



COLORADO
Early Colleges

CEC Online Campus 2021-2022 Student and Family Handbook

Colorado Early Colleges Online Campus

321 Inverness Dr. S, Englewood, CO 80112

Phone: 303.872.3391

<https://coloradoearlycolleges.org/>

Table of Contents

Introduction..... 4

 Colorado Early Colleges4

 An Early College Model.....4

 Online Learning.....4

Mission, Student Bill of Rights, and Family Engagement..... 4

 CEC Mission Statement4

 CEC Online Campus Vision4

 Student Bill of Rights.....4

 Family Engagement.....5

Nondiscrimination 5

 Nondiscrimination under Title VI; Title IX, Section 504; Age Discrimination Act; and Title II of the American with Disabilities Act5

 Equal Opportunity5

 Service Animals and Other Animals At A Scheduled On-Campus Event.....5

 Harassment and Bullying6

 Safe2Tell®7

Parents’ Information and Resources..... 7

 Notifying Parents of Alleged Criminal Conduct by School Employees7

 Student Data Privacy7

 Family Educational Rights and Privacy Act (FERPA)7

 Infinite Campus8

Online Learning..... 8

Students’ Rights and Responsibilities 9

 School Calendar9

 Website.....9

 School Closures For Scheduled On-Campus Events9

 Attendance.....10

 Tardiness11

 Assessments and Testing11

 School and Student Organizations/Gatherings.....12

 Photography/Media Release12

 McKinney-Vento Homeless Assistance Act.....12

Academics..... 12

 Grading Policy.....13

 Exceptional Student Services.....14

Postsecondary Workforce Readiness (PWR) Endorsed Diploma	15
High School Graduation Requirements	15
Student Conduct.....	16
Academic Honesty	16
Dress Code.....	16
Student Use of the Internet	17
Personal Electronics While Attending Online Class.....	17
Student Accountability and Discipline	17
Student Accountability and Discipline.....	17
Suspension	18
Expulsion for Unlawful Sexual Behavior or Crime of Violence	18
Search and Seizure For Scheduled On-Campus Events.....	18
Use of Metal Detectors and Drug-Detecting Dogs and Mechanisms	19
Surveillance Cameras	19
Tobacco, Drugs, and Alcohol	19
Weapons in School for Scheduled On-Campus Events.....	20
School Property	20
Campus Safety and Security.....	20
Visitors.....	20
Volunteers	20
Secret Societies/Gang Activity	21
Free Association.....	21
Emergency Procedures If a Student Is on a CEC Campus	21
Emergency Contact Information	21
Concerns, Complaints, and Grievances.....	21
Student Health	22
Immunizations.....	22
Administering Medications to Students at a Scheduled On-Campus Event.....	22
Student Accidents and Injury at A Scheduled On-Campus Event.....	22
Students with Food Allergies.....	22
Additional Information.....	23
College Course Fail/Withdrawal Reimbursement	23
Textbooks	23
High School Student Voucher Account.....	23
CEC Online Campus Statement of Integrity and Student Handbook Acknowledgement.....	24

Introduction

Colorado Early Colleges

Colorado Early Colleges (CEC) is a network of schools authorized by the Colorado Charter School Institute (CSI). The CEC Network of Schools includes seven high schools, four middle schools, one satellite office, one homeschool campus, and one online campus.

An Early College Model

All CEC high schools are designated as *Early Colleges per C.R.S. 22-35-103(10)(a)*, which states, “Early College’ means a secondary school that provides only a curriculum that requires each student to enroll in and complete secondary and postsecondary courses while enrolled in the four years of high school such that, upon successful completion of the curriculum, the student will have completed the requirements of a high school diploma and an associate degree or other postsecondary credential or at least 60 credits towards the completion of a postsecondary credential. The curriculum must be designed to be completed within four years.”

Online Learning

The terms “class” and “classroom”, as used within this Handbook, include the online learning class and online learning classroom. While CEC respects the privacy and autonomy of each family and their homes, CEC continues to be responsible to provide a safe, consistent, and productive learning environment for each student. During the time students are scheduled to participate in online learning activities, they are expected to conduct themselves in accordance with this Handbook, the rules established by CEC, and the classroom teacher. When attending class online, it is important for students to have a quiet and secure environment, free from distractions in the background. When students are on camera, they are expected to adhere to the dress code as outlined in this Handbook and are expected to behave as if in a physical classroom. Students are expected to be on time for all scheduled school activities. CEC will hold students accountable for all conduct online.

Mission, Student Bill of Rights, and Family Engagement

CEC Mission Statement

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

CEC Online Campus Vision

The vision of CEC Online Campus (CECOLC) is to offer paced and accelerated online, mastery-based programs to students through innovation and disaggregated support that inspires students through rigorous skills-based curriculum and career exploration. CECOLC will provide opportunities to students in metro and rural communities to receive a postsecondary credential at graduation and will empower students to take control of their own future.

Student Bill of Rights

At CEC, we believe our students have a right to:

- Mastery of reading, writing, and math skills with the goal of being prepared to pursue college courses without remediation.
- A high school diploma and access to college courses, as a high school student, with the opportunity to earn a postsecondary credential (associate degree and/or career and technical education certificate), or 60 college credits.
- Academic advising services that include an Individual Career and Academic Plan (ICAP) with both high school and postsecondary guidance.
- Success, regardless of background, experience, gender, or ethnicity.

- Appropriate assessments, ensuring accurate placement, regardless of grade level, to promote academic progress.
- Quality instruction by engaged and committed faculty.

Family Engagement

CEC is committed to cultivating and supporting active parental engagement. See CEC policy [Parent Engagement](#).

Students and parents are encouraged to check the CECOLC website often for important information and announcements.

Nondiscrimination

Nondiscrimination under Title VI; Title IX, Section 504; Age Discrimination Act; and Title II of the American with Disabilities Act

In accordance with federal and Colorado state law, CEC and all contractors, subcontractors, subgrantees, or others with whom it arranges to provide services or benefits, do not discriminate on the basis of race, color, ethnicity, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, pregnancy, genetic information, disability, or need for special education services in its programs, activities, operations, and employment decisions.

The following person has been designated to handle inquiries regarding CEC's nondiscrimination policies:

Dr. Stephanie Livingston
Executive Director of Organizational Development and Human Resources
321 Inverness Drive S.
Englewood, CO 80112
Stephanie.Livingston@coloradoearlycolleges.org
Phone: 720-215-9216

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

Equal Opportunity

The CEC Governing Board is committed to providing a safe learning environment where all members of the CEC community are treated with dignity and respect. All CEC schools are subject to all federal and state laws, and constitutional provisions prohibiting discrimination.

CEC does not discriminate based on disability or need for special education in any recruitment or enrollment decisions. Students admitted with an Individual Educational Plan (IEP) or Section 504 Plan from a previous school will be placed in a program that meets the specific requirements of their IEP or Section 504 Plan. CEC will arrange for the student to have an IEP team that will convene in accordance with state and federal laws, and CSI policies and procedures. See CEC policies [Enrollment](#) and [Nondiscrimination](#).

Service Animals and Other Animals At A Scheduled On-Campus Event

CEC does not discriminate on the basis of disability. Students with disabilities have the same rights as all other students to use and enjoy our schools, facilities, and sponsored activities. CEC strives to make reasonable accommodations for a disabled student's use of a service animal on school property, at school-sponsored events, and on school-sponsored transportation. See CEC policies [Student Conduct and Responsibilities on Buses](#) and [Service Animals and Other Animals on Campus](#).

Harassment and Bullying

Harassment based on a person's race, color, national origin, religion, ancestry, creed, religion, sex (which includes marital status), sexual orientation, gender identity, disability, or need for special education services is a form of discrimination prohibited by CEC, and state and federal law. Preventing and remedying such harassment in school is essential to ensure a nondiscriminatory and safe environment in which students can learn, employees can work, and the public can access CEC facilities and programs. All harassment by CEC employees, students, and third parties is strictly prohibited. CEC policy [Discrimination and Harassment](#) will apply to complaints alleging sexual harassment.

All CEC employees and students share the responsibility to ensure that harassment does not occur at any CEC location or online environment, on CEC school property, at any CEC-sanctioned activity or event held off school property when such conduct has a connection to CEC, or any CEC curricular or non-curricular activity or event.

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

- Results in physical, emotional, or mental harm, or damage to property.
- Is so severe, persistent, or pervasive that it creates an intimidating, hostile, or threatening environment.
- Substantially disrupts the orderly operation of the school.

Any student who believes he/she has been the victim of unlawful discrimination or harassment, as defined in federal and state laws, should immediately report it to the Director of Online Education, a teacher, a mentor, or Safe2Tell. All students who witness such harassment should immediately report it to the Director of Online Education, a teacher, a mentor, or Safe2Tell.

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

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

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

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

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

Bullying and cyberbullying are strictly prohibited and may lead to disciplinary measures up to and including expulsion. Any student who believes he/she has been a victim of bullying should immediately report it to the Director of Online Education, a teacher, a mentor, or Safe2Tell. All students who witness bullying should immediately report it to the Director of Online Education, a teacher, a mentor, or Safe2Tell.

Safe2Tell®

Safe2Tell provides students in all Colorado schools with an increased ability and opportunity to prevent and report violence and other inappropriate activities by making anonymous calls to 1-877-542- SAFE (7233). The proactive and anonymous features of the program and hotline are critical. Safe2Tell provides the means for children and youth to take a stand, without fear of retribution, and empowers them to make a difference! To anonymously report a school safety concern, click [here](#) to be redirected to the Safe2Tell website. If you have a smartphone, the Safe2Tell® app is available for free for Android and iOS.

Parent Information and Resources

Notifying Parents of Alleged Criminal Conduct by School Employees

If CECOLC receives a report from the Colorado Bureau of Investigation relating to an investigation that an employee has been arrested for certain offenses and the employee has been charged with one of the offenses listed below, CECOLC will notify parents within two days after the employee is charged. This notification will go to parents with a student who was enrolled at the school during the time the employee was employed and any parent of a student who the school has reason to believe was in contact with the employee.

Offenses include felony child abuse; a crime of violence, including assault in the second degree, if the victim is a minor; a felony offense involving unlawful sexual behavior; or a felony where it is alleged that the underlying factual basis includes domestic violence, felony indecent exposure, or a level 1 or 2 felony drug offense. See CEC policy [Parent Notification of Employee Conduct](#).

Student Data Privacy

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

Family Educational Rights and Privacy Act (FERPA)

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

- The right to inspect and review the student's education records within 45 days of the date the school receives a request for access. A parent or eligible student should submit a written request to the Director of Online Education that identifies the relevant record(s). The school will make arrangements for access and notify the parent, or eligible student, of the time and place the records may be inspected.
- The right to request an amendment of the student's education records that a parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents, or eligible students, who wish to ask the school to amend a record should write the Director of Online Education and clearly identify the portion of the record that is incorrect, 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 him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- The right to provide written consent before the school discloses Personally Identifiable Information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - FERPA does permit disclosure of PII without a parent or guardian's written consent to school officials with legitimate educational interests.
 - FERPA does not require written consent prior to the disclosure of "directory information," unless the authorized person advises the CECOLC's Registrar in accordance with CEC procedures that he or she does not want CEC to disclose "directory information." In addition, names, addresses, and telephone listings will be released to military recruiters, upon request, in accordance with federal regulations.
 - Directory information is generally not considered harmful or an invasion of privacy and may be disclosed to outside organizations without a parent's prior written consent.
 - CEC may consider the following student information as directory information:
 - Name
 - Grade
 - Dates of attendance
 - Enrollment status
 - Participation in officially recognized activities and sports
 - Degrees, honors, and awards received
 - The educational agency or institution most recently attended
- 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. To file a complaint, contact the office that administers FERPA at:

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

Infinite Campus

Infinite Campus (I.C.) is the student information system CECOLC uses to maintain student records. Students and parents/guardians will receive I.C. login information at the beginning of their first semester. They are strongly encouraged to log in to I.C. on a regular basis to track grades, monitor attendance, update contact information, read important email messages, and complete other functions as needed by the school.

Online Learning

As a network of charter schools, CEC is committed to maintaining a level of "classroom" consistency to ensure students have the best chance of success and to protect their ability to learn while attending classes. **School is a student's top priority over work and other social activities.** Students should attend all scheduled synchronous classes and complete all coursework on pace by the end of each semester. It is important to remember that all classroom rules and CEC policies shall apply to all online classes.

It is very important that students and families be mindful of who or what appears on their computer screens, in the background, and the noise and interruptions that these people or things can cause. CEC understands this can be a challenge. We suggest you choose a designated spot with minimal background objects or people to ensure privacy of your home and limit distractions while your student is

attending synchronous online classes. This area does not need to be a separate, closed-off location and could be as simple as positioning the camera in front of a wall while online. Remember that CEC students may be held accountable for actions conducted on camera.

All CEC staff are mandatory reporters under Colorado statute C.R.S. 19-3-304. Mandatory reporters are charged with reporting when they know or suspect that child abuse is occurring, regardless of where classroom instruction takes place. Under this statute, when CEC staff have reasonable cause to know or suspect that a child has been subjected to abuse or neglect, or observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect, CEC staff are required to immediately report their concerns to the county department, local law enforcement, or call the child abuse reporting hotline. Similarly, while in the virtual learning environment, CEC staff are obligated to immediately report to the appropriate authorities and/or the Director of Online Education if they see something that is a concern, a violation of law, or a violation of CEC policy. In addition, CEC staff still maintain the legal obligation to report suspected or observed violations of law, all classroom rules, and CEC policies.

CEC believes that online learning is a collaboration between instructor/parent/student and that parents are active partners in co-teaching their students. The amount of parent support and teaching looks different for middle school students and for high school students taking high school prep classes and/or community college classes. Parents tend to be more involved in co-teaching middle school students as these students may need more help understanding concepts and completing assignments. Instructors and tutors are available for 1:1 teaching, or answering questions that can help parents co-teach their students.

For high school students, online learning depends on each student to independently motivate himself or herself to access daily assignments, synchronous classes, and projects; to login when required; to do assignments during the week; to communicate with other students if asked; and to learn enough to master assignments, tests or exams. While some parent co-teaching occurs naturally, it is far less than what is experienced at the middle school level.

CECOLC encourages parents to stay connected with their student's school by reaching out to middle school or college prep instructors and school leadership with questions and for assistance in determining the best options to help their student stay engaged and learn.

Students' Rights and Responsibilities

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

School Calendar

CECOLC 2021-22 school calendar can be found [here](#).

Website

Students and parents are encouraged to check the CECOLC website often for updated information including daily news and announcements.

School Closures for Scheduled On-Campus Events

School closure and delay information will be sent to students/parents/guardians via CECOLC's social media accounts, messages sent to Infinite Campus/personal email accounts, and/or phone and text messages. Families can also contact the office at 303.872.3391, or by visiting on the CECOLC website. See CEC policy [School Closings and Cancellations](#).

Attendance

Colorado law states that it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training. The parent/guardian of each child who turns six years of age on or before August 1 and is under the age of 17 years shall ensure that each qualified child attends school. Chronic absenteeism and truancy will require parents/guardians to meet with school administration and participate in developing a plan to ensure regular attendance.

CECOLC students must meet all state requirements for attending a Colorado public school. Online classes allow for some flexibility as students are able to attend their classes and complete their course work anytime during the day or night, and any day of the week. It is important that students consistently login and complete asynchronous coursework, attend synchronous classes when scheduled, communicate with teachers and mentors, and seek tutoring when needed.

CECOLC students must be prepared to dedicate at least 32 hours each week to their course work. Students are expected to attend their online classes when scheduled and to be on time.

Daily attendance is tracked and reported by instructors in I.C. Students must sign into their appropriate learning platform each day and post all applicable assignments and/or participate in some sort of learning activity for the day. Students are expected to meet annual hour requirements. Reports are used to show school login data in addition to each unique course log-in and time spent in course. Class attendance is monitored by each teacher. CECOLC calculates attendance and accumulated student instructional hours through a variety of methods:

- Completing assigned lessons as documented with student login and lesson participation.
- Checking in with class instructor.
- Completing assignments provided through external sites with access and login only available through direct links.
- Completing offline work documented by parent/guardian.
- Attending a synchronous live class session for each course per the student's schedule.
- Completing online assessments.

Full-Time Students

Students who take 5 or more courses each semester, which is a minimum of 540 hours of teacher-pupil instruction and contact time per semester, are considered full time by CEC and the State of Colorado. This equates 540 hours/semester in a traditional schedule. (540 hours x 2 semesters = 1080 hours/year.)

Part-Time Students

Students who take 2-4 courses each semester, which is a minimum of 90 hours and less than 360 hours of teacher-pupil instruction and contact time, are considered part time by CEC and the State of Colorado. Students must be enrolled in at least 2 courses to be enrolled at CEC.

CEC is committed to maintaining a level of "classroom" consistency to ensure students have the best chance of success and protect their ability to learn. **School is your student's top priority over work and other social activities.** As such, it is highly discouraged for students to be absent from classes for extended vacation times (unless the student can access online learning during the vacation to stay on pace of course completion) other than approved school closures. Students will be responsible for making up work during their absence, at the discretion of their instructor.

Parents and students must sign the CEC Online Campus Statement of Integrity and Student Handbook Acknowledgement (on page 25 of this Handbook) indicating that they have received and read the Handbook prior to starting classes. All teachers will review the CEC [Attendance and Tardy](#) policy with students no later than the first week of school and include expectations on their course syllabus.

If teachers become aware that a student is not fully participating in school as required by state law and policy, the student may be marked with an unexcused absence at the teacher's discretion if the student's teachers believe the student has not participated as required. The final decision about whether an absence is considered unexcused will be made by the Director of Online Education. Missing a day of school will be defined as missing a day's worth of hours in one week. If a pattern of truancy develops, CECOLC will initiate a systemic response to address student attendance per CEC policy [Attendance and Tardy](#).

If a student is not engaging, staff will reach out via email or Microsoft Teams to help the student brainstorm ways to be successful. If a student continues to be unresponsive or does not sign into his/her courses each day, staff will call the student and/or family for an update and to help find solutions to problems that may be hindering the student's participation in school.

Tardiness

Tardiness is defined as the arrival of a student to a synchronous class who does not have a proper excuse after the scheduled class start time. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the other students to uninterrupted learning, penalties will be imposed for excessive tardiness. Student tardies will be entered in Infinite Campus. Students who are not in class for 50% or more of the class period will be counted absent for that class. See CEC policy [Attendance and Tardy](#).

Assessments and Testing

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 also inform instructors and school staff on where to improve curriculum, instruction, and leadership in order to better serve students.

All students in grades six, seven, and eight are required to participate in CMAS and/or PSAT state testing at a CEC location or at an approved off-site testing location. While all students will be encouraged to participate in state-required tests, parents have the right to "opt" their student out of required state testing.

- CECOLC will let a student's parent/guardian know when they can elect to "opt" their student out of required state testing. CECOLC will communicate the positive aspects of taking the assessment and will reiterate that there is no negative consequence if a parent/guardian chooses to "opt" their student(s) out.
- If a parent/guardian chooses to "opt" their student out of state required testing, the parent/guardian will be responsible for completing a form and returning it to CECOLC prior to the assessment date. See CEC policy [Test or Assessment Administration](#).

CECOLC high school students are required to participate in CMAS, PSAT or Colorado SAT state testing at a CEC location or at an approved off-site testing location. High school students are placed into college courses based on their ACCUPLACER® college placement assessment scores and historical course grades.

- CECOLC will let a student's parent/guardian know when it is permissible to "opt" a student out of required state testing. CECOLC will communicate the benefits of taking the assessment and will reiterate that there is no negative consequence when a parent/guardian chooses to opt a student(s) out of CMAS, PSAT and/or Colorado SAT.
- Students may not opt out of ACCESS or ACCUPLACER® assessments.

When a parent/guardian chooses to opt a student out of state-required testing, the parent/guardian must complete a form and return it to the Director of Online Education prior to the assessment date. See CEC policy [Test or Assessment Administration](#).

School and Student Organizations/Gatherings

CECOLC will offer a variety of clubs and online and/or in-person regional social gatherings to help build a sense of school community and pride. School-sponsored organizations must be directly related to the CECOLC curriculum. Participation in student organizations is voluntary and open to all CECOLC students. All student and school-sponsored organizations may establish academic qualifications for membership; however, membership in any student or school-sponsored organization shall not be denied based on race, sex, sexual orientation, gender identity, national origin, disability, or any other status protected by law. See CEC policy [Student Organization](#).

Photography/Media Release

Students may occasionally appear in photographs and videos taken by CECOLC staff members, other students, or other individuals authorized by the Director of Online Education or another CECOLC staff member. CECOLC may use these images, without identifying the student, in various publications, including, but not limited to CECOLC High School's or Middle School's yearbook, social media, school newsletter, and school website. No consent or notice is needed or required before CEC uses a photo and/or video of unnamed students taken while they are at school or a school-related activity.

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

McKinney-Vento Homeless Assistance Act

According to the McKinney-Vento Homeless Assistance Act, a student is considered homeless if, due to a lack of alternative adequate accommodations, the student must live in a shelter, motel, vehicle, campground, on the street, in abandoned buildings, trailers, or doubled-up with relatives or friends.

Students have the right to go to school, remain in their school of origin, and receive services and assistance. For information or assistance, please contact Tom Smith at tom.smith@coloradoearlycolleges.org. See CEC policy [Homeless Students](#).

Academics

Guiding Principles

- **College:** A rigorous middle school and college prep education prepares students for college-level coursework and provides them with the opportunity to earn an associate degree, a career and technical education certificate, or at least 60 college credits. CEC's focus on college readiness empowers students to succeed by offering accelerated college preparatory and personalized college courses, which provide students with the opportunity to achieve mastery and earn an associate degree or other postsecondary credential while attending high school, all at no additional 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 will 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, sparking curiosity and a sense of wonder, inspiring lifelong learning, engaging the intellect, and ultimately enabling students to reach their fullest human potential.

- **Character:** A good education forms students' character, crafting them into responsible citizens and principled community members. A complete education requires an integrated focus on personal strengths, values and ethical conduct including hope, resilience, 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 students, parents, educators, and local businesses. All staff and students shall model CEC values in their own conduct and build and maintain a community of trust.

Grading Policy

Grading Philosophy:

- CECOLC instructors strive to ensure that each student's grade accurately reflects the skills and content knowledge of that student, enabling each student to be successful in the subsequent academic course or next step. As CECOLC offers a mastery-based curriculum, a minimum grade of "B," or 80%, recognizes that a student has achieved mastery and can move forward. Students have the ability to retake quizzes, tests, assessments, and to revise projects, papers, and assignments until they have earned the minimum grade of 80%.
 - **A - 90% and above:** Earned by work of excellent quality that indicates a full mastery of the subject and 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
- For CECOLC students who may take a "one off" online course through Aims Community College or other Colorado postsecondary institution the following grading scale applies:
 - **A - 90% and above:** Earned by work of excellent quality that indicates a full mastery of the subject and 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 should re-enroll in the course or move forward in the course sequence.
 - **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 Aims Community College or other Colorado postsecondary institution online courses is 70% or higher. See CEC policy [Student Fees, Fines, Charges, and Fee Schedule](#) for more details about failed course reimbursements for college courses.

- As an early college, CECOLC sets very high expectations of academic achievement, character, kindness, respect, service, leadership, and overall ethical conduct to which all students and staff are held accountable. Discipline policies, procedures, and consequences promote an educational environment that fosters the highest degree of success for students, reflects what life is like in the workplace or on a college campus, and promotes Postsecondary and Workforce Readiness.
- Students who are found guilty of academic dishonesty (i.e. cheating, lying, plagiarism, copying, etc.) as deemed by their instructor will have the circumstances thoroughly reviewed by the CECOLC leadership team to determine if the conduct warrants a consequence up to 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 syllabus.
- Students who earn a final grade of less than 70% in an online college course taken through Aims Community College or other Colorado postsecondary institution, withdraw from an online course after the official add/drop deadline, or do not complete their mastery-based courses must reimburse CECOLC 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 dropped upon withdrawal or expulsion prior to student records being released to a college or other academic institution.

Grade Appeal Policy

- When classroom questions arise, the student should first approach the instructor with 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 contact a college prep (high school) instructor via email; the student must approach the instructor in the case of a college course. If concerns remain, the parent may contact CECOLC Dean of Academics for assistance.
- Students have up to 30 school days after grades are posted to appeal a grade to the CECOLC Dean of Academics.

Onfire Spark Platform

- Students will follow the course rubric for pacing toward semester course completion.
- Parents and students will monitor course progress on the Onfire Learning LMS platform. Green markers will signify mastered assignments, quizzes, and tests. Red markers will signify that the student needs to rework an assignment or retake a quiz or test before reaching mastery.

Infinite Campus Recording

- Final grades from the Onfire Spark Platform, along with postsecondary institutions, will be entered into Infinite Campus.

Exceptional Student Services

CEC recognizes that students have a wide variety of needs, and those needs may impact their daily and academic functioning. The Exceptional Student Services team assesses students, facilitates meetings, and implements programs for students with a wide variety of needs. CEC offers individualized supports in Special Education, Gifted and Talented, English as a Second Language, McKinney-Vento, Individualized Learning Plans (IEP), and Section 504 Plans.

Students who enroll in online college classes must apply for their accommodations through CECOLC's community college partners each semester. For information or assistance, please contact the Director of Online Education at 303.872.3391.

Postsecondary Workforce Readiness (PWR) Endorsed Diploma

The Postsecondary Workforce Readiness Endorsed Diploma (PWR Endorsed Diploma) is the first diploma offered by the State of Colorado that identifies students who have exceeded basic high school graduation requirements. CECOLC is proud to offer the PWR Endorsed Diploma. Any high school student may enroll in the Endorsed Diploma program at the annual meeting and pursue this endorsement while attending CECOLC. Students are responsible for keeping all forms until final submission. Students must satisfy four principle areas to obtain this endorsement:

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

Questions regarding PWR Endorsed Diplomas should be directed to CECOLC's Director of Student Services.

Students are expected to take responsibility for their learning experiences and document their hours properly. Students are encouraged to go beyond the minimum requirements to further demonstrate 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 applicants. Students will receive a “Letter of Distinction” from CEC, which details the individual achievements and experiences a student earned. Additionally, an honorary seal will appear on the student's high school diploma, and students walking in the graduation ceremony will receive a PWR Endorsed Diploma medal. Students must complete all PWR Endorsed Diploma requirements by October 1 for December graduates or January 1 for May graduates of their graduation school year.

High School Graduation Requirements

For the class of 2021 and beyond, all CEC graduates must demonstrate, at a minimum, College and Career Readiness in English and math through one or more of the approved options listed on the Menu of College and Career-Ready Demonstrations as established by the Colorado Department of Education. See CEC policy [Early College Graduation](#).

Student Conduct

CEC sets high standards of student conduct in classrooms and on school property. Teachers and staff will foster a culture that encourages students to be:

- Self-motivated, self-disciplined, and self-directed.
- Focused on the implementation of their ICAP and achieving their academic and personal goals.
- Actively involved in developing a school culture that creates a community of excellence and achievement.
- Aware that violating school policies will result in immediate consequences that are structured and enforced.

Students who engage in misconduct will be subject to disciplinary action and possible expulsion based upon the nature and severity of student behaviors.

Academic Honesty

Students must not plagiarize or cheat. They must produce their own work and cite sources appropriately. Disciplinary consequences will be enforced for academic dishonesty.

Dress Code

CECOLC's Dress Code will promote common-sense attire. The Dress Code shall be enforced uniformly, fairly, and consistently for all students and prohibits students from wearing apparel that is deemed disruptive to the synchronous classroom environment or to the maintenance of a safe and orderly school.

The Dress Code is expected to be followed by all CECOLC students while attending live online classes, when visiting one of the local CEC campuses, and attending any on-campus school-supported/sponsored activity during the year, including summer months.

Questions about whether a clothing item is out of Dress Code should be addressed with CECOLC's Director of Online Education before the item is worn.

Expectations:

- Shirts must have sleeves; tank-top straps must be at least 3 inches wide; no spaghetti straps or exposed undergarments are allowed.
- Shirt necklines must be no more than 3 inches below the collarbone and no undergarments should be exposed.
- The "Four Bs" (Buttocks, Breasts, Back, and Belly) must be covered at all times.
- All attire must be free of holes, tears, and fraying.
- Appropriate attire is not overly tight or overly loose and completely cover shoulders, chest, back, and midriff.
- Appropriate Dress Code attire must be worn under any "see through" item. Undergarments shall not be visible.
- Any clothing, jewelry, and accessories containing any words, symbols, or pictures that include any references to sex, drugs, tobacco, alcohol, weapons, obscenities, profanities, as well as anything vulgar, lewd, legally libelous, distracting, and/or dangerous are prohibited and must be removed or covered.

Examples of *appropriate*, professional attire:

- Collared shirts, button-down shirts, and t-shirts with short or long sleeves and free from suggestive or offensive content
- Sweaters, sweatshirts, and hoodies worn with the hood down

Accessories:

Permissible piercings are pierced ears and/or one small nose stud or ring in the side of the nostril. Other facial and visible body piercings (including gauges) must be discretely covered.

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

Blankets and costumes are not appropriate clothing for school or the workplace.

Any student deemed in violation of CECOLC's Dress Code shall be required to change into appropriate clothing. A notation will be made in I.C. and a Dress Code notice will be sent home.

If the student refuses to adhere to the Dress Code, the student's parent/guardian may be contacted and asked to attend a restorative conference with the student to review the school's expectations and rationale for dress and appearance. The student also may be subject to suspension or other disciplinary action in accordance with CEC policy [Suspension/Expulsion of Students](#).

Student Use of the Internet

Student use of the Internet and electronic communications is a privilege, not a right. Failure to follow the procedures in CEC policy [Technology Resources, Internet Safety Responsible Use Policy for Students](#) will result in the loss of the privilege of using these devices; possible restitution for costs associated with damages; and may result in disciplinary action, including suspension or expulsion, and/or legal action.

Students and parents/guardians are required to sign CEC's Acceptable Use of Technology Agreement as part of the enrollment process and must agree to adhere to the Agreement while the student is enrolled at CECOLC. See CEC policy [Technology Resources, Internet Safety Responsible Use Policy for Students](#).

Personal Electronics While Attending Online Class

Students may NOT use a personal electronic device during any online synchronous class for any reason unless specifically directed to do so by a staff member.

Student Accountability and Discipline

Student Accountability and Discipline

CECOLC strives to maintain classrooms in which student behavior does not interfere with the ability of an instructor to teach effectively or the ability of other students to participate in classroom learning activities.

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

Students will be expected to abide by the Student Code of Conduct, and any other appropriate online classroom rules of behavior established by the Director of Online Education and/or classroom teacher for the purpose of maintaining order, and a positive and productive academic environment. Any

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

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

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

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

Suspension

CECOLC Director of Online Education, or designee, has the power to suspend a CECOLC student for not more than five school days on the grounds stated in C.R.S. 22-33-106(1)(a), (1)(b), (1)(c) or (1)(e), or not more than 10 school days on the grounds stated in C.R.S. 22-33-106 (1)(d) unless expulsion is mandatory under law.

CEC's Chief Executive Administrator (CEA) maintains the authority to suspend a student in accordance with C.R.S. 22-33-105 for an additional 10 school days plus up to and, if necessary, an additional 10 days, in order to present the matter to CEC's Governing Board, if warranted. The total period of suspension shall not exceed 25 school days. See CEC policy [Suspension and Expulsion of Students](#).

Expulsion for Unlawful Sexual Behavior or Crime of Violence

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

Search and Seizure for Scheduled On-Campus Events

Search and Seizure of School Property

All storage areas provided by CEC are always considered CEC property and remain subject to search without notice. Students will assume full responsibility for the security of their storage areas in the manner approved by the Director of Online Education. No student shall lock or otherwise impede access to any desk, or storage area except with devices approved by CEC. Unapproved locking devices will be subject to removal. Students will be responsible for whatever is contained in desks as well as CEC property that is assigned to them by the school and is in the reasonable control of the student.

Search of the Student's Person or Personal Effects

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

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

Searches of a student will always be reasonable in scope. Searches may include, but are not limited to a student's pockets (CECOLC staff will not put their hands in the pockets of a student if the pockets are part of a student's clothing), jackets, coats, other outerwear, hats, shoes, socks, and any object in the student's possession such as a purse, backpack, book bag, or briefcase. A pat down of a student will be performed only on the exterior of the student's clothing, using only the back of a staff member's hand(s). Ordinarily, and where circumstances permit, searches of the student's person should be conducted out of the presence of other students and as privately as possible. Searches of a student and his or her personal effects may be conducted without the prior consent of the student's parent/guardian. However, the parent/guardian of any student searched will be notified of the search as soon as reasonably possible. Searches of students that require removal of clothing other than: coats, jackets, hats, shoes, socks, or other outer clothing, shall be referred to law enforcement. School personnel shall not participate in such searches.

Seizure of Items

Anything found during the search of a student conducted by CECOLC staff that is evidence of a violation of CEC policy, school rules, or law, or that, by its presence, presents an immediate danger of physical harm, may be:

- Seized and offered as evidence in any suspension or expulsion proceeding. CECOLC Director of Online Education will keep such items in a secure place until presented at a hearing. If possession of the item is a violation of law (e.g., controlled substances and weapons), the item shall be turned over to law enforcement as soon as practicable.
- Photographs may be introduced as evidence at an expulsion hearing in lieu of the item(s), if the item(s) is no longer in CEC's possession.
- Returned to the student or the parent/guardian after a determination is made by the Director of Online Education that the item is no longer needed as evidence. See CEC policy [Student Interviews, Interrogations and Searches](#).

Use of Metal Detectors and Drug-Detecting Dogs and Mechanisms

Without any individualized suspicion concerning a particular student or group of students in accordance with the rights of students under state and federal laws, CEC may use metal detectors, drug dogs, or other minimally intrusive detecting mechanisms to conduct mass, general, or random screenings of school grounds and any property on school grounds. Under no circumstances shall drug dogs be allowed to sniff any student. Students shall be separated from their property during drug dog sweeps to avoid potential embarrassment to students, ensure that students are not targeted by drug dogs, and to decrease the possibility of dangerous interactions between drug dogs and students.

Surveillance Cameras

To ensure student and staff safety, video- and audio-surveillance recorders may be used by CECOLC to monitor students on school grounds, on CEC buses, at bus stops, and at school-sponsored events, except in areas where monitoring would violate a student's right to privacy (e.g., bathrooms, locker rooms, and hotel rooms).

Tobacco, Drugs, and Alcohol

It is a violation of CEC policy and considered to be behavior that is detrimental to the welfare or safety of themselves, other students, or school personnel for any student to possess, use, sell, distribute, procure or to be under the influence of alcohol, drugs, or other controlled substances. Controlled substances include, but are not limited to, narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana (except cannabinoid when in compliance with Colorado law, H.B. 16-1373), anabolic steroids, any another controlled substances as defined by law, or any prescription or nonprescription drug, medicine, vitamin, or other chemical substances not taken in accordance with CEC policy and regulations on administering medicines to students. The use of tobacco by students, teachers, staff, and visitors in or on any school property or at any student activity sponsored by CECOLC is prohibited. Tobacco means any cigarette, nicotine, or tobacco product that contains nicotine or tobacco, or is derived from tobacco and is intended to be

ingested or inhaled by, or applied to the skin of an individual; or any electronic device that can be used to deliver nicotine to the person inhaling from the device including, but not limited to, an electronic cigarette, rolling papers, cigar, cigarillo, pipe, water pipe, or hookah pen. "Use" means the lighting, chewing, smoking, inhaling, vaporizing, ingesting, or application to the skin of any cigarette, tobacco, nicotine, or any other substance not approved by the Food and Drug Administration. See CEC policy [Drug, Alcohol and Tobacco Use](#).

Weapons in School for Scheduled On-Campus Events

CECOLC has determined that possession and/or use of a weapon by a student is detrimental to the welfare and safety of all students and school personnel. Expulsion may be required in accordance with state and federal law. Weapons include:

- A firearm, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm.
- Any pellet, BB gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
- A fixed-blade knife with a blade that measures more than 3 inches in length, or a spring-loaded knife or pocketknife with a blade longer than 3 1/2 inches.
- Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury including, but not limited to, a slingshot, bludgeon, brass knuckles, or artificial knuckles of any kind. See CEC policy [Weapons in School](#).

School Property

A student who destroys or defaces school property through vandalism, arson, or other means (including acts commonly referred to as mischief, school pranks and/or senior pranks), or who, by any such acts, creates a hazard to the safety of other people on school property may be disciplined up to and including suspension and/or expulsion, and may be referred to law enforcement. In the event a student vandalizes or otherwise destroys or defaces school property, the school may seek damages as permitted by law from that student and/or his/her parent/guardian. For purposes of this handbook, school property includes:

- All CEC property, including, but not limited to, school buses and electronic resources.
- Any non-CEC property on which a CEC-sponsored activity or event occurs.
- Any other non-CEC property or location where the behavior engaged in may have a direct impact on school discipline or be detrimental to the welfare or safety of students or staff.

Campus Safety and Security

Visitors

Visiting a CEC school is a privilege, not a right, and may be limited, denied, or revoked by a Director of Online Education or designee based on considerations of student and/or staff safety, efficient school operations, maintenance of a proper educational environment, or failure to comply with CEC policy [School Visitors](#).

Volunteers

CECOLC uses the Verified Volunteers online background-check system. Before signing up to help at a special event, field trip, or any other CEC activity, all volunteers are asked to complete the online form located on our website, under the "About Us" 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:

- The **CEC Good Deed Code: x7z0umj**. This code will be needed to create a new account or to link an account from a previous organization you have volunteered for (i.e.: Poudre Schools, United Way, etc.)
- There is an \$18 processing fee for each background check. Upon the completion of 10 volunteer hours, CECOLC will reimburse you this cost. Please let the CECOLC Director of Online Education know when you have volunteered 10+ hours so a reimbursement check can be issued.

Secret Societies/Gang Activity

CEC strives to keep all schools and students free from the threat or harmful influence of any groups or gangs that advocate drug use, violence, or disruptive behavior. The Director of Online Education or designee will take reasonable steps to deter gang intimidation of students and confrontations between members of different gangs on school grounds, in school vehicles, and at school-sanctioned activities and events.

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

Free Association

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

Emergency Procedures If a Student Is on a CEC Campus

Emergency procedures are defined in each CEC campuses' Emergency Operation Procedures (EOP) and include, but are not limited to, evacuation drills, lockdown, lockout, and shelter-in place drills. These procedures are created in cooperation with local law enforcement and fire agencies. Due to the fluid and evolving nature of emergency procedures and the importance of ensuring that the information passed on is accurate and current, the EOP and other emergency procedures are available for review and inspection by parents and members of the general public upon request.

Each student is responsible to follow all emergency procedures, and to:

- REMAIN with his or her teacher.
- ACCOUNT for his or her whereabouts.
- RESPOND to staff-member directions.

Emergency Contact Information

To assist CEC staff in responding to emergencies and to ensure that parents/guardians receive all school mailings, email the CECOLC Registrar with any changes/updates to home address, phone numbers, or email addresses.

Concerns, Complaints, and Grievances

Complaints and grievances are best handled and resolved as close to their origin as possible. See CEC policy [Network Grievance](#) policy for additional information.

Student Health

Immunizations

Colorado law requires all students to be vaccinated against certain diseases unless a valid Colorado recognized exemption is filed. The Colorado Department of Public Health and Environment recently updated its medical-exemption form and process. Contact the CECOLC Registrar for the current form.

Administering Medications to Students at a Scheduled On-Campus Event

CECOLC may administer medication to a minor who is attending a scheduled on-campus event if the student has written instructions from their parent/guardian and a physician's standing medical order.

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

Student Accidents and Injury at A Scheduled On-Campus Event

In all cases where the nature of a student's illness or injury appears serious, the parent/guardian shall be contacted, if possible, and the instructions on the student's emergency card will be followed. In extreme emergencies where there is potential threat to life, limb or digit, school personnel shall immediately call emergency health services to arrange for transporting the student to an emergency facility on the advice of emergency health personnel.

No student shall be sent home alone unless the illness is minor and the parent/guardian has consented in advance.

The Director of Online Education shall immediately attempt to contact the parent/guardian to inform him or her of the status of the student and to request that the parent/guardian proceed to the hospital immediately.

CEC's Chief Executive Administrator will be notified of a serious injury or illness as soon as possible.

The teacher, or other staff member, who was responsible for the student at the time of the accident will complete an accident report using the official school form. See CEC policy [First Aid and Emergency Medical Care](#).

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

If the student is in pain or requires medical treatment, the student's parent/guardian will be notified to come pick the student up from school. An injured secondary student will be allowed to leave school unaccompanied by a parent/guardian only with the express approval of the parent/guardian. The school staff member who speaks with the parent/guardian will make written notes, indicating the date and time of the conversation, the parent/guardian's name, and whether permission was given.

Students with Food Allergies

CECOLC recognizes that some students may be diagnosed with potentially life-threatening food allergies. CEC policy [Students with Life Threatening Allergies](#) addresses this issue and meets state law requirements concerning the management of food allergies and anaphylaxis among students. CECOLC encourages parents to keep a supply of the prescribed medication used to treat the food allergy/anaphylaxis at school, unless the student has an approved treatment plan that authorizes the student to carry the medication with him/her and can self-administer the medication. A food allergy/anaphylaxis health-care plan must be developed with the school's RN. Please contact the Director of Online Education to start the plan process. An Allergy and Asthma Action Plan form must be completed and signed by the health-care provider and the parent/guardian.

Additional Information

College Course Fail/Withdrawal Reimbursement

CECOLC students taking college courses and their parent/guardian are required to sign a document stating they will reimburse CEC the tuition paid by CEC for any college course the student does not pass or drops after the stated official add/drop deadline. See Grading Policy on page 13 of this Handbook for more details. See CEC policy [Student Fees, Fines, Charges, and Fee Schedule](#).

Textbooks

All required textbooks for online middle school, high school, and Snow college classes are integrated into each course and accessed online. CECOLC will reimburse students for REQUIRED textbooks for online college classes taken through Aims Community College or another Colorado postsecondary institution.

Borrow or Rent Your Books

- With your ISBN number(s), search the community college bookstore or other book rental sites (www.campusbooks.com compares multiple sites) for the cheapest rental prices.
- If a book or access code cannot be rented: When you absolutely cannot find a book available for rent, you may purchase it, knowing it will cost you more dollars from your voucher. Access codes may always be purchased and reimbursed through the rental process.

How To Get Reimbursed

The online Textbook Reimbursement Request form will be available to students in September of each school year. All reimbursement requests will be reviewed for eligibility. Checks will be mailed to eligible students mid-December. Required documentation includes:

- Photo/copy of original receipt - must show rental status and due date if rented
- Proof of required materials (syllabus or Community College printout)

Textbook reimbursement will first be applied to any outstanding fees. Textbook reimbursement is only available to students with remaining voucher dollars.

High School Student Voucher Account

- CEC offers full-time and part-time online school students an annual voucher to pay for college tuition.
- Students who overspend their voucher account will be charged and billed for any overage.
- Students' voucher accounts will be charged each semester for all courses in which they are enrolled. CECOLC may make exceptions for certain courses that should not be charged to a student's voucher account.
- Vouchers are awarded for only the current school year, include courses taken during the summer that follows the school year, and are not rolled over to the following school year. Vouchers cannot be shared among students or transferred to another student, even if that student is a sibling.
- To apply their voucher to a course, students must pass a college course with a grade of "B" for Snow College mastery-based courses or a grade of "C" or better for online courses taken through Aims Community College or other Colorado postsecondary institution. Students are charged the tuition of any course they fail or withdraw from after the official drop date.
- Students may take summer courses providing they have funds remaining in their voucher.

CEC Online Campus Statement of Integrity and Student Handbook Acknowledgement

CEC Online Campus students and parents/guardians must acknowledge they have read the CEC Online Campus Student and Family Handbook by electronically signing this form.

STUDENT:

I acknowledge that I have received, read, and asked any clarifying questions regarding the CEC Online Campus Student and Family Handbook. I will follow all the rules, regulations, standards of conduct, and abide by all other information contain in the handbook. I understand that while attending CECOLC, I will:

- Always give my best effort and model my best online class behavior.
- Always do my own work.
- Actively engage and participate in class and all online learning activities.
- Attend synchronous class session, if available, or watch the video of any recorded sessions.
- Complete and turn in projects, activities, and assigned work on time.
- Remind my parents/guardians to notify the school or my instructors when I will be absent for a synchronous class.
- Stay connected with instructors, counselors, and fellow students.
- Reach out and ask for help when you need it.
- Complete CECOLC feedback surveys.

Printed Student Name and Signature

Date

PARENTS/GUARDIANS

I acknowledge that I have received, read, and asked any clarifying questions I have regarding the CEC Online Campus Student and Family Handbook with my student. I have discussed the need to follow the standards of conduct set forth in the Handbook with my student and I understand and agree that it is my student's responsibility to follow all school rules described in the Handbook. In addition, I will:

- Ensure that a device and internet access are available at home. If not, I will reach out to CECOLC for assistance.
- Monitor all communication from CECOLC for up-to-date information.
- Encourage my student's participation in online learning.
- Reach out to school leadership regarding issues or concerns I have with my student's learning.
- Establish routines and expectations for my student.
- Help my student manage their online learning by encouraging them to engage in classes by doing their best and completing assignments.
- Encourage my student to reach out for help when needed.
- Support my student's mental health.
- Reach out for help when I am struggling.
- Complete CECOLC feedback surveys.

Printed Parent/Guardian Name and Signature

Date