



COLORADO
Early Colleges

CEC Castle Rock 2020-2021 Student and Family Handbook

Colorado Early Colleges Castle Rock

3565 Celestial Ave., Castle Rock, CO 80109

Phone: 720-439-4300

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

ATTENDANCE LINE:

Phone: 720-439-4300

Table of Contents

Introduction 5

Colorado Early Colleges5

An Early College Model.....5

Remote Learning5

Mission, Student Bill of Rights, and Family Engagement..... 5

CEC Mission Statement5

Student Bill of Rights.....5

At CEC, we believe our students have a right to:5

Family Engagement6

Nondiscrimination 6

Nondiscrimination under Title VI; Title IX, Section 504; Age Discrimination ACT; and Title II of the American with Disabilities Act6

Equal Opportunity6

Service Animals and Other Animals on Campus6

Harassment and Bullying6

Safe2Tell®7

Parents’ Information and Resources..... 8

Notifying Parents of Alleged Criminal Conduct by School Employees8

Student Data Privacy8

Family Educational Rights and Privacy Act (FERPA)8

Infinite Campus9

Students’ Rights and Responsibilities 9

School Calendar9

Bell Schedule9

Website.....9

School Closures.....9

Attendance.....9

Tardiness11

Makeup Work.....11

Assessments, Testing, and Surveys11

School and Student Organizations12

Photography/Media Release12

McKinney-Vento Homeless Assistance Act.....12

Academics.....	12
Guiding Principles	12
Grading Policy.....	13
High School Graduation Requirements	14
Student Conduct.....	14
Academic Honesty	14
Dress Code.....	14
Student Use of the Internet	15
Personal Electronics in School.....	16
Student Accountability and Discipline	16
Student Accountability and Discipline.....	16
Suspension	16
Expulsion for Unlawful Sexual Behavior or a Crime of Violence	17
Search and Seizure.....	17
Use of Metal Detectors and Drug-Detecting Dogs and Mechanisms	18
Surveillance Cameras	18
Tobacco, Drugs, and Alcohol	18
Weapons in School	18
School Property	19
Campus Safety and Security.....	19
Visitors	19
Student Drop-Off.....	19
Parking Lot.....	19
Secret Societies/Gang Activity	19
Free Association	20
Limited Open-Campus Privileges	20
Emergency Procedures	20
Emergency Contact Information	20
Concerns, Complaints, and Grievances.....	20
Student Health	21
Immunizations.....	21
Food and Nutrition Services	21
Administering Medications to Students.....	21
Student Accidents and Injuries	21
Students with Food Allergies.....	22
Transportation	22

Additional Information..... 22

College Course Fail/Withdrawal Reimbursement22

Textbooks22

High School Student Voucher Account.....23

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 seven high schools, three middle schools, and two satellite offices.

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.”

Remote Learning

The terms “class” and “classroom”, as used within this Handbook, include the remote learning class and remote learning classroom. Due to the health risks caused by COVID-19, CEC will be conducting classes remotely at different times during the 2020-2021 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 whether in-person or online.

Mission, Student Bill of Rights, and Family Engagement

CEC Mission Statement

Colorado Early Colleges’ mission is to provide all students, regardless of background or skill level, with the opportunity to pursue a growth mindset that will allow them to achieve mastery and demonstrate that they can succeed in school, in college, and in their chosen careers. No exceptions. No excuses.

Student Bill of Rights

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

- Mastery of reading, writing, and math skills with the goal of being prepared to pursue college courses without remediation.
- A high school diploma and access to college courses, as a high school student, with the opportunity to earn a postsecondary credential (associate degree and/or career and technical education certificate), or 60 college credits.
- Academic advising services that include an Individual Career and Academic Plan (ICAP) with both high school and postsecondary guidance.
- Success, regardless of background, experience, gender, or ethnicity.
- Appropriate assessments, ensuring accurate placement, regardless of grade level, to promote academic progress.
- Quality classroom instruction by engaged and committed faculty.

Family Engagement

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

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

Nondiscrimination

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

In accordance with federal and Colorado state law, CEC and all contractors, subcontractors, sub-grantees, or others with whom it arranges to provide services or benefits, do not discriminate on the basis of race, color, ethnicity, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, pregnancy, genetic information, disability, or need for special-education services in its programs, activities, operations, and employment decisions.

The following person has been designated to handle inquiries regarding CEC's nondiscrimination policies:

Dr. Stephanie Livingston
Executive Director of Organizational Development and Human Resources
4424 Innovation Drive
Fort Collins, CO 80525
Phone: 720-215-9216

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

Equal Opportunity

The CEC Governing Board is committed to providing a safe learning environment where all members of the CEC community are treated with dignity and respect. All CEC schools are subject to all federal and state laws and constitutional provisions prohibiting discrimination.

CEC does not discriminate based on disability or need for special education in any recruitment or enrollment decisions. Students admitted with an Individual Educational Plan (IEP) or Section 504 Plan from a previous school will be placed in a program that meets the specific requirements of their IEP or Section 504 Plan. CEC will arrange for the student to have an IEP team that will convene in accordance with state and federal laws and CSI policies and procedures. See CEC [Enrollment](#) and [Nondiscrimination](#).

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 [Student Conduct and Responsibilities on Buses](#) 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 nondiscriminatory and safe environment in which students can learn, employees can work, and the public can access CEC facilities and programs. All harassment by CEC employees, students, and third parties is strictly prohibited. CEC policy [Discrimination and Harassment](#) will apply to complaints alleging sexual harassment.

All CEC employees and students share the responsibility to ensure that harassment does not occur at any CEC location, on CEC school property, 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 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 discipline up to and including expulsion. Any student who believes he/she has been a victim of bullying should immediately report it to the Head of School, a teacher, or Safe2Tell. All students who witness bullying should immediately report it to the Head of School, a teacher, or Safe2Tell.

Safe2Tell®

Safe2Tell provides students in all Colorado schools with an increased ability and opportunity to prevent and report violence and other inappropriate activities by making anonymous calls to 1-877-542-SAFE (7233). The proactive and anonymous features of the program and hotline are critical. Safe2Tell provides the means for children and youth to take a stand, without fear of retribution, and empowers

them to make a difference! To anonymously report a school safety concern, click [here](#) to be redirected to the Safe2Tell website. If you have a smartphone, the Safe2Tell® app is available for free for Android and iOS.

Parents' Information and Resources

Notifying Parents of Alleged Criminal Conduct by School Employees

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

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

Student Data Privacy

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

Family Educational Rights and Privacy Act (FERPA)

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

- The right to inspect and review the student's education records within 45 days of the date the school receives a request for access. A parent or eligible student should submit a written request to the Head of School that identifies the relevant record(s). The school will make arrangements for access and notify the parent or eligible student of the time and place the records may be inspected.
- The right to request an amendment of the student's education records that a parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the Head of School and clearly identify the portion of the record that is incorrect, specifying why it should be changed. If the school decides not to amend the record as requested by the parent, or eligible student, the school will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to provide written consent before the school discloses Personally Identifiable Information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - FERPA does permit disclosure of PII without a parent's or guardian's written consent to school officials with legitimate educational interests.
 - FERPA does not require written consent prior to the disclosure of "directory information," unless the authorized person advises CEC Castle Rock's admissions office, in accordance with CEC procedures, that he or she does not want CEC to disclose "directory information." In addition, names, addresses, and telephone listings will be released to military recruiters, upon request, in accordance with federal regulations.

- Directory information is generally not considered harmful or an invasion of privacy and may be disclosed to outside organizations without a parent's prior written consent.
- CEC may consider the following student information as directory information:
 - Name
 - Grade
 - Dates of attendance
 - Enrollment status
 - Participation in officially recognized activities and sports
 - Degrees, honors, and awards received
 - The educational agency or institution most recently attended
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. To file a complaint, contact the office that administers FERPA at:

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

Infinite Campus

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

Students' Rights and Responsibilities

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

School Calendar

CEC Castle Rock's 2020-2021 school calendar can be found [here](#).

Bell Schedule

CEC Castle Rock's 2020-2021 bell schedule can be found [here](#).

Website

Students and parents are encouraged to check CEC Castle Rock's [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 CEC Castle Rock's social media accounts, Infinite Campus/personal email accounts, and/or phone and text messages. Families can also contact the front office at 720-439-4300, or by visiting the CEC Castle Rock [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 his or her care and supervision receives adequate education and training. The parent/guardian of each child who turns six years of age on or before August 1 and is under the age of 17 years shall

ensure that each qualified child attends school. Chronic absenteeism and truancy will require parents/guardians to meet with school administration and participate in developing a plan to ensure regular attendance.

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)(e)), 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 Accommodation Request 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. 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 may be initiated to enforce compulsory attendance is 10 days during any calendar year or school year. (In-School and Out-of-School Suspensions are considered excused absences with regard to late work.)

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

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

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

Tardiness

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

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

Makeup Work

- If a student is absent, he or she is responsible for communicating with the instructor to determine the work that was missed. Any deductions will be outlined in the instructor's syllabus.
- If a student has an unexcused absence, it is up to the instructor's discretion to provide an opportunity to make up class-participation points.
- Students and parents will have 48 hours to excuse an absence if it was initially entered as "unknown" or "unexcused" by the administration staff.
- Make-up policy is one day for every one day out for an excused absence only. If a student is aware that they missed an exam or quiz (if it has been announced and is in writing), the student must take it the day they are back and NO later than the 2nd day they are back.
- All major assignments must be completed to pass the class, even if they are receiving a passing grade of 70% or greater. *(A major assignment is defined as an assignment that is worth 25% or more of a student's final grade and its completion is an essential component of class participation).*
- Grading Policy of late major assignments: Major assignments must be turned in no later than 1 week prior to the end of the semester.
- Major Papers: It is required to use Turnitin.com for papers and lab reports. Students are NOT to edit papers (or upload them again) after they have been turned in unless there is instructor permission. All editing and corrections are closed after submitting a final copy to the instructor.

For College Courses please see the syllabus for individual instructors' policies

- Makeup work policy is dictated by the professor and by school's policies.

Assessments, Testing, and Surveys

Assessments provide valuable information to 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.

- CEC Castle Rock will let a student's parent/guardian know when it is permissible to "opt" a student out of required state testing. CEC Castle Rock will communicate the benefits of taking state testing and will reiterate that there is no negative consequence when a parent/guardian chooses to opt a student(s) out of CMAS, PSAT, and Colorado SAT.
- Students may not opt out of 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 CEC Castle Rock prior to the assessment date. See CEC policy [Test or Assessment Administration](#).

School and Student Organizations

School-sponsored organizations must be directly related to the CEC Castle Rock curriculum. Participation in student organizations is voluntary and open to all CEC Castle Rock 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 CEC Castle Rock staff members, other students, or other individuals authorized by the Head of School or another CEC Castle Rock staff member. CEC Castle Rock may use these images, without identifying the student, in various publications, including, but not limited to, CEC Castle Rock's yearbook, social media, school newsletter, and school website. No consent or notice is needed or will be given before CEC uses a photo 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. For CEC Castle Rock to use a photo or video of a student identified by name in any school-sponsored material, including the yearbook, the student's parent/guardian must sign a consent form allowing CEC Castle Rock to use a photo/video while the student is enrolled in CEC Castle Rock. This consent is valid for one year and may be revoked at any time by notifying CEC Castle Rock'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 Ebony Johnson at ebony.johnson@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. CEC's focus on college readiness empowers students to succeed by offering accelerated college preparatory and personalized college courses, which provide students with the opportunity to achieve mastery and earn a college degree or other postsecondary credential while attending high school, all at no additional cost to them.

- **Career:** A relevant education prepares students for success in their chosen career. A focus on career readiness includes information literacy, invention, collaboration, critical thinking, and self-direction. Students will have the opportunity to participate in job shadowing and internships and will gain other practical, real-world experience.
- **Curriculum:** A meaningful education is an end in itself. CEC believes in learning for the sake of learning, and that college and career readiness are a result of a solid education. A true and meaningful education is fundamentally holistic and content-rich, imparting a broad body of knowledge, sparking curiosity and a sense of wonder, inspiring lifelong learning, engaging the intellect, and ultimately enabling students to reach their fullest human potential.
- **Character:** A good education forms students' character, crafting them into responsible citizens and principled community members. A complete education requires an integrated focus on values and ethical conduct, including hope, grit, growth mindset, excellence, integrity, honesty, respect, service, initiative, accountability, leadership, and gratitude.
- **Community:** A personal education engages students in a collaborative and relational culture and is a partnership of students, parents, and educators. All staff and students shall model CEC values in their own conduct and build and maintain a community of trust.

Grading Policy

Grading Policies for Full-Time Instructors and Adjunct Instructors include:

- Grading Philosophy: CEC Castle Rock instructors strive to ensure that each student's grade accurately reflects the skills and content knowledge of that student, enabling each student to be successful in the subsequent academic course or next step.
 - Final Grade: The decision to round up a grade is at the instructor's discretion, provided that the grade is .5% or higher. For example, if a student's grade is 89.5%, the teacher may round up the grade to 90% (A).
 - Rounding up a final grade is allowed ONLY if the instructor can provide assessment data (gradebook scores) showing that the student has met proficiency (70% or higher) in each of the priority standards or college core competencies for the course.
- Extra Credit
 - Extra credit is available at the instructor's or department's discretion and will not exceed a maximum of 2% of the total semester grade.
 - Extra credit can apply to additional projects and quiz corrections but may not replace major assessments that demonstrate the priority standards of the course.
- Infinite Campus Recording
 - Instructors will enter the grades for smaller assignments, such as homework, classwork, discussion boards, some quizzes, etc., weekly. This requirement may vary slightly for college instructors.
 - For papers and major projects, instructors will enter grades within two weeks after the due date.
 - For a late assignment, instructors will enter a M = 0 (zero). After a student has handed in the assignment, the instructor will enter "L" and the grade the student has earned, including any penalty as stated in the course syllabus. If the assignment is no longer accepted for credit, the instructor will enter a zero.
 - Grade-book assignment records should not be left blank even if the deadline for the assignment has passed.

- **Class Policy on Late Assignments**
 - Penalties on late work are up to the instructor's discretion; however, if the instructor is teaching a high school course, the Academic department will agree on a consistent policy across similar courses.
 - College instructors will follow the late work and grading policies of their Arapahoe Community College department chair.
 - In extenuating circumstances, an instructor may reconsider late penalties on a case-by-case basis only when approved by the Academic Dean. Students who have learning plans may receive accommodations based on the individual plan requirements.
- **Suggested Late Work Penalties:**
 - 1 class session late = 10% off
 - 2 class sessions late = 20% off
 - 3 or more class sessions late (up to 2 weeks) = 50% off
 - 2 weeks or more late = ZERO credit

High School Graduation Requirements

For the class of 2021 and beyond, 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](#).

Beginning with the graduating class of 2022, students must earn an associate degree, postsecondary or industry certification, or 60+ college credits in addition to meeting the high school graduation requirements to be awarded a CEC diploma. See CEC policy [Early College Graduation](#).

Student Conduct

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

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

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

Dress Code

CEC Castle Rock's Dress Code promotes common-sense attire that is modest and ensures safety. The dress code prohibits students from wearing apparel that is deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school. This policy emphasizes that certain

behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action, and it shall be enforced uniformly, fairly, and consistently for all students. Students must conform to the Dress Code at all times when on the CEC Castle Rock campus and during remote learning.

Dress Code Guidelines

- Shirts must have sleeves; tank-top straps must be at least 3 inches wide; no spaghetti straps or exposed undergarments are allowed.
- Shirt necklines must be no more than 3 inches below the collarbone, and no undergarments should be exposed.
- The “Four Bs” (Buttocks, Breasts, Back, and Belly) must be covered at all times.
- Inappropriately sheer or overly tight or loose clothing may not be worn. Sweatpants are not allowed (*see exception).
- Pants or jeans are to be worn no lower than the hipbones, making sure that no undergarments or skin is shown when sitting.
- Dresses, skirts, and shorts must be fingertip length.
- Pajamas and/or slippers may not be worn. Blankets are not allowed.
- Hats, sunglasses, hairnets, do-rags, beanies (*see exception), hoods, or bandanas may not be worn inside the buildings.
- Shoes must be worn at all times.
- Traditional/Religious headwear, as well as protective hairstyles commonly or historically associated with race, are allowed.

Clothing, paraphernalia, grooming, jewelry, accessories, tattoos, or body adornments that contain any words, symbols, or pictures that include the following are inappropriate and must be removed or covered:

- References to drugs, tobacco, alcohol, weapons, or gangs.
- Are of a sexual nature.
- Are obscene, profane, vulgar, lewd, legally libelous, distracting, or threatening.

*Unless communicated otherwise, students may wear CEC Castle Rock sweatpants and beanies on Fridays.

Any student deemed in violation of the CEC Castle Rock’s 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 and a Dress Code notice will be sent home.

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 in CEC policy [Student Computer, Network, and Internet Usage](#) 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 Castle Rock 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 Castle Rock.

Personal Electronics in School

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

Student Accountability and Discipline

Student Accountability and Discipline

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

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

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

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

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

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

Suspension

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

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

Expulsion for Unlawful Sexual Behavior or a Crime of Violence

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

CEC Castle Rock's Head of School or designee may search the person of a student or a student's personal effects, such as a purse, backpack, book bag, or briefcase, on CEC property or at school-sponsored events/activities if the search is done in compliance with CEC policy and procedures, and the search is likely to uncover:

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

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

Seizure of Items

Anything found during the search of a student conducted by CEC Castle Rock 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:

1. Seized and offered as evidence in any suspension or expulsion proceeding. CEC Castle Rock's Head of School will keep such items in a secure place until presented at a hearing. If possession of the item is a violation of law (e.g., controlled substances and weapons), the item shall be turned over to law enforcement as soon as practicable.
2. 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.

3. Returned to the student or the parent/guardian after a determination is made by the Head of School that the item is no longer needed as evidence. See CEC policy [Student Interviews, Interrogations and Searches](#).

Use of Metal Detectors and Drug-Detecting Dogs and Mechanisms

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

Surveillance Cameras

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

Tobacco, Drugs, and Alcohol

It is a violation of CEC policy, and considered to be behavior that is detrimental to the welfare or safety of themselves, other students, or school personnel, for any student to possess, use, sell, distribute, procure, or to be under the influence of alcohol, drugs, or other controlled substances. Controlled substances include, but are not limited to, narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana (except cannabinoid when in compliance with Colorado law, H.B. 16-1373), anabolic steroids, any another controlled substances as defined by law, or any prescription or nonprescription drug, medicine, vitamin, or other chemical substances not taken in accordance with CEC policy and regulations on administering medicines to students. The use of tobacco by students, teachers, staff, and visitors in or on any school property or at any student activity sponsored by CEC Castle Rock 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 Castle Rock 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 with a blade that measures more than 3 inches in length, or a spring-loaded knife or pocketknife with a blade longer than 3 1/2 inches.
- 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, a 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

CEC Castle Rock limits visitors to:

- Parents/guardians of current students.
- Other family members of current students who are approved by the student's parent/guardian.
- Board members and other persons invited or approved by CEC Castle Rock for official business purposes.
- Prospective students and families.

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](#).

Student Drop-Off

To ensure staff and student safety and traffic efficiency, parents, and students who drive must obey any and all posted signs regarding traffic flow while on CEC Castle Rock property. Parents who need to drop off students at the front entrance to CEC Castle Rock should do so in a manner that does not hinder other motorists or visitors.

Parking Lot

Students are permitted to park on school premises as a privilege, not a right. Signage on CEC Castle Rock property must always be obeyed. Students are allowed to park in designated parking places only and will not block any other vehicles or any entrances or exits. Students who violate any parking-lot signage will be subject to towing at owners' expense and/ or the loss of parking-lot privileges. 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. A refusal to submit to a lawful search may result in disciplinary action and a referral to law enforcement.

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 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 CEC Castle Rock's Head of School or appropriate law enforcement agencies.

Limited Open-Campus Privileges

CEC Castle Rock has adopted a limited open-campus policy as a privilege for students. The policy permits students in good standing, to leave school grounds for CEC Castle Rock-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 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 discipline code.

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

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

Please be aware that the open-campus and lunch privileges can be revoked at any time for anyone who has attendance, academic, or behavior problems as determined by the school.

Emergency Procedures

Emergency procedures are defined in CEC Castle Rock's Emergency Operation Procedures (EOP) and include, but are not limited to, evacuation drills, lockdown drills, lockout drills, and shelter-in place-drills. These procedures are created in cooperation with local law enforcement and fire agencies. 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.

Each student is responsible to follow all emergency procedures, and to:

- REMAIN with his or her teacher.
- ACCOUNT for his or her 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, email the CEC Castle Rock Registrar any changes/updates to home address, phone numbers, or email addresses.

Concerns, Complaints, and Grievances

Complaints and grievances are best handled and resolved as close to their origin as possible. See CEC policy [Network Grievance](#) 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. Contact the CEC Castle Rock Registrar for the current form.

Food and Nutrition Services

CEC Castle Rock offers an “à la carte” style café. Students can choose from a variety of options for breakfast, lunch, or just a quick snack. CEC also offers Café Cards that parents and students can preload using a check, cash, or credit card. Stop by the café, and the Café Coordinator will help set up a card.

All CEC Castle Rock families are asked to complete the Free and Reduced Lunch application. The more families that participate in the program the greater the CEC eligibility for additional state and grant funds used to support ALL CEC students! Apply online at family.titank12.com and choose “Colorado Charter School Institute” as the school district. Benefits for qualifying families include free or reduced meals, as well as some CEC school fees being waived (College-course reimbursements cannot be waived.)

Administering Medications to Students

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

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

Student Accidents and Injuries

When 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 services to arrange transport of 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.

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. See CEC policy [First Aid and Emergency Medical Care](#).

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 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 Castle Rock 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. CEC Castle Rock encourages parents to keep a supply of the prescribed medication used to treat the food allergy/anaphylaxis at school, unless the student has an approved treatment plan that authorizes the student to carry the medication with him/her and can self-administer the medication. A food allergy/anaphylaxis health-care plan must be developed with the school's RN. Please contact CEC Castle Rock'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 CEC Castle Rock students is the primary consideration when transporting students to and from school. Transportation is provided to CEC Castle Rock students on a space-available basis at no additional cost and must be requested at the time of enrollment. Transportation is limited to CEC staff and enrolled students with an authorized bus pass/student ID.. Students may not bring guests on the bus without prior approval from CEC Castle Rock'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 page](#), CEC policy [Student Conduct and Responsibilities on Buses](#), or by contacting the CEC Network Transportation Office at 719-559-0903.

Additional Information

College Course Fail/Withdrawal Reimbursement

High school students and their parent/guardian are required to sign a document stating they will reimburse CEC the tuition paid by CEC for any college course the student does not pass (final grade 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

CEC Castle Rock 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 CEC Castle Rock.

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 cost of replacement. The Head of School or designee may waive the fee if the student provides a replacement book approved by the Head of School or designee. The Head of School or designee may obtain payment of delinquent fees, fines, or charges through the use of professional collection agencies or the institution of civil proceedings as he/she deems appropriate. Indigent students, as determined in accordance with state guidelines, shall not be required to pay a textbook rental fee or damage deposit. A student will not be refused the use of textbooks based on inability 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 an annual voucher to pay for college tuition.
- Students who overspend their voucher account will be charged and billed for any overage.
- Students' voucher accounts will be charged each semester for all courses in which they are enrolled. Schools may make exceptions for certain courses that should not be charged to a student's voucher account.
- Vouchers are awarded for the current school year only, include courses taken during the summer that follows the school year, and are not rolled over to the following school year.
- Vouchers cannot be shared among students or transferred to another student, even if that student is a sibling.
- To apply their voucher to the course, a student 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.