notified to come pick the student up from school. An injured secondary student will be allowed to leave school unaccompanied by a parent/guardian only with the express approval of the parent/guardian. The school staff member who speaks with the parent/guardian will make written notes, indicating the date and time of the conversation, the parent/guardian's name, and whether permission was given.

Students with Food Allergies

CEC Online Campus recognizes that some students may be diagnosed with potentially life-threatening food allergies. CEC policy [Food Allergy](#) policy addresses this issue and meets state law requirements concerning the management of food allergies and anaphylaxis among students. CEC encourages parents to work with the Head of School where the student will be attending an in person event to fill out the appropriate medical forms for administration of required medications. An Allergy and Asthma Action Plan form must be completed and signed by the health-care provider and the parent/guardian and is required for in person attendance of CEC events.

Additional Information

Textbooks

All required textbooks for online middle school, high school, and Snow college classes are integrated into each course and accessed online. CEC Online Campus will reimburse students for REQUIRED textbooks for online college classes taken through Aims Community College or another Colorado postsecondary institution.

Borrow or Rent Your Books

- With your ISBN number(s), search the community college bookstore or other book rental sites (www.campusbooks.com compares multiple sites) for the cheapest rental prices.
- If a book or access code cannot be rented: When you absolutely cannot find a book available for rent, you may purchase it, knowing it will cost you more dollars from your voucher. Access codes may always be purchased and reimbursed through the rental process.

How To Get Reimbursed

The online Textbook Reimbursement Request form will be available to students in September of each school year. All reimbursement requests will be reviewed for eligibility. Checks will be mailed to eligible students mid-December. Required documentation includes:

- Photo/copy of original receipt - must show rental status and due date if rented
- Proof of required materials (syllabus or Community College printout)

Textbook reimbursement will first be applied to any outstanding fees. Textbook reimbursement is only available to students with remaining voucher dollars.

High School Student Voucher Account

- CEC offers full-time and part-time high school students an annual voucher to pay for college tuition.
- Students who overspend their voucher account will be charged and billed for any overage.
- Students' voucher accounts will be charged each semester for all courses in which they are enrolled. CEC's Online Campus may make exceptions for certain courses that should not be charged to a student's voucher account.
- Vouchers are awarded for only the current school year, include courses taken during the summer that follows the school year, and are not rolled over to the following school year. Vouchers cannot be shared among students or transferred to another student, even if that student is a sibling.
- To apply their voucher to a course, students must pass a college course with a grade "C" for Snow College mastery-based courses or a grade of "C" or better for online courses taken throughs Aims Community College or other Colorado postsecondary institutions.
- Students may take summer courses providing they have funds remaining in their voucher.

CEC Online Campus Statement of Integrity and Student Handbook Acknowledgement

CEC Online Campus students and parents/guardians must acknowledge they have read the CEC Online Campus Student and Family Handbook by electronically signing this form.

STUDENT:

I acknowledge that I have received, read, and asked any clarifying questions regarding the CEC Online Campus Student and Family Handbook. I will follow all the rules, regulations, standards of conduct, and abide by all other information contain in the handbook. I understand that while attending CEC's Online Campus, I will:

- Always give my best effort and model my best online class behavior.
- Always do my own work.
- Actively engage and participate in class and all online learning activities.
- Attend synchronous class session, if available, or watch the video of any recorded sessions.
- Complete and turn in projects, activities, and assigned work on time.
- Remind my parents/guardians to notify the online school or my teachers when I will be absent for a synchronous class.
- Stay connected with teachers, counselors, and fellow students.
- Reach out and ask for help when you need it.
- Complete CEC Online Campus feedback surveys.

Printed Student Name and Signature

Date

PARENTS/GUARDIANS

I acknowledge that I have received, read, and asked any clarifying questions I have regarding the CEC Online Campus Student and Family Handbook with my student. I have discussed the need to follow the standards of conduct set forth in the Handbook with my student and I understand and agree that it is my student's responsibility to follow all school rules described in the Handbook. In addition, I will:

- Ensure that a device and internet access are available at home. If not, I will reach out to CEC's Online Campus for assistance.
- Monitor all communication from CEC's Online Campus for up-to-date information.
- Encourage my student's participation in online learning.
- Reach out to school leadership regarding issues or concerns I have with my student's learning.
- Establish routines and expectations for my student.
- Help my student manage their online learning by encouraging them to engage in classes by doing their best and completing assignments.
- Encourage my student to reach out for help when needed.
- Support my student's mental health.
- Reach out for help when I am struggling.
- Complete CEC's Online Campus feedback surveys.

Printed Parent/Guardian Name and Signature

Date