



COLORADO  
Early Colleges

# CECFC High School 2020-2021 Student and Family Handbook

**Colorado Early Colleges Fort Collins High School**

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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 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 CECFC High School [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 policies [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 disciplinary measures up to and including expulsion. Any student who believes he/she has been a victim of bullying should immediately report it to the 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 CECFC High School 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, CECFC High School will notify parents within two days after the employee is charged. This notification will go to parents with a student who was enrolled at the school during the time the employee was employed and any parent of a student who the school has reason to believe was in contact with the employee.

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

### ***Student Data Privacy***

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

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

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

- The right to inspect and review the student's education records within 45 days of the date the school receives a request for access. A parent or eligible student should submit a written request to the Head of School that identifies the relevant record(s). The school will make arrangements for access and notify the parent, or eligible student, of the time and place the records may be inspected.
- The right to request an amendment of the student's education records that a parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents, or eligible students, who wish to ask the school to amend a record should write the Head of School and clearly identify the portion of the record that is incorrect, specifying why it should be changed. If the school decides not to amend the record as requested by the parent, or eligible student, the school will notify the parent, or eligible student, of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to provide written consent before the school discloses Personally Identifiable Information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
  - FERPA does permit disclosure of PII without a parent or guardian's written consent to school officials with legitimate educational interests.

- FERPA does not require written consent prior to the disclosure of “directory information,” unless the authorized person advises CECFC HIGH SCHOOL’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 CECFC High School uses to maintain student records. Students and parents/guardians will receive Infinite Campus login information at the beginning of their first semester at CECFC. 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***

CECFC High School’s 2020-2021 school calendar can be found [here](#).

### ***Bell Schedule***

CECFC High School’s 2020-2021 bell schedule can be found [here](#).

### ***Website***

Students and parents are encouraged to check the CECFC High School [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 CECFC High School's 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 720.505.4010, or by visiting on the CECFC High School [website](#). See CEC policy [School Closings and Cancellations](#).

## **Attendance**

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

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

The following are recognized as excused absences:

- Temporary illness or injury.
- A physical, mental, or emotional disability.
- Suspension or expulsion in accordance with C.R.S. 22-33-105 and 106.
- Participation in CHSAA approved sports, with completion of the sports verification form.
- Official college tour or orientation, upon proof of attendance.
- 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 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. See CEC policy [Attendance and Tardy](#).

To excuse an absence for the **high school**, parents must communicate with the attendance staff within one week, either by phone, 970-689-3294, or email, [fchsattendance@coloradoearlycolleges.org](mailto:fchsattendance@coloradoearlycolleges.org).

On school days, during school hours, no minor under the age of 16 shall be permitted employment except as provided by a school-release permit. After school hours, no minor under the age of 16 shall be permitted to work in excess of six hours unless the next day is not a school day.

Each unexcused absence will be entered in 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.

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

### ***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.
- CECFC High School’s make up policy is one day extra for every (1) one day out. If a student is aware that he or she missed an exam or quiz (if it has been announced and is in writing), the student should communicate with the instructor the day he or she returns to arrange for a time to take the assessment.
- Students and parents will have two business days to excuse an absence that was initially entered as “unknown” or “unexcused” by the administration staff.
- In the case of unexcused absences, it is up to the instructor’s discretion to provide an opportunity to make up class-participation points.
- Always refer to the syllabus for individual instructor’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 in order to better serve students.

High school students are placed into college courses based on their ACCUPLACER® college placement assessment scores.

- CECFC High School will let a student's parent/guardian know when it is permissible to "opt" a student out of required state testing. CECFC High School will communicate the benefits of taking the assessment and will reiterate that there is no negative consequence when a parent/guardian chooses to opt a student(s) out of CMAS, PSAT and/or 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 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 directly related to the CECFC High School curriculum. Participation in student organizations is voluntary and open to all CECFC High School 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 CECFC High School staff members, other students, or other individuals authorized by the Head of School or another CECFC High School staff member. CECFC High School may use these images, without identifying the student, in various publications, including, but not limited to CECFC High School's yearbook, social media, school newsletter, and school website. No consent or notice is needed or required 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 CECFC High School 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 CECFC High School to use a photo/video while the student is enrolled in CECFC High School. This consent is valid for one year and may be revoked at any time by notifying CECFC High School'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 Sarah Wells at [sarah.wells@coloradoearlycolleges.org](mailto:sarah.wells@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 is a result of a solid education. A true and meaningful education is fundamentally holistic and content-rich, imparting a broad body of knowledge, sparking curiosity and a sense of wonder, inspiring lifelong learning, engaging the intellect, and ultimately enabling students to reach their fullest human potential.
- **Character:** A good education forms students' character, crafting them into responsible citizens and principled community members. A complete education requires an integrated focus on values and ethical conduct, including hope, grit, growth mindset, excellence, integrity, honesty, respect, service, initiative, accountability, leadership, and gratitude.
- **Community:** A personal education engages students in a collaborative and relational culture and is a partnership of students, parents, and educators. All staff and students shall model CEC values in their own conduct and build and maintain a community of trust.

## Grading Policy

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

- Grading Philosophy: CECFC 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.
  - **A - 90% and above:** Earned by work of excellent quality that indicates a full mastery of the subject and is of extraordinary distinction.
  - **B - 80% - 89%:** Earned by work indicating a strong comprehension of the course material, a good command of the skills needed to work with the course material, and the student's full engagement with the course requirements and activities.
  - **C - 70% - 79%:** Earned by work indicating an adequate and satisfactory comprehension of the course material and the skills needed to work with the course material and indicates the student has met the basic requirements for completing assigned work and participating in class activities. Instructors and/or advisors will recommend whether a student should re-enroll in the course or move forward in the course sequence.
  - **F - 69% and below:** Earned by work that is not satisfactory and does not demonstrate comprehension of the course material and the basic skills needed to work with the course material.

- A passing grade for all courses is 70% or higher. CECFC considers all grades at 69% or below as failing and no credit for the course will be reflected on the transcript. See CEC policy [Student Fees, Fines, Charges, and Fee Schedule](#) for more details about failed course reimbursements for college courses.
- Some courses may use a PASS/FAIL grading scale. Please refer to the specific course syllabus for the thresholds of the PASS/FAIL grading scale.
- As an early college, CECFC sets very high expectations of academic achievement, character, kindness, respect, service, leadership, and overall ethical conduct, to which all students and staff are held accountable. Discipline policies, procedures, and consequences promote an educational environment that fosters the highest degree of success for students, reflects what life is like in the workplace or on a college campus, and promotes Postsecondary and Workforce Readiness.
- Students who are found guilty of academic dishonesty, (i.e. cheating, lying, plagiarism, copying, etc.), as deemed by their instructor, will have the circumstances thoroughly reviewed by CECFC Leadership Team members to determine if the conduct warrants a consequence, up to receiving a failing grade. If a student is removed from or fails a college course due to academic dishonesty, the student will be responsible for paying the tuition for that course.
- Individual college instructor's tardy and absence policies will be honored as they appear in the course syllabus. If a grade reduction causes a student to fail a college course, the student will be responsible for paying the tuition for that failed course.
- Students who earn a final grade of less than 70% in a college course must reimburse CECFC the full amount of tuition for that course(s). Students enrolled in college courses will be accountable to pay for the college course(s) that they dropped upon withdrawal or expulsion, prior to student records being released to a college or other academic institution.

#### Grade Appeal Policy

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

#### Extra Credit

- Extra credit is offered at the discretion of the instructor/department, depending on the level of the class. Refer to the class syllabus for specific information.

#### Effort/Participation Grades

- Effort grades are based on timeliness, preparedness, and participation. Every on-campus course offered at CECFC includes an "Effort Grade" in the final grade calculation. Each instructor determines the areas of effort expected in the course, which can include, but are not limited to, arriving to class on time, staying for the duration of class, coming prepared to class, and actively participating in each class period. The effort grade is a critical part of a student's success in a course.

## Infinite Campus (I.C.) Recording

- Instructors will enter the grades for smaller assignments, such as homework, classwork, discussion boards, some quizzes, etc., weekly. This requirement may vary slightly with college instructors.
- For papers and major projects, instructors may take longer to grade the assignment, but graded feedback will be provided prior to the next major assignment due date.
- For a missing assignment, instructors will enter an M, which will calculate as a zero. Missing work will still be accepted, based on the class syllabus. After a student has handed in late work, the instructor will enter “L” (for a late assignment) and the grade the student has earned with penalty (stated in the syllabus). If the assignment is no longer accepted for credit, the instructor will enter a zero.
- Grade-book assignment records should not be left blank, even if the deadline for the assignment has passed.

## Policy on Late Assignments

- Late penalties on work is up to the high school instructor’s discretion.
- College instructors will follow the late work and grading policies of their community college department chair.
- In extenuating circumstances, the instructor may reconsider late penalties on a case-by-case basis only when approved by the Dean of Academics or Principal. Students who have learning plans may receive accommodations based on the individual plan requirements.

## **Exceptional Student Services**

We recognize that students have a wide variety of needs, and those needs may impact their daily and academic functioning. The Exceptional Student Services team assesses students, facilitates meetings, and implements programs for students with a wide variety of needs. We offer individualized supports in Special Education, Gifted and Talented, English as a Second Language, McKinney-Vento, Individualized Learning Plans (IEP), and Section 504 Plans.

Students who enroll in college classes, either on- or off-campus, must apply for their accommodations through CECFC’s community college partners each semester. For information or assistance, please contact Student Services at 970-377-0044.

## **Postsecondary Workforce Readiness (PWR) Endorsed Diploma**

The Postsecondary Workforce Readiness Endorsed Diploma (PWR Endorsed Diploma) is the first diploma offered by the State of Colorado that identifies students who have exceeded basic high school graduation requirements. CECFC is proud to be one of the first high school campuses in Colorado to offer the PWR Endorsed Diploma. Any high school student may enroll in the Endorsed Diploma program at the annual meeting and pursue this endorsement while attending CECFC. Students are responsible for keeping all forms until final submission. Students must satisfy four principle areas to obtain this endorsement:

- Complete college Math 120 (or equivalent) and English 121 with a “B” or higher.
- Work with their advisor and complete an Individual Career and Academic Plan (ICAP).
- Demonstrate 21st -century skills through academic coursework and high-quality extracurricular activities as described below:
  - Internship/Job Shadow - minimum of 10 hours
  - Complete a five-page Capstone paper on their Internship/Job Shadow
  - Complete the Internship/Job Shadow Questions form

- Community Service/Volunteering - minimum of 30 hours
- Participate in a CEC-approved school activity for two semesters OR work at least 10 hours a month during a 3-month long employment
- Submit all log forms and required documents
- Demonstrate mastery of academic content in three different college or CTE content areas with a “B” or higher (other than math or English).

Questions regarding PWR Endorsed Diplomas should be directed to the PWR Endorsed Diploma point of contact in the Advising Department.

Students are expected to take responsibility for their learning experiences and document their hours properly. Students are encouraged to go beyond the minimum requirements to further demonstrate postsecondary and workforce readiness. Having a PWR Endorsed Diploma allows students to show college readiness and 21st-century skills, which selective colleges, specialized training programs, and places of employment are targeting among applicants. Students will receive a “Letter of Distinction” from CEC, which details the individual achievements and experiences a student earned. Additionally, an honorary seal will appear on the student’s high school diploma, and students walking in the graduation ceremony will receive a PWR Endorsed Diploma medal. Students must complete all PWR Endorsed Diploma requirements by October 1 for December graduates or January 1 for May graduates of their graduation school year.

### ***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](#).

## **Student Conduct**

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

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

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

### ***Academic Honesty***

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

### ***Dress Code***

CECFC’s Dress Code will promote common-sense attire to ensure safety and professionalism. The 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.

The dress code is expected to be followed by all CECFC students, including all on- and off-campus students. Students must conform to the Dress Code at all times when on the CECFC campus and during remote learning. Students must conform to the dress code at all times when on the CECFC campus. This includes attending any school-supported/sponsored activity, tutoring appointments, and advising appointments during the year, including summer months.

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

#### Expectations:

- High school student IDs will be visible at all times when on campus for safety and security.
- All attire must be free of holes, tears, and fraying. This includes “patched” but still frayed items such as jeans/pants.
- Appropriate attire is not overly tight or overly loose and completely cover shoulders, chest, back, midriff, and legs down to the knee.
- Appropriate dress-code attire must be worn under any “see through” item. Undergarments shall not be visible.
- Leggings (or similar variations) may ONLY be worn beneath other garments that meet length requirements.
- Any clothing, jewelry, and accessories containing any words, symbols, or pictures that include any references to sex, drugs, tobacco, alcohol, weapons, obscenities, profanities, as well as anything vulgar, lewd, legally libelous, distracting, and/or dangerous are prohibited and must be removed or covered.

#### Examples of *appropriate, professional* attire:

- Jeans, slacks, khakis, (non-athletic type/material), and dress pants (All items must be free of holes, tears, fraying, including “patched” fraying)
- Dresses, skirts, and shorts touching the top of the kneecap (with a two-inch variance) when standing
- Collared shirts, button-down shirts, and t-shirts with short or long sleeves and free from suggestive or offensive content
- Sweaters, sweatshirts, and hoodies worn with the hood down
- Shoes and sandals (slippers are not included)
- CECFC sweatpants or athletic shorts with the CECFC logo may be worn on School Spirit Fridays. Wolf Wear can be purchased at the CECFC Bookstore.

#### Attire for HS PE Classes:

Closed-toe shoes are required at all times while inside the gymnasium or weight room. Shirts may be athletic material but must also adhere to CEC dress-code policy (no holes/tank tops/inappropriate content). Athletic shorts/pants are also required and may include sweatpants, athletic shorts, yoga pants, leggings, joggers, or other similar soft pants without buttons/zippers which may rip upholstery. Athletic shorts must be long enough to fall right above the knee while standing.

#### Accessories:

Permissible piercings are pierced ears and/or one small nose stud or ring in the side of the nostril. Other facial and visible body piercings (including gauges) must be discretely covered.

Hats, hoods, bandanas, sweatbands, and headscarves are not to be worn in CEC buildings at any time. Traditional, religious headwear is allowed after the CECFC Leadership Team meets with the student and parent/guardian prior to the headwear being worn.

Blankets and costumes are not appropriate clothing for school or the workplace.

All personal items left on school property after 3:30 p.m. on Fridays (or the last day of the school week) will be donated to a local charity.

Any student deemed in violation of CECFC High School'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. CECFC High School 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 CECFC High School.

### ***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***

CECFC High School 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, CECFC High School 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***

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

When CECFC High School 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**

CECFC High School'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 (CECFC High School 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 only on the exterior of the student's clothing, using only the back of a staff member's hand(s). Ordinarily, and where circumstances permit, searches of the student's person

should be conducted out of the presence of other students and as privately as possible. Searches of a student and his or her personal effects may be conducted without the prior consent of the student's parent/guardian. However, the parent/guardian of any student searched will be notified of the search as soon as reasonably possible. Searches of students that require removal of clothing other than: coats, jackets, hats, shoes, socks, or other outer clothing, shall be referred to law enforcement. School personnel shall not participate in such searches.

### **Seizure of Items**

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

- Seized and offered as evidence in any suspension or expulsion proceeding. CECFC High School' Head of School will keep such items in a secure place until presented at a hearing. If possession of the item is a violation of law (e.g., controlled substances and weapons), the item shall be turned over to law enforcement as soon as practicable.
- Photographed and may be introduced as evidence at an expulsion hearing in lieu of the item(s), if the item(s) is no longer in CEC's possession.
- Returned to the student or the parent/guardian after a determination is made by the 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 CECFC High School 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 CECFC High School is prohibited. Tobacco means any cigarette, nicotine, or tobacco product that contains nicotine or tobacco, or is derived from tobacco and is intended to be ingested or inhaled by, or applied to the skin of an individual; or any electronic device that can be used to deliver nicotine to the person inhaling from the device including, but not limited to, an electronic cigarette, rolling papers, cigar, cigarillo, pipe, water pipe, or hookah pen. "Use" means the lighting, chewing, smoking, inhaling, vaporizing, ingesting, or application to the skin of any cigarette, tobacco, nicotine, or any other substance not approved by the Food and Drug Administration. See CEC policy [Drug, Alcohol and Tobacco Use](#).

## ***Weapons in School***

CECFC High School 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***

CECFC High School 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 the CEC Network staff for official business purposes
- Contractors/vendors associated with school business
- 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](#).

## **Volunteers**

CECFC uses the Verified Volunteers online background-check system. Before signing up to help at a special event, field trip, or any other CEC activity, all volunteers are asked to complete the online form located on our website, under the “About Us” tab. We appreciate our volunteers’ help in keeping our school safe by keeping their contact details up to date by utilizing our volunteer system. Here are a couple of items to remember:

- The **CECFC Good Deed Code: x7z0umj**. This code will be needed to create a new account or to link an account from a previous organization you have volunteered for (i.e.: Poudre Schools, United Way, etc.)
- There is an \$18 processing fee for each background check. Upon the completion of 10 volunteer hours, CECFC will reimburse you this cost. Please let us know when you have volunteered 10+ hours so we can issue a reimbursement check.

## **High School Drop-Off and Pick-Up and Student Parking**

The main doors to the high school will open at 7:20 a.m. High school students are not permitted to stay inside the school after 3:30 p.m. unless they have a specific activity/club/meeting or are under direct supervision of CECFC staff. CECFC is not responsible for overseeing students awaiting transportation outside the building after 3:30 p.m.

### **High School Drop-Off:**

- To ensure safety and efficiency, parents, and students who drive, must obey any and all posted signs regarding traffic flow while on CECFC property.
- When dropping off/picking up students, please pull forward as far north as possible and stay as far right as possible to allow other vehicles to exit.
- Students should only be dropped off/picked up in the Drop Off and Pick Up Zone.
- Students should never be dropped off/picked up on the north side of the high school building, in the parking lots of surrounding businesses, or on the cul-de-sac at any time, for any reason.

### **High School Student Parking:**

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

## **Secret Societies/Gang Activity**

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

The presence of any apparel, jewelry, accessory, notebook, or manner of grooming that by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in gangs that advocate drug use, violence, or disruptive behavior is prohibited on school grounds, in school vehicles and at school-sanctioned activities/events. See CEC policy [Student 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 CECFC High School' Head of School or appropriate law-enforcement agencies.

## **Limited Open-Campus Privileges**

CECFC High School 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-approved purposes, including classes off-campus and the time designated for lunch with parent opt-in permission.

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

- For all students over 16, 'Off Campus Cards' may be awarded for maintaining a 2.5 or above, unweighted GPA in accordance with the next bullet.
- If the above stipulation is met, the student, and his or her guardian and advisor may sign off on 'Off Campus Card' privileges; the student will pick up the card from the bookstore. This form, which includes acknowledgement of terms, can be picked up from the advisor or bookstore, taken home to sign, and then brought in for advisor approval.
- If a student is over 16 but has under a 2.5, unweighted GPA (for extenuating circumstances) may complete a written proposal (Microsoft format) with parent approval to be submitted for review by either the student's advisor, case manager or the Director of Campus Culture and Facilities.
- If a student's ICAP progression requires a student to take off-campus classes before the age of 16, the written proposal can also be completed, explaining the student's class circumstances. The proposal must be reviewed and approved by the student's parent/guardian and advisor. This process can possibly be completed in an ICAP appointment.
- If a student is over 18 but has under a 2.5 GPA and has not completed the written proposal, the student's advisor may sign off on 'Off Campus Card' privileges.

## **Off-campus privileges may be revoked:**

- If a student's unweighted GPA falls under a 2.5, the student's advisor or Director of Campus Culture and Facilities reserves the right to revoke his or her 'Off Campus Card' privileges.
- If a student has more than one (1) failing grade during the semester, 'Off Campus Card' privileges may be revoked for the remainder of the semester until grades rise above a failing grade. Grade checks are conducted every four weeks.
- A student may not accumulate more than five (5) unexcused absences or tardies in any course, or his or her 'Off Campus Card' privileges may be revoked by an advisor or the Director of Campus Culture and Facilities.

- A student must not have any disciplinary issues, whether noted in Infinite Campus or otherwise, or 'Off Campus Card' privileges may be revoked by an advisor or the Director of Campus Culture and Facilities.
- A student's parent/guardian may withhold the right to request their students 'Off Campus Card' privileges be revoked at any point for students under the age of 18.

### ***Student Identification Cards***

- When on-campus for class, special events, advising, visiting, or any other reason, all students are expected to have their student ID on their person and visible at all times. The ID can be displayed with a lanyard, which are available at the CECFC Bookstore. This allows the Campus Culture Team to quickly and easily identify students in the event of an emergency.
- ALL high school students (on-campus and off-campus students) are expected to have a school picture taken on the first or second day of school/fall semester at the high school campus and are then issued a gold student ID. When a high school student has earned off-campus privileges, they may request a green student ID. Please see the "Off Campus Privileges" section of this handbook for additional details about green IDs.
- Students who lose their student ID will be charged \$5.00 on their student fees account to replace the lost student ID. See CEC policy [Student Fees, Fines, Charges, and Fee Schedule](#).

## **Emergency Procedures**

Emergency procedures are defined in CECFC High School's Emergency Operation Procedures (EOP) and include, but are not limited to, evacuation drills, lockdown, lockout, 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 CECFC High School 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](#) 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. Contact the CECFC High School Registrar for the current form.

## ***Food and Nutrition Services***

CECFC High School is committed to providing the highest-quality meals for your student. CECFC High School scratch kitchen, the Wolf Bistro, prepares meals using the highest-quality ingredients available, locally sourced, and organic when possible.

Visit the Wolf Bistro [website](#) for current menus, meal prices, and lunch times for the CECFC High School campus.

All CECFC High School families are asked to complete the Free and Reduced Lunch application. When more families participate in the program, it increases CEC's eligibility for additional state and grant funds that can be used to support ALL CECFC High School students! Apply online at [family.titank12.com](http://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***

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

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

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

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

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

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

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

CECFC High School 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. CECFC High School encourages parents to keep a supply of the prescribed medication used to treat the food allergy/anaphylaxis at school, unless the student has an approved treatment plan that

authorizes the student to carry the medication with him/her and can self-administer the medication. A food allergy/anaphylaxis health-care plan must be developed with the school's RN. Please contact CECW's Head of School to start the plan process. An Allergy and Asthma Action Plan form must be completed and signed by the health-care provider and the parent/guardian.

## **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***

Students are expected to return textbooks to the school in good condition except for ordinary wear. Students will be assessed fees for lost, damaged, or defaced books, including those checked out from any CECFC High School classroom, library, Bookstore, and/or any materials or equipment. The fee charged will be the cost of replacement and applies to all college prep and college textbooks.

In computing a fine, 20 percent of the original cost of a book will be deducted for each year it has been used. The minimum replacement fee is 20 percent of the original cost of the textbook. 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.

If a graduating student has failed to return or replace a textbook, the Head of School may deny the privilege of participating in the graduation ceremony. The Head of School may offer, at his/her discretion, an alternative payment method, such as an installment plan or service to the school to students who are unable to pay.

A student shall not be refused 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 only the current school year, include courses taken during the summer that follows the school year, and are not rolled over to the following school year. Vouchers cannot be shared among students or transferred to another student, even if that student is a sibling.
- To apply their voucher to a course, students must pass a college course with a grade "C" 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.