



COLORADO  
Early Colleges

# CEC Aurora 2021-2022 Student and Family Handbook

**Colorado Early Colleges Aurora**

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## Introduction

### **Colorado Early Colleges**

Colorado Early Colleges (CEC) is a network of schools authorized by the Colorado Charter School Institute (CSI). The CEC Network of Schools includes six high schools, four middle schools, and one satellite office.

### **An Early College Model**

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

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

The terms "class" and "classroom", as used within this Handbook, include the remote learning class and remote learning classroom. Due to the potential of continuing health risks caused by COVID-19, CEC might need to conduct classes remotely at different times during the 2021-2022 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, are expected to behave as if in a physical classroom, and to use the approved CEC background. Students are expected to be on time for all scheduled school activities, whether in person or online. CEC will hold students accountable for all conduct whether in-person or online.

## Mission, Vision, Student Bill of Rights, and Family Engagement

### **CEC Mission Statement**

The mission of Colorado Early Colleges is to provide all students, regardless of background or skill level, with the opportunity to develop a growth mindset that will enable them to achieve mastery and equip them to succeed in school, in college, and in their chosen careers. No exceptions. No excuses.

### **CEC Manifesto**

**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 opinions of the instructor. However, it is a place to foster critical thinking, exploration of principles around challenging content, problem solving and freedom of thought in students by professional, unbiased instructors. The educational focus will always remain on the student discovery of passion for their chosen career while developing character and a growth mindset. We model and value teaching character strengths such as kindness, responsibility, work ethic, and perseverance that are essential to a student's future success in all areas of life.

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

**We believe** in the sense of belonging and in cultural humility and curiosity. We understand the importance, welcome the history, and value the contributions of ethnic groups represented in our schools. CEC endorses clubs that reinforce the academic curriculum in classrooms and do not endorse clubs centered on politics, religion, or social issues which can cause division in our culture. 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 ready to pursue college courses without remediation.
- 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 addition to a high school diploma.
- Academic advising services that include an Individual Career and Academic Plan (ICAP) with both high school and postsecondary guidance.
- Success regardless of background, experience, gender, or ethnicity.
- Appropriate assessments ensuring accurate placement, regardless of grade level, to promote academic progress.
- Quality classroom instruction by engaged and committed faculty.

### ***Family Engagement***

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

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

## Non-discrimination

### ***Non-discrimination 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, marital status, sexual orientation, transgender status, national origin, religion, ancestry, or need for special education services.

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

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

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

### ***Equal Opportunity***

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

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

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

### ***Service Animals and Other Animals on Campus***

CEC does not discriminate on the basis of disability. Students with disabilities have the same rights as all other students to use and enjoy our schools, facilities and sponsored activities. CEC strives to make reasonable accommodations for a disabled student's use of a service animal on school property at school sponsored events and on school sponsored transportation. See CEC policies [Transportation](#) and [Service Animals and Other Animals on Campus](#).

### ***Harassment and Bullying***

Harassment based on a person's race, color, national origin, religion, ancestry, creed, religion, sex (which includes marital status), sexual orientation, gender identity, disability, or need for special education services is a form of discrimination prohibited by CEC, and state and federal law. Preventing and remedying such harassment in school is essential to ensure a non-discriminatory and safe environment in which students can learn, employees can work, and the public can access CEC facilities and programs. All harassment by CEC employees, students, and third parties is strictly prohibited. CEC policy [Discrimination and Harassment](#) will apply to complaints alleging sexual harassment.

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

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

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

Any student who believes he/she has been victim of unlawful discrimination or harassment, as defined in federal and state laws, should immediately report it to the Head of School, a teacher, or Safe2Tell. All students who witness such harassment should immediately report it to the Head of School, a teacher, or Safe2Tell.

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

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

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

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

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

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

### **Safe2Tell®**

Safe-2-Tell 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. Safe-2-Tell 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](#) and you will be re-directed to the Safe2Tell website. If you have a smartphone, the Safe2Tell® app is available for free for Android and iOS.



# Parent Information and Resources

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

As a parent of a student at CECA, you have the right to know the professional qualifications of the classroom teacher who instructs your child. This is a requirement for all 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 Hannah Reese at [hannah.reese@coloradoearlycolleges.org](mailto:hannah.reese@coloradoearlycolleges.org) if you would like to receive any of this information.

If you have questions or concerns, please feel free to contact the school at 720.572.5040.

## ***Notifying Parents of Alleged Criminal Conduct by School Employees***

If CECA 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, CECA will notify parents within two days after the employee is charged. This notification will go to parents with a student who was enrolled at the school during the time the employee was employed and any parent of a student who the school has reason to believe was in contact with the employee.

Offenses: 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, or a level 1 or 2 felony drug offense. See CEC policy [Parent Notification of Employee Conduct](#).

## ***Student Data Privacy***

CEC is committed to protecting the confidentiality of student information obtained, created, and/or maintained by a school. Student privacy and CEC's use of confidential student information are protected by federal and state law, including the Family Educational Rights and Privacy Act (FERPA) and the Student Data Transparency and Security Act. CEC will manage its student data privacy, protection, and security obligations in accordance with CEC policy and applicable law.

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

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

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents, or eligible students, should submit a written request to the Head of School that identifies the record(s). The school will make arrangements for access and notify the parent, or eligible student, of the time and place where the records may be inspected.
- The right to request an amendment of the student's education records that a parent, or eligible student, believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents, or eligible students, who wish to ask the school to amend a record should write the Head of School and clearly identify the part of the record they want

changed and specify 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 their 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 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 CECA's 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. The name and address of the office that administers FERPA are:

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

### ***Infinite Campus***

Infinite Campus is the student information system CECA uses to maintain student records. Students and parents/guardians will receive Infinite Campus login information at the beginning of the first semester of attendance at CECA. It is strongly encouraged that students and parent/guardians log into Infinite Campus on a regular basis to track grades, monitor attendance, and watch for assignment due dates as well as update contact information, read important email messages, and complete other functions as needed by the school.

## **Student Rights and Responsibilities**

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

### ***School Calendar***

CECA 2021-2022 school calendar can be found [here](#).

## **Bell Schedule**

CECA 2021-2022 bell schedule can be found [here](#).

## **Website**

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

## **School Closures**

School closure and delay information will be sent to students/parents/guardians via CECA social media accounts, messages sent to Infinite Campus/personal email accounts, and/or phone and text messages. Families can also contact the front office at 720.572.5040, or by visiting on the CECA [website](#). See CEC policy [School Closings and Cancellations](#).

## **Attendance**

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

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.

The following are recognized as excused absences:

- Temporary illness or injury.
- A physical, mental, or emotional disability.
- Suspension or expulsion in accordance with C.R.S. 22-33-105 and 106.
- Possession of a current age and school certificate or work permit issued pursuant to the Colorado Youth Employment Opportunity Act of 1971.
- In the custody of a court or law enforcement authorities.
- Participation in a work-study program under the supervision of a public school.
- Assigned to out-of-home placement (as defined by C.R.S. 22-32-138(1), and absences are due to court appearances and participation in court-ordered activities. The student's assigned social worker will verify the student's absence was for a court appearance or court-ordered activity.
- Religious holidays or observances based on a sincere religious belief. Complete the [Religious Accommodations Form](#).
- Medical and legal appointments.
- Family funeral attendance.

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

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

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

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

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

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

### ***Chronic Absenteeism***

When a student has an excessive number of absences, these absences negatively impact the student's academic success. For this reason, a CEC student who is absent 10 percent or more of the days within the school year, whether the absences are excused or unexcused, may be identified as "chronically absent" by the Head of School, or designee. Consequently, a student who averages 2 absences (excused or unexcused) a month is at-risk of being chronically absent for the year. The Head of School, or designee, will discuss truancy consequences with students who meet or exceed this absentee rate during 5 or more consecutive months or exceed 8 absences in the 1st semester. If a student is identified as "chronically absent," the Head of School, or designee, will develop a plan to improve the student's attendance. The plan will include best practices and research-based strategies to address the reasons for the student's chronic absenteeism, including, but not limited to being contacted by a school's Family Liaison or Counselor, or interventions as described in the MTSS process. When practicable, the student's parent/guardian will participate in the development of the plan. The Head of School, or designee, will discuss truancy consequences with the student and family, and strongly consider putting the student on an attendance contract at the beginning of each semester.

### ***Habitually Truant***

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

### ***Tardies***

Tardiness is defined as the appearance of a student without proper excuse after the scheduled class start time. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the other students to uninterrupted learning, penalties will be imposed for excessive tardiness. Student tardies will be entered in Infinite Campus. For students who are not in class for 50% or more of the class period, they will be counted absent in that class.

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

### ***Makeup Work***

If a student is absent, they are responsible for communicating with the instructor to determine the work they have missed.

- Assessments (formative and summative) are a critical part of demonstrating mastery of course objectives. When a student is absent is critical to complete work missed due to the absence. If a student is aware that they missed an exam or quiz (if it has been announced and is in writing), the student should talk with the instructor the day they return, during morning access time, to arrange for a time to take the assessment.
- Students will have one day extra for every (1) one day out for absences. Students should make arrangements with teachers to gather missed work and schedule times to take tests/quizzes missed due to an absence.
- Students and parents will have three business days to excuse an absence if it was initially entered as “unknown” or “unexcused” by the CECCS staff. Always refer to the course syllabus for individual instructors’ policies.
- Special accommodations may apply and will be made through our Exceptional Student Services (ESS) department for students utilizing IEP and/or Section 504 Plans.

### ***Assessments, Testing and Surveys***

Assessments provide valuable information for students, parents, and educators on whether students have mastered grade-level content and are on track to enroll in college level courses. Assessments also inform instructors 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.

CECA will let a student’s parent/guardian know when they can elect to “opt” their student out of required state testing. CECA will communicate the positive aspects of taking the assessment and will reiterate that there is no negative consequence if a parent/guardian chooses to “opt” their student(s) out of the following assessments:

- CMAS, PSAT and/or Colorado SAT
- Students may not opt out of WIDA Screener, ACCESS or ACCUPLACER® assessments.

When a parent/guardian chooses to opt a student out of state-required testing, the parent/guardian must complete a waiver form and return it to CECFC High School prior to the assessment date. See CEC policy [Test or Assessment Administration](#).

### ***School and Student Organizations***

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

### ***Photography/Media Release***

Students may occasionally appear in photographs and videos taken by CECA staff members, other students, or other individuals authorized by the Head of School or another CECA staff member. CECA may use these photos and/or video, without identifying the student, in various publications, including,

but not limited to CECA' yearbook, social media, school newsletter, and school website. No consent or notice is needed or will be given before CEC uses photos and/or video of unnamed students taken while they are at school or a school-related activity.

CEC staff may want to identify students who participate in a school activity or deserve special recognition. In order for CECA to use a photo and/or video with a student identified by name in any school-sponsored material, including yearbook, the student's parent/guardian must sign a consent form allowing CECA to use a photo/video while the student is enrolled in a CECA. This consent is valid for one year and may be revoked at any time by notifying the CECA's Head of School.

### ***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 Sara Dzioba at [sarah.dzioba@coloradoearlycolleges.org](mailto:sarah.dzioba@coloradoearlycolleges.org). 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. A focus on college readiness empowers students to succeed in accelerated college preparatory and personalized college courses, providing students the opportunity to achieve mastery and earn a college degree or other postsecondary credential while in high school, all at no cost to them.
- **Career:** A relevant education prepares students for success in their chosen career. A focus on career readiness includes information literacy, invention, collaboration, critical thinking, and self-direction. Students will have the opportunity to participate in job shadowing and internships, and gain other practical, real world experience.
- **Curriculum:** A meaningful education is an end in itself. CEC believes in learning for the sake of learning, and that college and career readiness is a result of a solid education. A true and meaningful education is fundamentally holistic and content-rich, imparting a broad body of knowledge, kindling curiosity and a sense of wonder, inspiring lifelong learning, engaging the intellect, and ultimately enabling students to reach their fullest human potential.
- **Character:** A good education forms students' character, crafting them into responsible citizens and principled community members, and is complete with an integrated focus on values and ethical conduct, including hope, grit, growth mindset, excellence, integrity, honesty, respect, service, initiative, accountability, leadership, and gratitude.
- **Community:** A personal education engages students in a collaborative and relational culture and is a partnership of student, parent, and educator. All staff and students shall model CEC values in their own conduct and uphold a community of trust.

## **Grading Policy**

- Purpose
  - The primary purpose of grading at CECA is to communicate achievement status to students, parents, and others
  - Secondary purposes of grading include:
    - Providing feedback to students for self-assessment and growth
    - Encouraging student progress and self-monitoring of learning
- Guidelines
  - Grades should clearly communicate what students know and are able to do in each class.
  - Students should have multiple opportunities to show what they know and can do.
  - Schools should support students in acquiring all the essential knowledge and skills in a course versus just a portion of it.
  - Academic knowledge and work habits are both important to acquire for college and life
  - If students are working hard (as shown by their habits of work grade) to meet standards, they deserve more time and support to learn the material.
  - All students should have the opportunity to excel.
  - Regular communication with families about student progress supports deeper learning
  - Learning cannot be averaged; students need time to practice and learn from their mistakes.
  - Extra credit will not be given at any time.
- Passing Grade
  - A: Students must have no more than two 3s, and the rest 4s in the gradebook (no 0s, 1s, or 2s)
  - B: Students must have 3s & 4s in the gradebook, with no more than one 2 (no 0s or 1s)
  - C: Students must have no more than 50% of their marks be 2s, with the remaining marks being 3s or 4s (no 0s or 1s)
- Failing Grade
  - F: Students have more than 50% of their marks as 2s. Or students has 0s or 1s
- IC Recording
  - Instructors will enter smaller assignments weekly (homework, classwork, discussion boards, some quizzes, etc.). This timeline may vary slightly with college instructors.
  - For papers and major projects, instructors will enter the grade within two weeks after the due date.
  - For a late assignment, instructors will enter M for “Missing” (M = 0). After a student has handed the assignment in, the instructor will enter L for “Late”
- Class Policy on Late Assignments
  - As part of our philosophy behind Standards Based Grading, students will always have multiple opportunities to demonstrate their mastery of each academic standard. Grades should clearly communicate what students know and are able to do in each class, and not the timing of the work completed. Teachers will allow assignments to be submitted without penalty until the end of each unit’s summative assessment. Late submission beyond the unit’s summative assessment date is up to teacher discretion. Even if a student is no longer allowed to submit an assignment after the deadline, the student will have another opportunity to demonstrate their mastery in the future.
  - Meeting deadlines is an important soft skill that is separate from academic content mastery. We want students to understand the causal relationships between behaviors like meeting deadlines or completing homework and academic success. Opportunities for self-reflection will be incorporated in all classes so that students can see the connections between their behaviors and their academic performance.



- College bridge instructors will follow the late work and grading policies of their community college partner. Please review each individual course syllabus to ensure understanding of the policies.

### ***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.
- The student is in good academic and attendance standing; and CECA does not offer the course(s) needed to meet the certificate or degree requirements.

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

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

### ***Academic Honesty***

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

### ***CEC Student Dress Code***

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

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



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

### Expectations:

- Student IDs will be visible at all times when on campus for safety and security.
- Students should wear clothing that covers ALL undergarments and midriff.
- Tops must cover areas from one armpit across to the other armpit. Tank-top straps must be at least “4 fingers wide”; no spaghetti straps.
- Dresses, skirts, and shorts must be no shorter than midway between fingertip length and top of knee.
- Pajamas, slippers, blankets, and costumes are not allowed.
- Hats, beanies, hoods, or bandanas may not be worn inside the buildings. Traditional/Religious headwear, as well as protective hairstyles commonly or historically associated with race, are allowed. Beanies are allowed on Fridays.
- Shoes must be worn at all times. \*Closed-toe shoes may be required in science labs and PE class.
- Any clothing, jewelry, accessories and tattoos that contain any words, symbols, or pictures that include any of the following: references to sex, drugs, tobacco, alcohol, weapons, obscenities, profanities, as well as anything vulgar, lewd, legally slanderous, distracting, and/or dangerous are prohibited and must be removed or covered.

### Attire for PE Classes:

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

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

### ***Student Use of the Internet***

Student use of the Internet and electronic communications is a privilege, not a right. Failure to follow the procedures contained in CEC policy [Technology Resources, Internet Safety Responsible Use Policy for Students](#) will result in the loss of the privilege to use these tools, possible restitution for costs associated with damages, and may result in disciplinary action, including suspension or expulsion, and/or legal action. CECA 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 a part of the enrollment process and agree to adhere to the Agreement while student is enrolled at CECA.

## ***Personal Electronics in School***

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

## **Student Accountability, Discipline**

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

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

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

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

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

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

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

### ***Suspension***

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

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

### ***Expulsion for Unlawful Sexual Behavior or Crime of Violence***

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

## ***Search and Seizure***

### Search and Seizure Search of School Property

All storage areas provided by CEC are considered CEC property and remain subject to search without notice at all times. 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 and CEC property that is assigned to them by the school and are in the reasonable control of the student.

### Search of the Student's Person or Personal Effects

CECA 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 will likely uncover:

- Evidence of a violation of CEC policies, or federal, state or local law.
- Anything which, 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, 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 CECA Head of School, or designee's hand(s).

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

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

### Seizure of Items

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

- Seized and offered as evidence in any suspension or expulsion proceeding. CECA's Head of School will keep such items in a secure place until presented at the 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 the 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 as 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***

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

### ***Tobacco Drugs and Alcohol***

It is a violation of CEC policy and considered to be behavior which 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 in 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 CECA is prohibited. Tobacco means any cigarette, nicotine or tobacco product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual; or any electronic device that can be used to deliver nicotine to the person inhaling from the device including, but not limited to an electronic cigarette, rolling papers, cigar, cigarillo, pipe, water pipe, or hookah pen. "Use" means the lighting, chewing, smoking, inhaling, vaporizing, ingesting, or application to the skin of any cigarette, tobacco, nicotine, any other substance other than Food and Drug Administration approved devices. See CEC policy [Drug, Alcohol and Tobacco Use](#).

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

CECA 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. Weapons include:

- A firearm, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm.
- Any pellet, BB gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
- A fixed-blade knife, a spring-loaded knife, or pocketknife.
- Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury including, but not limited to slingshot, bludgeon, brass knuckles or artificial knuckles of any kind. See CEC policy [Weapons in School](#).

### ***School Property***

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

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

# Campus Safety and Security

## **Visitors**

All parents/guardians and potential CECA guests must check in at the front desk and provide a valid driver's license/ government issued identification to be permitted on campus. IDs will be run through CECA's Raptor System and a visitor sticker must be worn at all times on campus.

CECA 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/Principal and/or CEC Network staff for official business.
- Contractors/vendors associated with school business.
- Prospective students/families.
- Guest of current employees.

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

## **Volunteers**

CECA 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 CECA Volunteer Coordinator for the Good Deed Code and the link to complete your volunteer application.

## **Arrival & Dismissal**

Students should be dropped off between 7:30-7:45 a.m. to ensure arrival to 1st period, which starts at 7:50 a.m. CECA opens at 7:30 a.m. to allow students access to teachers' office hours, study areas, and other resource areas such as the Future Center and/or Tutoring Center. For the safety of our students, it is recommended that all students be dropped off in the front loop area. Please use caution in the parking lot as both students and staff arrive at school in the morning. All students should enter and exit CECA through the front doors.

High school and college students are not permitted to stay inside the school after 3:15 p.m. unless they have a specific activity/club/meeting or are under the direct supervision of CECA staff. CECA is not responsible for overseeing students awaiting transportation outside of the building after 3:15 p.m.

## **Parking Lot**

Parking on campus is a privilege and not a requirement. Students are required to park in designated areas only and a CECA parking permit must always be visible on the vehicle's dashboard.

This permit is free and students may apply for a parking permit with the following:

- Driver's license
- Car insurance
- Vehicle registration
- Permit form with parent/guardian signature

### 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. CECA 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.
- Routine patrolling of student parking lots and an open view inspection of student vehicles will be permitted at all times. Vehicles may be subjected to suspicionless sniffs by dogs trained to alert at 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 which 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/events.

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

### ***Free Association***

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

### ***Limited Open Campus Privileges***

CECA has adopted a limited open campus policy, as a privilege for students. The policy permits students, in good standing, to leave school grounds for CECA approved purposes, including classes off-campus and the time designated for lunch with parent opt in permission.

Students must be aware that when they leave school grounds they are required to be back in 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 discipline code.

## **Emergency Procedures**

Emergency procedures are defined in CECA's Emergency Operation Procedures (EOP) and include, but are not limited to evacuation drills, lock down/out drills, and shelter in place drills. These procedures are created in cooperation with local law enforcement and fire. Due to the fluid and evolving nature of emergency procedures and the importance of ensuring that the information passed on is accurate and current, the EOP and other emergency procedures are available for review and inspection by parents and members of the general public upon request.

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

- REMAIN with your teacher.
- 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 mailings, please email the CECA Registrar with any changes/updates to home address, phone numbers or email addresses.

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

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

## **Concerns, Complaints, and Grievances**

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

## **Student Health**

### ***Immunizations***

Colorado law requires all students to be vaccinated against certain diseases unless a valid Colorado recognized exemption is filed. The Colorado Department of Public Health and Environment recently updated its medical exemption form and process. Reach out to the CECA Registrar for the most current form.

### ***Food Services***

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

Our CEC Aurora kitchen provides meals for Aurora students. Visit the Warrior Bistro/CECA Cafe [website](#) to see current menus, meal prices, and lunch times for the CECA campus.

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

CECA may administer medication to a minor if the student has written instructions from their parent/guardian and there is a physician's standing medical order.

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

### ***Student Accidents and Injury***

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

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

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

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

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

If the student is in pain or requires medical treatment, the student's parent/guardian will be notified to come pick the student up from school. No student shall be sent home alone unless the illness is minor, and the parent/guardian has consented in advance. An injured secondary student will be allowed to leave school unaccompanied by a parent/guardian only with the express approval of the parent/guardian. The school staff member who speaks with the parent/guardian will make written notes, indicating the date and time of the conversation, the parent/guardian's name and whether permission was given.

### ***Students with Food Allergies***

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

## **Transportation**

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



## **Additional Information**

### ***College Course Fail/Withdrawal Reimbursement***

High school students and their parent/guardians are required to sign a document stating they will reimburse CECA the tuition paid by CECA for any college course the student does not pass (final grade of below 70% in a college course), or drops after the stated add/drop deadline.

If a student attends an institution of higher education (IHE) with higher tuition than the local community college resident rate, the student may be responsible for paying the remaining balance of the tuition. See CEC policy [Student Fees, Fines, Charges, and Fee Schedule](#).

### ***Textbooks***

CECA is committed to providing its students with a quality education at no cost to their families, which includes reimbursing REQUIRED textbooks for off-campus classes taken at any of our partner community colleges. All required textbooks for on-campus classes are provided by CECA.

Students are expected to return all textbooks to the school in good condition, except for ordinary wear. Students will be charged for lost, damaged, or defaced books (including those checked out from any CEC classroom), and/or any materials or equipment. The fee charged will be for the amount of the loss. The Head of School, or designee, may waive the fee if the student provides a replacement book approved by the Head of School, or designee. The Head of School, or designee, may obtain payment of delinquent fees, fines, or charges through use of professional collection agencies or institution of civil proceedings as he/she deems appropriate. Indigent students, as determined in accordance with state guidelines, shall not be required to pay a textbook rental fee or damage deposit. A student will not be refused use of textbooks based on failure to pay the required fees. See CEC policy [Student Fees, Fines, Charges, and Fee Schedule](#).

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

- CEC offers full-time and part-time high school students a yearly voucher to pay for college tuition.
- Students who overspend their voucher account will be charged and billed for any overage.
- Students' voucher accounts will be charged for all courses in which they are enrolled each semester. Schools may make exceptions for certain courses that should not be charged to the student's voucher account.
- Vouchers are awarded for the current school year only, including the summer following the school year, and are not rolled over to the following school year.
- Vouchers cannot be shared among students or transferred to another student even if that student is a sibling.
- To apply their voucher to a course, students must pass a college course with a grade "C" or better. Students are charged the tuition of any course they fail or withdraw from after the official drop date.
- Students may take summer courses providing they have funds remaining in their voucher.