



COLORADO
Early Colleges

CSEC 2018-2019 Student and Family Handbook

Colorado Springs Early Colleges

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A. Introduction

The Colorado Early Colleges Network

Colorado Early Colleges (CEC) is a network of Colorado Charter Schools throughout Colorado that gives students the opportunity to earn a college degree while in high school. Free.

An Early College Model

All Colorado Early Colleges (CEC) charter high schools are Early colleges as designated by C.R.S. 22-35-104(10) means a secondary school that provides only a curriculum that is designed in a manner that ensures that a student who successfully completes the curriculum will have completed either an associate's degree or sixty credits toward the completion of a postsecondary credential.

Definitions

1. "Administrator" refers to the Chief Executive Administrator of CEC, Strategic Network Administrator, a Head of School of a CEC School, and their designees.
2. "CEC" refers to the Colorado Early Colleges network of schools.
3. "CEC Personnel" refers to an employee of CEC.
4. "School" refers to any CEC school.

B. Parents Right to Know

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:

1. 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 to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the 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 school principal, 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.
3. 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. A school official is a person employed by the district as an administrator, supervisor, teacher, or support staff member (including but not limited to paraprofessionals, transportation personnel, health and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contactor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor medical consultant, or therapist; a parent or student volunteering to serve on an official committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A

school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. 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

FERPA Notice for Directory Information

FERPA requires that CEC, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, CEC may disclose appropriately designated "directory information" without written consent, unless you have advised the CEC to the contrary in accordance with CEC procedures. The primary purpose of directory information is to allow CEC to include this type of information from your child's education records in certain school publications.

Examples include:

A playbill, showing your student's role in a drama production;
The annual yearbook;
Honor roll or other recognition lists;
Graduation programs; and
Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want CEC to disclose directory information from your child's education records without your prior written consent, you may opt in writing. Contact your school for specific information. CEC may consider the following information as directory information:

- Student's name
- Photograph
- Student's grade
- Dates of attendance
- Enrollment status
- Participation in officially recognized activities & sports
- Weight and height of members of athletic teams
- Major field of study
- Degrees, honors, and awards received
- The most recent previous educational agency or institution attended

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, Academy District 20 does 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.

Notifying Parents of Alleged Criminal Conduct by School Employees

If CEC receives a report by the Colorado Bureau of Investigation relating to an investigation that an employee has been arrested for certain offenses. If the employee has been charged with one of these specific offenses, then CEC school must notify parents within two days after the employee is charged. This notification must go to parents with a child who was enrolled at the school during the time the employee was employed and any parent of a student who the charter school has reason to believe was in contact with these employees.

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, 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.

C. Mission, Vision, Student Bill of Rights

CEC Mission Statement

Colorado Early Colleges' mission is to prepare a diverse population of students for life by providing an opportunity to develop mind, body and character through rigorous academic studies.

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 demonstrate they can succeed in school, in college, and in their chosen career. No exceptions. No excuses.

Student Bill of Rights

Each student will have the following rights:

- 1) Mastery of reading, writing and math skills with the goal of being ready to pursue college courses without remediation.
- 2) Access to college courses, as a high school student, with the opportunity to earn college credits and an Associate's Degree or higher in addition to a high school diploma.
- 3) Academic advising services that include an Individual Career and Academic Plan (ICAP) and both high school and postsecondary guidance.
- 4) Success regardless of background, experience, gender or ethnicity.
- 5) Appropriate assessments ensuring accurate placement, regardless of grade level, to promote academic progress.
- 6) Quality classroom instruction by engaged, committed faculty.

D. Student Rights and Responsibilities

Equal Opportunity

The Colorado Early Colleges (CEC) Governing Board is committed to providing a safe learning and work 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 504 Plan from a previous school shall be placed directly in a program that meets the requirements of such IEP or Section 504 Plan. An IEP Team meeting will be convened in accordance with state and federal law and the Charter School Institute (CSI) policies and procedures.

(See also CEC Policy JF-G Enrollment; and CEC Policy AC-G Nondiscrimination)

Service Animals and Other Animals on Campus

Colorado Early Colleges does not discriminate on the basis of disability. Persons with disabilities have the same right as all students to the use and enjoyment of our school. CEC strives to make reasonable accommodations for a disabled person's use of a service animal on school property. The following procedures have been established for evaluating whether and how a request to bring a service animal on school property can be implemented under the circumstances on a case-by-case basis. (See also See *CEC Policy IMG-G 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, transgender status, disability or need for special education services is a form of discrimination prohibited by state and federal law. Preventing and remedying such harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn, employees can work and members of the public can access and receive the benefit of CEC Network facilities and programs. All such harassment, by CEC Network employees, students and third parties, is strictly prohibited.

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

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

1. Results in physical, emotional or mental harm, or damage to property;
2. Is so severe, persistent, or pervasive that it creates an intimidating, hostile, or threatening environment; or
3. Substantially disrupts the orderly operation of the school. Board policy on sexual harassment will apply to complaints alleging sexual harassment.

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

Attendance, Absence and Tardies

Attendance

Colorado Law states that it is the obligation of every parent to ensure that every child under such parent's care and supervision receives adequate education and training. Therefore, every parent of a child who has attained the age of six years on or before August 1 of each year and is under the age of seventeen years shall ensure that such child attends school. Chronic absenteeism and truancy will require parents or legal guardians to meet with school administration who must then participate in a plan for regular attendance.

The following are recognized as excused absences:

- ✓ Temporary illness or injury and absence is approved by Head of School or designees;
- ✓ Absence due to a physical, mental, or emotional disability;
- ✓ Suspension, expulsion, or denial of admission in accordance with C.R.S. 22-33-105 and 106;
- ✓ Students 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 is in the custody of a court or law enforcement authorities; and/or

- ✓ Work-study programs under the supervision of a public school.
- ✓ If a student is in out-of-home placement (as that term is defined by C.R.S. 22-32-138(1)(e)), absences due to court appearances and participation in court-ordered activities shall be excused. The student's assigned social worker shall verify the student's absence was for a court appearance or court-ordered activity.

Unexcused absences occur when the student is absent without a reason or for a reason outside of the excused absences identified in CEC's Attendance Policy.

Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence shall be notified orally or in writing by CEC of the unexcused absence.

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)

Students may miss sixteen periods i.e. three days with unexcused absences before their parents receive a letter. Schools contact parents on a daily basis when a student is absent, and parents have not called in the student absent whether excused or unexcused.

A parent or guardian must notify CSEC of any absence for it to be considered to be excused. Until properly reported, the absence is considered unexcused, regardless of its nature. The notification and explanation of the absence does not automatically excuse the absence. An excuse must be reviewed and approved by CSEC staff. All absences should be reported the morning of the absence.

Extended excused absences (10 days) must be reviewed by CSEC Leadership, and alternative education may need to be arranged (i.e. independent study, homebound education, independent learning contract, etc.). Students may not excuse themselves, even if they are 18+. A parent must submit the excuse.

If absences are deemed excessive or the student has been labeled a chronically absent student or a habitually truant student, a physician's note will be required to excuse an absence.

Vacation / Extended Personal Absence / Work

CSEC attendance policies regarding excused absences do not allow for vacation or extended personal absences, this includes job commitments. It is understandable that conflicts may arise with scheduling family events or personal activities. Extended or frequent absences may need the approval of CSEC Leadership

Skipping Class

A student choosing to miss one or more class periods on a day that he or she is in attendance at school will be considered "skipping" class. Absences not excused by a parent will also be considered skipping until the parent calls to excuse it or a doctor's note is provided. Skipping is not considered an absence from school. It will be treated as defiance and a disruption of the learning environment. Students intentionally missing a class period may receive discipline consequences. Teachers are not required to accept late work from a class period that was skipped.

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, penalties shall be imposed for excessive tardiness. Parents/guardians shall be notified of all penalties regarding tardiness. For students who are not in class for 50% or more of the class period, they will be counted absent.

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter the next class. Teachers will honor passes presented in accordance with this policy.

(See also *CEC Policy JH-O Attendance and Tardy Policy*).

PROCEDURES FOR EXCUSING ABSENCES/TARDIES.

Process to excuse an absence (all day or individual class period)

Before 8:30 the morning of the absence:

- Call 719-955-4675
- Email: csecattendance@coloradoearlycolleges.org

The call or email should include:

- Student name
- Parent name
- Parent phone number
- Reason for absence
- Date and/or period of absence

If it is impossible to call or email the date of the absence the student must bring a note containing the above information confirming the dates and reason for the absence to the attendance office upon his or her return or the absence is unexcused.

The notification and explanation of the absence does not automatically excuse the absence.

Excused absences are granted in accordance with school policy, see above. Please be aware our attendance monitor may call home if an absence is not excused.

Process to excuse a tardy to school or individual class (Includes dropping off your student late to school)

Students are deemed tardy after the start of the class. For a tardy to be considered excused the student must have a note from a teacher and proceed immediately to class. It is the responsibility of the student to obtain the note and deliver it to the next teacher. If the student arrives late to school a parent/guardian must contact the Attendance Office with the following information:

1. Student name
2. Parent name
3. Parent phone number
4. Reason for tardy
5. Date and/or period of tardy

The notification and explanation of the tardy does not automatically excuse the tardy. Excused tardies are granted in accordance with school policy, see above.

Process to excuse a student who needs to leave early

The parent/guardian must contact the Attendance Office in advance with the following information:

1. Student name
2. Parent name
3. Phone number that parent can be reached at
4. Reason for leaving
5. Time to be excused and approximate time of return and

The student must come to the office before class to pick up a note to give to the teacher allowing him/her to leave class early.

If the student is being picked up, it must be a parent/guardian or authorized individual with valid identification. They must sign the student out before the student leaves.

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 inform school and district personnel on where to improve curriculum, instruction and leadership in order to better serve your child and ensure that Every Student Succeeds.

During admission and following each semester, students are placed into courses based on their Accuplacer® test college placement assessment scores as determined by the assessment used by the school.

The network of Colorado Early College schools will follow this policy for parents who desire to opt their student(s) out of one or more of the state tests. This policy includes the following tests:

- CMAS Science and Social Studies assessments, PARCC ELA and Math assessments, and the state 10th and 11th grade assessments
- This does not include ACCESS

Each school will communicate to families that parents/guardians may elect to opt their student out of the above-mentioned state assessment. Each school's communication will express the positives of taking the tests and reiterate that there will be no negative consequences if a parent chooses to opt their student(s) out. All students will be encouraged to take the tests.

If a parent/guardian chooses to opt their student out of the above-mentioned state assessments, he/she will be responsible for completing a form and returning it to their respective school, so it can be filed and tracked. The parent refusal forms will be maintained by the assessment coordinator or academic dean for each school.

(See also CEC Policy ILB-G Test or Assessment Administration)

Student Led Organizations

All participation in student organizations is voluntary and open to all CEC students. Student organizations may establish academic qualifications for membership where necessarily related to the purposes of the organization, however, membership in any student organization shall not be denied based on race, sex, sexual-orientation, national origin, disability, or any other status protected by law.

(See also CEC Policy JJA-G Student Organization)

Photography/Media Release

Students may occasionally appear in photographs and videos taken by CEC staff members, other students, or other individuals authorized by the Head of School or another CEC staff member. CEC may use these pictures, without identifying the student, in various publications, including but not limited to, the school yearbook, social media, school newspaper, and school website. No consent or notice is needed or will be given before CEC uses pictures of unnamed students taken while they are at school or a school-related activity.

Many times, however, CEC will want to identify a student in a school picture. CEC staff may want to acknowledge those students who participate in a school activity or deserve special recognition. In order for CEC to publish a picture with a student identified by name in any school-sponsored material, including yearbook, one of the student's parents or guardians must sign a consent form. Granting consent allows the CEC School to publish and otherwise use photographs and videos, with the child identified, while he or she is enrolled in a CEC school. This consent is valid for one year and may be revoked at any time by notifying the student's Head of School.

E. Academics

Guiding Principals

- **College:** A rigorous education prepares students for college level coursework and provides them with the opportunity to earn a college degree. A focus on college readiness empowers students to succeed in accelerated college preparatory and individualized college level courses, providing them the opportunity to achieve mastery and earn a college degree or other postsecondary credential while in high school, all at no cost to them.
- **Career:** A relevant education prepares students for success in their chosen career. A focus on career readiness includes information literacy, invention, collaboration, critical thinking, and self-direction. Students will have the opportunity to participate in job shadowing and internships and gain other practical, real world experience.
- **Curriculum:** A meaningful education is an end in itself. CEC believes in learning for the sake of learning and that college and career readiness is a result of a solid education. A true and

meaningful education is fundamentally holistic and content-rich, imparting a broad body of knowledge, kindling curiosity and a sense of wonder, inspiring lifelong learning, engaging the intellect, and ultimately enabling students to reach their fullest human potential.

- **Character:** A good education forms students' character, crafting them into responsible citizens and principled community members, and is complete with an integrated focus on values and ethical conduct, including Hope, Grit, Growth Mindset, excellence, integrity, honesty, respect, service, grit, initiative, accountability, leadership, and gratitude.
- **Community:** A personal education engages students in a collaborative and relational culture and is a partnership of student, parent, and educator. All staff model CEC values in their own conduct and uphold a community of trust.

Grading Policy

CSEC uses a 10-point grading system from 70% - 100%. Students are required to have a minimum of a 70% in order to pass a class and receive credit.

Graduation Requirements

All Colorado Early Colleges students, with the support of Academic and Career Advisors, will pursue at least one degree or certification while enrolled in a CEC high school with the intent to reach this goal by the time of high school graduation. This includes an associate degree, certificate, or 60 college credits toward a bachelor's degree.

All Colorado Early Colleges graduates must demonstrate college or career readiness based on at least one measure in English and one measure in math listed in the Menu of College and Career-Ready Demonstrations established by the Colorado Department of Education

<http://www.cde.state.co.us/postsecondary/grad-menu>

(See also CEC Policy IKF-G Early College Graduation Policy)

Endorsed Diplomas

Contact your Advisor for more information.

F. Student Conduct

CEC believes high standards of conduct and an understanding of what constitutes civilized behavior are critically important to students fulfilling CEC's mission. CEC's methodology involves a structure or clear expectations while in classrooms and on school property. Teachers and staff should 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 student goals
- Treated with immediate consequences that are structured and enforced if policies are broken, and
- Actively involved in developing a school culture that creates a community of excellence and achievement.

The Colorado Early College's methodology involves structure and clear expectations in the classroom. Students who repeatedly misbehave 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.

Student Conduct and Discipline

It is the policy of CEC 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 shall be expected to abide by the code of conduct adopted by CEC 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 favorable academic atmosphere. Any student who violates the code of conduct or other classroom rules may be subject to removal from class and/or disciplinary action. A teacher may remove the student from the teacher's class in accordance with CEC Policies and applicable law.

A teacher is authorized to exercise discretion when removing a student from the teacher's classroom if the student's behavior:

1. Violates CEC Policies
2. Is dangerous, unruly, or disruptive;
3. Seriously interferes with the ability of the teacher to teach the class or other students to learn.

CSEC students are expected to behave in a safe and academically positive manner. Behavior that is considered Unsafe, Disruptive to the Learning Environment or Insubordinate, will be handled in a progressive and restorative manner depending on the severity and frequency of the infraction. Inappropriate behavior that is repetitive will also lead to more severe consequences.

All Colorado, Colorado Department of Education and CSEC rules and laws will be expected to be followed while students are at school, on school property (busses included) or at a school sponsored event either on or off campus. These expectations also apply regardless if it is during, before or after the school day.

CSEC staff attempt to resolve discipline issues within the classroom and as immediate as possible without disrupting class. Additionally, CSEC staff are asked to inform parents of any behavior that results in redirection or a disciplinary consequence. Students whose choose to continue their behaviors within a classroom will be referred to the office where a student may receive additional consequences including Lunch Detention, In-School Suspension, Out-of-School Suspension or Expulsion. Loss of privileges, such as off-campus lunch, free periods, attendance at school events, permission to drive onto campus may also be consequences a student receives for their Unsafe, Disruptive or Insubordinate behavior.

Unsafe Behaviors

Did the behavior potentially cause a safety concern? Did the behavior put a student or staff member in a potentially unsafe situation? Is the behavior violent? Is the behavior illegal?

Examples: Bus misconduct, Physical mistreatment of another student, Verbal assaults or threats, Campus misconduct, Gang related behaviors, Vandalism, Throwing items, Uninvited contact, Horseplay, Arson, Assault, False Alarm, Fighting, Inappropriate contact, Physical confrontation, Detrimental behavior to the welfare and safety of self or others.

Nicotine/Tobacco - this is to include the use, possession, distribution of nicotine/tobacco or nicotine/tobacco delivery systems. This includes vape pens, Juuls and e-cigarettes. The content of these devises or the age of the student is not considered an exception to this rule.

Alcohol/Illegal drugs – the use, possession, sale, distribution or being under the influence is not permitted. Possession of paraphernalia is also not permitted. Students should expect law enforcement to notified. The age of the student is not considered an exception to this rule.

Marijuana - the use, possession, sale, distribution or being under the influence is not permitted. Possession of paraphernalia is also not permitted. Students should expect law enforcement to notified. The age of the student or possession of a medical card are not considered exceptions to this rule.

Weapons – possession, use or display of a weapon or weapon facsimile are not permitted. Colorado differentiates between a Standard and Dangerous weapon and consequences are often a result of this classification and intent.

Safe Harbor – should a student find that they have accidentally brought a Standard weapon unto campus they must immediately turn this weapon into the office to avoid consequences. This provision does not apply to Dangerous weapons or after the infraction has been identified.

Behaviors that are Disruptive to the Learning Environment

Did the behavior interfere with learning? Did the behavior interfere with teaching? Did the behavior get others off task? Did the behavior cause a disruption to learning, even afterwards?

Examples: Cursing, Harassment, Bullying, Talking out, Public displays of affection, Inappropriate comments, Abusive language, Inappropriate or intimidating language or gestures, Academic dishonesty, Altering school records, Gambling, Campus/classroom misconduct, False allegations, Theft, Sexual harassment.

Insubordinate Behavior

Is the student being defiant? Has the student chosen to not follow directions? Is the student's reaction to a redirection not appropriate?

Examples: Leaving class/campus without permission, Talking back, Refusing assigned seats, Defiance of authority, Refusal of requests to comply, General insubordination.

Students with disabilities

A documented disability is not an exception to CSEC's discipline expectations. Students with disabilities have the same expectations as their peers and may receive the same consequences. A student with a documented disability will have a Manifestation Hearing prior to the tenth day of suspension to determine if the behavior is a result of their disability or the result of their behavior plan not being properly followed.

See also *CEC Policy JICD-O Conduct and Discipline Code*.

Dress Code

The dress code will promote common sense attire to include safety and modesty and shall emphasize that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. The dress code shall be enforced uniformly, fairly and consistently for all students and prohibit students from wearing apparel that is deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school.

A student dress policy is an essential aspect of creating a school environment that is safe and conducive to learning and free from unnecessary disruption. During the school day, students shall adhere to a standard of dress and appearance that is appropriate. CSEC establishes the following guidelines, in accordance with CEC board policy, to define an appropriate dress code. It is the desire of the leadership of CSEC to have workforce dress standards that are defined and enforceable. The dress code will be enforced beginning with the first full day of the school year for all CSEC Students. All CSEC students will be in dress code on school property (including buses) and at school functions.

Dress Code Guidelines

1. Clothing must cover the shoulders, stomach, breast, midriff, buttocks, and underwear.
2. Inappropriately sheer or overly tight or loose clothing may not be worn.
3. Shirts must have sleeves (no tank tops, spaghetti straps or exposed undergarments). Shirt necklines must be no more than 3 inches below the collarbone and no cleavage or undergarments should be exposed.

4. Hoodies, sweaters, and other outerwear are considered a shirt and not an accessory and must meet the dress code. If outerwear is open, the under layer must meet the dress code requirements.
5. Pants, jeans, athletic pants (leggings or joggers) and shorts are to be worn no lower than the hipbones making sure that no underwear or skin is showing when sitting. The pants or jeans cannot have holes or tears. Sweat pants may only be worn during PE classes.
6. Dresses or skirts must touch the top of the kneecap when standing.
7. Shorts must come past the tip of your fingers while arms are extended at your side. Athletic/basketball Shorts may only be worn during PE Classes.
8. Sleepwear of any type, including pajamas, blankets or slippers may not be worn.
9. Shoes must be worn at all times.
10. Sunglasses, hats, hairnets, do rags, beanies, hoods, and bandanas may not be worn inside the buildings.
11. Clothing, paraphernalia, grooming, jewelry, accessories, tattoos, or body adornments that contain any words, symbols, or pictures which include the following are inappropriate and must be removed or covered:
 - a. References to sex, drugs, tobacco, alcohol, weapons, or gangs
 - b. Anything that is obscene, profane, vulgar, lewd, legally libelous, distracting, or dangerous

*Any questions about whether something is out of dress code should be asked before the item is worn.

Any student deemed in violation of the CEC dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty.

If the student cannot promptly obtain appropriate clothing on the first offense, the student shall be given a written warning and the opportunity to change into loaned clothing, if available, and the administrator shall notify the student's parent/guardian. On the second offense a review of school expectations and rationale for dress and appearance will be accomplished, and a restorative conference with the parent/guardian shall be held. On the third offense, parents will be contacted, and the student may be subject to suspension or other disciplinary action in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions. Classes missed as a result of clothing related offenses are considered excused, however, the student may be required to make up class time missed.

Student Use of the Internet

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools.

Student use of the Internet and electronic communications is a privilege, not a right. Failure to follow the use procedures contained in this policy shall result in the loss of the privilege to use these tools and restitution for costs associated with damages, and may result in disciplinary action, including suspension or expulsion, and/or legal action. CEC may deny, revoke, or suspend access to CEC technology at any time.

Use of the Internet and electronic communications empower students to analyze information from a global perspective, work collaboratively, and use problem solving skills necessary for success in a modern society. CEC believes these tools are an essential foundation to creating students who are lifelong learners. Students and parents/guardians shall be required to sign the CEC's Acceptable Use Agreement as a part of the enrolment process.

(CEC Policy JS-O Student Use of the Internet and Electronic Communications)

Personal Electronics in School

Students may NOT use a personal device during class for any reason unless specifically directed to do so by a staff member. Furthermore, students may not employ the photographic, video, or audio recording or reproduction capacity of any electronic device for the purpose of photographing, video capture, recording or reproduction of any student or staff person without the prior consent of the student or staff person, or under the supervision of a teacher or administrator. This applies at all times while on school property or at school-sponsored events.

G. Student Accountability, Discipline, and Misconduct

Suspension and Expulsion

The CEC Governing Board delegates to the Head of Schools of the CEC Network or to a person designated in writing by the Head of School the power to suspend a student in that school 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, but the total period of suspension shall not exceed 25 school days.

The CEC Governing Board delegates to the Chief Administrator of the CEC Network 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 the Board. A suspended student may not be on campus or at school related events for the duration of their suspension.

Expulsion for Unlawful Sexual Behavior or Crime of Violence

Where CEC 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 persons shall be presumed and the student may be suspended immediately upon CEC's receipt of the report and, if suspended, shall remain on suspension pending further action by the Chief Administrator. However, the student shall 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 s/he is not in fact the person named in the report) as soon after the suspension as is practicable.

The following may be grounds for a suspension or expulsion per CRS 22-33-106:

1. Continual willful disobedience or persistent defiance of authority
 2. Willful destruction of school property
 3. Behavior on or off campus that is detrimental to the welfare and safety of others
 4. Declaration of a Habitually Disruptive Student
 5. Possession of a weapon
 6. Use/possession/sale of a controlled substance
 7. Commission of an act that would be considered robbery or assault
 8. Repeated interference with a school's ability to provide an education
 9. Carrying/Displaying/Using/Threatening with a firearm or firearm facsimile
- *a student who is determined to have brought a firearm to school shall be expelled for a period of not less than one year.

See CEC Policy JKD-G Suspension and Expulsion of Students

Search and Seizure

School officials need not obtain a warrant to search a student who is under their authority. A search will be conducted if there is reasonable suspicion that the search will turn up evidence that the student is (has) violated the law or a school rule.

CSEC will notify parents as soon as is practically possible of the search. CSEC does not require the removal of clothing, other than outerwear (jackets, hoodies, sweaters) and shoes during a search. A

student's personal items, to include but not limited to, a purse, backpack, instrument case or car may also be searched.

An Administrator 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 or activities if the search is done in compliance with the other provisions of this policy, and the search will likely uncover:

1. Evidence of a violation of CEC policies, school rules, or law.
2. Anything which, because of its presence, presents an immediate danger of physical harm or illness to any person.
3. Searches of a student shall always be reasonable in scope. Searches may include but is not limited to: a student's pockets (Personnel shall not put their hands in the pockets of students if the pockets are in clothing on the student), jackets, coats, other outerwear, hats, shoes, socks, and any object in the student's possession such as a purse, backpack, book bag, or briefcase.
4. Pat downs of a student shall only be done on the exterior of the student's clothing and shall only be done using the back of the Personnel's hand(s).
5. Ordinarily and where circumstances permit, searches of the person should be conducted out of the presence of other students and as privately as possible.
6. Searches of a student and their personal effects may be conducted without the prior consent of the student's parent/guardian. However, the parent/guardian of any student searched shall be notified of the search as soon as reasonably possible.
7. Searches of student that requires removal of clothing other than: coats, jackets, hats, shoes, socks, or other outer clothing, shall be referred to law enforcement. School personnel shall not participate in such searches.

Search of Student Vehicle

Students are permitted to park on School premises as a matter of privilege, not of right. The privilege of bringing a student-operated vehicle on to School premises is conditioned on consent by the student driver to allow a search of the vehicle when it's reasonably related to the objectives of the search and not excessively intrusive.

A refusal by a student, parent/guardian, or owner of a vehicle to allow access to and search of a motor vehicle on the School premises shall be cause for termination of the privilege of bringing the vehicle onto the School premises. Refusal to submit to a search also may result in disciplinary action and referral to law enforcement.

Routine patrolling of student parking lots and an open view inspection of student vehicles will be permitted at all times. Vehicles may be subjected to suspicion less sniffs by dogs trained to alert at the scent of drugs, alcohol, explosives, or other contraband.

Seizure of Items: Anything found in the course of a search conducted by Personnel 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:

1. Seized and offered as evidence in any suspension or expulsion proceeding. Such material shall be kept in a secure place by Administration until it is presented at the hearing. If possession of the item is a violation of law (e.g., controlled substances and weapons), the items shall be turned over to law enforcement as soon as practicable.
2. Photographs may be introduced as evidence at the expulsion hearing in lieu of the items themselves if the item(s) is no longer in CEC's possession.
3. Returned to the student or the parent/guardian after a determination is made by Administration that the item is no longer needed as evidence. See also CEC Policy JIH-G Student Interviews, Interrogations and Searches.

Use of Metal Detectors and Drug Detecting Dogs and Mechanisms

CEC Administrators 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 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 dogs, and to decrease the possibility of dangerous interactions between dogs and students.

Surveillance Cameras

Video and audio surveillance recorders may be used by CEC to monitor students on School grounds, 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 shall be a violation of CEC Network 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, or procure or to be under the influence of alcohol, drugs, or other controlled substances. The unlawful possession or use of alcohol or controlled substances creates an environment that hinders learning and is harmful to all students.

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 the CEC policy and regulations on administering medicines to students (*CEC Policy JLCD-O Medication Administration*)

The use of tobacco by students, teachers, staff, and visitors in or on any school property or at any student activity sponsored by the CEC Network School is prohibited. Due to the nature of some CEC campuses sharing facilities with other institutions, signs regarding this prohibition shall be displayed prominently on all CEC Network school property that students have access to. It is recommended that, at a minimum, signage should be posted at all designated school entrances, parking lot entrances, main walkways and outside of main offices.

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, 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 also *CEC Policy JICH-O Drug, Alcohol and Tobacco Use*)

Weapons in School

The Governing Board of CEC has determined that possession and/or use of a weapon by students is detrimental to the welfare and safety of the students and school personnel.

Mandatory expulsion is 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 three inches in length or a spring-loaded knife or pocket knife with a blade longer than three and one-half 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 also *CEC Policy JICI-G 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(s) or guardian(s). For purposes of this policy, school property includes:

- a. all CEC property, including but not limited to school buses and electronic resources;
- b. any non-CEC property
- c. on which a CEC-sponsored activity or event occurs; and,
- d. 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.

H. Campus Safety and Security

Visitors

CEC 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
- Prospective students/families who have been pre-approved

Visiting schools is a privilege, not a right, which may be limited, denied or revoked by a school administrator 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 this policy. (See also *CEC Policy K1-G School Visitors*)

Student Drop Off

Students are to be dropped off and picked up in the designated area before and after school. Students should not arrive at CSEC prior to 7:30 am and should be picked up before 4:00 pm as there are no assurances that your student will be supervised outside of these times. Please make arrangements with your student regarding transportation or an alternative location for your student to wait should they be dropped off or picked up outside of these times.

Parking Lot

Students who drive to campus and park on campus are required to obtain a CSEC parking permit. This permit is free and requires proof of insurance and a signed Student Parking Form. Parking on campus is a privilege and students are expected to behavior responsibly and lawfully while driving or riding in vehicles on campus.

Threat Management Assessments

At times it is our responsibility as a school to assess if a student's action, behavior or comments are a threat to themselves or others. These determinations may be made for actions, behaviors or comments that happen on or off campus, during or after school hours, on school days or other days. Our goal is to make sure our students, staff and campus are safe. Should a threat or possible threat come to our attention, your student will be interviewed by a staff member and may be referred for a

Threat Assessment. At this point our Threat Assessment team will begin our assessment tool to determine if a threat is transient or sustentative and if the threat requires additional interviews. The nature and seriousness of the threat may result in medical or law enforcement involvement and may result in removal from school until there are documented assurance from professionals that the student is safe to return. It is also possible that threats may result in disciplinary action such as a change of schedule, adjustment of a schedule, suspension or referral for expulsion.

Standard Response Protocol

CSEC's safety system includes the language and practices of the Standard Response Protocol (SRP): lockdown, lockout, shelter, evacuate. CSEC conducts fire drills monthly per CSFD and our Lockdown, Lockout, Shelter and Evacuate drills twice per semester. It is CSEC's practice to inform students of the drills prior to conducting them so that they know what to do in each situation.

Safe2Tell®

Anonymously report school safety concerns by clicking [here](#) and you will be re-directed to the Safe2Tell® website.

Or you can call 877-542-7233. If you have a smartphone, the Safe2Tell® app is available for free for Android and iOS.

Student Data Privacy

The Colorado Early Colleges Network is committed to protecting the confidentiality of student information obtained, created and/or maintained by the network. Student privacy and the network'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 (the Act). CEC will manage its student data privacy, protection and security obligations in accordance with this policy and applicable law. Please access the [CEC Website](#) for additional information and approved usage of educational service provider.

Secret Societies/Gang Activity

CEC desires to keep all schools and students free from the threats or harmful influence of any groups or gangs which advocate drug use, violence or disruptive behavior. The Head of School or designees shall 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 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 gangs which advocate drug use, violence or disruptive behavior is prohibited on school grounds, in school vehicles and at school activities or sanctioned events.

I. Concerns, Complaints, and Grievances

Complaints and grievances are best handled and resolved as close to their origin as possible. Suggestions or complaints are best handled and resolved as close to their origin as possible. (See also *CEC Policy JII-O Student Grievances*).

J. Student Health

Immunizations

Colorado law requires all students to be vaccinated against certain diseases unless a medical exemption is filed. The Colorado Dep't. of Public Health and Environment recently updated its medical exemption form and process.

Food and Nutrition Services

Students need healthy meals to learn. Colorado Springs Early Colleges offers healthy breakfast and lunch to students every full school day.

Breakfast is served from 7:30 am to 9:30 am.

First Lunch is served from 11:10 am - 11:45 am
Second Lunch is served from 11:45 am - 12:15 pm
Third Lunch is served from 12:15 pm - 12:50 pm

Various items are sold a la carte. The snack line is open at various times. Water, baked chips, sweets of various kinds and juice slushees will be sold.

Meals are prepared for our students here on campus. Please encourage your student to participate in this program as it is an important part of their success at CSEC.

Contact: Jessica Stevens, District 11 Kitchen Manager jessica.stevens@d11.org

Administering Medications to Students

Early Colleges may administer medication to a minor if the person has written instructions from the minor's parent or guardian and there is a physician's standing medical order. Prescription medication may be given legally only by a Registered Nurse, 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 Policy JLCD-O Medication Administration* and *JLCDB-G Administration of Medical Marijuana*)

K. Transportation

The safety and welfare of students shall be a primary consideration in matters pertaining to student transportation. The policies that govern the conduct of students are written in the Student and Family Handbook and posted on the CSEC website. These policies and rules apply during all phases of a student's transportation provided by Colorado Early Colleges. This shall include, but is not limited to, in or on any school bus and at any school bus stop. In addition, this regulation applies regardless of whether the student is being transported to or from school, to or from a field trip.

CEC School Bus Rules:

Prior to departure and Loading students will:

1. Be on time to the designated bus stop.
2. Stay off of the road at all times while waiting for the bus
3. Wait until the bus comes to a complete stop before attempting to enter
4. Respect people and their property while waiting for the bus
5. Receive proper school official authorization to be discharged at other places than your regular bus stop
6. After leaving the bus, cross at a designated street crossing where possible. If a designated street crossing is not available, walk 10 feet in front of the bus and wait until our driver ensures that it is safe and instructs you to cross. Do not cross behind the bus.

While on the bus, students will:

1. Follow all instructions from the school bus driver.

2. Treat everyone (school bus driver, motoring public and fellow passengers) with courtesy and respect.
3. Keep all parts of the body in the bus
4. Refrain from eating or drinking on the bus
5. Assist in keeping the bus clean at all times
6. Never tamper with or damage the bus or any of its equipment, this includes vandalizing
7. Do not throw objects in or out of the bus
8. Remain in your seat while the bus is in motion
9. No horseplay, loud noises, or fighting on the bus
10. Remain quiet when approaching a railroad crossing
11. Remain in the bus during road emergencies except when it may be hazardous to their safety.
12. Keep aisles free of any objects at all times (backpacks, carry-on items)

The student and parent/guardian are responsible to read and understand the school bus conduct and safety rules. CEC EEAEC-R Student Conduct on Buses Acknowledgement Form must be signed and returned to the student's bus driver within the first 3 business days of starting transportation. (See also *CEC Policy EEAEC-O Student Conduct on Buses*).

Route Information

Students should have a valid Z-Pass® in their possession to board the bus. In the event the student does not have their Z-Pass®, the driver will check the Student Roster to confirm the student is assigned to the route. In the event their name does not appear, confirmation from the Transportation Coordinator/School to learn if the student is assigned to the route will be made. Details on specific bus stop locations and route information are available to families of all transportation-eligible students on the CEC website. This information is also available via the Transportation tab in the Parent Portal. Please make sure your home address is up-to-date in Infinite Campus to ensure that you receive information on your child's bus route.

Authorized Passengers

Only school personnel and students assigned to a school bus for a particular route and schedule may board or ride the school bus. All other individuals including parents/guardians must receive **PRIOR** approval from the Transportation Coordinator prior to being allowed to board or ride on a school bus. Drivers who encounter unauthorized individuals including parents/ guardians who attempt to board the school bus will inform the unauthorized individual that they cannot board the bus.

Service Animals

To ensure equal access and nondiscrimination of individuals with disabilities, students will abide by the following practices:

- 1) Allow service animals to accompany people with disabilities on bus;
- 2) Do not ask for details about a person's disabilities;
- 3) Do not pet, interact, or feed a service animal, as it distracts the animal from its work;
- 4) Do not deliberately startle, tease, or taunt a service animal;
- 5) Do not separate or attempt to separate a person from his/her service animal;
- 6) Provide individuals with service animals with the right of way.

Student Damage Charges

Students will be charged for the damage that they cause to district school buses. A flat rate will be charged for the repair of the following items:

- 1) Window Glass - \$130
- 2) Door Glass - \$200
- 3) Seat Back Cover - \$70

- 4) Seat Back Cushion - \$75
- 5) Seat Bottom Cover - \$60
- 6) Seat Bottom Cushion - \$60

Use of Personal Electronic Devices

Students may use cell phones, smartphones, iPods/MP3 players, or other personal electronic devices while on the bus provided their use does not cause a distraction for the driver, in which case the driver will ask the student to put the device away until they depart the bus. Students with devices that are capable of accessing the internet, taking pictures or able to download/upload data to include pictures must follow CEC's Technology users' agreement. Inappropriate use of personal electronic devices by a student will be considered a violation of bus rules.

Important Contact Information

CEC Network Transportation Office: 719-955-4696
Safe2Tell®: 877-542-SAFE To report student safety concerns

CEC uses Zonar's GPS system to monitor and track our buses. The student tracking is done through Zonar's ZPass® system. Please call the Transportation Department with any questions regarding our network's GPS capabilities.

For more information, please visit the Zonar Systems, Inc. [website](#).

L. Important Information for Parents/Guardians

Student Fees

Students and their parent/guardians are required to sign a document stating they will reimburse CEC for tuition paid by CEC for any course the student does not pass or drop before the drop deadline. Additionally, CEC requires a student or their parent/guardian to reimburse CEC for tuition for any course in which a student receives a failing grade (with a final grade 70% or below in a college course). 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 also *CEC Policy JQ-G Student Fees, Fines and Charges* which contains a fee schedule).

Text Books

For CSEC Text Book information, visit our [WEBSITE](#)

Student Voucher Account

- 1) CEC offers full time students a yearly voucher of \$4200 to pay for college tuition and textbooks. Part time students receive \$2100.
- 2) Middle school students do not have voucher accounts.
- 3) Students who overspend their voucher account will be charged and billed for any overage.
- 4) Students' voucher accounts will be charged for all courses in which they are enrolled each semester including College Prep, College Bridge, and College Select classes. Schools may make exceptions for certain courses that should not be charged to the student's voucher account or for courses that have a different course charge than what is established in the master course. These exceptions would need to be made manually in the school's course catalog in Infinite Campus before students are charged for their courses each semester.
- 5) Vouchers are awarded for the current school year only, including the summer following the school year, and are not rolled over to the following school year.

- 6) Vouchers cannot be shared among students or transferred to another student even if that student is a sibling.
- 7) Students must pass a college course with a “C” or better in order to apply their voucher to the course. Students are charged back for the tuition of any course they fail (or withdraw from after the drop date). These policies should be outlined clearly and specifically prior to students and their parent/guardian.)
- 8) To encourage students to pay their fees for failed and withdrawn courses promptly, all fall “D,F,W” charges that are paid in full by the first day of the school’s spring semester will be reimbursed to the student’s voucher. Exceptions may be made based on individual circumstances and must be approved by the student’s Advisor and the Accounts/Business Manager, or by the Head of School.
- 9) Summer Opportunities: Students may take summer courses providing they have funds left over in their voucher. Schools may also offer additional or other summer programs based on the individual school’s educational program policies.

School Calendar

Click [HERE](#)

Bell Schedule

Click [HERE](#)

School Closures

Click [HERE](#)

(See also *CEC Policy EBCE-O School Closings and Cancelations*).

CEC Website

Students and parents are encouraged to check the CEC website often for updated information including daily news and announcements. Important news articles and detailed announcements are posted regularly to the school web site. Please check this section regularly to keep informed of what is happening at CEC Schools.

Family Engagement

Parents/guardians and families provide the primary educational environment for children consequently, parents/guardians are vital and necessary partners with the educational communities throughout their children’s school career. Although parents/guardians come to the schools with diverse cultural backgrounds, primary languages, and needs, universally all parents/guardians want what is best for their children. (The term “parent” refers to any caregiver/guardian who assumes responsibility for nurturing and caring for their children.)

In keeping with these beliefs, it is the intention of CEC to cultivate and support active parental engagement and to set and realize goals for parent-supported student learning.
(See also *CEC Policy KB-O Parent Engagement*).

Infinite Campus

Infinite Campus is CEC's student information and is a main source of information for parents, guardians, and students. Infinite Campus is a valuable resource for students, parents, and guardians and houses important contact information for students, parents, guardians, staff and other individuals

associated with CEC. Students, parents and guardians will receive Infinite Campus login information at the beginning of the first semester of attendance at any CEC school and will be expected to log in regularly to track grades, monitor attendance, watch for assignment due dates in classes, update contact information, read important messages and complete other functions as needed by the school.

Emergency Contact Information

To assist CEC staff in responding to emergencies and to ensure that parents and guardians receive all school mailings, please notify the Registrar by calling 488-6265 with any changes of address, phone numbers or email addresses.