



Student Code of Conduct and Discipline

High standards of student conduct and an understanding of what constitutes appropriate school behavior is critically important to student success at Colorado Early Colleges (CEC).

CEC, in accordance with state law, will adopt and administer the Student Code of Conduct and Discipline in an equitable manner uniquely fitting at each CEC campus and will enforce it uniformly, fairly, and consistently for all students. The discipline process will incorporate restorative justice best practices to address the needs of the student who engaged in the misconduct, the needs of those affected by the misconduct, and the needs of the overall school community.

In all instances, students will be expected to conduct themselves by behaving with an appropriate level of maturity and respecting the authority of CEC school staff and leadership. All CEC employees are expected to share the responsibility for supervising student behavior and for seeing that students abide by the established rules of conduct.

Dress Code

CEC's Dress Code supports its Workforce Readiness Guarantee (CEC policy [Postsecondary Workforce Readiness Guarantee](#)), which focuses on the attitudes, behaviors, and skills that are essential for successful employment. CEC's Dress Code promotes common sense workforce attire for safety and modesty. The Dress Code also emphasizes that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. The Dress Code will 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 applicable at all CEC-sponsored activities, events, and programs that are held both on and off CEC campuses. The Dress Code is also applicable during Remote Learning. The Dress Code will not infringe upon constitutionally protected rights, will be clearly and specifically described, and will be included in each school's Student and Family Handbook, which is updated annually and posted to each school's website.

Any student deemed in violation of CEC's Dress Code will be required to change into appropriate clothing or make arrangements to have appropriate clothing immediately brought to school. On the first Dress Code offense, the student will be given a verbal warning with a written notice posted to the Behavior tab of the student's Infinite Campus file. On the second Dress Code offense, the Head of School, or designee, will also notify the student's parent/guardian; and/or conduct a restorative conference with the student and their parent/guardian to review the school's expectations, and rationale for the dress code; and/or the student's parent/guardian will be contacted to subject the student to suspension or other disciplinary action in accordance with

CEC's [Suspension/Expulsion of Students](#) policy. Classes missed as a result of clothing related offenses are considered excused; however, the student may be required to make up missed class work.

Secret Societies/Gang Activity

CEC desires to keep all schools and students free from threats or the harmful influence of secret societies/gang which advocate drug use, violence, or disruptive behavior. The Head of School, or designee, will take reasonable steps to deter secret societies/gang intimidation of students and confrontations between members of different secret societies/gangs on school grounds, in school vehicles, and at school activities or sanctioned 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 secret societies/gangs which advocate drug use, violence, or disruptive behavior is prohibited on school grounds, in school vehicles, and at school activities or sanctioned events.

Discipline for False Allegations by a Student

If a student knowingly makes a false allegation of any alleged offense under the "Colorado Criminal Code" directed toward a school employee or student; upon receipt of adequate proof, CEC will suspend the student for three (3) days in accordance with state suspension procedures and will initiate procedures for the further suspension or expulsion of the student where injury or property damage has occurred. CEC's Chief Executive Administrator (CEA) will report the incident to CEC's legal counsel or appropriate local law enforcement, which will, upon receiving such report, investigate the incident to determine the appropriateness of filing criminal charges, initiating delinquency proceedings, and/or initiating additional disciplinary proceedings.

Multi-Tiered System of Supports (MTSS) Student Support Plan

Each CEC school will develop a MTSS Student Support plan for any student who causes a significant and substantial disruption in the classroom, on school grounds, in school vehicles, or at school activities/events, as warranted. The goal of the MTSS Student Support plan is to address the student's disruptive behavior and educational needs while keeping the student in school. To develop the plan, the Head of School, or designee, will contact the student's parent/guardian to schedule a meeting. The meeting will include the student, the student's parent/guardian, and any staff members the Head of School believes should attend. The purpose of the meeting will be to address the reasons for the student's disruptive behavior and to establish goals, objectives, and timelines to modify such behavior. A written plan will be prepared which addresses the student's disruptive behavior, educational needs, and what steps are necessary to keep the student in school. The plan will include incentives for good behavior and consequences if the student violates the plan. The plan will be written in the form of a contract, which the student and the parent/guardian will sign and date. The parent/guardian will be provided a copy of the remedial discipline plan and it will be placed in the student's cumulative file.

Disruptive behavior by Special Education students will be handled in accordance with the student's Individual Education Program (IEP) or Section 504 Plan. It will be the responsibility of the Head of School and other appropriate CEC staff to coordinate these procedures with a Special Education student's IEP, Section 504 plan, and any behavior intervention plan.

Removal from Classroom

For purposes of this policy, a "class" includes regular classes, special classes, resource room sessions, labs, study halls, library time, school assemblies, remote learning classes, and other such learning opportunities taught or supervised by a teacher. "Teacher" means a person who is employed or authorized to instruct, direct, or supervise the instructional program.

CEC 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.

Students will be expected to abide by the Student Code of Conduct and any other appropriate classroom behavior expectations established by the Head of School 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 may remove a student from the classroom who is not responding to the teacher's restorative interventions by sending the student to the Head of School, or designee. The Head of School, or designee, will continue to attempt restorative interventions in an effort to return the student to the classroom without undue delay.

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

A student's removal from class is a serious action and should not be imposed in an arbitrary, casual, or inconsistent manner. Behavioral expectations, communicated using a restorative approach, are constructive and more likely to be followed when they are communicated in a relational manner. Although it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every circumstance that would justify removal from class under this policy, it is possible to stipulate that removal from class should not be the result of a zero-tolerant classroom practice. Teachers are expected to exercise professional judgment in deciding whether it is appropriate to remove a student from class due to disruptive behavior. In making the decision, teachers should consider the potential impact of lost instructional time on the student's learning outcomes. All instances of formal removal from class will be documented.

A teacher may remove a student from class for the following conduct or behavior:

- Conduct that is prohibited by the Student Code of Conduct. A teacher's decision to remove a student from class for behavior covered by CEC's policy regarding suspension and expulsion may, but does not necessarily mean, that the student will be suspended and/or recommended for expulsion.
- Disruptive, dangerous, or unruly behavior. The following behaviors, by way of example and without limitation, may be determined to be disruptive, dangerous, or unruly:
 - Inappropriate physical contact intended or likely to hurt, distract, or annoy others such as hitting, biting, pushing, shoving, poking, pinching, or grabbing.
 - Inappropriate verbal conduct intended or likely to upset, distract, or annoy others such as name calling, teasing, or baiting.
 - Behavior that may constitute sexual or other harassment.

- Repeated or extreme inappropriate verbal conduct likely to disrupt the classroom, particularly when others are talking (e.g., lecture by teacher, response by other student, presentation by visitor) or during quiet study time.
- Throwing any object, particularly one likely to cause harm or damage such as books, pencils, scissors, etc.
- Inciting other students to act inappropriately or to unwarrantedly disobey the teacher or school/classroom rules, including without limitation, inciting others to walk out.
- Destroying or damaging the property of the school, the teacher, or another student.
- Creating an unsafe physical, emotional, or psychological environment.
- Conduct that otherwise interferes with the ability of the teacher to teach effectively. Students are required to cooperate with the teacher by listening attentively, obeying all instructions promptly, and responding appropriately when called upon. A student's noncompliance may, in turn, distract others either by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. By way of example and without limitation, this behavior includes:
 - Open defiance of the teacher, manifested in words, gestures, or other overt behavior.
 - Open disrespect of the teacher, manifested in words, gestures, or other overt behavior.
 - Other behavior likely intended to sabotage or undermine classroom instruction.

Procedure for Removing a Student from Class

A teacher shall utilize restorative practices and warn a student that continued misbehavior may lead to removal from class. When the teacher determines that the behavior is extreme and that the student's removal from class is appropriate, the teacher should take one of the following courses of actions:

- Instruct the student to go to the Leadership office. Unless prevented by immediate circumstances, the teacher will inform the Head of School, or designee, of the reason for the student's removal from class.
- Obtain coverage for the class and escort the student to the Leadership office. The teacher will inform the Head of School, or designee, of the reason for the student's removal from class.
- Seek assistance from the Leadership office or other available staff. When assistance arrives, the teacher, or the other staff member should, accompany the student to the Leadership office. The Head of School, or designee, will be informed of the reason for the student's removal.

When the student arrives at the Leadership office, the Head of School, or designee, will give the student an opportunity to briefly explain the situation. If the Head of School, or designee, is

not available immediately upon the student's arrival, the student will be taken to a temporary educational area and the Head of School, or designee, will speak to the student as soon as practicable.

At the discretion of the Head of School, or designee, the student may be placed in another appropriate classroom, program, or educational setting provided that all students are supervised in the alternative location.

Students placed in an alternative location must be supervised and students are expected to do academic work. If possible, work should be related to the work in the class from which the student was removed or related to the student's misconduct. In no event should a student's time in the temporary educational area be recreation or free time.

In most cases, a student will remain in the temporary educational area for the duration of the class from which he/she was removed. Prior to allowing the student to resume his/her normal schedule, the Head of School, or designee, will employ restorative practices to determine if the student is emotionally ready and able to return to class. In the event it is deemed that it is not appropriate to return the student to regular classes, the Head of School, or designee, may consider a different placement option.

The teacher will submit to the Head of School, or designee, a concise written explanation for the student's removal from class and any restorative interventions that were attempted to prevent removal within 24 hours of the student's removal from class.

Upon the third removal from class, a student will be officially removed from the teacher's class. The Head of School will be responsible for determining the appropriate placement of the student, which may or may not be another section of the same class, depending on a variety of circumstances. The Head of School's decision regarding placement is final.

Every effort will be made to ensure that the student will not be negatively impacted academically if their subsequent behavior would allow them to continue their studies in another section of the course.

A student may be removed from a classroom by a teacher only in accordance with the requirements of state and federal law. All teacher actions under this policy will be subject to evaluation and supervision by the school's Dean of Academics.

Removal from class under this policy does not prohibit the school from pursuing or implementing additional disciplinary measures, including, but not limited to restorative interventions, detentions, suspensions, or expulsions for the conduct or behavior for which the student was removed, in accordance with CEC policy [Suspension/Expulsion of Students](#).

Notice to Parent/Guardian:

As soon as practicable, the Head of School, or designee, will notify the student's parent/guardian in writing that the student was removed from class. The written notice will specify the class from which the student was removed, the duration of the removal, and the reason(s) for the removal as stated by the teacher. The notice will provide an opportunity for the parent/guardian to attend a student-teacher conference regarding the removal. If the student's removal from class is also subject to disciplinary action (i.e., suspension or recommendation for expulsion) for the particular classroom misconduct, the student's parent/guardian will also be notified of the disciplinary action in accordance with legal and policy requirements.

Additional Legal References:

C.R.S. 12-22-303 (7) (definition of controlled substance)
C.R.S. 18-3-202 et seq. (offenses against person)
C.R.S. 18-4-301 et seq. (offenses against property)
C.R.S. 18-9-124 (2)(a) (prohibition of hazing)
C.R.S. 22-12-105 (3) (authority to suspend or expel for false accusations)
C.R.S. 22-32-109.1 (2)(a)(I) (duty to adopt policies on student conduct, safety, and welfare)
C.R.S. 22-32-109.1 (2)(a) (II) (policy required as part of safe schools plan)
C.R.S. 22-32-109.1 (9) (immunity provisions in safe schools law)
C.R.S. 22-33-106 (1) (a-e) (grounds for suspension, expulsion, denial of admission)
C.R.S. 22-32.109.1(2)(a)(I)(B) (dealing with disruptive students)
C.R.S. 22-32.109.1(2)(a)(I)(F) (gang-related activities)
C.R.S. 22-32-109.1(3) (false allegations by a student)

Policy Reference:

Corporal Punishment/Use of Physical Intervention and Restraint
Drug, Alcohol and Tobacco Use by Students
Safe Schools
School Safety Plan
Service Animals and Other Animals on Campus
Student Organizations
Suspension/Expulsion of Students
Weapons in School