



**COLORADO**  
Early Colleges

# CEC Windsor 2022-2023 Student and Family Handbook

**Colorado Early Colleges Windsor**

7640 Westgate Dr., Windsor, CO 80528

Phone: 970-657-2860

Fax: 970-360-1007

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

**ATTENDANCE LINE:**

Phone: 970-657-2830

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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.”

## **Temporary Remote Learning / CEC Online Courses**

The terms “class” and “classroom”, as used within this Handbook, include the remote learning class and remote learning classroom. Due to the potential of continuing health risks caused by COVID-19, CEC might need to conduct classes remotely at different times during the 2022-2023 school year. CEC recognizes that remote learning creates significant challenges for many families. 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 remotely, 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, and to use the approved CEC background. Students are expected to be on time for all scheduled school activities, whether in person or online. CEC will hold students accountable for all conduct while participating in online learning, on network property, and network-sponsored events.

# 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 Colorado Early Colleges Windsor (CECW) [website](#) often for important information and announcements.

# Nondiscrimination

## ***Nondiscrimination under Title VI; Title IX, Section 504; Age Discrimination Act; and Title II of the American with Disabilities Act***

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 non-discrimination, 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 non-discrimination. 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](mailto: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 non-discriminatory 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, 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 he/she has been victim of unlawful discrimination or harassment, as defined in federal and state laws, should immediately report it to the Head of School, a teacher, or Safe2Tell. All students who witness such harassment should immediately report it to the Head of School, 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 which 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 at school for the victim.
- 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 discipline up to and including expulsion. Any student who believes he/she has been a victim of bullying should immediately report it to the Head of School, a teacher, or Safe2Tell. All students who witness bullying should immediately report it to the Head of School, 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 a law enforcement authority of a crime or other incident within their official concern when he or she knows that it not occur. CRS 18-8-111(2). Misuse of Safe2Tell could result in a referral to law enforcement and be subject to criminal charges under C.R.S. 18-8-111.

### **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 ADAAA. 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 CECW 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, CECW 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 Head of School 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 Head of School 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 CECW'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 CECW uses to maintain student records. Students and parents/guardians will receive Infinite Campus login information at the beginning of their first semester at CECW. They are strongly encouraged to log into 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.

## **Students' Rights and Responsibilities**

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

### ***School Calendar***

CECW 2022-2023 school calendar can be found [here](#).

### ***Bell Schedule***

CECW 2022-2023 bell schedule can be found [here](#).

### ***Website***

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

### ***School Closures***

School closure and delay information will be sent to students/parents/guardians via CECW social media accounts, messages sent to Infinite Campus/personal email accounts, and/or phone and text messages. Families can also contact the front office at 970.657.2860, or by visiting on the CECW [website](#). See CEC policy [School Closings and Cancellations](#).

### ***Attendance***

Colorado law states that it is the obligation of all parents/guardians 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 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.

An excused absence will require school approval. In some cases, documentation, such as a note from a parent/guardian or health-care provider, may be required for the school to excuse an absence.

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.

- 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 Request Form](#).
- Medical and legal appointments.
- Family funeral attendance.
- Immediate family member wedding.
- CHSAA-sanctioned sporting event. Does not include practices.

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 may be 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 regard 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 the 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 a "habitual 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.

### **Tardiness**

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.

A student will not be considered tardy if detained by another teacher/administrator, provided that the teacher/administrator gives the student a pass to enter the next class. Teachers will honor passes presented in accordance with CEC policy [Attendance and Tardiness](#).

### **Student Absent and Make-Up Policy**

- **Middle/High School classes**
  - If a student has an excused absence, the student should be given the opportunity to make up the work without any penalties.
  - Regardless of whether an absence is excused or unexcused, students should be given the opportunity to demonstrate what they know by completing any major assignments or exams. If the absence is unexcused, the teacher or school leadership can decide to apply the above late-work policy for the missing major assignment.
  - Make-up policy for missed assignments is two days for every one day out for an excused absence only. Summative assessments may take longer to complete, and the extra time to complete the assignment is at the discretion of the teacher.
  - Students and parents will have two school days to excuse an absence if it was initially entered as "unknown" or "unexcused" by the administration staff.
- **College class policy**
  - There is typically no distinction between excused and unexcused absences at the college level. Please communicate to students the policy of the community college. Generally, students can accrue up to four absences before it affects their grade. Teachers are to follow the department or community college policy with regard to the number of absences allowed. The policy should be clearly indicated on your course syllabus. If you have any questions as to your college course class policy, please contact your teacher.

## ***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.

CECW 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: 6<sup>th</sup> - 8<sup>th</sup> grades
- CMAS Math: 6<sup>th</sup> – 8<sup>th</sup> grades
- CMAS Social Studies: 7<sup>th</sup> grade
- CMAS Science: 8<sup>th</sup> and 11<sup>th</sup> grades
- PSAT College Preparatory Exam: 9<sup>th</sup> and 10<sup>th</sup> grades
- SAT College Entrance Exam: 11<sup>th</sup> 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 CECW website and at the school's front desk. 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. 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 an 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.

## ***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 CECW at 970.6578.2860. 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 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 are 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.

### *CEC Grading Philosophy:*

CEC teachers strive to ensure that each student's grade accurately reflects that student's skills and content knowledge, enabling each student to succeed in the next academic course or next step. Grading and grades should be based on what a student knows, and students should be given ample opportunities and methods to demonstrate what they know.

- Formative assessments allow teachers to provide specific and frequent feedback to students to monitor progress toward mastering course objectives and include homework, quizzes, class assignments, class discussions, and other daily classwork.
- Summative assessments allow teachers to evaluate what students learn over a defined period of time and can include tests, projects, essays, presentations, portfolios, and major papers.

Grades are one way to show students how to grow and self-monitor their progress. Teachers should have students reflect on their work and make revisions or corrections, when possible, to promote growth. Academic knowledge and good work habits are both important to acquire for college and life. At CEC, teachers should balance the acquisition of academic skills and knowledge with work habits to allow students the opportunity to excel and succeed.

- **Feedback:**
  - Feedback is essential helping students understand how well they are growing. Feedback can take the form of grades, information set in a rubric, comments in IC (Infinite Campus), verbal feedback, and self-reflection. Feedback should always be focused on how students could grow in achieving course outcomes and learning objectives. Feedback should be timely, specific, and given with the students' dignity in mind.

- **Late assignments**
  - Teachers should be flexible in accepting late assignments, as the goal of assignments is to determine students' understanding and mastery of the material.
  - Middle/High School Formative Assessments: Teachers will allow students the ability to turn in work up to 2 weeks after the original due date or at the end of the unit. Teachers will provide a clear end date for students after which work will no longer be accepted. Teachers or school leadership may decide to institute a late penalty of up to 30% for work turned in during the window of the assignment's due date and the end date.
  - Middle/High School Summative Assessments: Students should always be able to demonstrate that they know course objectives and learning targets. Summative assessments will always be accepted during the course of the semester, or alternatives will be provided to allow for the student to demonstrate content mastery during the course of the semester. Late penalties are issued at the teacher's or school leadership's discretion. The late penalty for summative assessments should not exceed 50%.
  - All work will be marked M (missing) or 0 once the due date passes. After late work is completed, then L (late comment) and a new grade can be entered into IC.
  - College teachers will follow the late-work and grading policies of their community college department chair. Identical college courses being taught by various instructors should have similar late-work policies. If the college allows for instructor discretion, the late policy should follow the late policy for high school classes, described above. College teachers' late-work policies should be clearly explained in the course syllabus.
  - Teachers are required to follow ESS (IEP and 504) accommodations with respect to providing extended time as defined by a student's learning plan. Please see the flags for students with a plan in IC.
- **IC (Infinite Campus) recording**
  - Teachers will enter shorter formative assignments **weekly** (homework, classwork, discussion boards, some quizzes, etc.). Middle or high school teachers must enter at least one assignment per week, per student. *For college teachers, grades must be entered every other week at a minimum.*
  - Teachers will enter summative assessment grades and provide feedback within two weeks after the due date. Grades for end-of-semester assignments will be entered in accordance with end-of-semester deadlines. While summative assignments are being graded, teachers will make their best effort to indicate in IC a "T" (Turned-in) or "M" (Missing) to provide communication to students and families.
- **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 the teacher. If the course is a college course, the student must approach the teacher. 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.

### ***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](#).

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### ***Expectations for Attending College Classes off Campus***

Students are permitted to take college classes at a partner postsecondary institution on the conditions that:

- The student has successfully passed a college course on campus, or
- The student is in good academic and attendance standing; and CECW does not offer the course(s) needed to meet the certificate or degree requirements.

Off campus students are expected to uphold the behavior standards of CECW by demonstrating maturity and responsibility in their classes. CECW reserves the right to revoke off campus privileges on the basis of attendance, academics, or behavior concerns.

## **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 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 their 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 a 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 on campus and during remote learning. 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 CECW Leadership Team member before the item is worn.

#### Expectations:

- Student IDs will be visible at all times when on 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 midriffs. Pants/jeans must be worn at the waist. No underwear, boxers or undergarments may be visible.



- 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 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. \*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.

#### Attire for PE Classes:

Students have the option to change clothes for class. Shirts and pants/shorts may be athletic material but must also adhere to CEC dress-code policy. Closed-toe shoes are required; athletic shoes are encouraged.

#### Violation of Dress Code Expectations:

Any student deemed in violation of CECs dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. A notation will be made in Infinite Campus.

If the student refuses to adhere to CEC’s student 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. CECW 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 CECW.

### **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. Failure to abide by this policy may result in confiscation of the item by school leadership. If the student refuses to hand over the item, the student's parent/guardian may be contacted, and other disciplinary action may be taken.

## **Student Accountability and Discipline**

### **Student Accountability and Discipline**

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

In accordance with state law, CECW 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 classroom rules of behavior established by the Head of School 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 Code of Conduct and Discipline Code](#) and [Corporal Punishment Use of Physical Intervention and Restraint](#).

### ***Suspension***

CECW's Head of School or designee has the power to suspend a CECW 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 necessary 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 a Crime of Violence***

When CECW 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 and, 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***

#### **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 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**

CECW's 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, or federal, state or local 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 a student's pockets (CECW staff will not put their hands in the pockets of a student if the pockets are part of a student's clothing), jackets, coats, other outerwear, hats, shoes, socks, and any object in the student's possession such as a purse, backpack, book bag, or briefcase. Pat downs of a student shall only be done on the exterior of the student's clothing and shall only be done using the back of the CECW Head of School, or designee's hand(s).

CEC staff conducting a search shall be respectful of privacy considerations, in light of the gender and age of the student. Searches of a student and their personal effects may be conducted without the prior consent of the student's parent/guardian. However, the parent/guardian of any student searched shall be notified of the search as soon as reasonably possible.

Searches of student that requires removal of clothing other than: coats, jackets, hats, shoes, socks, or other outer clothing, shall be referred to law enforcement. CEC staff shall not participate in these types of searches except for in extremely limited circumstances where there is an immediate danger of physical harm or illness to any person.

## **Seizure of Items**

Anything found during the search of a student conducted by CECW 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. CECW's 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.
- Photographs 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 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 CECW 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 at any student activity sponsored by CECW 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, any other substance not approved by the Food and Drug Administration. See CEC policy [Drug, Alcohol and Tobacco Use](#).

### ***Weapons in School***

CECW 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 CECW guests must check in at the front desk and provide a valid driver's license/ government issued identification to be permitted on campus. IDs will be run through CECW'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.

CECW 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 a Head of School, 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**

CECW 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 CECW 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**

CECW does not allow personal pets on campus.

## **Arrival & Dismissal**

To ensure safety and efficiency, parents and guardians must obey any and all posted signs regarding traffic flow while on CECW property. Students are not permitted to stay inside the school after designated school hours unless they have a specific activity/club/meeting or are under the direct supervision of CECW staff.

For safety, students are to be dropped off and picked up in the designated area before and after school.

## **Secret Societies/Gang Activity**

CECW 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 Head of School 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 disrupt the educational process, may be subject to disciplinary actions by CECW's Head of School or appropriate law enforcement agencies.

## **Limited Open- Campus Privileges**

CECW has adopted a limited open campus policy, as a privilege for students who are 16 years or older. The policy permits students, in good standing, to leave school grounds for CECW approved purposes, including classes off-campus and the time designated for lunch with parent opt-in permission. Good standing is defined as students who are in good academic, attendance, and behavioral standing.

To qualify for off-campus privileges, students can take the following steps:

- A signed permission slip on file at the front desk.
  - Forms for parent permission can be located at the front office and/or on the CECW website.
- Students must show their school-issued student ID to leave campus.
- Students are required to sign OUT of the building at the Front Desk before leaving and sign back IN upon returning.
- Students under the age of 16 are not eligible to leave campus unless taking off-campus college courses.
- Students with academic, attendance or disciplinary infractions will lose open-campus privilege at the discretion of CECW administration.
- Academic - A student must maintain a good academic standing in order to be eligible to go off campus during free periods, including lunch. If a student falls below a 70% in any class, they will not be allowed to go off-campus during free periods until they have re-gained their academic eligibility.
- Attendance - A student must be in good standing with their attendance record.
- Students must be aware that, when they leave school grounds, they are required to return to school in time for their next class. Attendance is taken every period and any student who fails to return to class or arrives late will face the consequences outlined in the Student Conduct and Discipline policy as well as the attendance policy and be subject to revocation of their open campus privileges.
- Discipline - A student must be in good standing with their behavior and discipline. A student who violates CECW Student Code of Conduct or violates any of the standards set forth by CECW will not be allowed open campus privileges at the discretion of CECW administration.
  - Students who return late to class after leaving campus may be subject to having that privilege revoked.

Students who leave the building during the school day will not be allowed to loiter in the parking lot or on any other school grounds.

Additionally, students need to be aware that all driving laws, including limited passenger restrictions on provisional licenses, will be strictly enforced by local law enforcement.

Please be aware that the limited open campus privilege can be revoked at any time for students who return late to class after leaving campus, or who have attendance, academic, or behavior problems. School Administration will make these determinations and inform the student and their parent/guardian of the revocation the privilege.

## Emergency Procedures

Emergency procedures are defined in CECW 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://iloveu guys.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 CECW Registrar with any changes/updates to home address, phone numbers or email addresses.

### ***Threat Management Assessments***

It is our responsibility as a school to assess if a student's action, behavior, or comments are a threat to themselves or others. These determinations may be made for actions, behaviors, or comments that happen on- or off-campus, during or after school hours, on school days, or other days. CECW is committed to ensuring the safety of our students, staff, and campus. Should a threat or possible threat come to our attention, a student may be interviewed by a CECW staff member and may be referred for a Threat Assessment. At this point, the CECW Threat Assessment team will use their assessment tool to determine if a threat is transient or substantive, and if the threat requires additional interviews. The nature and seriousness of the threat may result in medical or law-enforcement involvement and may result in the student's removal from school until there is documented assurance from professionals that the student is safe to return. It is also possible that threats may result in disciplinary action, such as a change of schedule, adjustment of a schedule, suspension, or referral for expulsion

## Concerns, Complaints, and Grievances

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

## Student Health

### ***Immunizations***

Colorado) 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 CECW Registrar for the most current form from the Colorado Department of Public Health and Environment. See CEC's [Immunizations](#) policy.



## **Food Services**

CEC Food Services believes that freshly made whole food can change the world. We are committed to creating tasty and nutritious meals within a farm-to-school program model across all of our campuses. Our breakfast and lunch program provides meals that energize our students so they can maximize their educational goals while making everyone that walks into our cafe know they are part of a community that values them.

The CEC Fort Collins kitchen provides meals to our Windsor campus.

Note that all fees are waived or reduced for qualified free and reduced meal students.

## **Administering Medications to Students**

CECW may administer medication to a minor if the student has written instructions from his or her parent/guardian and a physician's standing medical order.

Prescription medication may be given legally only by a Registered Nurse (RN), or the nurse's designee who has been trained in medication administration and delegated the task of administering medication. This delegation is required annually. See CEC policies [Medication Administration](#) and [Administration of Medical Marijuana](#).

## **Student Accidents and Injuries**

When a student is in pain and/or requires medical treatment, the student's parent/guardian will be notified to pick up the student from school. If a student sustains a severe injury or has an illness requiring immediate medical attention, CECW's Health Tech will immediately call 911 to notify emergency health personnel.

The Head of School or designee will immediately attempt to contact the parent/guardian to inform him/her of the status of the student and to request that the parent/guardian proceed to the hospital immediately. The CECW staff member who speaks with the parent/guardian will enter notes into Infinite Campus indicating the date and time of the conversation, the parent/guardian's name and whether permission was given.

CEC's Chief Executive Administrator and the Head of School will be notified of the 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.

## **Students with Food Allergies**

CECW recognizes that some students may be diagnosed with potentially life-threatening food allergies. CEC policy [Food Allergy](#) addresses this issue and meets state law requirements concerning the management of food allergies and anaphylaxis among students. CECW encourages parents to keep a supply of the prescribed medication used to treat the food allergy/anaphylaxis at school, unless the student has an approved treatment plan that authorizes the student to carry the medication with him/her and can self-administer the medication. A food allergy/anaphylaxis health-care plan must be developed with the school's RN. Please contact CECW's Head of School to start the plan process. An Allergy and Asthma Action Plan form must be completed and signed by the health-care provider and the parent/guardian.

## **Transportation**

The safety and welfare of CECW students is the primary consideration when transporting students to and from school. Transportation is provided to CECW students on a space available basis at no additional cost and must be requested at the time of enrollment. Transportation is limited to CEC staff and enrolled students with an authorized bus pass/student ID. Students may not bring guests on the bus without prior approval from CECW's Head of School and CEC's Transportation Director. Detailed information regarding bus transportation, including processes, route information, procedures, and expectations can be found on the Transportation [website](#), CEC policy [Transportation](#), or by contacting the CEC Network Transportation Office at 720.615.1990.

## **Additional Information**

### ***Textbooks***

Students are expected to return all textbooks to the school in good condition, except for ordinary wear. Students will be charged for lost, damaged, or defaced books (including those checked out from any CEC classroom, or CECW's library), and/or any materials or equipment. The fee charged will be for the cost of replacement. 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. The Head of School or designee may obtain payment of delinquent fees, fines, or charges through the use of professional collection agencies or the 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 will not be refused use of textbooks based on failure to pay the required fees. See CEC policy [Student Charges and Student Charges Schedule](#).

### ***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. Schools may make exceptions for certain courses that should not be charged to a student's voucher account.
- Vouchers are awarded for the current school year only, 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" or better.
- Students may take summer courses providing they have funds remaining in their voucher.