



SECTION J: Students

JICD-O Conduct and Discipline Code

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The mission of Colorado Early Colleges (CEC) is: *Every student, regardless of background or skill level, will achieve mastery and will demonstrate that they can succeed in high school, in college, and in their chosen career. No exceptions. No excuses.* High standards of conduct and an understanding of what constitutes civilized behavior are critically important to students fulfilling CEC's mission. It is the intention of the CEC Network and CEC Board that the CEC Network individual schools help students achieve maximum development of individual knowledge, skills and competence and that they learn behavior patterns which will enable them to be responsible, contributing members of society. This code shall be enforced uniformly, fairly and consistently for all students.

CEC in accordance with state law shall adopt a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority.

The CEC Dress code will support CEC's Workforce Readiness Guarantee (***IHCDA-G PSWR Guarantee***) which focuses on the attitudes, behaviors and skills that are essential for successful employment, CEC's dress code will promote common sense workforce attire to include safety and modesty.

The CEC Network Schools shall consult with parents/guardians, students, teachers, administrators and other community members in the development of the conduct and discipline code as well as the dress code.

In all instances, students shall be expected to conduct themselves in keeping with an appropriate level of maturity, acting with due regard for the supervisory authority of the CEC School Leadership. All employees of the CEC Network shall be expected to share the responsibility for supervising the behavior of students and for seeing that they abide by the established rules of conduct.

Dress Code

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

The rules shall not infringe upon constitutionally protected rights, shall be clearly and specifically described, shall be printed in a handbook or some other publication made available to students and parents/guardians, and shall have an effective date subsequent to the dissemination of the published handbook.

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

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

Student Discipline

Remedial discipline plans

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

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

Removal from Classroom:

It is the policy of CEC to maintain classrooms in which student behavior does not interfere with the ability of the teacher to teach effectively or the ability of other students to participate in classroom learning activities.

Students shall be expected to abide by the code of conduct adopted by CEC and any other appropriate classroom rules of behavior established by the Head of School and/or classroom teacher for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the code of conduct or other classroom rules may be subject to removal from class and/or disciplinary action. A teacher may remove the student from the teacher's class in accordance with this policy, its

accompanying regulation and applicable law.

Student removal from class is a serious measure and should not be imposed in an arbitrary, casual, or inconsistent manner. Behavioral expectations communicated using a restorative approach are always more constructive and more likely to be followed when they are communicated in a manner intended to build relational capacity with students. Although, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every circumstance that would justify removal from class under this policy, it is possible to stipulate that removal from class should not be the result of a zero-tolerant school practice. Teachers are expected to exercise their best professional judgment in deciding whether it is appropriate to remove a student from class in any particular circumstance, but they should also consider the potential impact of lost instructional time on the student's learning outcomes. All instances of formal removal from class shall be documented.

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

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

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

Removal from class under this policy does not prohibit the school from pursuing or implementing additional disciplinary measures, including but not limited to restorative interventions, detentions, suspensions, or expulsions for the conduct or behavior for which the student was removed, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions. ***(Also refer to CEC Policy JKD-G Suspension/Expulsion of Students)***

Disciplinary Removal from Classroom:

Staff, including administrators and teachers, must use their training, experience, and authority to create schools and classes where effective learning is possible. Students should be able to attend school and classes as free as reasonably possible from unnecessary and unwarranted distraction and disruption. Such behavior interferes with the classroom environment and will be addressed directly using restorative practices.

A student who engages in classroom conduct or behavior prohibited by the code of conduct may be removed from class by a teacher and placed temporarily in an alternative setting in accordance with these procedures. The alternative setting should be educational in nature and the student should not be kept out of the classroom any longer than is necessary to receive restorative discipline for their behavior.

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

Informal removal from class:

An informal removal from class occurs when a student behaves in a manner that is inconsistent with the code of conduct during a class period or throughout the school day. The teacher may remove a student if the student is not responding positively to restorative interventions by sending the student to the Head of School or designees office for a short period of time. The Head of School or designees

will continue to attempt restorative interventions in an effort to return the student to the instructional environment without undue delay. Generally, the student will be allowed to return to his or her classroom later the same day. The procedures set forth below do not apply to an informal removal from class.

Formal removal from class

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

1. Conduct that is prohibited in the student code of conduct. A teacher's decision to remove a student from class for behavior covered by board policies regarding suspension and expulsion may, but does not necessarily mean, that the student will also be suspended and/or recommended for expulsion.
2. Disruptive, dangerous, or unruly behavior. The following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous, or unruly:
 - a. Inappropriate physical contact intended or likely to hurt, distract, or annoy others such as hitting, biting, pushing, shoving, poking, pinching, or grabbing.
 - b. Inappropriate verbal conduct intended or likely to upset, distract, or annoy others such as name calling, teasing, or baiting.
 - c. Behavior that may constitute sexual or other harassment.
 - d. Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g., lecture by teacher, response by other student, presentation by visitor) or during quiet study time.
 - e. Throwing any object, particularly one likely to cause harm or damage such as books, pencils, scissors, etc.
 - f. Inciting other students to act inappropriately or to unwarrantedly disobey the teacher or school or class rules, including without limitation, inciting others to walk out.
 - g. Destroying or damaging the property of the school, the teacher, or another student.
 - h. Creating an unsafe physical, emotional, or psychological environment.
3. Conduct that otherwise interferes with the ability of the teacher to teach effectively. Students are required to cooperate with the teacher by listening attentively, obeying all instructions promptly, and responding appropriately when called upon. A student's noncompliance may, in turn, distract others either by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. By way of example and without limitation, this behavior includes:
 - a. Open defiance of the teacher, manifested in words, gestures, or other overt behavior.
 - b. Open disrespect of the teacher, manifested in words, gestures, or other overt behavior
 - c. Other behavior likely intended to sabotage or undermine classroom instruction

Procedures to be followed for formally removing a student from class:

Unless the behavior is extreme as determined by the teacher, a teacher shall employ restorative practices and warn a student that continued misbehavior may lead to removal from class. When the teacher determines that removal is appropriate, the teacher should take one of the following courses of actions:

1. Instruct the student to go to the main office. Unless prevented by the immediate circumstances, the teacher shall inform the Head of School or designees of the reason for the student's removal from class.
2. Obtain coverage for the class and escort the student to the main school office. The teacher shall inform the Head of School or designees of the reason for the student's removal from class.

3. Seek assistance from the main school office or other available staff. When assistance arrives, the teacher or the other staff member should accompany the student to the main office. The Head of School or designees shall be informed of the reason for the student's removal.

Within 24 hours of the student's removal from class, the teacher shall submit to the Head of School or designees a short and concise written explanation of the basis for the student's removal from class and any restorative interventions that were attempted to prevent removal.

When the student arrives at the main office, the Head of School or designees shall give the student an opportunity to briefly explain the situation. If the Head of School or designees is not available immediately upon the student's arrival, the student will be taken to a short-term removal area; and the Head of School or designees will speak to the student as soon as practicable.

At the discretion of the Head of School or designees, the student may be placed in another appropriate class, program, or educational setting, provided students are supervised in such alternative setting.

Students placed in an alternative location shall be supervised. During their time of placement, students are expected to do work of an academic nature. If possible, such work shall be related to the work in the class from which the student was removed or may be related to the student's misconduct. In no event shall a student's time in the short-term removal area be recreation or other free time.

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

Notice to parent/guardian:

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

Removal for remainder of term:

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

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

A student may be removed from a classroom by a teacher only in accordance with the requirements of state and federal law. All teacher actions under this policy shall be subject to evaluation and supervision by the teacher's supervisor as provided in policies and procedures.

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.

Discipline for False Allegations by a Student

If a student commits an instance of: assault upon; disorderly conduct toward; harassment of; knowingly makes a false allegation of child abuse against, or any alleged offense under the "Colorado Criminal Code" directed toward a school teacher or school employee; or causes damage while on school property to the personal property of a school teacher or school employee, the impacted employee will be obligated to file a complaint with the school administration. After receipt of such report and adequate proof, CEC will suspend the student for three days in accordance with state suspension procedures and shall initiate procedures for the further suspension or expulsion of the student where injury or property damage has occurred. The school administration will report the incident to CEC's attorney or appropriate local law enforcement, which shall, upon receiving such report, investigate the incident to determine the appropriateness of filing criminal charges, initiating delinquency proceedings and/or initiating additional disciplinary proceedings.

Additional Legal Refs:

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

Policy Reference:

ADD-G Safe Schools
EBCB-G School Safety Plan
JICH-O Drug, Alcohol and Tobacco Use by Students
JICI-G Weapons in School
JIH-G Service Animals and Other Animals on Campus
JJA-G Student Organizations
JKA-G Corporal Punishment/Use of Physical Intervention and Restraint
JKD-G Suspension/Expulsion of Students