



# 2024-2025

# Student and Family Handbook

**Colorado Early Colleges Castle Rock**

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# KEITH KING

CEC FOUNDER & VISIONARY

MARCH 12, 1948-  
FEBRUARY 3, 2024

Colorado Early Colleges' founder, Keith King, served in both the Colorado House of Representatives and the Colorado State Senate where he authored numerous bills that supported charter schools, the Early College program, and state finance.

In 2007, Keith's vision of opening an Early College high school was realized when Colorado Spring Early Colleges opened its doors. Keith expanded his vision opening CEC Fort Collins in 2012, followed by CEC Parker in 2014, and CEC Aurora in 2017. Keith retired from CEC in July 2018.

All CEC campuses are dedicated to carrying on the original intent of Keith's vision – 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 will demonstrate that they can succeed in school, in college, and in their chosen career. **NO. EXCEPTIONS, NO EXCUSES.**

# Table of Contents

<b>CEC Castle Rock School Information</b> .....	<b>6</b>
<i>School Calendar</i> .....	6
<i>Bell Schedule</i> .....	6
<i>Arrival and Dismissal</i> .....	6
<i>Transportation Services</i> .....	6
<i>Food Services here</i> .....	6
<i>Website/Newsletter</i> .....	6
<i>School Closures</i> .....	6
<i>School Safety Information</i> .....	6
<i>Course Catalog</i> .....	6
<i>Parking Lot</i> .....	6
<i>Student and Family Handbook</i> .....	6
<i>McKinney-Vento Homeless Assistance Act</i> .....	6
<i>Makeup Work</i> .....	6
<b>Introduction</b> .....	<b>7</b>
<i>Colorado Early Colleges</i> .....	7
<i>An Early College Model</i> .....	7
<i>Temporary Remote Learning</i> .....	7
<b>Mission, Beliefs, Student Bill of Rights, and Family Engagement</b> .....	<b>7</b>
<i>CEC Mission Statement</i> .....	7
<i>CEC Beliefs</i> .....	7
<i>Student Bill of Rights</i> .....	8
<i>Family Engagement</i> .....	8
<b>Nondiscrimination</b> .....	<b>9</b>
<i>Nondiscrimination under Title VI; Title IX; Section 504; Age Discrimination ACT; Title II of the American with Disabilities Act</i> .....	9
<i>Annual Notice</i> .....	9
<i>Equal Opportunity</i> .....	9
<i>Title IX</i> .....	10
<i>Harassment is Prohibited</i> .....	10
<i>Reporting Harassment</i> .....	11
<i>Safe2Tell®</i> .....	11
<i>Service Animals and Other Animals on Campus</i> .....	12
<i>No Personal Pets On Campus</i> .....	12

**Parent/Guardian Information and Resources ..... 12**

- Parent’s Right to Know ..... 12*
- Interviews by the Department of Human Services (often referred to as CPS or DHS) ..... 12*
- Notifying Parents/Guardians of Alleged Criminal Conduct by School Employees ..... 12*
- Student Data Privacy..... 13*
- Family Educational Rights and Privacy Act (FERPA)..... 13*
- Infinite Campus..... 14*

**Student Rights and Responsibilities ..... 14**

- Attendance ..... 14*
- Excused Absences ..... 14*
- Chronic Absenteeism ..... 15*
- Habitually Truant ..... 15*
- Tardiness..... 16*
- Makeup Work ..... 16*
- Student Withdrawal/Dropout ..... 16*
- Assessments, Testing and Surveys..... 18*
- School- and Student-Sponsored Organizations or Clubs..... 18*
- Photography/Media Release..... 18*
- McKinney-Vento Homeless Assistance Act..... 18*

**Academics ..... 19**

- Guiding Principles ..... 19*
- CEC Grading Philosophy:..... 19*
- High School Graduation Requirements ..... 20*
- Expectations for Attending College Classes Off Campus ..... 20*

**Student Conduct..... 21**

- Academic Honesty..... 21*
- Field Trips and Other Extracurricular Activities ..... 21*
- CEC Student Dress Code..... 21*
- Public Display of Affection ..... 23*
- Student Use of the Internet..... 23*
- Social Media..... 23*
- Personal Electronics in School ..... 24*

**Student Accountability and Discipline ..... 24**

- Student Accountability and Discipline ..... 24*
- Suspension ..... 24*

<i>Expulsion for Unlawful Sexual Behavior or Crime of Violence</i> .....	25
<i>Search and Seizure</i> .....	25
<i>Use of Metal Detectors and Drug Detecting Dogs and Mechanisms</i> .....	26
<i>Surveillance Cameras</i> .....	26
<i>Tobacco, Drugs, and Alcohol</i> .....	26
<i>Weapons in School</i> .....	26
<i>School Property</i> .....	27
<b>Campus Safety and Security</b> .....	<b>27</b>
<i>Visitors</i> .....	27
<i>Food Delivery Service</i> .....	27
<i>Volunteers</i> .....	28
<i>Arrival and Dismissal</i> .....	28
<i>Parking Lot</i> .....	28
<i>Grounds for Revocation of Parking Privilege</i> .....	28
<i>Secret Societies/Gang Activity</i> .....	28
<i>Free Association</i> .....	29
<i>Limited Open Campus Privileges</i> .....	29
<b>Emergency Procedures</b> .....	<b>29</b>
<i>Emergency Contact Information</i> .....	29
<i>Threat Management Assessments</i> .....	30
<b>Concerns, Complaints, and Grievances</b> .....	<b>30</b>
<b>Student Health</b> .....	<b>30</b>
<i>Immunizations</i> .....	30
<i>Food Services</i> .....	30
<i>Administering Medications to Students</i> .....	30
<i>Student Accidents and Injuries</i> .....	31
<i>Students with Food Allergies</i> .....	31
<b>Transportation</b> .....	<b>31</b>
<b>Additional Information</b> .....	<b>31</b>
<i>Student Reimbursements</i> .....	31
<i>High School Student Voucher Account</i> .....	32

# CEC Castle Rock School Information

## **School Calendar**

CEC Castle Rock 2024-2025 school calendar can be found [here](#).

## **Bell Schedule**

CEC Castle Rock 2024-2025 bell schedule can be found [here](#).

## **Arrival and Dismissal**

- Student drop-off begins at 7:25 a.m. Monday through Friday.
- Student pick-up begins at 3:20 p.m. Monday through Friday and at 1:10 p.m. on Friday.
- Please note we cannot guarantee adult supervision before or after these times on campus.

## **Transportation Services** [here](#).

## **Food Services** [here](#).

## **Website/Newsletter**

Students and parents/guardians are encouraged to check CEC Castle Rock's [website](#) often for updated information including daily news and announcements. [Newsletter](#).

## **School Closures**

CEC Castle Rock 2024-2025 delayed and/or school closure information can be found [here](#).

## **School Safety Information**

CEC Castle Rock safety information can be found [here](#).

## **Course Catalog**

CEC Castle Rock's Master Course Catalog can be found [here](#).

## **Parking Lot**

Student parking is available in the lot on the north side of the building with a student parking permit. Registration for student parking permits is required through the front office.

## **Student and Family Handbook**

The Student and Family Handbook can be found [here](#). Parents and students should read and be familiar with the handbook and the policies which include Dress Code, Attendance, Student Conduct, and School Safety.

## **McKinney-Vento Homeless Assistance Act**

For information or assistance, please contact Maren Blind at [maren.blind@coloradoearlycolleges.org](mailto:maren.blind@coloradoearlycolleges.org). See CEC policy [Homeless Students](#).

## **Makeup Work**

Students enrolled in high school courses are given two days for every one day absent to turn in missed work. Students enrolled in college courses will follow the community colleges policy as outlined on the course syllabus.

For students who have five consecutive absences, CEC Castle Rock may require a re-entry meeting with the student and parent/guardian to create a support plan to assist the student in getting back on track with their schoolwork.

# 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 six high schools, three middle schools, College Direct locations, a homeschool program, 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**

The terms “class” and “classroom” as used within this Handbook, include the remote learning class and remote learning classroom. CEC might need to conduct classes remotely at different times due to emergency school closures during the 2024-2025 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. 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, Beliefs, 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's 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/guardians. They are responsible for imparting morals and values taught in their homes including practiced political, religious, and social viewpoints. We trust that they know what is best for their student 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/guardians are encouraged to check the school's website, and social media platforms often for important information and announcements. Parents/guardians should ensure that their information in Infinite Campus is up to date, so that all email and text communications are received.



## **Nondiscrimination**

### ***Nondiscrimination under Title VI; Title IX; Section 504; Age Discrimination ACT; 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, sexual orientation, gender identity, gender expression, national origin, marital status, religion, ancestry, age (when applicable), or need for special education services, or any other class protected by law.

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 disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, national origin, marital status, religion, ancestry, age (when applicable), 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.

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.

### ***Annual Notice***

CEC shall issue a written notice prior to the beginning of each school year that advises students, parents, employees, and the general public that the educational programs, activities, and employment opportunities offered by CEC are offered without regard to disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, national origin, marital status, religion, ancestry, age (when applicable), or need for special education services. The announcement shall also include the name/title, address, and telephone number of the person designated to coordinate Title IX, and Section 504 and ADA compliance activities.

The notice shall be disseminated to persons with limited English language skills in the person's own language. It shall also be made available to persons who are visually or hearing impaired.

The notice shall appear on a continuing basis, including on CEC's homepage of its website, recruitment materials, application forms, vacancy announcements, student/family handbooks, employee handbooks, and separately distributed to all students K through twelfth grade.

### ***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, gender identity, gender expression, national origin, marital status, religion, ancestry, age (when applicable), or need for special education services, or any other class protected by 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 [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](#).

## **Title IX**

CEC does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. Inquiries about Title IX may be referred to CEC's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

CEC's Title IX Coordinator is Dr. Stephanie Livingston, Executive Director of Organizational Leadership and HR, 4424 Innovation Drive, Fort Collins, Colorado, 80525; [stephanie.livingston@coloradoearlycolleges.org](mailto:stephanie.livingston@coloradoearlycolleges.org). See CEC's [Nondiscrimination](#) policy and [CEC Network Grievance](#) policy. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to [Title IX and Nondiscrimination](#) page on the CEC website.

## **Harassment is Prohibited**

Harassment means to engage in or the act of engaging in any unwelcome physical or verbal conduct or any written, pictorial, or visual communication by a student or employee that is directed at a student or group of students because of that student's or group's membership in, or perceived membership in, a protected class based on disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, family composition, religion, age, national origin, or ancestry, which conduct or communication is objectively offensive to a reasonable individual who is a member of the same protected class. The conduct or communication need not be severe or pervasive to constitute harassment or discrimination and constitutes harassment or discrimination if:

- Submission to the conduct or communication is explicitly or implicitly made a term or condition of the individual's access to an educational service, opportunity, or benefit;
- Submission to the conduct or communication is explicitly or implicitly made a term or condition of employment;
- Submission to, objection to, or rejection of the conduct or communication is used or explicitly or implicitly threatened to be used as a basis for educational decisions affecting the individual;
- Submission to, objection to, or rejection of the conduct or communication is used as a basis for employment decisions affecting the individual;
- The conduct or communication has the purposes or effect of unreasonably interfering with the individual's access to their educational service, opportunity, or benefit or creating an intimidating, hostile, or offensive educational environment; or
- The conduct or communication has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.
- Petty slights, minor annoyances, and lack of good manners do not constitute harassment or discrimination unless the slights, annoyances, or lack of manners, when taken in combination and under the totality of the circumstances, meet the definition of harassment as defined above.

Preventing and remedying harassment in school is essential to ensure a nondiscriminatory, safe environment in which students can learn, employees can work, and members of the public can access and receive the benefit of CEC facilities and programs. All such harassment by CEC employees, students, and/or third parties is strictly prohibited.

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

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 they have 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

Such behavior violates CEC's [Student Code of Conduct](#).

### **Reporting Harassment**

Any student who believes they have been a victim of unlawful discrimination or harassment as defined in this policy shall immediately report it to the Head of School, school counselor, teacher, or Title IX Coordinator, and file a formal complaint as set forth in the [CEC Network Grievance Policy](#).

Any employee, applicant for employment, or member of the public who believes they have been a victim of unlawful discrimination or harassment shall file a complaint with the CEC Department of Human Resources or the Title IX Coordinator.

All students who witness such harassment shall immediately report it to the Head of School or other school employee.

All CEC employees who witness such harassment shall take prompt and effective action to stop it, as prescribed by CEC, promptly forward the report to their immediate supervisor and to the Title IX Coordinator. Under certain circumstances, harassment may constitute child abuse that must be reported to proper authorities.

A report of harassment or discrimination received by CEC is confidential and employees shall keep information learned during an investigation of harassment or discrimination confidential to the extent practicable.

See CEC's [Nondiscrimination/Harassment/Equal Opportunity](#) policy.

### **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 they know that it did not occur or when it is intentional to get someone in trouble. 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 ADA AAA. Students with disabilities have the same rights as all other students to use and enjoy CEC 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](#).

### ***No Personal Pets On Campus***

CEC does not allow personal pets on campus.

## **Parent/Guardian Information and Resources**

### ***Parent's Right to Know***

For CEC schools receiving Title 1 funds, parents have the right to know the professional qualifications of the classroom teacher who instructs your child. This is a requirement for all schools that receive Title I funds. Federal law allows you to request certain information about your student's classroom teacher. The law also requires the school to give you this information in a timely manner upon request. Listed below is the information about which you have the right to ask for regarding each of your student's classroom teachers.

- Whether the Colorado Department of Education has licensed or endorsed your student's teacher for the grades and subjects taught.
- Whether CDE has decided that your student's teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees, and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraeducators provide services to your child and, if they do, their qualifications. Please contact Maren Blind at [maren.blind@coloradoearlycolleges.org](mailto:maren.blind@coloradoearlycolleges.org) if you would like to receive any of this information.

If you have questions or concerns, please feel free to contact the Head of School.

### ***Interviews by the Department of Human Services (often referred to as CPS or DHS)***

CEC will cooperate fully with the Colorado Department of Human Services in its investigations.

Upon request by DHS to interview a student witness, CEC staff shall notify the student's parent/guardian, except in cases involving the investigation of reported child abuse where the suspected perpetrator is a member of the student's family, or when DHS has a court order directing that the student's parent/guardian not be notified, or when an emergency or other exigent circumstances exist.

### ***Notifying Parents/Guardians 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/guardians within two days after the employee is charged in accordance with C.R.S. 22-1-130.

Offenses: felony child abuse; a crime of violence not including assault in the second degree unless the victim is a child; 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, felony drug offense that is a level 1 or 2 felony. 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. See CEC policies [Data Privacy](#), and [Rights Concerning Student Records](#).

### **Family Educational Rights and Privacy Act (FERPA)**

FERPA affords parents/guardians 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/guardians, or eligible students, who wish to ask the school to amend a record should write to 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 them 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 the Admissions office, in accordance with CEC procedures, that they do 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:

See CEC policies [Data Privacy](#), and [Rights Concerning Student Records](#).

### ***Infinite Campus***

Infinite Campus, often referred to as IC, is the student information system CEC 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 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.

## **Student Rights and Responsibilities**

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

### ***Attendance***

Colorado law states that it is the obligation of every parent/guardian to ensure that every child under his or her care and supervision receives adequate education and training. The parent/guardian of each child who turns six (6) 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.

In-person daily student attendance is monitored and taken by the teacher onsite and recorded into Infinite Campus (IC) each period. CEC shall report truancy/attendance data as specifically as IC allows, which is by class period. At a minimum, attendance shall be recorded once during each scheduled school period. A student who is absent more than 50 percent of any Attendance Period during a scheduled school day shall be considered absent for that entire recorded and reported period. An excused absence requires school approval. In some cases, documentation such as a note from a parent, guardian or healthcare provider may be required for the school to excuse an absence.

Attendance during remote learning is tracked based on a student's participation in some sort of learning activity for the day. See CEC policy [Attendance and Tardiness](#).

### ***Excused Absences***

The state of Colorado along with CEC recognizes the following as excused absences:

- Absences due to temporary illness or injury.
- Absences due to a physical, mental, or emotional disability.
- Absences due to a suspension, or expulsion in accordance with C.R.S. 22-33-105 and 106.
- Absence due to student to whom a current age and school certificate or work permit has been issued pursuant to the Colorado Youth Employment Opportunity Act of 1971.
- Absence due to a student who is in the custody of a court or law enforcement authorities.
- Absences due to participation in an approved work-study program.
- Absences due to court appearances and participation in court-ordered activities if a student is in out-of-home placement (as that term is defined by C.R.S. 22-32-138(1)(e)). The student's assigned social worker will verify the student's absence was for a court appearance or court-ordered activity.
- Medical and Legal appointments.
- Family funeral attendance.
- School sponsored programs or competitions such as state music performances, robotics competitions, sports, Knowledge Bowls, etc.

CEC Heads of Schools, or their respective designees, may recognize additional absences as excused such as religious observations or other occurrences.

Unexcused absences occur when the student is absent without a reason or for a reason outside of the excused absences identified within this attendance policy.

Each unexcused absence will be entered on the student's Infinite Campus record. CEC will notify the parent/guardian via a phone call, text message, and by email for each class in which their student receives an unexcused absence. Parents will have two (2) 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.

During the calendar year or school year, a student can have a maximum of 10 days of unexcused absences before judicial proceedings may be initiated to enforce compulsory attendance.

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).

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

- 3 unexcused absences: Letter of Concern sent by the Head of School or designee.
- 5 unexcused absences: 2<sup>nd</sup> Letter of concern is sent, and the Head of School or designee completes a corrective plan of action.
- 7 unexcused absences: Notice of Non-Compliance is sent by the Head of School or designee.
- 10 unexcused absences: A Truancy Petition may be completed and filed with the applicable court, and the Head of School or designee completes a Truancy Intervention Summary; in accordance with terms of Notice of Non- Compliance.

### ***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 two 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, Social Worker, 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 appearance of a student without proper excuse after the scheduled time that a class begins. Students who are not in class for 50% or more of the class period will be counted absent.

For in-person learning, an unavoidable situation such as a student being detained by another teacher or administrator, the student shall not be considered tardy provided that the teacher or administrator provides the student with a pass to enter the next class. Teachers shall honor passes presented in accordance with CEC policy [Attendance and Tardiness](#).

### ***Makeup Work***

Makeup work shall be provided for any class in which a student has an excused absence unless otherwise determined by the Head of School, or designee, or unless the absence is due to the student's expulsion from school. It is the responsibility of the student to contact each of their instructors upon returning to class and to make arrangements for any makeup assignments permitted. Requested work will generally be available within 2 school days. See page 6 for specific details.

Makeup work shall be allowed following an unexcused absence or following a student's suspension from school with the goal of providing the student with an opportunity to keep up with the class and as an incentive to attend school. This work may receive full or partial credit to the extent possible as determined by the Head of School, or designee.

Unless otherwise permitted by the Head of School or designee, make up work shall not be provided during a student's expulsion. Rather, CEC shall offer alternative education services to the expelled student in accordance with state law. Prior to reenrollment at CEC, CEC shall determine the amount of credit the expelled student will receive for work completed during any alternative educational services

CEC may, in some cases, deem it necessary for a student to repeat a grade due to excessive absences where the absences have significantly impacted the student's learning and the work has not been made up within the standards of the educational curriculum.

### ***Student Withdrawal/Dropout***

CEC defines a student as a potential or immediate dropout, when a member of the CEC staff has a reasonable belief the student has left, or intends to leave, school for any reason, except death, before completion of a high school diploma or its equivalent, and the student has not transferred to another public or private school or enrolled in an approved home study program. When a student is truant for an extended period of time without notice that the student is withdrawing or transferring, and the school has made several documented attempts to reach the family unsuccessfully, CEC will code the student



as a dropout beginning on the first date the student was absent for the extended period of time, and send notification of the student's dropout status. There is no statutory number of days a student must be absent with no contact before a student is marked as a dropout; rather, this determination is generally made at the school level. When a school receives oral or written notification of the withdrawal or transfer, the school will record the withdrawal or transfer as of the last date of attendance prior to the date of the notice. Student's over the compulsory school age of 17 are not required by law to attend school and may withdraw themselves from school as per this policy and governed by law. However, student success is directly linked to student attendance. Therefore, CEC will make several documented attempts (email, phone call, letter home) to reach the student and only after these attempts, CEC will code the student as a dropout beginning on the first date the student was absent for the extended period of time and send notification of the student's dropout status.

Once the CEC staff has identified the student as a dropout or potential dropout the following procedure is implemented:

- The student, his/her parent/guardian and the Head of School, or designee, will attempt to meet for the purpose of discussing the reason(s) for leaving school and the student's plans for the future.
- The Head of School, or designee, and the student's teachers will attempt to meet to discuss the student's present scholastic standing.
- The student, his/her parent/guardian, and the Head of School, or designee, will review all pertinent information and give their recommendations.

If, after the above procedure has been followed, the student remains firm on his/her intention to leave school, CEC staff will attempt to have a final meeting between the student, his/her parent/guardian and the Head of School, or designee, to discuss educational and occupational alternatives available to the student. The discussion will include, but not be necessarily limited to:

- Equivalency diploma
- Adult education classes
- Correspondence courses
- Available skill training programs
- Work-study programs can also be explored.

If the student and his/her parent/guardian refuses to meet with the Head of School, or designee, and/or when the student has been a dropout for 10 school days, an attempt shall be made by the Head of School, or designee, to meet with the student and the student's parent/guardian for a re-evaluation of the student's decision to leave school, with the option offered to return to school at this time as a student in good standing, depending upon the student's willingness to make up missed assignments. If the student does not meet with the Head of School and/or maintains their dropout status the Head of School or designee shall send a second written notice to the student's parent/ guardian. At a minimum, the written notice shall include notification of the student's dropout status and an explanation of the educational alternatives available to assist the student in re-engaging in school. Such written notice shall be sent even if the student is not subject to the compulsory attendance laws, i.e., those students 17 years of age or older. The written notice may also include, but not be limited to, an encouragement that the student return to school; an explanation of the long-term ramifications to the student of dropping out of school; and the availability of services for at-risk students such as counseling services, drug or alcohol addiction treatment programs, and family preservation services. The written notice shall be sent within five school days after the student has been a dropout for 10 school days.

All efforts possible will be extended in an attempt to retain students in school and assist them in earning a high school diploma.

## **Assessments, Testing and Surveys**

Assessments provide valuable information for students, parents/guardians, 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.

CEC 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 Science: 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 - Gifted and Talented Screener

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

Parent Opt Out forms are available on the school's website and by contacting the school directly. 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 Opt Out form and returning the completed form to the school. See CEC's [State and Local Assessment Administration](#) policy.

## **School- and Student-Sponsored Organizations or Clubs**

All school/student sponsored organizations or clubs at CEC must align to CEC curriculum. Participation in an organization or club is voluntary and open to all CEC students. All school/student sponsored organizations or clubs may establish academic qualifications for membership; however, membership in any student organization shall not be denied based on race, sex, sexual orientation, national origin, disability, or any other status protected by law. Qualifications based on sex may be imposed only where necessary to preserve the health, safety, or welfare of students, or where sex is a bona fide and integral qualification for the activities of the organization. See CEC policy [School- and Student-Sponsored Organizations](#).

## **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 the staff member listed on page 6 of this handbook. 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 experiences.
- **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/guardians, and educators. All staff and students shall model CEC beliefs 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 to 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.

- However, regardless of whether an absence is excused or unexcused, students are expected to make up work to demonstrate what they know by completing any missed assignments or exams.
  - If the absence is unexcused, teachers or school leadership may decide to institute a late penalty of up to 30% for formative assessments and up to 50% for summative assessments.
  - Students will have two days for every one day missed to turn in missing formative assessments before late penalties apply.
  - For Summative assessments, students are expected to work with the instructor to determine a completion deadline.
  - 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 honor all) accommodations with respect to providing extended time as defined by a student's learning plan.
- **IC Recording**
    - Teachers will enter shorter formative assignments **weekly** (homework, classwork, discussion boards, some quizzes, etc.). 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 parents/guardians.
  - **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 with the college course.
    - Students have up to 30 school days after grades are posted to appeal an on-campus grade to the Academic Dean.

### ***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](#).

### ***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, behavioral and attendance standing; and the school does not offer the course(s) needed to meet the certificate or degree requirements.

- If the course is being offered on campus, the Director of Admissions, Academic Dean, or the Head of School may grant exemptions to allow a student to take the course off campus for extenuating circumstances.

Off campus students are expected to uphold the behavior standards of CEC by demonstrating maturity and responsibility in their classes. CEC 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 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.

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 engage in misconduct will be subject to disciplinary action and possible expulsion, based upon the nature and severity of their behaviors. See CEC [Student Code of Conduct and Discipline](#) policy.

### ***Academic Honesty***

Students must not plagiarize or cheat; this includes using Artificial Intelligence (“AI”) and ChatGPT. Students must produce their work and cite sources appropriately. Disciplinary consequences will be enforced for academic dishonesty. Student expectations for academic dishonesty and plagiarism, including but not limited to the consequences, are defined in the course syllabi.

### ***Field Trips and Other Extracurricular Activities***

A student’s participation in a field trip or other extracurricular activity may be denied due to failing grades or discipline issues. Students are responsible for making up all missed schoolwork due to participation in a field trip.

### ***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, during remote learning, and 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 the Head of School or their designee 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.
- No excessive rips in jeans/pants and all rips must be below the fingertips when arms are extended down the length of the leg.
- Tops must cover areas from one armpit across to the other armpit. Tank-top straps must be at least "4 fingers wide". Spaghetti straps and halter/backless tops are not allowed.
- Dresses, skirts, and shorts must be no shorter than halfway between fingertips and knees.
- Pajama tops and bottoms, slippers, blankets, and costumes are not allowed. Pajama pants and costumes are only allowed if they are part of Spirit Week.
- Beanies, hoods, or bandanas may not be worn inside the buildings; hooded sweatshirts (hoodies) may be worn but the hood must not cover the head. Bandanas may be worn if incorporated into a hairstyle. Traditional/Religious headwear, as well as protective hairstyles commonly or historically associated with race, are allowed. Hats are only allowed based on Head of School discretion.
- Sunglasses are not to be worn inside the school building.
- Shoes must be worn at all times. \*Closed-toe shoes are 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, and/or dangerous are prohibited and must be removed or covered.

### Graduation Adornments

Graduating students are expected to wear the attire customarily worn for the graduation ceremony at the school, with the specific exceptions outlined below.

A student may adorn the cap, gown, or stole customarily worn at their school with traditional objects of tribal regalia and/or objects of cultural or religious significance. Adornments are something worn in addition to, but not replacing, graduation attire, and are not limited to decorating graduation caps. Tribal regalia or objects of cultural or religious significance means formal attire used in recognized practices and traditions of a certain group of people.

Students may be required to request permission to wear an adornment in advance, and the school reserves the right to prohibit any adornments that are obscene, defamatory, fraudulent, profane, threatening, inappropriate, or disruptive or violate the dress code in any other manner. If it is determined that the adornment would cause a substantial disruption based on reliable evidence, the student's request may be denied. Students who wear adornments that have not been approved may be required to remove the adornment if the adornment is substantially disruptive.

### Dress Code Violations

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 an appearance before the school's Restorative Practice Panel, 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 work.

### ***Public Display of Affection***

In order to maintain a professional atmosphere of learning, mutual respect, and safety in school, students will 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 quick friendly hugs, 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 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 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.

### ***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, or would threaten the safety of the school, 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 they have 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, Director of Campus Culture, a staff member, 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 Director of Marketing.

For additional information, see CEC policies: [Nondiscrimination/Equal Opportunity](#); [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***

Please follow the personal electronics policy as outlined by the teacher's syllabus. Failure to abide by the teacher's direction or policy with regard to personal electronics use 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 if the issue persists.

## **Student Accountability and Discipline**

### ***Student Accountability and Discipline***

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

In accordance with state law, CEC will administer the Student Conduct and Discipline Code in an equitable manner and will enforce it uniformly, fairly, and consistently for all students. In accordance with C.R.S. 22-33-106, CEC will consider all legal factors in their determination of appropriate disciplinary consequences for a student. 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.

In all instances, 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](#) and [Corporal Punishment Use of Physical Intervention and Restraint](#).

### ***Suspension***

The Head of School or designee has the power to suspend a student for not more than five (5) 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 ten school days on the grounds stated in C.R.S. 22-33-106 (1)(d).

CEC's Chief Executive Officer (CEO) maintains the authority to suspend a student, in accordance with C.R.S. 22-33-106, for an additional 10 school days 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 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 upon CEC's receipt of the report. If suspended, the student will remain on suspension pending further action by the CEO. 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 they are 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**

The 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 (CEC 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 Head of School's, or designee's hand(s).

CEC staff conducting a search shall be respectful of privacy considerations. 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 students that require 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 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 Head of School, or designee, 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 the health, welfare, and safety of all staff, students, and visitors to a CEC campus, CEC may use video and audio surveillance to ensure student, staff, and visitor safety. Monitoring may occur on school grounds, on CEC buses, at bus stops, and school-sponsored events, except in areas where monitoring would violate a student's right to privacy (e.g., bathrooms, locker rooms, and hotel rooms).

Recordings may become a part of a student's educational record in compliance with state and federal laws.

CEC will comply with all applicable state and federal record maintenance and retention laws.

### ***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 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 or device not approved by the Food and Drug Administration. See CEC policy [Drug, Alcohol and Tobacco Use](#).

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

CEC 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 their 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 CEC guests 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 CEC'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.
- CEC students from other CEC campuses may only be on another school's campus if they are attending a school sanctioned activity/event. Students must arrive and leave promptly in accordance with the timing of the activity/event. Students must show their CEC student ID and sign in for the school activity/event.
- Prospective students/families.
- Guests 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](#).

### **Food Delivery Service**

Allowing outside food delivery is up to the discretion of the Head of School. If food delivery is allowed, the following guidelines must be followed:

- The school will designate a food delivery table or shelf in the school's vestibule or just outside the front door to the school.
- Food delivery people will not be allowed entry into the school.
- Students will be allowed to access their food delivery via the designated table or shelf only.
- The school is not responsible for food being delivered or left at the designated drop-off location.
- All students are encouraged to participate in the FREE lunch service being provided to ALL students in 2024-25.

## **Volunteers**

CEC 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 school's 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.

## **Arrival and Dismissal**

Students will be required to check in and out of school upon arrival and departure.

For safety, students are to be dropped off and picked up in the designated area before and after school. Please see detailed information on page 6. CEC offers no assurances that your student will be supervised outside of these times. Please make arrangements with your student regarding transportation or designate an alternative location for your student to wait should they be dropped off or picked up outside of the times.

## **Parking Lot**

Students are permitted to park on School premises as a matter of privilege, not of right. All signage on CEC property must be adhered to. Students are allowed to park in designated parking places only and will not block any other vehicles or any entrances or exits. See page 6 for additional information.

## **Grounds for Revocation of Parking Privilege**

Students who violate any parking lot signage will be subject to towing at owners' expense and/or the loss of parking lot privileges. CEC assumes no responsibility for and assumes no liability arising from fire, theft, vandalism, damage or loss of any vehicle or any article left therein while located on school property or while in tow.

- Any behavior, on or off school grounds, which threatens the health and safety of individuals such as careless driving or speeding, theft, or damage to property.
- Possession of a weapon or possession, use, sale or the distribution of alcohol, drugs or controlled substances, drug paraphernalia, or any other contraband.
- Continued and willful disobedience of parking lot rules, especially those relating to speed exceeding 5 MPH, parking in fire lanes or handicap spaces, loitering, littering, parking in areas not designated for student parking, or improper displaying of the parking permit.
- Selling or lending a parking permit to anyone who is restricted from parking on campus. The recipient of the parking permit will also be subject to disciplinary actions.
- Parking in visitor or staff parking spaces.

Routine patrolling of student parking lots and an open view inspection of student vehicles will be permitted at all times.

In accordance with the rights of students under state and federal laws, vehicles on campus are subject to drug dog's suspicionless searches, to conduct mass, general, or random screenings of vehicles for the scent of drugs, alcohol, explosives, or other contraband.

## **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 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 and 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 by the Head of School or appropriate law-enforcement agencies.

## **Limited Open Campus Privileges**

CEC has adopted a limited open campus policy as a privilege for students.

- CEC campuses are closed to 9<sup>th</sup> grade students, and 9<sup>th</sup> grade students are **not** to leave school grounds during the time designated for lunch or during any scheduled off period.
- 10<sup>th</sup>-12<sup>th</sup> grade students in good standing can leave school grounds for approved purposes, including off campus classes and the time designated for lunch. Good standing is defined as students who are in good academic, attendance, and behavioral standing.
  - Parents can choose to “opt out” their student from having off campus privileges by completing and returning the “Off Campus Opt Out” form to the Director of Campus Culture.

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 Code of Conduct and Discipline](#) policy as well as the [Attendance and Tardiness](#) policy. Students who return late to class after leaving campus may be subject to having that privilege revoked.

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 leadership will make these determinations and inform the student and their parent/guardian of the revocation of the privilege.

## **Emergency Procedures**

Emergency procedures are defined in the school’s Emergency Operations Plan (EOP) and include, but are not limited to evacuation drills, lock down drills, secure 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/guardians 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://iloveuguys.org/The-Standard-Response-Protocol.html>.

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

- 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 school’s Registrar/Dean of Admissions with any changes/updates to home address, phone numbers or email addresses or update information in your Infinite Campus parent portal.

## ***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. CEC 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 CEC staff member and may be referred for a Threat Assessment. At this point, the school's 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 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 policy [Network Grievance](#) policy for additional information.

## **Student Health**

### ***Immunizations***

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

### ***Food Services***

CEC Food Services is committed to showing our passion through delicious whole meals served to all our students. Providing nutritious meals for breakfast and lunch is our main way to support the educational goals of our students. Fueling their brains and bodies with fresh-made, whole food options and cultivating a welcoming community is the key mission of all our production and serving kitchens. CEC Food Services strives to integrate and involve students in every step of our process from planting seeds all the way to the finished product served in CEC cafeterias. We are grateful to serve you!

CEC Food Services posts recipes, menus, and other information on its website at <https://coloradoearlycolleges.org/families-students/food-services/>.

ALL Colorado students are entitled to one FREE breakfast and one FREE lunch per day in the 2024-2025 school year.

### ***Administering Medications to Students***

CEC may administer medication to a minor if the student has written instructions from their 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***

In all cases where the nature of an illness or an injury appears serious, the parent/ guardian shall be contacted.,. 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.

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.

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. See CEC policy [First Aid Trained Staff at School Events](#).

### **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 up the student from school. No student shall be sent home alone unless the illness is minor, and the parent/guardian has consented in advance. An injured minor 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 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. CEC encourages parents/guardians to keep a supply of the prescribed medication used to treat the food allergy/anaphylaxis at school unless the student has an approved Allergy and Anaphylaxis Emergency Care Plan and Medication Orders form that authorizes the student to carry and self-administer the medication. An Allergy and Anaphylaxis Emergency Care Plan and Medication Orders form must be developed with the school's RN. Please contact the Head of School to start the plan process. The Allergy and Anaphylaxis Emergency Care Plan and Medication Orders form must be completed and signed by the health care provider and the parent/guardian.

## **Transportation**

CEC offers student transportation to and from school at select campuses.

For additional information regarding bus transportation, including registration, route information, and the Transportation Parent and Student Handbook, please visit the Transportation [website](#), review CEC's [Transportation](#) policy, or contact the CEC Network Transportation Office at (719) 955-4685 or by email at [transportation@coloradoearlycolleges.org](mailto:transportation@coloradoearlycolleges.org).

## **Additional Information**

### ***Student Reimbursements***

CEC students are eligible to be reimbursed for various expenditures related to their college courses such as required textbooks and supplies, laptops, and exams. Visit the [Reimbursement](#) page on the CEC website to learn about the types of reimbursements that are available, the amounts students can receive, and the requirements to receive them. The reimbursement forms for each CEC school are located at the bottom of the [Reimbursement](#) page.

### ***High School Student Voucher Account***

- CEC allocates a set voucher amount to each full-time and part-time CEC student at the beginning of each school year to cover tuition and fees of college and college prep courses.
- Students' voucher accounts will be charged for all authorized college courses in which they are enrolled in each semester.
- Any remaining voucher dollars leftover after spring semester may be carried over to the summer term (after the official school year ends but prior to the start of the next school year) to be used on one (1) or two (2) summer term college courses approved by a student's Academic and Career Advisor.
- Voucher dollars may NOT be carried over from one school year to the next school year.
- Students who overspend their set voucher amount will be responsible for any overage and will be billed directly by CEC at the end of the school year.
- Vouchers cannot be shared among students or transferred to another student even if that student is a sibling.