



COLORADO
Early Colleges

CECFC Middle School 2020-2021 Student and Family Handbook

Colorado Early Colleges Fort Collins Middle School

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Introduction

Colorado Early Colleges

Colorado Early Colleges (CEC) is a Network of Schools, authorized by 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, Vision, Student Bill of Rights

CEC Mission Statement

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

Student Bill of Rights

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

Family Engagement

It is the intention of CEC to cultivate and support active parental engagement. See CEC policy [Parent Engagement](#).

Students and parents are encouraged to check the CECFC Middle School [website](#) often for important information and announcements.

Non-Discrimination

Non-Discrimination under Title VI, Title IX, Section 504, Age Discrimination ACT, Title II of the American with Disabilities Act Notice of:

In accordance with federal and state law, CEC and all contractors, subcontractors, sub grantees, or others with whom it arranges to provide services or benefits to, 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 the non-discrimination policies:

Dr. Stephanie Livingston
Executive Director of Organizational Development and Human Resources
4424 Innovation Drive
Fort Collins, CO 80525
Telephone No. 720-215-9216

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

Equal Opportunity

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 directly in a program that meets the 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 law, 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 right as all students to the use and enjoyment of 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 policy [Student Conduct 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, 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, and/or offensive verbal, written, and 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 Middle School Principal, a teacher, or Safe2Tell. All students who witness such harassment should immediately report it to the Middle School Principal, a teacher, or Safe2Tell.

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 Middle School Principal, a teacher, or Safe2Tell. All students who witness bullying should immediately report it to the Middle School Principal, a teacher, or Safe2Tell.

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

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

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

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

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

Safe2Tell®

Safe-2-Tell provides students in all Colorado schools with an increased ability and opportunity to prevent and report violence and other inappropriate activities by making anonymous calls to 1-877-542- SAFE. The proactive and anonymous features of the program and hotline are critical. Safe-2-Tell provides the means for children and youth to take a stand, without fear of retribution, and to make a difference! To anonymously report a school safety concern, click [here](#) and you will be re-directed to the Safe2Tell website. If you have a smartphone, the Safe2Tell® app is available for free for Android and iOS.

Parents Information and Resources

Notifying Parents of Alleged Criminal Conduct by School Employees

If CECFC Middle 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 Middle 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: felony child abuse; a crime of violence not including assault in the second degree unless the victim is a child; a felony offense involving unlawful sexual behavior; or a felony where it is alleged that the underlying factual basis includes domestic violence, felony indecent exposure, felony drug offense that is a level 1 or 2 felony. See CEC policy [Parent Notification of Employee Conduct](#).

Student Data Privacy

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

Family Educational Rights and Privacy Act (FERPA)

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

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

- FERPA does not require written consent prior to the disclosure of “directory information,” unless the authorized person advises CECFC Middle School’s admissions office in accordance with CEC procedures that they do not want CEC to disclose “directory information.” In addition, names, addresses, and telephone listings will be released to military recruiters, upon request, in accordance with Federal regulations.
 - Directory information is generally not considered harmful or an invasion of privacy and may be disclosed to outside organizations without a parent’s prior written consent.
 - CEC may consider the following information as directory information:
 - Student’s name
 - Student’s grade
 - Dates of attendance
 - Enrollment status
 - Participation in officially recognized activities and sports
 - Degrees, honors, and awards received
 - The most recent previous attended educational agency or institution
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

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

Infinite Campus

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

Student Rights and Responsibilities

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

School Calendar

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

Bell Schedule

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

School Closures

School closure and delay information will be sent to students/parents/guardians via CECFC Middle School’s social media, messages sent to Infinite Campus/personal email accounts, and/or phone and text messages. Families can also contact the front office at 970.893.4549, or by visiting on the CECFC Middle 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 of each year and is under the age of seventeen years shall ensure that child attends school. Chronic absenteeism and truancy will require parents/guardians to meet with school administration and participate in developing a plan for regular attendance.

Exceptions to the Colorado School Attendance Law

- Enrollment in a private school
- Religious holidays or observance
- Home-based instruction

An excused absence requires approval by both the parent or guardian and the school. In some cases, documentation from the parent may be required so that the school can excuse an absence. Examples can include a note from a parent, guardian or healthcare provider.

The following are recognized as excused absences:

- Temporary illness or injury.
- Absence due to 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 (Note: middle school students participating in sports should request an early release or study hall for 8th period.)
- Student to whom a current age and school certificate or work permit has been issued pursuant to the Colorado Youth Employment Opportunity Act of 1971.
- Student who is in the custody of a court or law enforcement authorities.
- Work-study programs under the supervision of a public school.
- Student is in out-of-home placement (as that term is 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 observance based on a sincere religious belief requiring student to be absent. Use the [Religious Accommodations Form](#) when making a request.
- Medical and Legal Appointments
- Family funeral attendance

To excuse an absence for the **middle school**, parents must communicate the attendance staff within one week, either by phone, (970) 682-2007, or email, fcmsattendance@coloradoearlycolleges.org.

Unexcused absences occur when the student is absent without a reason or for a reason outside of 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 one week to excuse an absence if it was initially entered as "unknown" or "unexcused".

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

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

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

- 3 days of unexcused absences: Letter of Concern is sent.
- 5 days of unexcused absences: 2nd Letter of Concern is sent and the Middle School Principal, or designee, completes a corrective plan of action.
- 7 days of unexcused absences: Notice of Noncompliance is sent.
- 10 days of unexcused absences: A Truancy Petition is completed, and Middle School Principal, 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 groups when developing a plan. A CEC school should not use mandatory withdrawal as a solution to chronic absenteeism.

Tardies

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

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

Makeup Work

- If a student is absent, the student is responsible for communicating with their instructors to determine the work they have missed.
- If a student is absent, make-up work will be provided upon parent/guardian request. Requested work will be available 48 hours after the request has been initiated. Weekends or holidays are not considered a part of the 48-hour window.
- Students are given one day for every one day absent to turn in missed work. If a student is aware that they missed an exam or quiz (if announced and is in writing), the student should communicate with the instructor the day they return to arrange for a time to take the exam or quiz.
- 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 class syllabus for individual instructor policies.

Assessments, Testing and Surveys

Assessments provide valuable information for students, parents, and educators on whether students have mastered grade-level content and are on track to enroll in college level courses. Assessments also inform instructors and school staff on where to improve curriculum, instruction, and leadership in order to better serve students.

All students in grades six, seven, and eight are required to participate in CMAS and/or PSAT testing. While all students will be encouraged to participate in state-required tests, parents have the right to “opt” their student out of required state testing.

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

If a parent/guardian chooses to “opt” their student out of state required testing, the parent/guardian will be responsible for completing a form and returning it to CECFC Middle School prior to the assessment date. See CEC policy [Test or Assessment Administration](#).

School and Student Organizations

School sponsored organizations must be related to the CECFC Middle School curriculum. Participation in student organizations is voluntary and open to all CECFC Middle 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, 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 Middle School staff members, other students, or other individuals authorized by the Middle School Principal or another CECFC Middle School staff member. CECFC Middle School may use these photos and/or video, without identifying the student, in various publications, including, but not limited to CECFC Middle School’s yearbook, social media, school newsletter, and school website. No consent or notice is needed or will be given before CEC uses photos and/or video of unnamed students taken while they are at school or a school-related activity.

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

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. CEC policy [Homeless Students](#).

Academics

Grading Policy

- Grading Philosophy
 - CECFC Middle School 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 next academic course or next step.

- Extra Credit
 - This is at the instructor's discretion with a cap of 2% of the total grade per semester.
 - Extra credit can apply to extra projects and quiz corrections but may not replace major assessments that demonstrate priority standards of the course.
- Infinite Campus Recording
 - Instructors will enter grades for smaller assignments weekly (homework, classwork, discussion boards, some quizzes, etc.).
 - For papers and major projects, instructors will enter the grade within two weeks after the due date.
 - For late assignments, instructors will enter a M (Missing), which calculates as a 0. After a student has handed in the late assignment, the instructor will enter "L" and whatever grade the student earned with penalty as stated in the course syllabus. If the assignment is no longer accepted for credit, the instructor will enter a zero with a comment reflecting the date that the assignment was turned in.
 - Grade book assignments should not be left blank if the deadline for the assignment has passed.
- School Policy on Late Assignments
 - Late Work Penalty is 10% reduction per day until the end of the unit:
 - One day late = 10% reduction
 - Two days late = 20% reduction, and etc.
 - Ten class periods or after unit is over = 100% reduction equaling a zero for that assignment
 - In extenuating circumstances, the instructor may reconsider the late penalties on a case-by-case basis only when approved by the Academic Dean. Students who have approved special education accommodations may also be considered exempt to these penalties.

Student Conduct

CEC believes in high standards of student conduct while 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 their academic achievement and the implementation of their ICAP and individual goals.
- Given immediate consequences that are structured and enforced if policies are broken.
- Actively involved in developing a school culture that creates a community of excellence and achievement.

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 will not plagiarize or cheat. They will produce their own work and cite sources appropriately.

Dress Code

CECFC Middle School's Dress Code will promote common sense attire to include 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 following dress code is expected to be followed by all CECFC Middle School students, including all on- and off-campus students. Students must conform to the Dress Code at all times when on the CECFC Middle School campus and during remote learning. This includes attending any school supported/sponsored activity, tutoring appointments, and advising appointments during the year, including summer months.

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

Expectations:

- Middle 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, mid-drift, 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 which include the following: 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 free from suggestive or offensive content
- Sweaters, sweatshirts, hoodies worn with the hood down
- Shoes, 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 middle school.

Attire for MS PE Classes:

Students have the option to change clothes for class. Shirts and pants/shorts may be athletic material but must also adhere to CEC dress code policy (no holes/tank tops/inappropriate content). Close toed shoes are required; athletic shoes are encouraged.

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, and sweatbands are not to be worn in CEC buildings at any time. Traditional/Religious headwear, as well as protective hairstyles commonly or historically associated with race, are allowed.

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 the CECFC Middle 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 clothing related offenses 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 use procedures contained in CEC policy [Student Computer, Network, and Internet Usage](#) will result in the loss of the privilege to use these tools, possible restitution for costs associated with damages, and may result in disciplinary action, including suspension or expulsion, and/or legal action. CECFC Middle 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 a part of the enrollment process and agree to adhere to the Agreement while student is enrolled at CECFC Middle 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, Discipline, and Misconduct

Student Conduct and Discipline

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

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

Students will be expected to abide by the Student Code of Conduct, and any other appropriate classroom rules of behavior established by the Middle School Principal and/or classroom teacher for the purpose of maintaining order and a favorable academic environment. Any student who violates the

Student Code of Conduct or other classroom rules may be subject to removal from class and/or disciplinary action.

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

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

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

Suspension

CECFC Middle School Principal, or designee, has the power to suspend a CECFC Middle 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. The total period of suspension shall not exceed 25 school days.

CEC's Chief Executive Administrator (CEA) maintains the authority to suspend a student, in accordance with C.R.S. 22-33-105, for an additional 10 school days plus up to and including an additional 10 days necessary in order to present the matter to CEC's Governing Board, if warranted. See CEC policy [Suspension and Expulsion of Students](#).

Expulsion for Unlawful Sexual Behavior or Crime of Violence

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

Search and Seizure

Search and Seizure Search of School Property

All storage areas provided by CEC are 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 Middle School Principal. No student shall lock or otherwise impede access to any desk, or storage area except with devices approved by CEC. Unapproved locking devices will be subject to removal. Students will be responsible for whatever is contained in desks and CEC property that is assigned to them by the school and are in the reasonable control of the student.

Search of the Student's Person or Personal Effects

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

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

Searches of a student will always be reasonable in scope. Searches may include, but are not limited to a student's pockets (CECFC Middle 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 only be done on the exterior of the student's clothing and will only be done using 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 their 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 Middle School staff, which is evidence of a violation of CEC policy, school rules, or law, or which by its presence presents an immediate danger of physical harm, may be:

- Seized and offered as evidence in any suspension or expulsion proceeding. CECFC Middle School's Principal will keep such items in a secure place until presented at the hearing. If possession of the item is a violation of law (e.g., controlled substances and weapons), the item shall be turned over to law enforcement as soon as practicable.
- Photographs may be introduced as evidence at the expulsion hearing in lieu of the item(s) if the item(s) is no longer in CEC's possession.
- Returned to the student or the parent/guardian after a determination is made by CECFC Middle School's Principal 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

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 without any individualized suspicion concerning a particular student or group of students in accordance with the rights of students under state and federal laws. Under no circumstances shall drug dogs be allowed to sniff any student. Students shall be separated from their property during drug dog sweeps as to avoid potential embarrassment to students, ensure that students are not targeted by drug dogs, and to decrease the possibility of dangerous interactions between drug dogs and students.

Surveillance Cameras

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

Tobacco Drugs and Alcohol

It is a violation of CEC policy and considered to be behavior which is detrimental to the welfare or safety of themselves, other students, or school personnel for any student to possess, use, sell, distribute, procure or to be under the influence of alcohol, drugs, or other controlled substances. Controlled substances include, but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana (except cannabinoid when in compliance with Colorado law, H.B. 16-1373), anabolic steroids, any another controlled substances as defined in law, or any prescription or nonprescription drug, medicine, vitamin, or other chemical substances not taken in accordance with CEC policy and regulations on administering medicines to students. The use of tobacco by students, teachers, staff, and visitors in or on any school property or at any student activity sponsored by CECFC Middle 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, any other substance other than Food and Drug Administration approved devices. See CEC policy [Drug, Alcohol and Tobacco Use](#).

Weapons in School

CECFC Middle 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 longer than 3 inches in length, or a spring-loaded knife or pocket knife 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 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 authorities. 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 Middle 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 CECFC Middle School for official business purposes.
- Prospective students/families.

Visiting a CEC school is a privilege, not a right, and may be limited, denied, or revoked by CECFC Middle School's Principal, 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](#).

Middle School Drop Off & Pick Up

Drop off traffic will enter the parking lot from McMurry Avenue and drop off students at the back of the building, near the playground. Drivers will exit onto Monte Carlo. Traffic in the parking lot is one way.

After completing the required COVID-19 health check, students will enter the building through the cafeteria door located on the east side of the building starting at 7:30 a.m.; staff is not available to supervise the playground before 7:30 a.m. Classes start at 7:50 a.m. Students arriving after 8:00 a.m. must check in at the front desk and will be marked tardy.

Parents and other visitors should only enter the building through the front door. Parents or other visitors will not be allowed in the building without an appointment.

Students are dismissed from class at 3:00 p.m. and can be picked up behind the school between 3:00-3:15 p.m. All students, including walkers and bike riders, will exit through the playground door.

Students must use the crosswalk. Please do not expect your student to cross in the middle of the street.

Secret Societies/Gang Activity

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

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

Free Association

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

Closed Campus

CECFC Middle School is a closed campus. If a student needs to leave campus for any reason, he/she needs to check out through the office. If a student has a previously scheduled appointment, sporting/special event, the student will need to bring a note to the front office at the beginning of the day and receive an "Early Dismissal" pass. Each parent/guardian/or approved appointed adult must come into the front office to sign the student out. The HOS may approve exceptions in accordance with C.R.S. 22-32-120(3).

Emergency Procedures

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

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

- REMAIN with your teacher.
- ACCOUNT for your whereabouts.
- RESPOND to staff member directions.

Emergency Contact Information

To assist CEC staff in responding to emergencies and to ensure that parents/guardians receive all school mailings, please email the CECFC Middle School Registrar with 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. Reach out to the CECFC Middle School Registrar for the most current form.

Food and Nutrition Services

CECFC Middle School is committed to providing the highest quality meals for your child. CEC Fort Collins High School's scratch kitchen, the Wolf Bistro, prepares scratch meals using the highest quality ingredients, locally sourced and/or organic when possible.

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

All CECFC Middle School families are asked to complete the Free and Reduced Lunch application as the higher number of families participating in the program results in higher eligibility for additional state and grant funds that can be used to support ALL CECFC Middle School students! Apply online at family.titank12.com and choose "Colorado Charter School Institute" as your school district. Benefits for qualifying families include free or reduced meals, as well as some CEC school fees waived (college course reimbursements cannot be waived).

Students who want to eat hot lunch should be counted at the start of second period. They will receive a lunch ticket at that time. Because our lunches are delivered from the high school, there may not be food for students who do not have a ticket. Some ala carte items (pretzels, cookies) are occasionally available for purchase after meals are served.

Administering Medications to Students

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

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

Student Accidents and Injury

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

CECFC Middle School's Principal, or designee, will immediately attempt to contact the parent/guardian to inform him/her of the status of the student and to request that the parent/guardian proceed to the hospital immediately.

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

If a student is in pain or requires medical treatment, the student's parent/guardian will be notified to pick up the student from school. The CECFC MIDDLE SCHOOL staff member who speaks with the parent/guardian will enter into Infinite Campus notes indicating the date and time of the conversation, the parent/guardian's name and whether permission was given.

CECFC Middle School's Principal will be notified of the injury or illness as soon as possible.

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

Students with Food Allergies

CECFC Middle School recognizes that some students may be diagnosed with potentially life-threatening food allergies. CEC policy [Food Allergy](#) addresses this issue and meets state law requirements concerning the management of food allergies and anaphylaxis among students. CECFC Middle 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 in conjunction with the school's Registered Nurse. Please contact CECFC Middle School's Principal to start the plan process. An Allergy and Asthma Action Plan form, complete with Health Care Provider and parent/guardian signature, will be required.

Additional Information

Textbooks

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