



# 2023-2024

# Student and Family Handbook

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[Everestpoint.org](http://Everestpoint.org)

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# 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 (Network) includes seven high schools, three middle schools, College Direct locations, several homeschool programs, and an online school that serves students in grades 6-12.

## **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.”

## **Everest Point Homeschool Academy**

Everest Point Homeschool Academy (CEC EPHA) is a program of CEC which provides enrichment to homeschooled students. Students at CEC EPHA are considered part-time, public school students who are also enrolled in a “nonpublic home-based educational program” C.R.S. 22-33-104. CEC EPHA is funded publicly through CEC. Students enrolled at CEC EPHA cannot be concurrently enrolled in another publicly funded program.

## **Definitions**

- “Administrator” refers to CEC’s Chief Executive Administrator (CEA), CEC EPHA Program Director, and their designees.
- “CEC” refers to the Colorado Early Colleges Network of Schools, including Everest Point Homeschool Academy.
- “CEC Personnel” refers to an employee of CEC, including those at Everest Point Homeschool Academy.
- “School” refers to any CEC school, including Everest Point Homeschool Academy.
- “CEC EPHA” refers to Everest Point Homeschool Academy.
- “Program Director” refers to the site coordinator at Everest Point Homeschool Academy.

## **Temporary Remote Learning / CEC Online Courses**

The terms “class” and “classroom”, as used within this Handbook, include the remote learning class and remote learning classroom. CEC might need to conduct classes remotely at different times due to emergency school closures during the 2023-2024 school year. CEC recognizes that remote learning creates significant challenges for many families. 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 remotely, 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, whether in person or online. CEC will hold students accountable for all conduct whether in-person or online. CEC will hold students accountable for all conduct while participating in online learning, on network property, and network-sponsored events.

# Mission, Beliefs, Transparency of Curriculum, Student Bill of Rights, and Family Engagement

## **CEC Mission Statement**

All students, regardless of background or skill level, will have the opportunity to pursue a growth mindset that will allow them to achieve mastery and to demonstrate that they can succeed in school, in college, and in their chosen careers. No exceptions. No excuses.

## **CEC EPHA Vision**

Everest Point Homeschool Academy's mission is to provide an engaging and enriching experience, both academically and socially, for homeschool families. CEC EPHA works closely with parents/guardians, students, teachers, and staff to fully support parents/guardians' choice of education for their children.

## **CEC Beliefs**

**We believe** in a united effort in fulfilling the Mission of Colorado Early Colleges.

**We believe** in honoring and respecting the dignity of all people and seeing people as individuals. People have inherent value and purpose simply because they were born. We philosophically believe that all individuals are endowed with innate talents, aptitudes, and abilities unique to themselves that when developed lead to strengths that can serve them for the remainder of their lives.

*"The answer is to go deeper than race, deeper than wealth, deeper than ethnic identity, deeper than gender. To teach ourselves to comprehend each person, not as a symbol of a group, but as a unique and special individual within a common context of shared humanity. To go to that fundamental place where we are all simply mortal creatures, seeking to create order, beauty, family, and connection to the world that on its own seems to bend too often towards randomness and entropy."* Dr. Wyatt Tee Walker

CEC's definition of DEI:

- **Diversity:** Respecting the dignity of our diverse population.
- **Equity:** Ensuring fair treatment, equality of opportunity to earn an associate degree or certificate, and fairness in accessing individual support to earn the associate degree or certificate.
- **Inclusion:** Building a culture of belonging by honoring and respecting the dignity of all people.

**We believe** that students are our first responsibility. Preparing and maintaining a space for students to thrive in education will continue to require thought and rethought. The classroom is not a place to indoctrinate students with personal beliefs or personal opinions. CEC is a place to foster critical thinking, exploration of principles around challenging content, problem solving and freedom of thought in students by professional, unbiased, teachers. The educational focus will always remain on the student discovery of passion for their chosen career while developing character and a growth mindset. We model and value teaching character strengths such as kindness, responsibility, work ethic, and perseverance that are essential to a student's future success in all areas of life.

**We believe** in parental choice and that we are here to serve families. As we strive to build upon connections with our families, we leave the job of parenting to our parents/guardians. They are responsible for imparting morals and values taught in their homes including practiced political, religious, and social viewpoints. We trust that they know what is best for their students as the student grows and develops into an adult.

**We believe** in the sense of belonging and in cultural humility and curiosity. We understand the importance, welcome the history, and value the contributions of all students represented in our schools. It is our hope to leverage the power of dignity so our students and staff will become the most empowered, compassionate humans they can be. The CEC community will thrive when they feel that they are treated well and are valued.

### ***Transparency of Curriculum***

CEC believes parents, guardians, and students should be completely aware of the curriculum and materials presented and taught in all CEC courses. As we strive to continue to foster transparency, CEC is committed to enacting the following by the spring of 2024:

- All CEC campuses and programs will have developed course descriptions of all courses offered to homeschool, middle, high, and college-level students.
- Detailed course descriptions will be offered to parents, guardians, and students before course enrollment and high school advising appointments.
- This will include curriculum, resources, required texts, and reading materials.
- Parents and guardians will approve the course curriculum by enrolling in the course or by requesting a choice in curriculum and reading material that aligns with the standards and objectives of the course.

This transparency will allow parents, guardians, and students to choose a different course if the course is not required.

If a course is required, parents and guardians can choose a different curriculum and/or reading materials should they not agree with the course's standard curriculum and reading material.

### ***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 classroom 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/guardians are encouraged to check the Everest Point Homeschool Academy [website](#) often for important information and announcements. Parents/guardians should ensure that their information in Infinite Campus is up to date, so that all email and text communications are received.

## **Nondiscrimination**

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

The Colorado Early Colleges Governing Board (Board) is committed to providing a safe learning and work environment where all members of CEC are treated with dignity and respect. CEC is subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, national origin, marital

status, religion, ancestry, age (when applicable), or need for special education services, or any other class protected by law.

Accordingly, no otherwise qualified student, employee applicant for employment or member of the public shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any CEC program or activity on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, national origin, marital status, religion, ancestry, age (when applicable), or need for special education services, or any other class protected by law.

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***

CEC is dedicated to the principles of equal opportunity and prevention of harassment in all of its practices. As a public entity and an employer, CEC is bound by a set of state and Federal laws regarding equal opportunity and nondiscrimination. CEC prohibits unlawful discrimination or harassment against individuals on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, national origin, marital status, religion, ancestry, age (when applicable), or need for special education services, or any other class protected by law.

If you have a complaint about discrimination or harassment as it pertains to CEC, please contact Dr. Stephanie Livingston, Executive Director of Organizational Development and HR, and Title IX Coordinator at [stephanie.livingston@coloradoearlycolleges.org](mailto:stephanie.livingston@coloradoearlycolleges.org).

If you have a complaint about discrimination or harassment pertaining to one of CEC's schools, please first contact the school directly pursuant to the [CEC Network Grievance Policy](#).

### ***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, transgender status, 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, 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, transgender status, 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 they have been a victim of unlawful discrimination or harassment, as defined in federal and state laws, should immediately report it to the Head of School, a staff member, or Safe2Tell. All students who witness such harassment should immediately report it to the Head of School, a staff member, 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 they have been a victim of bullying should immediately report it to the Head of School, a staff member, or Safe2Tell. All students who witness bullying should immediately report it to the Head of School, a staff member, or Safe2Tell. See CEC policy [Bullying Prevention and Education](#).

### **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.

If a student is found to have knowingly used Safe2Tell to make a false report, the student will be subject to school disciplinary action. A false report is any report where a student makes a report or knowingly causes the transmission of a report to a law enforcement authority of a crime or other incident within their official concern when they know that it did not occur or when it is intentional to get someone in trouble. . Misuse of Safe2Tell could result in a referral to law enforcement and be subject to criminal charges under C.R.S. 18-8-111

### **Service Animals and Other Animals on Campus**

Per Colorado law, CEC allows service animals on all its campuses who are specifically trained as service animals for individuals with disabilities as defined by Section 504, the ADA, and the ADAAA. Students with disabilities have the same rights as all other students to use and enjoy CEC schools, facilities and sponsored activities. A student with a disability will be requested to complete the "Request to be Accompanied by a Service Animal" and submit it to the School Nurse, or designee, prior to bringing the animal onto campus to ensure CEC can prepare any reasonable accommodations needed. See CEC policies [Transportation](#) and [Service Animals and Other Animals on Campus](#).

### **No Personal Pets On Campus**

CEC does not allow personal pets on the CEC EPHA campus.

## Parent/Guardian Information and Resources

### ***Interviews by the Department of Human Services (often referred to as CPS or DHS)***

CEC will cooperate fully with the Colorado Department of Human Services (“DHS”) in its investigations.

Upon request by DHS to interview a student witness, CEC staff shall notify the student's parent/guardian, except in cases involving the investigation of reported child abuse where the suspected perpetrator is a member of the student's family, or when DHS has a court order directing that the student's parent/guardian not be notified, or when an emergency or other exigent circumstances exist.

### ***Notifying Parents/Guardians of Alleged Criminal Conduct by School Employees***

If CEC 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, CEC EPHA will notify parents/guardians within two days after the employee is charged. This notification will go to parents/guardians 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. See CEC policies [Data Privacy](#), and [Rights Concerning Student Records](#).

### ***Family Educational Rights and Privacy Act (FERPA)***

FERPA affords parents/guardians 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 Head of School 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/guardians, or eligible students, who wish to ask the school to amend a record should write to the Head of School and clearly identify the portion of the record that is incorrect, specifying why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of 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 CEC Admissions, in accordance with CEC procedures, that they do 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, phone number, addresses
    - 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

See CEC policies [Data Privacy](#), and [Rights Concerning Student Records](#).

### ***CEC EPHA Family Directory***

CEC EPHA will offer a family directory. The purpose of the directory is to allow students and parents/guardians to get in touch with other CEC EPHA families. A directory helps to facilitate communication between CEC EPHA families for school and non-school related matters.

The family directory is offered on the [website](#). This is only available to website members who have joined and been given approval. When families join the Everest Point website, they choose to opt in or out of the directory, as well as choosing how much information is available for members to view. Opting in to be a part of the family directory is giving consent. Families can change their opt-in/out at any point in the year. When a family leaves CEC EPHA, they will be removed from the directory and will have their website privileges revoked.

### ***Infinite Campus***

Infinite Campus, often referred to as IC, is the student information system CEC EPHA uses to maintain student records. Students and parents/guardians will receive Infinite Campus login information at the beginning of their first semester at CEC EPHA. They are strongly encouraged to log into Infinite Campus on a regular basis to track grades, monitor attendance, check assignment due dates, update contact information, read important email messages, and complete other functions as needed by the school.

## **Students’ Rights and Responsibilities**

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

### ***School Calendar***

CEC EPHA 2023-2024 school calendar can be found [here](#) for Inverness, and [here](#) for Colorado Springs and Northglenn.

## **Bell Schedule**

CEC EPHA 2023-2024 bell schedule can be found [here](#).

## **School Closures**

For weather delays and closures, CEC EPHA will announce any delays or closures via the homepage on CEC EPHA's [website](#). Please click on your specific campus for weather delay information. Information will be posted at the top of your specific school's homepage. Parents/guardians should use their own judgement when deciding to come to school in the event of inclement weather. See CEC policy [School Closings and Cancellations](#).

## **Enrollment**

Enrollment at CEC EPHA is based on space availability. CEC EPHA strives to have small class sizes averaging a 12:1 student teacher ratio. Students who are enrolled in CEC EPHA will attend classes one (1) day a week for a minimum of 90 contact hours per semester but less than 360 contact hours per semester. Students must enroll in five (5) classes and attend the full day. **Enrollment cut-off is the FOURTH WEEK in September.**

- **Kindergarten** students should be 5 (five) years of age on or before October 1<sup>st</sup>.
- **First grade** students should be 6 (six) years of age on or before October 1<sup>st</sup>.

A student(s) will retain enrollment from year to year unless the student has withdrawn or been expelled from CEC EPHA.

## **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 (6) 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.

An excused absence will require school approval. In some cases, documentation, such as a note from a parent/guardian or health-care provider, may be required for the school to excuse an absence.

The following are recognized as excused absences:

- Temporary illness or injury.
- A physical, mental, or emotional disability.
- Suspension or expulsion in accordance with C.R.S. 22-33-105 and 106.
- The Program Director may approve excused absences for student participation in CHSAA approved sports or other sports programs, with the completion of the sports verification form, and/or extracurricular programs such as, but not limited to marching band, state band/orchestra/choir, club sports, and school-approved club tournaments. Absences for sport practices are not excused.
- Official college tour or orientation, upon proof of attendance.
- Possession of a current age and school certificate or work permit issued pursuant to the Colorado Youth Employment Opportunity Act of 1971.
- In the custody of a court or law enforcement authorities.
- Participation in a work-study program under the supervision of a public school.
- Assigned to out-of-home placement (as defined by C.R.S. 22-32-138(1)(e)), and absences are due to court appearances and participation in court-ordered activities. The student's assigned social worker will verify the student's absence was for a court appearance or court-ordered activity.
- Religious holidays or observances based on a sincere religious belief. Complete the [Religious Accommodations Form](#).
- Medical and legal appointments.
- Family funeral attendance.
- Family wedding attendance.

Unexcused absences occur when the student is absent without a reason or for a reason other than the excused absences identified above. See CEC policy [Attendance and Tardiness](#).

Each excused and unexcused absence will be entered on the student's attendance record in Infinite Campus. The parents/guardians of the student receiving an unexcused absence shall be notified orally or in writing by CEC EPHA of the unexcused absence. Parents/guardians will have two (2) business days to excuse an absence that was initially entered as "unknown" or "unexcused."

Parents/guardians are contacted each morning that a student is absent unless the parent has notified the school. The Program Director, or designee, will contact families with at least three (3) unexcused absences to discuss the consequences of excessive absences and to develop a plan to return to school.

### ***Chronic Absenteeism***

When a student has an excessive number of absences, these absences negatively impact the student's academic success. For this reason, a CEC student who is absent 10 percent or more of the days within the school year, whether the absences are excused or unexcused, may be identified as "chronically absent" by the Head of School, or designee. Consequently, a student who averages two (2) absences (excused or unexcused) a month is at-risk of being chronically absent for the year. The Head of School, or designee, will discuss truancy consequences with students who meet or exceed this absentee rate during five (5) or more consecutive months or exceeds eight (8) absences in the first semester. If a student is identified as "chronically absent," the Head of School, or designee, will develop a plan to improve the student's attendance. The plan will include best practices and research-based strategies to address the reasons for the student's chronic absenteeism, including, but not limited to being contacted by a school's Family Liaison or Counselor, or interventions as described in the MTSS process. When practicable, the student's parent/guardian will participate in the development of the plan. The Head of School, or designee, will discuss truancy consequences with the student and family, and strongly consider putting the student on an attendance contract at the beginning of each semester.

### ***Habitually Truant***

"Habitually truant" shall be defined as a student of compulsory attendance age who has four (4) unexcused absences during one (1) month or ten (10) total days of unexcused absences in any school year. If a student is absent without a signed or verbal parental excuse or if the student leaves school or a class without permission of the staff member or Head of School, the student shall be considered truant. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences for purposes of defining a student as a "habitual truant."

In order to reduce the incidents of truancy, parents/guardians of all students are notified in writing at the beginning of each school year of their obligation to ensure that all children of compulsory attendance age attend school. Parents/guardians shall provide the school with a telephone number or other means of contacting them during the school day for student related matters.

The school shall establish a system of monitoring individual unexcused absences. When a student fails to report on a regularly scheduled school day and school personnel have not received indication that the parent/guardian is aware of the absence, school personnel or volunteers under the direction of school personnel shall make a reasonable effort to notify the parent/guardian by telephone.

A plan shall be developed for a student who is at risk of being declared habitually truant with the goal of assisting the student to remain in school. CEC shall develop regulations to implement appropriate interventions for truancy. Nothing herein will require the Head of School, or designee, to identify a student as "chronically absent" prior to declaring the student as a "habitual truant" and pursuing court proceedings against the student and his or her parents/guardians to compel the student's attendance in accordance with state law.

### ***Tardiness***

Tardiness is defined as the arrival of a student 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.

A student will not be considered tardy if detained by another teacher/administrator, provided that the teacher/administrator gives the student a pass to enter the next class. Teachers will honor passes presented in accordance with CEC policy [Attendance and Tardiness](#).

### ***Assessments, Testing and Surveys***

Assessments provide valuable information for students, parents/guardians, and educators on whether students have mastered grade-level content and are on track to enroll in college level courses. Assessments also inform teachers and school staff on where to improve curriculum, instruction, and leadership to better serve students.

High school students are placed into college courses based on their ACCUPLACER® college placement assessment scores. NWEA MAP Growth Reading and Math assessments are also used as interim assessments to inform classroom instruction and monitor progress.

CEC EPHA will communicate to parents/guardians the positives of taking State Assessments.

While it is highly recommended to participate in state assessments, parents/guardians may elect to opt their student(s) out of one or more of the following state assessments without penalty:

- CMAS English Language Arts: 6<sup>th</sup> - 8<sup>th</sup> grades
- CMAS Math: 6<sup>th</sup> – 8<sup>th</sup> grades
- CMAS Social Studies: 7<sup>th</sup> grade
- CMAS Science: 8<sup>th</sup> and 11<sup>th</sup> grades
- PSAT College Preparatory Exam: 9<sup>th</sup> and 10<sup>th</sup> grades
- SAT College Entrance Exam: 11<sup>th</sup> grade
- NNAT - Gifted and Talented Screener

Parents/Guardians may not opt their student(s) out of interim state required screeners/assessments such as WIDA and ACCESS for ELLs, the READ Act or local assessments such as MAPS or ACCUPLACER.

Parent Opt Out forms are available on the EPHA website and by contacting the school directly. If a parent/guardian chooses to opt their student out of one of the State Assessments listed above, they will be responsible for completing the Parent Opt Out form and returning the completed form to the school. See CEC's [State and Local Assessment Administration](#) policy.

### ***School- and Student-Sponsored Organizations or Clubs***

All school/student sponsored organizations or clubs at CEC must align to CEC curriculum. Participation in an organization or club is voluntary and open to all CEC EPHA students. All school/student sponsored organizations or clubs may establish academic qualifications for membership; however, membership in any student organization shall not be denied based on race, sex, sexual orientation, national origin, disability, or any other status protected by law. Qualifications based on sex may be imposed only where necessary to preserve the health, safety, or welfare of students, or where sex is a bona fide and integral qualification for the activities of the organization. See CEC policy [School- and Student-Sponsored Organizations](#).

### ***Photography/Media Release***

During the enrollment process, parents/guardians will be given the option to grant or deny consent to the CEC Network of Schools for the student to participate in public or social media, publications, and for the student's photograph, voice, and/or name to be used in public or school media projects, including but not limited to the school yearbook. An additional option is given at that time to parents/guardians to grant consent for the student to be included in the yearbook **only**. Consent is valid for the student's tenure with CEC. Consent can be revoked at any time by submitting a written request to the Director of Admissions.

### ***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 Sarah Burkeen at [sarah.burkeen@everestpoint.org](mailto:sarah.burkeen@everestpoint.org). See CEC policy [Homeless Students](#).

## **Academics**

### ***Guiding Principles***

CEC EPHA recognizes parents as the primary educators and decision makers for their children. Parents/guardians should view CEC EPHA as a supplement to their child(ren)'s education and not a replacement. CEC EPHA staff strives to provide a variety of classes that can meet all students' academic and elective needs.

### ***Class Offerings***

Class offerings will be released each spring and parents/guardians are encouraged to register for classes as soon as possible. The release will be at least two (2) weeks before class registration for existing families opens, allowing families to have time to consider what classes are best suited for each student. Once class registration opens, parents/guardians should register as classes tend to fill up quickly. After a period of one (1) week of open class registration for existing families, class registration for new students will open. Please register students within the first week of registration in order to ensure their continued education at CEC EPHA.

Class descriptions, extra fees (if applicable), supplies, teacher, and homework information will be provided with each class. Registration will take place online. If a family cannot register online, please contact the Program Director to make alternative arrangements.

### ***Class Changes***

The last day to change classes is the **THIRD WEEK IN SEPTEMBER**. No class changes will be permitted after this date. Parent(s)/guardians and students should remember that classes last the full school year and to choose classes carefully.

### ***Homework***

Students should take note of the level of homework for class choices. Homework levels are rated 0 to 5. When choosing classes, please ensure the student has the time each day/week to get their homework completed. Homework levels are as follows:

- 0 - no work outside of class
- 1 - up to one (1) hour of work outside of class each week
- 2 - up to two (2) hours of work outside of class each week
- 3 - up to three (3) hours of work outside of class each week
- 4 - up to four (4) hours of work outside of class each week
- 5 - class will likely include weekend homework and five (5) or more hours of work outside of class each week

\*\*\*If a student does not complete and return their homework, consequences outlined in the teacher's syllabus will be imposed.

## ***Grading Policy***

Students in grades K through 5 at CEC EPHA will receive a pass or fail grade in each class for each semester. Students in grades 6 through 12 receive a letter grade based on the following scale:

A	90-100%
B	80-89%
C	70-79%

\*Please note any grade below 70% is considered failing at CEC EPHA.

Each student receives a grade report (report card) at the end of fall and spring semester. CEC EPHA offers credit to students who have completed class work and final exams. Students are expected to complete studies at home and are required to come prepared for each class as the teacher dictates. As the primary educator, parents/guardians have the right to accept or decline the credit. Credit becomes a part of the homeschool transcript as determined by each parent. Students working on college course credit through CEC (not those taken at CEC EPHA) are expected to follow the guidelines set forth by CEC with regards to college courses/credit. College courses through CEC do not affect credit with CEC EPHA, and vice versa.

## ***Makeup Work***

It is the student's responsibility to communicate and connect with teachers regarding make-up work for all absences. Make up work for all absences (excused OR unexcused) is at the discretion of each teacher. Students who know they will be absent ahead of time should attempt to get the work before the absence.

## ***Graduation Requirements***

Students do not graduate from CEC EPHA. Students at CEC EPHA may count the courses taken at CEC EPHA towards their own home education plan and graduation requirements. Colorado does not have a standard set of graduation requirements. Students in high school are urged to research the requirements for entrance into colleges they are interested in and incorporate those requirements into their home education plan. There are recommended classes; that are required at most post-graduate schools, and CEC EPHA tries to offer these core courses to support homeschool families. Families with questions and concerns about graduation requirements should consult an advisor with individual(s) who are well-versed in homeschool law and requirements.

## ***Transcripts***

CEC EPHA will take attendance and track course grades. It is the responsibility of the homeschooling parent to create full transcripts. Parents/guardians can transcribe any courses taken at CEC EPHA into their own home transcripts. Individuals at CEC EPHA can help guide parents/guardians in the process of making a transcript, if necessary.

## **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.
- 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.

CEC EPHA 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 engage in misconduct will be subject to disciplinary action and possible expulsion, based upon the nature and severity of students' behaviors. See CEC [Student Code of Conduct and Discipline](#) policy.

### ***Academic Honesty***

Students must not plagiarize or cheat; this includes using Artificial Intelligence ("AI") and ChatGPT. Students must produce their work and cite sources appropriately. Disciplinary consequences will be enforced for academic dishonesty. Student expectations for academic dishonesty and plagiarism, including but not limited to the consequences, are defined in the course syllabi.

### ***Field Trips and Other Extracurricular Activities***

A student's participation in a field trip or other extracurricular activity may be denied due to failing grades or discipline issues. Students are responsible for making up all missed schoolwork due to participation in a field trip.

### ***Dress Code***

CEC EPHA chooses to adhere to a school Dress Code that ensures safety, professionalism, and instills student self-discipline. CEC EPHA wants staff and students to 'be at their best' while in an academic setting. CEC EPHA believes in having high expectations and standards to follow for every student, while encouraging a focus on their education and career. CEC EPHA Dress Code shall be enforced uniformly, fairly, and consistently for all students and prohibits students from wearing apparel that is deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Students must be in Dress Code at all times while on campus, during remote learning, attending any school-supported/sponsored activity, tutoring appointments, and advising appointments during the year, including summer months.

Questions about whether a clothing item is out of Dress Code should be addressed with a CEC EPHA Leadership Team member before the item is worn.

Expectations:

- Students should wear clothing that covers ALL undergarments and midriffs. Pants/jeans must be worn at the waist. No underwear, boxers or undergarments may be visible.
- No excessive rips in jeans/pants and all rips must be below the fingertips when arms are extended down the length of the leg.
- Tops must cover areas from one armpit across to the other armpit. Tank-top straps must be at least "4 fingers wide". Spaghetti straps and halter/backless tops are not allowed.
- Dresses, skirts, and shorts must be no shorter than midway between fingertip length and top of knee.
- Beanies, hats, hoods, or bandanas may not be worn inside the buildings; hooded sweatshirts (hoodies) may be worn but the hood must not cover the head. Bandanas may be worn if incorporated into a hairstyle. Traditional/Religious headwear, as well as protective hairstyles commonly or historically associated with race, are allowed. Hats are allowed on Fridays based on Head of School discretion.
- Shoes must be worn at all times. \*Closed-toe shoes are required in science labs and PE class.
- Any clothing, jewelry, accessories, and tattoos that contain any words, symbols, or pictures that include any of the following: references to sex, drugs, tobacco, alcohol, weapons, obscenities, profanities, as well as anything vulgar, lewd, legally slanderous, and/or dangerous are prohibited and must be removed or covered.

- Pajamas, slippers, blankets, and costumes are not allowed, unless it is a Yeti Theme Day.

Any student deemed in violation of CEC EPHA's Dress Code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. A notation will be made in IC 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](#). Classes missed as a result of dress-code violations are considered excused; however, the student will be required to make up missed class work.

### ***Public Display of Affection***

In order to maintain a professional atmosphere of learning, mutual respect, and safety in school, students will refrain from inappropriate, intimate behaviors on campus or at school-related events and activities. Students are expected to conduct themselves respectfully at all times.

#### Guidelines:

- It is acceptable to demonstrate care for each other in physical expressions such as quick friendly hugs, pats on the back or shoulders, or holding hands as an expression of affection.
- Intimate physical expressions of affection (hugging, kissing, embracing) are not permitted on school grounds, on the school bus, or during any school activity.
- Lying down with another student; hand on another's lap; sitting on another's lap is also not acceptable. Touching in sexual ways either under or through clothing is not acceptable.

### ***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. CEC EPHA may deny, revoke, or suspend access to CEC technology at any time.

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 CEC EPHA.

### ***Social Media***

Social media encompasses any online platform, channel, or mobile technology that allows anyone to publish (post) content.

When posting content, CEC students should:

- Honor, value, and respect the dignity of all CEC students and staff.
- Avoid negativity and profanity.
- Refrain from cyberbullying, which includes:
  - Intimidating or threatening others.
  - Making threats against CEC or CEC property.
  - Using another person's log-in or password to send inappropriate messages and images.
  - Creating fake profiles.
  - Creating websites or posts to embarrass, threaten, or socially isolate another person.
  - Circulating offensive photos or videos.
  - Texting offensive messages.
  - Creating rumors or posting false information about others.

Cyberbullying is strictly prohibited and may lead to a referral to law enforcement and/or discipline up to and including expulsion.

Any social media post that creates an actual significant disruption to CEC, or is likely to do so, may lead to a referral to law enforcement and/or discipline up to and including expulsion. A single post in conjunction with other behaviors that happen on or off school grounds or at a school-sponsored event as a part of a pattern of disruptive behavior may be considered an actual significant disruption due to this pattern.

Any student who believes they have been a victim of cyberbullying, such as account impersonation, bullying, criminal activity, harassment, hate speech, inappropriate photos, spam, and videos should immediately report it to the Head of School, a staff member, or Safe2Tell.

The CEC name and likenesses are protected by law; students and parents/guardians are prohibited from launching a CEC website or creating a CEC account on any social media platform unless approved by the Director of Marketing.

For additional information, see CEC policies: [Nondiscrimination/Equal Opportunity](#); [Discrimination and Harassment](#); [Data Privacy](#); [Bullying Prevention and Education](#); [Rights Concerning Student Records](#); [Student Code of Conduct and Discipline](#); [Suspension/Expulsion of Students](#); and [Technology Resources, Internet Safety, and Responsible Use For Students](#).

### ***Personal Electronics in School***

Students may NOT use a personal electronic device during class for any reason unless specifically directed to do so by a staff member. Failure to abide by this policy may result in confiscation of the item by school leadership. If the student refuses to hand over the item, the student's parent/guardian may be contacted, and other disciplinary action may be taken.

## **Student Accountability and Discipline**

### ***Student Accountability and Discipline***

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

In accordance with state law, CEC EPHA will administer the Student Conduct and Discipline Code in an equitable manner and will enforce it uniformly, fairly, and consistently for all students. In accordance with C.R.S. 22-33-106, CEC will consider all legal factors in their determination of appropriate disciplinary consequences for a student. The discipline process will incorporate restorative justice best practices to address the needs of the student who engaged in the misconduct, the needs of those affected by the misconduct, and the needs of the overall school community.

In all instances, students will be expected to abide by the Student Code of Conduct, and any other appropriate classroom rules of behavior established by the Program Director 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 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***

The CEC EPHA Program Director or designee has the power to suspend a CEC EPHA student for not more than five (5) 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 ten school days on the grounds stated in C.R.S. 22-33-106 (1)(d). unless expulsion is mandatory under the law.

CEC's Chief Executive Administrator (CEA) maintains the authority to suspend a student, in accordance with C.R.S. 22-33-106, for an additional ten school days if warranted. The total period of suspension shall not exceed 25 school days. See CEC policy [Suspension/Expulsion of Students](#).

## ***Expulsion for Unlawful Sexual Behavior or a Crime of Violence***

When CEC EPHA 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 and, 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 they are not the person named in the report) as soon after the suspension as is reasonably practicable. See CEC policy [Suspension/Expulsion of Students](#).

## ***Search and Seizure***

### **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 Head of School. 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**

CEC EPHA's Program Director 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, or federal, state, or local 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 (CEC EPHA 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).

CEC staff conducting a search shall be respectful of privacy considerations. Searches of a student and their personal effects may be conducted without the prior consent of the student's parent/guardian. However, the parent/guardian of any student searched shall be notified of the search as soon as reasonably possible.

Searches of a student that requires removal of clothing other than: coats, jackets, hats, shoes, socks, or other outer clothing, shall be referred to law enforcement. CEC staff shall not participate in these types of searches except for in extremely limited circumstances where there is an immediate danger of physical harm or illness to any person.

### **Seizure of Items**

Anything found during the search of a student conducted by CEC EPHA 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. CEC EPHA's Program Director, or designee 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 Head of School 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 the health, welfare, and safety of all staff, students, and visitors to CEC EPHA campuses, CEC EPHA may use video and audio surveillance. Monitoring may occur on school grounds, on CEC buses, at bus stops, and school-sponsored events, except in areas where monitoring would violate a student's right to privacy (e.g., bathrooms, locker rooms, and hotel rooms).

Recordings may become a part of a student's educational record in compliance with state and federal laws.

CEC EPHA will comply with all applicable state and federal record maintenance and retention laws.

### ***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 CEC EPHA 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, any other substance not approved by the Food and Drug Administration. See CEC policy [Drug, Alcohol and Tobacco Use](#).



## ***Weapons in School***

CEC EPHA 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. See CEC policy [Weapons in School](#).

Under CEC policy weapons include:

- A firearm, whether loaded or unloaded, or a firearm facsimile (toy gun) that could reasonably be mistaken for an actual firearm, which includes, but not limited to handgun, rifle, and shotgun.
- Any pellet gun, BB gun, cap gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
- A fixed blade knife or a spring-loaded knife or pocketknife.
- Any object, device, instrument, material, or substance, whether animate or inanimate, including, but not limited to slingshot, bludgeon, brass or artificial knuckles of any kind, fireworks, bomb, grenade, mine, rocket having a propellant charge of more than four ounces, missile having explosive or incendiary charge more than one-quarter ounces, or similar devices.

## ***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 their 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***

Parents/guardians are welcome to visit CEC EPHA. All visitors must sign in at the CEC EPHA front desk and provide a valid driver's license/ government issued identification to be permitted on campus. A visitor badge must be worn in plain sight at all times on campus. Parents/guardian(s) are permitted to socialize with other parents/guardians on the CEC EPHA campus, but parents/guardians should use designated areas for camaraderie so as not to disrupt classes in session. Parents/guardians are also encouraged to volunteer. The Visitor badge must be turned in at the front desk at the time of signing out of the building. See CEC policy [School Visitors](#).

## ***Guests***

CEC EPHA students are not permitted to have guests attend their classes at CEC EPHA, except as defined in the CEC policy [School Visitors](#). Students may have a guest attend lunch who has met the requirements outlined within CEC policy [School Visitors](#). All adult guests visiting CEC EPHA are subject to a background check.

## ***Volunteers***

CEC EPHA uses the Raptor Volunteers online background-check system. Before signing up to help at a special event, field trip, or any other CEC activity, see the CEC EPHA Volunteer Coordinator for the link to complete your volunteer application.

Volunteers are required to wear a Visitor badge in plain sight at all times while on campus or when volunteering at an off-site CEC event.

### ***Student Drop-Off***

**Parents/guardians must complete a Safe Pickup form, which will include names of persons approved to pick up your child at school.**

Students in Kindergarten and 1<sup>st</sup> grade must be picked up inside the building by a parent/guardian or authorized adult. Students are not permitted to be released to persons whose names are not included on the Safe Pickup form.

**Parents/guardians must be prompt.** Parents should inform CEC EPHA staff if they are running late. Students are not permitted to be released to persons whose names are not included on the Safe Pickup form.

**Early Pick Up:** If a parent needs to pick up a student up early, the parent/guardian is asked to call CEC EPHA staff and inform staff. When arriving for pick up the parent/guardian should come to the front desk to check the student out. Parents/guardians are not permitted to go directly to their child's class.

### ***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 Head of School 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 Code of 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 disrupt the educational process, may be subject to disciplinary actions by CEC EPHA's Head of School or appropriate law enforcement agencies.

### ***Off Limit Areas***

In the interest of the general health, safety, and welfare of all, students should remain within the school building during the school day. Students may not be outside or in the gymnasium without CEC EPHA staff supervision. Students may not roam the school premises during lunch, or any other free time if applicable unless the Program Director has issued approval. Students should respect school grounds and remain off landscaping and structures such as walls, that are meant for aesthetic or functional purposes.

### ***Driving Privileges/Parking***

Students with a valid driver's license are permitted to drive and park on CEC school premises at Inverness and Colorado Springs; the parking for CEC EPHA's Northglenn campus is a part of Northglenn Christian Church property. Students are permitted to park on school premises as a matter of privilege, not of right. Students can park in designated parking places only and will not block any other vehicles or any entrances or exits. Students who violate any parking lot signage, will be subject to towing at owners' expense and/or loss of parking lot privileges.

Routine patrolling of student parking lots and an open view inspection of student vehicles will be permitted at all times. In accordance with the rights of students under state and federal laws, vehicles on campus are subject to drug dog's suspicionless searches, to conduct mass, general, or random screenings of vehicles for the scent of drugs, alcohol, explosives, or other contraband.

Students and parents/guardians are reminded to drive slowly and carefully as children are often in the parking lot. All CEC EPHA students, families, and staff are expected to be courteous and respectful to all neighboring businesses. All drivers are asked to exercise caution when driving in our parking lots and when entering and exiting vehicles, especially during inclement weather.

## ***Closed Campus***

CEC EPHA is a closed campus. A closed campus is defined as one in which students cannot leave the designated school grounds until the completion of their academic day. An academic day is defined as when a student no longer has class and is leaving campus for the remainder of the day, not to return. CEC EPHA's closed campus applies to lunch times and free periods. The Program Director may approve exceptions in accordance with C.R.S. 22-32-120(3).

If a student needs to leave campus for any reason, they must check out through the office. A parent/guardian (or emergency contact listed on the Safe Pickup form and/or in Infinite Campus) is required to sign out a student in order for the student to leave campus. For safety, a valid ID must be presented at time of pick up.

## **Emergency Procedures**

Emergency procedures are defined in CEC EPHA Emergency Operations Plan (EOP) and include, but are not limited to evacuation drills, lock down drills, secure drills, holds, and shelter in place drills. 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/guardians and members of the general public upon request.

CEC uses the Standard Response Protocol developed by the I Love U Guys Foundation as our "uniformed, planned, and practiced response to any incident and is the foundation of a safe school". For more information, please visit <https://iloveguys.org/The-Standard-Response-Protocol.html>.

Student responsibilities for all emergency procedures are:

- REMAIN with your teacher or a CEC staff member.
- ACCOUNT for your 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 messages and mailings, please email the CEC EPHA 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 [CEC Network Grievance](#) policy for additional information.

## **Student Health**

### ***Immunizations***

Colorado law requires all students attending CEC to be vaccinated against certain diseases unless they have a Certificate of Medical or Nonmedical Exemption on file. To protect unvaccinated students, students with an exemption from one or more required vaccines may be kept out of school during a disease outbreak. Reach out to the CEC EPHA Registrar for the most current form from the Colorado Department of Public Health and Environment. See CEC's [Immunizations](#) policy.

### ***Administering Medications to Students***

CEC EPHA may administer short-term basic medication (acetaminophen/ibuprofen) to a minor if the minor has written instructions and permission from the minor's parent or guardian and there is a physician's standing medical order on file.

Prescription medication may be given legally only by a Registered Nurse (RN), or the nurse's designee that has been trained in medication administration and the RN has delegated the task of medication



administration to them. This delegation is required annually. CEC EPHA does **NOT** have a Registered Nurse on staff; therefore, parents/guardians will be expected to administer all prescription medication at home. If medication is needed during school hours, parents/guardians must come to school to administer prescription medication to their child. See CEC policies [Medication Administration](#) and [Administration of Medical Marijuana](#).

### ***Student Accidents and Injury***

In all cases where the nature of an illness or an 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.

The Program Director designee will immediately attempt to contact the parent/guardian to inform him/her of the status of the student and to request that the parent/guardian proceed to the hospital immediately.

CEC's Chief Executive Administrator and the Program Director will be notified of the 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 Trained Staff at School Events.

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

CEC EPHA recognizes that some students may be diagnosed with potentially life-threatening food allergies. CEC policy [Food Allergy](#) addresses this issue and meets state law requirements concerning the management of food allergies and anaphylaxis among students. CEC EPHA encourages parents/guardians 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 them and can self-administer the medication. An Allergy and Asthma Action Plan form complete with Health Care Provider and parent/guardian signature is required. Please contact the Program Director about all food allergies or questions related to food allergies.

## **Additional Information**

### ***Student Bins***

Each family is asked to provide one large Rubbermaid/Sterlite bin for each student attending CEC EPHA. EPHA campuses are not equipped with lockers or coat racks, and CEC EPHA will use these bins as lockers. These bins will be brought back and forth between school and home each week. Please label each bin with your family name.

When the bin is on a CEC EPHA campus, the bin will be considered CEC EPHA school property and subject to search without notice.

### ***Family Files***

Family files are located in the front lobby each week. According to Colorado state law and CEC EPHA policies these files are like home mailboxes. Parents/guardians and students may NOT remove or check any file that does not belong to their own family. If parents/guardians have information that they would like to share with other students and families, they may leave flyers for any non-CEC EPHA function on the front table/desk for pick up. If a parent wishes to invite an **entire** class to birthdays or other occasions outside of school, CEC EPHA asks that the invitations be given to the front desk for placement in the student files. A parent should not place the invitation directly into the other student's file.

Families should regularly check these files. Items placed in these files will include generic notes from a teacher(s) to the class, schoolwork, upcoming school notices, and school documents related to class registration, continuing enrollment, etc.

### ***Lost and Found***

Please place your child's name on all items including coats, sweatshirts, boots, gloves, hats, lunch boxes and water bottles. Families should check the lost and found regularly. Items will be donated to charity if not picked up before scheduled breaks .

### ***Snack Time / Social Break***

Students may have an easy-to-eat and open snack during their scheduled ten (10)-minute Social Break, following first hour. Personal electronic use is not allowed during Social Break.

### ***Lunches***

Students will bring their own lunches from home each week (Northglenn) unless your campus provides a kitchen where lunch will be served (Inverness and Colorado Springs). Lunches should not require refrigeration or heating. **The microwave and refrigerator will be for staff use only.**

If a student forgets their lunch, a call will be made to the student's parent before an item is shared to ensure allergy safety.

**Note: Juices/sodas/energy drinks/anything with color, etc. are only permitted in the lunchroom and are never permitted in the classroom.**

If needed, there will be a designated table in the lunchroom where no nut products are allowed. Please inform CEC EPHA Administration if your child has a nut allergy to ensure CEC EPHA takes these precautions.

### ***Food Delivery Service***

Allowing outside food delivery is up to the discretion of the Program Director. If food delivery is allowed, the following guidelines must be followed:

- The school will designate a food delivery table or shelf in the school's vestibule or just outside the front door to the school.
- Food delivery people will not be allowed entry into the school.
- Students will be allowed to access their delivery via the designated table or shelf only.
- The school is not responsible for food being delivered or left at the designated drop-off location.
- All CEC EPHA Colorado Springs and CEC EPHA Inverness students are encouraged to participate in the FREE lunch service being provided to ALL students in 23-24.

### ***Birthday Celebrations / Invitations***

CEC EPHA prohibits parents/guardians and students from bringing in outside food/treats for birthday celebrations, unless specific permission has been given by both the Program Director and classroom teacher. CEC EPHA encourages student(s) to distribute something small such as stickers, pencils, etc., to the entire class.

**EXCEPTION:** Kindergarten and first grade students are permitted to bring birthday treats for their entire class. Before sending a treat for the class, parents/guardians are asked to check with their child's teacher to ensure the treat is safe for the class.

# **Student/Parent/Staff Expectations at a Glance**

## ***Students are expected to:***

- Pass their classes each semester.
- Submit assignments on the due dates assigned.
- Behave in a manner that is not disruptive to the educational environment.
- Seek out support when needed.
- Use their time wisely when on campus.
- Communicate and connect with instructors regarding make-up work for all absences.
- Arrive to class on time and stay for the duration of class.
- Completely clean up after themselves.
- Be respectful to CEC EPHA staff, students, and parent/guardian volunteers.
- Follow school policies and procedures.

## ***Parent(s)/Guardian(s) are expected to:***

- Support and encourage academic success for their student(s).
- Ensure daily student attendance and support school policies throughout the school year.
- Hold student(s) accountable for homework and study time at home.
- Communicate all absences to the office.
- Communicate with instructors regarding questions, comments, or concerns for courses.
- Be respectful to CEC EPHA staff, students, and parent volunteers at all times.
- Volunteer when available.

## ***Instructors are expected to:***

- Teach and engage students at appropriate learning levels.
- Provide adequate time and assistance with assignments.
- Stay current on student attendance, grades, and assignments in Infinite Campus.
- Contact both students and parents/guardians if academic deficiencies appear.
- Be respectful to CEC EPHA staff, students, and parent volunteers at all times.

## ***Colorado Early Colleges/ Everest Point Homeschool Academy Administration is expected to:***

- Keep all students safe through school policies, procedures, and guidelines.
- Share responsibility for supervising and correcting the behavior of students according to the established rules of conduct.

# Signature Page

**Everest Point Homeschool Academy,**  
**A Program of Colorado Early Colleges,**  
**Handbook Receipt, Review and Agreement Signature Page**

We state and affirm that we have read and agree to the terms set forth in the Colorado Early Colleges (CEC) Everest Point Homeschool Academy (CEC EPHA) Student & Parent Handbook.

We specifically recognize and agree to the following:

Student Initials	Parent Initials	Statement:
		We agree to not concurrently enroll the CEC EPHA student at any other publicly funded school program.
		We agree and support the policy that CEC EPHA students will not be permitted to utilize electronic devices during school hours unless specific permission is given.
		We agree to abide by the Dress Code.
		We agree to work together with CEC EPHA to facilitate our student's success.

**Student Printed Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Parent/Guardian Printed Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_