



COLORADO
Early Colleges

CEC 2018-2019 Student and Family Handbook

Middle School:

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fortcollinsms.coloradoearlycolleges.org

ATTENDANCE LINE: 970-682-2007

High School:

4424 Innovation Drive, Fort Collins 80525

Main Office: 970-377-0044 Fax: 970-377-1144

fortcollins.coloradoearlycolleges.org

ATTENDANCE LINE: 970-689-3294

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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 for 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 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

Asbestos Statement 2018-2019

Colorado Early Colleges Fort Collins High School, maintains, in its Campus Culture office a complete updated copy of the Asbestos Management Plan. The Asbestos Management Plan is designed to maintain any asbestos containing material in a non-hazardous condition. In accordance with the United States Environmental Protection Agency's Asbestos Hazard Emergency Response Act, the Asbestos Management Plan is available during normal business hours for inspection. The Designated Person for the Asbestos Program is Court Sheffield and he can be contacted at 970-377-0044.

504 Child Find Notice

Pursuant to Section 504 of the Rehabilitation Act of 1973, Colorado Early Colleges Fort Collins (CECFC) has a duty to identify, refer, evaluate and if eligible, provide a free, appropriate public education to disabled students.

For additional information about the rights of parents of eligible children, or for answers to any questions you might have about identification, evaluation and placement into Section 504 programs, please contact our CECFC 504 Coordinators.

Middle School:

Merrily Bowers

970-893-4549 ext. 204

merrily.bowers@coloradoearlycolleges.org

High School:

Cyndi Powers

970-377-0044 ext. 106

Cyndi.powers@coloradoearlycolleges.org

Aviso Sobre La Identificación de Estudiantes Incapacitados bajo la Sección 504

Bajo la Sección 504 del Decreto de Rehabilitación de 1973, la escuela CEC debe identificar, referir,

evaluar, y proporcionar servicios educativos apropiados y gratuitos a estudiantes incapacitados que califiquen para recibir servicios bajo esta ley. Si usted desea mas información sobre los derechos de los padres de niños incapacitados, o si tiene preguntas sobre la identificación, evaluación, y colocación de los niños en el programa de Sección 504, favor de ponerse en contacto con las Coordinadoras de 504 de CEC:

Middle School:
Merrily Bowers
970-893-4549 ext. 204
merrily.bowers@coloradoearlycolleges.org

High School:
Cyndi Powers
970-377-0044 ext. 106
Cyndi.powers@coloradoearlycolleges.org

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and over 18 years of age ("eligible students") certain rights, which transfer to the student when the student reaches 18 years of age, 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 Head of School 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 Head of School, 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, instructor, 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 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 out 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, Colorado Early College 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 the following 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, and felony drug offense that is a level 1 or 2 felony.

If the employee has been charged with one of these specific offenses, then the 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 this employee. See Policy CEC KDG-G Parent Notification of Employee Conduct.

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 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)

Student, Parent and School Responsibilities

Student Responsibilities:

- Students are expected to pass all of their classes each semester.
- Students are responsible for submitting assignments on the due dates assigned.
- Students are expected to behave in a manner that is not disruptive to the educational environment.
- Students are expected to seek out tutoring and support when needed.
- Students are expected to use their time wisely when on campus.
- Students are expected to communicate and connect with instructors regarding make-up work for all absences.
- Students are expected to arrive to classes on time and stay for the duration of class.
- Students are expected to clean up after themselves, including removing any and all personal items from the school building by 3:30pm on Friday, or the last day of the school week. All items left at school on Friday, or the last day of the school week, will be donated to charity by Wednesday of the following week.
- Students are expected to be respectful to CECFC staff, students, and parent volunteers at all times.
- Students are expected to follow the school policies and procedures at all times.

Parent Responsibilities:

- Parents are expected to support and encourage academic success for their student(s).
- Parents are expected to log into Infinite Campus at least once a week to monitor student(s) grades and attendance.
- Parents are expected to ensure daily student attendance and support school policies throughout the school year.
- Parents are expected to hold student(s) accountable for homework and study time at home.
- Parents are expected to communicate all absences to the attendance office on a daily basis.
- Parents are expected to communicate with instructors regarding questions, comments, or concerns for college prep courses.
- Parents are expected to ensure students have reliable transportation to and from school.

Instructor Responsibilities:

- Instructors are expected to teach and engage students at appropriate learning levels.
- Instructors are expected to provide adequate time and assistance with assignments.
- Instructors are expected to follow guidelines and modifications indicated in a student's IEP, 504 plan and/or ALP.
- Instructors are expected to monitor mastery of identified curriculum goals and objectives.
- Instructors are expected to stay current on student attendance, grades, and assignments in Infinite Campus.
- Instructors are expected to contact both students and parents if academic deficiencies appear, with the exception of on-campus college courses.
- Instructors are expected to communicate progress and remediation status to parents and students, with the exception of on-campus college courses.
- Instructors are expected to be respectful to other CECFC staff, students, and parent volunteers at all times.

School Responsibilities:

- CECFC is expected to graduate all students Postsecondary and Workforce Ready.
- CECFC is expected to keep all students safe through school policies, procedures, and guidelines.
- All CECFC employees will share responsibility for supervising and correcting the behavior of students according to the established rules of conduct during class, off periods, and at any on- or off-campus school functions.

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. Please visit the *CEC Policy JIH-G Service Animals and Other Animals on Campus* to review the procedures that have been established for evaluating whether a service animal can be brought on campus and how a request to bring a service animal on school property can be implemented under the circumstances on a case-by-case basis.

Bullying, Harassment and Unlawful Discrimination

The Governing Board of CEC supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. The purpose of these policies are to promote consistency of approach and to help create a climate in which all types of bullying, harassment, and unlawful discrimination are regarded as unacceptable.

Bullying is the use of coercion to obtain control over another person to be habitually cruel to another person. Bullying can occur through written, verbal or electronically transmitted expression or by means

of a physical act or gesture. Bullying is prohibited on school property, at school sanctioned activities and events, when students are being transported in any vehicle dispatched by the school, or off school property when such conduct has a nexus to school curricular or noncurricular activity. A student who engages in any act of bullying is subject to appropriate disciplinary action included but not limited to suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made.

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.

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.

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

(See CEC policy JICK-O Bullying Prevention and Education)

Attendance, Absence and Tardies

Parents and students should review Infinite Campus on a weekly basis for attendance. Colorado Law (CRS 22-33-104 (5)) states 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.

If a student will not be attending or will be late to school for ANY reason, a message MUST be left on the attendance line or an email MUST be sent to the attendance office. Please include the student's name, grade, and anticipated time of arrival if they will be late.

Middle School Attendance
970-682-2007

FCMSattendance@coloradoearlycolleges.org

High School Attendance
970-689-3294

mFCHSattendance@coloradoearlycolleges.org

Students are expected to obtain an Early Dismissal Pass from the Front Desk before school begins for any expected early dismissal.

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. 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 by the Colorado Early Colleges network:

- Temporary illness or injury and absence is approved by Head of School or his/her 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.

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

Students may miss sixteen periods (i.e. three days) with unexcused absences before their parents receive a letter. CEC contacts parents on a daily basis when a student is absent and parents have not called in the student absent regardless of the reason for the absence.

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 instructor or administrator shall not be considered tardy provided the instructor or administrator gives the student a pass to enter the next class. Instructors will honor passes presented in accordance with this policy.

Students are expected to obtain an Early Dismissal Pass from the Front Desk before school (or class) begins for any expected early dismissal.

All CECFC students are expected to attend school daily, arrive punctually, and attend all scheduled classes. Attending class, arriving on time, being prepared, and actively participating in each class

period is critical for a student's success. The student is responsible for his/her success in the classroom. Frequent absences undermine the sequential and incremental nature of the Colorado Early Colleges Fort Collins' accelerated curriculum for the student; in addition, they place burdens on the instructors who must arrange for makeup work. Late arrivals and early dismissals disrupt the classroom schedule.

In accordance with law, CEC may impose appropriate penalties that relate directly to classes missed while unexcused. It is the student's responsibility to communicate and connect with instructors regarding make-up work for all absences. One day is given for makeup work for each day of an excused absence.

Make up work for absences (**excused OR unexcused**) is at the discretion of the instructor, and the course syllabus is the primary reference for policies regarding make up work due to absences. FRCC & Aims CC course attendance policies are included in all college level course syllabi. ALL Instructors (Middle School, College Prep, and College level) have autonomy to allow students to make up work resulting from unexcused absences.

CECFC's tardy policy goes above the minimum requirements outline in the CEC Policy JH-O Attendance and Tardy Policy.

A student arriving late to class (up to half the class period) will be marked tardy. Three unexcused tardies in a single course will equal one unexcused absence. While the student is not marked absent, instructors convert unexcused tardies into unexcused absences at the end of the semester when computing final course grades. Upon three unexcused absences, the student can potentially receive a staff assigned detention if the instructor deems it appropriate.

If the tardies persist, additional unexcused absences (and grade reductions) will be assigned upon reaching six or more unexcused absences. Additionally, a FORMAL Write Up and appropriate consequence is possible.

Reminder, students do not accumulate participation/effort grade points for class if absences are unexcused.

Although not encouraged, students are permitted 5 Unexcused Absences (UA's) per middle school / college prep course, per semester, penalty free. Six UA's will result in a course grade reduction of 5%. Seven UA's earn a 6% reduction. Eight UA's equal a 7% reduction, etc.

Please consult the course syllabus for each COLLEGE course containing the instructor's individual attendance policy.

The CECFC Truancy policy follows the CEC Network guidelines. If a student is absent without a valid documented excuse or leaves a class or campus without permission from the Head of School, Dean of Academics, Middle School Director, or Health Office, the student will be considered truant and an unexcused absence will be recorded. CECFC can issue a "Write Up" and impose an appropriate consequence for intentionally "ditching/skipping class."

CECFC Additional Excused Absences:

Medical/Legal Appointments:

An email should be sent to the Attendance email address (FCHSAAttendance@coloradoearlycolleges.org OR FCMSAttendance@coloradoearlycolleges.org) if a student will be missing school or will be late due to medical or legal appointment. Documentation of the appointment (signed letterhead by legal representative or healthcare provider) should be given upon the student's return. However, it may be submitted up to 1 business week from the first day back to school following the absences to be excused.

Religious Observances:

Colorado Early Colleges recognizes students may be absent from class(es) due to religious observances. Religious observance absence(s) will be considered excused on a case by case basis. To request an excused absence for religious observance, the parent/guardian of the student must submit a signed Religious Accommodation Request Form to the Attendance/Health Office no later than seven (7) days in advance of the absence. The Religious Accommodation Request Form will require the student's parent/guardian to provide information about the religious observance and will require confirmation that the student is required to miss school to participate in a religious observance that is based on a sincere religious belief of the student or the student's parent/guardian. The Attendance/Health Office will review the form; if the absence is not considered an excused absence, the Attendance/Health Office will inform the parent/guardian of the decision. Religious Accommodation Request Forms are available on our school website and from the Attendance/Health Office.

Sports Participation:

All students participating in **middle school sports or Colorado High School Activities Association (CHSAA) sports** that may have practices or competitions during school hours MUST print, complete, and submit the appropriate Sports Verification **Form** with practice/games schedule attached.

Each new season/sport requires completed Sports Verification Form and schedule to be submitted to the Health Office.

Forms submitted without a schedule will not be accepted. The schedule must be submitted for CECFC to excuse any absences and/or send weekly eligibility reports. This form is required for all middle school, on-campus high school, and off-campus high school student athletes, as eligibility reports cannot be run without this documentation.

High School Athletes:

Please note: CHSAA sports are the only sports approved for excused absences for high school students.

If the high school athlete needs to leave school early for a game or practice, the athlete or parents must call, email or visit the Attendance/Health Office regarding the absence, otherwise the student will be marked as an unexcused absence. If a student must leave a class early due to sports, he/she must obtain an Early Dismissal Pass from the front desk and sign out when leaving for the day.

Middle School Athletes:

If a middle school student is participating in a sport they have two options:

- Request "Early Release": The student will not have a 8th period class and will be dismissed at 2:05pm every school day.
- OR
- Be assigned study hall for his/her 8th period class

If you have any questions regarding CECFC students participating in organized sports, please contact Ms. Leander (susan.leander@coloradoearlycolleges.org).

Assessments, Testing and Surveys

Assessments provide valuable information to students, parents and educators on whether students have mastered grade-level content and are on track to enroll in college level courses. Assessments 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.

High School:

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

Middle School:

Middle school students are tested annually and placed into math classes using the MAPS/NWEA test.

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. State assessments that are included in this policy are CMAS, PSAT and SAT. This does not include ACCESS, READ Act, and NAEP assessments.

Each school will communicate to families that parents/guardians may elect to opt their student out of the above mentioned state assessment(s). 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 are encouraged to participate in these assessments. Students opted out of testing are expected to attend school during testing.

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 campus.

(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 other 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 or Registrar.

E. Academics

Guiding Principles

- **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 students 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, 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.

CECFC administrators and instructors work tirelessly to implement a streamlined curriculum that advances students efficiently. However, certain courses require a level of maturity and rigor that students must prove. To this end, no middle school student will be enrolled in ANY high school and/or college courses. Please see below for age requirements for course enrollment:

Age Requirements for CECFC Students:

Extenuating circumstances may be reviewed by the CECFC Leadership Team.

Grade Entering:	Age by October 1st of school year:	Grade previously completed must be:
9	14	8
8	13	7
7	12	6
6	11	5

CECFC Grading Scale

A - 90% and above

Earned by work of excellent quality which indicates a full mastery of the subject and, in the case of the grade of A, is of extraordinary distinction.

B - 80% - 89%

Earned by work indicating a strong comprehension of the course material, a good command of the skills needed to work with the course material, and the student's full engagement with the course requirements and activities.

C - 70% - 79%

Earned by work indicating an adequate and satisfactory comprehension of the course material and the skills needed to work with the course material and indicates the student has met the basic requirements for completing assigned work and participating in class activities. Instructors and/or advisors will recommend whether a student such re-enroll in the course or move forward in the course sequence when a grade of "C" is earned.

F - 69% and below

Earned by work that is not satisfactory and does not demonstrate comprehension of the course material and the basic skills needed to work with the course material.

A passing grade for all courses (Middle School and High School) is 70% or higher. CECFC considers all grades at 69% or below as failing and no credit for the course will be reflected on the transcript. Please see the Student Fees section of this Handbook for more details about failed course reimbursements.

Please note, some courses may have a PASS/FAIL grading scale. Please refer to the specific course syllabus for the thresholds of the PASS/FAIL grading scale.

EFFORT Grade: Timeliness, Preparedness, and Participation

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

We are an early college and have very high expectations of academic achievement, character, kindness, respect, service, leadership, and overall ethical conduct, to which all students and staff are held accountable. We structure our discipline policies, procedures, and consequences to promote an educational environment to foster the highest degree of success for our students that reflects what life is like in the workplace, or on a college campus, and promotes Postsecondary and Workforce Readiness.

Students who are found to participate in academic dishonesty, (i.e. cheating, lying, plagiarism, copying, etc.), as deemed by their instructor, will have the circumstances thoroughly reviewed by CECFC Leadership Team members to determine if the conduct warrants the students removal from the course and receiving a failing grade. If a student is removed from or fails a college course due to academic dishonesty, the student will be responsible for paying the tuition for that course.

Individual college instructor's tardy and absence policies will be honored as they appear in the course syllabi. If a grade reduction results in the student not passing a college course, the student will be responsible for paying the tuition for that failed course.

Students who earn a final grade less than 70% in a college course must reimburse CECFC the full amount of tuition for that course(s). Students enrolled in college courses will be accountable to pay for the college course(s) that they are dropped from upon withdrawal or expulsion prior to student records being released to a college or other academic institution.

Course Syllabus

A course syllabus will clarify expectations for late work, extra credit, and other policies, as well as lay out the plan of study for the course. Parents and students should be familiar with the syllabus for each class, as every instructor's syllabus is unique.

When Classroom Questions Arise:

When classroom questions arise, the student should be the first to approach the instructor with any questions about grades or assignments. Students are expected to be responsible for their own grades and learning. After the student initiates the conversation, the parent can approach the instructor (via e-mail on our website). If there are still concerns, the parent may contact the Middle School Director, CECFC Academic Dean, or any other Leadership Team member for assistance.

Multi-Tiered Support System (MTSS)

CECFC staff will utilize Multi-Tiered Support System for all students. The point of contact for questions about this program is the Outreach Coordinator and the CECFC Academic Team.

CECFC General Writing Expectations

All students are expected to demonstrate an understanding of written communication in writing composed in and for all classes/courses at CECFC. Failure to apply these standards may lead to a class consequence at the discretion of the instructor. This may include a grade deduction for the assignment or an ungraded assignment until the student revises his/her writing to meet CECFC's composition expectations.

At a minimum, writing that a student submits to an instructor to be graded should demonstrate the following characteristics after completing the writing process (brainstorming, organizing, drafting, revising, and editing):

- Complete sentences (Avoid run on sentences and fragments)
- Correct Capitalization
- Correct Spelling
- Logical paragraph structure (Avoid long blocks of text lacking one controlling idea.)
- Clarity (An instructor should not have to re-read a sentence in order to understand the meaning the student is attempting to portray.)
- Formatting (Use a style guide to ensure correctly formatted text size, spacing, headings, etc. in the style the instructor has requested.)
- Sources should be correctly cited using all norms of the style assigned by the instructor in order to avoid plagiarism
- Professional and academic word choice appropriate to the audience and purpose
- Legible handwriting (if applicable)

If a student is not confident in demonstrating each of the above characteristics, tutors are available in the Student Success Center to assist in revising and editing any assignment, big or small, prior to submission.

The CECFC Writing Guide is also available on the CECFC website as a resource for writing in all courses.

Graduation Requirements

All Colorado Early Colleges students, with the support of Academic and Career Advisors, will pursue at least one degree or postsecondary credential 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)

Exceptional Student Services

The Exceptional Student Services Coordinator assesses and facilitates meetings and implements programs for students who have special needs, i.e Gifted and Talented (GT), Individual Education Plans (IEP), Advanced Learning Plans (ALP), and 504 Plans for disabilities of all kinds. Once assessed, students are served in accordance to their needs with special programming along with instructors making accommodations in the general classroom. Students are served in the general classroom, in small groups, and individually according to their needs. Students with a 504 Plan needing accommodations in college courses on- or off-campus (including blended learning and online course content) must follow the guidelines of the local community college to access those accommodations.

PWR Endorsed Diploma

The Postsecondary Workforce Readiness Endorsed Diploma (or the PWR Endorsed Diploma) is the first diploma offered by the state of Colorado identifying students who have gone beyond the basic high school graduation requirements. CECFC is proud to be one of the first high school campuses in Colorado to offer a PWR Endorsed Diploma. Any high school student may enroll in the Endorsed Diploma program at the annual meeting and pursue this endorsement through their years at CECFC. There are four principle areas students need to satisfy to obtain this endorsement:

1. Student must complete college level math 120 (or equivalent) and English 121 with a “B” or higher.
2. Students must work with their advisor and complete an Individual Career and Academic Plan (ICAP).
3. Student must demonstrate 21st Century Skills through academic coursework and by high quality extracurricular activities as described below:
 - a. Internship/Job Shadow - minimum of 10 hours
 - b. Complete a five-page Capstone paper on their Internship/Job Shadow
 - c. Complete Internship/Job Shadow Questions form
 - d. Community Service/Volunteering - minimum of 30 hours
 - e. Participate in a CEC approved school activity for two semesters OR work at least 10 hours a month during a 3-month long employment
 - f. Submit all log forms and required documents
4. Student must demonstrate mastery of academic content in three different college or CTE content areas with a “B” or higher (other than math or English).

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

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. Instructors 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.

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

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 instructor 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 instructor 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. An instructor may remove the student from the instructor's class in accordance with CEC Policies and applicable law.

An instructor is authorized to exercise discretion when removing a student from the instructor'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 instructor to teach the class or other students to learn.

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

CECFC Dress Code

CECFC has a balanced approach regarding attire on campus. We choose not to have a uniform but do choose to have high standard of dress for our students and staff. This expectation mirrors the other high performing schools in our community as well as the heightened campus safety in schools in Fort Collins and across the nation. Schools performing at higher levels statistically have higher standards for their students and staff. CECFC students and staff are expected to dress for success and promote a professional atmosphere on our campus.

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

Any questions about whether an item is out of dress code should be asked of a CECFC Leadership Team member before the item is worn. "I didn't know, it doesn't say I can't wear this, and/or I didn't see it" are not excusable justifications for dress code noncompliance.

CECFC Dress Code Expectations and Guidelines:

Expectations:

- 1) Student IDs will be worn at all times when on campus for safety and security.
- 2) All attire must be free of holes, tears and fraying. This includes “patched” but still frayed items such as jeans/pants.
- 3) Overly tight or loose attire is not appropriate at school or a workplace.
- 4) Appropriate dress code attire must be worn under any “see through” item.
- 5) Undergarments shall not be visible.
- 6) 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 Permitted Clothing:

- Jeans, slacks, khakis, non-athletic type/material joggers, 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)
- 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, and socks

Guidelines

- **SHIRTS/TOPS:** Shirts/tops must cover torso/back/midriff/cleavage. Shoulders must be covered minimally with a cap sleeve. Similarly, button or zip up tops must be buttoned or zipped unless the shirt underneath meets all the previously listed requirements.
- **PANTS/BOTTOMS/DRESSES:** For all students, the minimal length of shorts is to the knee cap, with an allowed two-inch variance. Dresses and skirts must also be to the knee cap (with an allowed two-inch variance) while standing.
- Leggings (or any variation determined by a CECFC Staff member) may **ONLY** be worn beneath skirts, dresses, or shorts meeting length requirements. Pants/bottoms are to be worn no lower than the hipbones.
- Athletic wear is only permitted on campus during PE activities. Jeggings/leggings and yoga pants are not permitted. Athletic type/material joggers are only permitted during PE activities. Bottoms intended for swimming and/or sleeping are not permitted. This includes, but is not limited to: pajamas, pajama pants, board shorts/swim trunks, and swimming/bathing suits. CECFC Sweatpants (with CECFC logo) may be worn on School Spirit Fridays. Wolf Wear can be purchased at our Bookstore.
- **SHOES:** Footwear must be worn at all times. Slippers are not allowed.
- **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. Nose rings between nostrils are not permissible.
 - ✓ Hats, hoods, bandanas, sweatbands, and head scarves are not to be worn in CEC buildings at any time. Traditional, religious head wear is allowed after the CECFC Leadership Team meets with the student and parent/guardian prior to the headwear being worn.
 - ✓ Any accessory worn to cover non-compliant clothing is not permitted.
 - ✓ Blankets and costumes are not appropriate clothing for school or the workplace.
- Attire for PE Classes: Students enrolled in PE Classes on campus may change into athletic or basketball shorts/sweatpants for scheduled classes. Athletic wear may only be worn during PE Classes and must adhere to all other dress code expectations and guidelines. No yoga pants, leggings, or spandex-type clothing will be permitted in the CECFC gym, weight room, or gym classroom at any time unless worn under dress code appropriate clothing.

CECFC Dress Code for High School Semi-formal OR Formal Dances:
Dress up and have fun!

Only those students and guests following the CECFC Dance Dress Code will be admitted. Please make sure your guest is aware of these guidelines!

- Trousers are timeless and classic-dress pants, not jeans or shorts.
- Collared shirts are sophisticated-show your style.
- Create a clean-cut look with your shirt tucked in.
- Keep it classy-shirts stay on.
- Up the dapper factor-ties, bow-ties, and jackets are not required but are encouraged.
- Feel free to top it off with a dress hat.
- Pierced earlobes and one nose stud/ring are acceptable embellishments-keep the rest tucked away.
- Bring on the elegance with dress length ranging from 2 inches above the kneecap to full length gowns.
- Make it ritzy with slits no higher than 2 inches above the kneecap.
- Make it flashy, but keep it classy- low necklines, visible midriffs, and back/low cutouts are not permitted.
- Show off your fashion sense- halter, strapless, and spaghetti strap dresses are permitted.
- If you're going with a two-piece trend, make sure you have touching hems.

All dress code clothing items are subject to CECFC Leadership and staff discretion. If a specific item is not listed above, it does not mean a staff member cannot issue a warning about that item and issue disciplinary action if the same article of clothing is worn again.

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 Head of School or designee 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.

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

Student Use of the Internet

Student use of the Internet at CEC is a privilege

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 enrollment process.

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

Personal Electronics in School

Cells phones are not permitted at the middle school.

High school students may not use cell phones during class time.

Cell phones/iPods/similar devices must not be visible and must be turned off while in class.

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 an instructor or administrator. This applies at all times while on school property or at school-sponsored events.

The playing of non-educational video games will not be permitted on CECFC computers or personal electronic devices during school hours. The school day is time for studying, not gaming. This will be enforced by all CECFC staff.

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.

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.

See CEC Policy JKD-G Suspension and Expulsion of Students

Search and Seizure

An Administrator may search the person of a student or a student's personal effects such as but not limited to 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 in the presence of minimally two staff members.
- 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 suspicionless 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, Drug Detecting Dogs, and/or 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 Technology

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 other 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, instructors, 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.

In accordance with policy, the CEC Governing Board determines extra precautions are important and necessary to provide for student safety. ***Therefore the carry or possession of any knife, regardless of the length of blade, in any school building, on school grounds, in any school vehicle, or any school-sponsored activity without expressed authorization is prohibited.*** Students who discover that he or she has carried, brought, or is in possession of a knife while on school property or at a school sponsored event and the student notifies a CEC staff member immediately and delivers the knife to that person, expulsion shall not be mandatory and such action shall be considered when determining appropriate disciplinary action, if any.

(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:

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

All parents/guardians and potential CECFC guests must check in at the front desk and provide a valid driver’s license/ government issued identification to be permitted on campus.

CEC limits visitors to:

- Parents/guardians of current students
- Other family members of current students who are listed as a contact person in Infinite Campus 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*)

Volunteers

CECFC uses the Verified Volunteers online background check system. Before signing up to help at a special events, field trips, or any other CEC activity, all volunteers are asked to complete the online form on our website, under the "Volunteering" tab. We appreciate our volunteers' help in keeping our school safe by keeping their contact details up to date by utilizing our volunteer system. Here are a couple of items to remember:

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

Student Drop Off

Middle School Drop Off & Pick Up and Parking

Upon entering the Middle School parking lot, Drop Off traffic will circle around the building and exit behind the school. Traffic in the parking lot is one way. Students may be dropped off and picked up on the east side of McMurry Avenue, the south side of Monte Carlo Drive, or in the school parking lot. Students who are dropped off or picked up across any street **must cross at the corner for their safety.**



The main doors to the middle school open at 7:35a.m. Middle school students who eat breakfast at school may enter the front door at 7:25a.m.

Middle school students are not permitted to stay inside the school after 3:15p.m. unless they have a specific activity/club/meeting or are under direct supervision of CECFC staff. CECFC is not responsible for overseeing students awaiting transportation outside the building after 3:10p.m.

High School Drop Off & Pick Up and Student Parking

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

Please note the following when parking at the CECFC High School Campus:

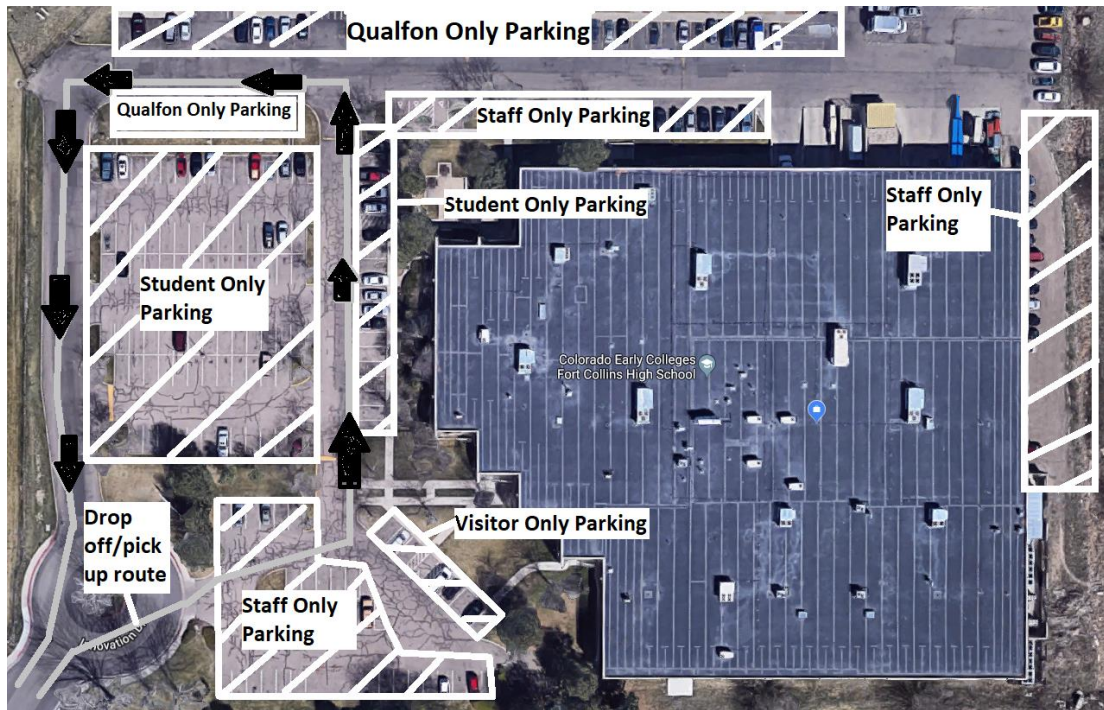
- Parking on campus is a privilege and all student driven vehicles MUST display a student parking permit.
- Vehicles without a parking permit will be towed at the owner's expense.
- Vehicles parked in neighboring businesses will be towed at the owner's expense.
- Any student operating a motor vehicle in what the Leadership Team considers to be an unsafe or irresponsible manner will be prohibited from driving or parking the vehicle on CECFC property.
- CECFC will not assume any responsibility for stolen or damaged vehicles or accessories.
- Any vehicles parked on any CECFC property are subject to search.
- All vehicles parked in the incorrect location, or those without a CECFC student parking sticker, will be towed without warning and at the vehicle owner's expense.
- Parking on campus is a privilege and all student driven vehicles MUST display a student parking permit.
- Vehicles without a parking permit will be towed at the owner's expense.
- Vehicles parked in neighboring businesses will be towed at the owner's expense.
- All CECFC students, families, and staff are expected to be courteous and respectful to all neighboring businesses. All drivers are asked to exercise caution when driving in our parking lot and when entering and exiting vehicles, especially during inclement weather.
- Loitering inside vehicles during school hours is cause for a Write Up to be issued.

Please refer to the CECFC High School Parking Map and make note of the following areas:

- **Off Limits:** CECFC students are NOT permitted in those areas at any time, for any reason.
- **CECFC Staff Parking ONLY:** The north side of the building parking spaces are for CECFC staff only.
- **CECFC Staff, Visitor, and Handicap Parking:** Spaces in the entry area of the property are NOT be used by students at any time.
- **CECFC Student Parking:** CECFC Student Parking is available along the west side of the building, against the building, and in the large parking area clearly labeled for CECFC student parking.
- **White Arrows:** The arrows indicate the direction of traffic flow for the parking lot. This is the path to be taken when dropping off and picking up students.

Additional High School Parking Lot Details:

- When dropping off/picking up students, please pull forward as far north as possible and stay as far right as possible to allow other vehicles to exit.
- Students should only be dropped off/picked up in the Drop Off and Pick Up Zone.
- Students should NEVER be dropped off/picked up on the north side of the high school building or in the parking lots of surrounding businesses for any reason, at any time.



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 providers.

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

Administering Medication to Students

Colorado 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 health care provider'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-GAdministration of Medical Marijuana*)

Immunizations

Colorado law requires all students to be vaccinated against certain diseases unless a medical or personal exemption is filed. Please visit the Colorado Dep't. of Public Health and Environment website to obtain a recently updated medical exemption form and process.

Food Service

Colorado Early College Fort Collins is committed to providing the highest quality meals for your child. Our kitchen staff prepares meals from scratch, using the highest quality ingredients available - locally sourced and organic when possible. Research shows a student who eats a healthy breakfast has improved attendance, is more attentive, better behaved, and has an increased energy level. All of these elements are tied to academic success!

Visit the "Wolf Bistro/CEC Cafe" page on our website to see current menus, meal prices, and lunch times for both CECFC campuses.

All families are asked to complete the Free and Reduced Lunch form. The higher number of families participating in the program, the higher our eligibility for additional state and grant funds that can be used for ALL of our students! Just a few minutes of your time can help the entire CEC Network. Even if you don't think you qualify, it helps our school if you complete the application for free and reduced meals. Visit www.myschoolapps.com and select "Pinnacle School Food Authority" to apply.

Benefits for qualifying families include free or reduced meals, as well as CEC school fees waived (FRCC and Aims CC fees cannot be waived). Low-cost Internet service, discounted computer equipment and free digital literacy training to families through the Internet Essentials from Comcast. As well as reduced fee programs through the City of Fort Collins and possibly other municipalities.

High School Off-Campus Privileges

We have a closed campus to ensure student safety and to promote academic success for all students. A high school student may earn off campus privileges, and thus receive a blue student identification (blue ID) card indicating they have met the following criteria:

- a. The student is "college ready" in both English and math. They have already taken and passed those courses OR are currently enrolled in those courses and are passing
- b. The student does not have any F's in any courses

- c. The student does not have any unexcused tardies in any courses at the time of receiving the blue ID badge.

The Director of Campus Culture and the Campus Culture Team consistently monitor attendance and grades of the students possessing a blue ID.

Students are expected to be responsible with this privilege. If a student is truant, there are consequences. Off-campus privilege may be revoked at any time if blue ID criteria is not met. CECFC is not liable for students that are or are not allowed off campus.

K. Important Information for Parents/Guardians

Student Fees, Fines and Charges

The Head of School, 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 shall not be refused use of textbooks based on failure to pay the required fees. (See CEC Policy JQ-G and CEC 2017-2018 Schedule of Charges)

Tuition

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).

The school will make a reasonable effort to obtain payment for the reimbursement of tuition paid for failed or withdrawn courses. If reimbursement of the tuition does not occur, the school may then withhold the diploma, transcript, or grades for a student.

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).

Student Identification Cards

When on campus for class, special events, advising, visiting, or any other reason, all students are expected to have their student ID on their person and visible at all times when on campus. ID can be displayed with a lanyard or a clip. Clips are available at the Front Desk. This allows the Campus Culture Team to quickly and easily identify students in the event of an emergency.

All middle school students are issued a CECFC Middle School Student ID on the first day of school.

ALL high school students (on-campus and off-campus students) are expected to have a school picture taken on the first day of school/fall semester at the high school campus and are then issued a gold student ID. When a high school student has earned off-campus privileges, they may request a blue student ID. Please see the "Off Campus Privileges" section of this handbook for additional details about Blue IDs.

The Student will be charged \$5.00 on their student fees account to replace a lost Student ID card, per **CEC Policy JQ-G Student Charges and CEC 2018-2019 Schedule of Charges**.

Text Books

It is expected students shall return textbooks to the school in good condition except for ordinary wear. Students shall be assessed fines for lost, damaged, or defaced books (including those checked out from any CEC classroom, library, or Bookstore), and/or any materials or equipment. The fines will be for the amount of the loss. This applies to all Middle School and College Prep textbooks, as well as college level textbooks.

In computing a fine, 20 percent of the original cost of a book will be deducted for each year it has been used. The minimum replacement fee is 20 percent of the original cost of the textbook. The Head of School, or designee, may waive the fee if the student provides a replacement book approved by the Head of School, or designee.

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

The Head of School, 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 shall not be refused use of textbooks based on failure to pay the required fees. (See CEC Policy JQ-G and CEC 2017-2018 Schedule of Charges)

Additional Information for College Course Textbooks:

CEC will ONLY reimburse the costs for REQUIRED college course textbooks. Textbooks must be rented. If a textbook is not available for rent, prior authorization from a CEC advisor to purchase the book MUST BE RECEIVED to purchase it, or it will not be reimbursable. Textbooks purchased at the college bookstore must also have prior advisor approval.

Tutoring Services

Students are welcome and encouraged to sign up for on-campus tutoring for any subject at the Student Success Center (MS) or online (HS). Tutoring is on-campus and is FREE to ALL CECFC students.

At the Middle School, tutoring appointments are scheduled by a staff member during elective class periods. Scheduling tutoring appointments in advance is a way to ensure you will receive tutoring when it fits your schedule.

High school student are reminded, if he/she signs up for tutoring but does not show up or does not cancel 24 hours prior to their scheduled tutoring session, \$20.00 will be charged to their student fees account.

Student Voucher Account

- 1) CEC offers full time students a yearly voucher of \$4300 to pay for college tuition and textbooks. Part time students receive \$2150.
- 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 Semester “D,F,W” grade 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

CECFC [Middle School](#) and [High School](#) 2018-2019 Year-At-A-Glance Calendar.

Bell Schedule

[CECFC Middle School Bell Schedule](#)

[2 Hour Delay Middle School Bell Schedule](#)

[CECFC High School Bell Schedule](#)

[2 Hour Delay High School Bell Schedule](#)

School Closures

Due to the location of each of the CEC network schools, each school develops its own procedures for closing or delaying the opening of schools.

Please note the following for the CECFC high school and middle school:

Closures: If Poudre School District (PSD) closes, CECFC will close.

Delays: If Poudre School District delays, CECFC will also delay.

If the leadership of CECFC deems roads are unsafe for travel, the school may close or delay even if PSD does NOT call a district closure.

In the event of a closing or delay, a designated staff member of Colorado Early Colleges Fort Collins will implement the following policy:

All delays and closures will be posted on the CECFC websites (fortcollins.coloradoearlycolleges.org and fortcollinsms.coloradoearlycolleges.org). A text and an email will be sent to all contacts listed in Infinite Campus as current student, parent/guardian, and staff.

If there is a two-hour delay full time staff should report no later than 9:30 am. (See also *CEC Policy EBCE-O School Closings and Cancelations*).

CEC Communication

Students and parents are encouraged to check Infinite Campus, email addresses CEC has on file, and the school’s website(s) often for updated information. Weekly Announcements are sent to the email addresses on file in Infinite Campus, as well as occasional district wide communication. The campus websites are updated regularly. Please check both of these resources regularly to keep informed of what is happening at CECFC.

Weekly Announcements:

Sent to the student and parent/guardian email addresses on record in Infinite Campus

Websites:

CEC Network Office - <http://www.coloradoearlycolleges.org>

CECFC High School - <http://fortcollins.coloradoearlycolleges.org>

CECFC Middle School - <http://fortcollinsms.coloradoearlycolleges.org/>

Infinite Campus: <https://cec914.infinitecampus.org/campus/portal/cec.jsp>

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.

The Leadership and Staff of CECFC believe a student is more likely to be academically successful when there is a strong partnership between home and school: a partnership thriving on communication. Parental involvement in this partnership includes encouraging your student to put a high priority on education and working with your student on a daily basis to make the most of the educational opportunities CECFC provides. Become familiar with your student's courses. Discuss any questions you may have with your student's advisor (HS) or instructor (MS). Monitor your student's academic progress and attendance on Infinite Campus weekly and contact instructors as needed. (See also *CEC Policy KB-O Parent Engagement*).

School Accountability Committee (SAC)

Visit the School Accountability Committee webpage on our websites for more information about this group, the annual meeting schedule and meeting minutes.

Infinite Campus

Infinite Campus is CEC's student information system 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 communications, please submit a Infinite Campus request or notify the Admissions department by calling 970-377-0044 with any changes of address, phone numbers or email addresses.