

## 2015-2016 SCHOOL CALENDAR



Algebra Boot Camp	August 5-6 (12-2:30)
<b>Ninth Grade Academy</b>	<b>August 5-8</b>
CEC Registration	August 8 and 11
CCD Orientation on Auraria Campus (for all seniors and only juniors taking Eng. 121)	August 13
<b>First day for CCD and CEC classes</b>	<b>August 18</b>
<b>Picture Day and ID Cards</b>	<b>August 27-29</b>
Classes begin for shared population	August 28
<b>Back-to-School Night/Parent Empowerment Night w/ DPS Parent Engagement Coordinator, mandatory for ninth grade parents)</b>	<b>August 28 (5-8)</b>
<b>Labor Day (Holiday)</b>	<b>September 1</b>
<b>Makeup date for parent empowerment event with Patsy Roybal</b>	<b>September 6 (9-11)</b>
2013 Spring Honor Roll Celebration with Admin Team 6:00-7:00 PM	September 18
Grade 10 ACT Plan Test (No excursions)	Week of Sept. 22
Grade 11 Pre-ACT Test (No excursions)	Week of Sept. 22
Spirit Week	September 29-Oct. 3
<b>National Honors Society Fall Dance</b>	<b>October 3</b>
<b>Colorado Grade 12 Science and Social Studies Tests Grade 12 (online)</b>	<b>Fall 2014</b>
<b>Teacher Conferences</b>	<b>Mid-October</b>
<b>Assessment Days (no students)</b>	<b>October 20-21</b>
End of first quarter	October 24
<b>First Nine Weeks Attendance Awards 6:00-7:00 PM</b>	<b>October 30</b>
<b>CTE Open House (5:30-7:30 PM)</b>	<b>November 6</b>
<b>CEC Financial Aid Night in 212</b>	<b>November 10</b>
No Saturday School	November 8
<b>Veteran's Day (Holiday)</b>	<b>November 11</b>
<b>Thanksgiving (Holiday)</b>	<b>November 24-28</b>
No Saturday School	November 22 & 29
End of First Semester Excursions	December 5
CCD semester ends	December 8
<b>Excel Awards 6:00-7:00 PM</b>	<b>December 11</b>
Finals for Full-time Students	December 17-19
No Saturday School	Dec. 20, 27, Jan. 3
<b>Winter Break</b>	<b>Dec. 22-Jan. 2</b>
Robotics Kickoff at Natural History Museum	Early January
<b>Planning Day (no students)</b>	<b>January 5</b>
<b>Classes resume for full-time and shared-population students</b>	<b>January 6</b>
No Saturday School	January 17
<b>Martin Luther King Holiday (Holiday)</b>	<b>January 19</b>
<b>First day CCD second semester</b>	<b>January 20</b>

<b>Fall Honor Roll Celebration</b>
Last Day to Purchase a Yearbook
<b>Valentine's Dance</b>
<b>FAFSA Night Workshop and Parent Conferences</b>
No Saturday School
<b>President's Day (Holiday)</b>
<b>Planning Day (No Students)</b>
<b>Ninth and Tenth Grade Family PARCC Taco Night catered by Araujo's</b>
PARCC & CMASS Testing
Grade 11 College-Ready Boot Camp
<b>Family Math Night with Ms. Fant</b>
End of third quarter
VIP Animation Contest (Havekotte)
Signs of Suicide Assembly
<b>CCD Spring Break</b>
<b>State Robotics Competition at DU</b>
<b>DPS Spring Break (School Closed)</b>
No Saturday School
<b>Eleventh Grade ACT Family Taco Night catered by Araujo's</b>
<b>New Student Interviews</b>
<b>SKILLS USA</b>
<b>Prom</b>
ACT Testing (No excursions)
<b>Senior College Acceptance Night</b>
DPS Art Show
ACT Make up
Last Day for Field Trips
Last day for CCD
Rich Barton Memorial Car Show, CEC Fashion Show, Intern Exhibit and yearbook distribution
Advanced Placement Tests
Tenth grade orientation tour of CCD in core class block
<b>Spring Excel Awards 6:00-7:00 PM</b>
<b>Game Con</b>
CEC Senior Checkout (tentative)
<b>Senior Graduation Practice/Luncheon</b>
<b>Finals</b>
<b>CEC Graduation</b>
<b>Makeup finals</b>
End of fourth quarter

<b>January 22</b>
January 30
<b>February 6</b>
<b>February 12</b>
February 14
<b>February 16</b>
<b>February 17</b>
<b>Feb. 26 (6-7:30)</b>
Spring 2014
March 9-12
<b>March 12</b>
March 13
Late March
Late March
<b>March 23-27</b>
<b>Late March/April</b>
<b>March 30-April 3</b>
March 28 or April 4
<b>6:00-7:30 April 16</b>
<b>Mid-April</b>
<b>Mid-April</b>
<b>Late April/Early May</b>
April 23
<b>April 30 (6-7)</b>
Late April
May 7
May 8
May 9
May 8
Mid-May
May 14
<b>May 14</b>
<b>May 15</b>
May 20
<b>May 26</b>
<b>May 27-28</b>
<b>May 27(4:00)</b>
<b>May 29</b>
May 29

of days absent to make up missed work. For example, if a student has an excused absence for two days, the student will have two days to make up the work. For an excused absence, it is the student's responsibility to approach the teacher for make-up work.

## **Athletic Eligibility & Extracurricular Activities**

CEC Middle College students will have the option of playing sports during the school year. CEC students (DPS and out of district) can participate in athletics at their home high school or at North High School. They are required to register for athletics at their chosen school (North or home school) and remain with that school the entire term(s).

## **Attendance**

### **Attendance policy-**

Students are expected to attend every day of the established school calendar. CEC Middle College has a goal for student attendance to be at or above 93%. Each student, staff member and parent is responsible for being familiar with and following the Attendance Policy of CEC Middle College of Denver Public Schools.

As per district policy an **excused absence** will be an absence with the permission of the parent/guardian and school principal. Excused absences may include family emergencies, illness, medical appointment, death-related absences, school business and field trips. All other absences are considered unexcused. The circumstances of excusing a tardy are the same as an absence.

Infinite Campus generates a call to the main household number, alerting parents and guardians of a student's absence for the day. Teachers and staff may also make a call home regarding student absences. Please ensure that the numbers listed on IC are the most current, so that you may receive this communication, along with communication on other school matters.

**Students are not to be excused during finals, before and after holidays/breaks and special school projects. Please plan winter and summer break travel accordingly. 2013-14 finals are December 18-20 and May 27-29)**

### **Details on absences**

If an absence is not called in, it will be unexcused. In the case of an unexcused absence, allowing make-up work and the opportunity to take a quiz or test is at the teacher's discretion.

Five unexcused absences will trigger an attendance letter. Additionally, if a student has an unexcused absence percentage rate more than 10% at the end of each 9-week term, the student will be issued CEC Restorative Service. In addition, if daily attendance drops below 93%, the student will not be eligible for reward incentives that CEC may be running at the time.

For an excused absence, students will be given the number

### **Tardy**

If a student arrives to class after the scheduled start time, she/he should report the East or West door, or the Main Office to receive a tardy slip. Students will not be allowed to enter class without a tardy slip. Staff will enter the tardy into the IC system.

Students with a tardy rate greater than 10% will not be eligible for reward incentives. Total rate includes tardies earned entering school late as well as offenses noted at the start of each period. Furthermore, all teachers assign points for warm-up and/or participation at the start of class. Students arriving tardy and miss this segment of the class, will not be allowed to make up the points.

Additionally, 5 unexcused tardies will translate to one unexcused absence when calculating the 10% unexcused attendance rate. Data will be compiled at the end of each 9-week term. Students exceeding the 10% rule will be issued CEC Restorative Service.

### **Attendance Policy Terms to Know:**

•**Illness-** On the morning that a student is absent, a parent/legal guardian must telephone the Attendance line at 720-423-6649 by 9:00 a.m. If the absence continues for more than one day, the student's parent/legal guardian must telephone each morning. (The attendance line is available for messages 24/7.)

•**Pre-arranged absence-** If a parent/legal guardian plans to take a student out of school for any reason such as religious instruction or services, holidays or medical/dental appointments, notification should be given to the attendance line as far in advance as possible. Notification should include how the student will leave campus if the event occurs during the school day.

•**Dismissal during the school day-** If it is necessary to excuse a student during the school day, a note or phone call from the parent/legal guardian explaining the reason for the request should be turned in to the Attendance line before school and a partial slip will be issued.

•**General-** If and when a student becomes ill at school, the school nurse or health paraprofessional will attempt to contact the parent/legal guardian by phone. Parents picking up ill children must check them out at the Attendance line.

•Students participating in **school-sponsored** activities such as field trips, sports, college and/or band shall not be considered absent. Teachers will record the absence and the attendance clerk will change it to reflect school business.

### **Contracts/Plans for improvement**

Initial Contract All students and parents will sign the CEC Middle College contract when they register for school in the fall. Students and parents are bound by this contract. Since CEC Middle College is a magnet school, violations of

the contract can result in escalated consequences, including, but not limited to, losing a spot at the school.

### Behavior Contracts

When a student is demonstrating improper behaviors at school the RTI team along with teachers, parents and administration can institute a behavior contract. The contract will deal specifically with the area(s) of concern.

- Attendance Contract students who have excessive tardies or absences will meet with support staff to create a plan that will help with overall attendance. Each of the parties mentioned will state clearly in the contract what they will do to create the necessary change in behavior/s.

- Performance contract students who are earning D/F's in more than 2 classes will meet with support staff to create a plan that will help with their academic performance. RTI team along with teachers, parents and administration will state clearly in the contract what they will do to create the necessary change in behavior/s.

- Student contracts will be created with specific beginning and ending dates. Furthermore the contract will state specific mid-point dates so that all parties involved can check for progress. The student must demonstrate a good-faith effort in all classes and behaviors to successfully end the contract.

### Excused Absences (per District Policy):

*An excused absence will be an absence with permission of the parent/guardian and school principal.* Excused absences may include family emergencies, illness, medical appointment, death-related absences, school business and field trips. Other absences are considered unexcused.

### TRUANCY:

Truancy is *absence without the permission of the parent/guardian and the school principal.* Four (4) unexcused absences in one month or ten (10) in one year constitute "habitual truancy".

### Release of a Student to Leave School:

Students may be dismissed early only upon the authority of the principal or his designee. The principal shall not honor a telephoned or written request for a student's early dismissal unless he is positive that the request is made by the parent or guardian or other authorized person. If there is doubt as to the authenticity of any request for early dismissal of a student, the principal shall verify the request by telephone. In all cases, the principal shall verify telephoned requests.

### **[DPS Policy JLIB]**

### Bicycles and Skateboards

We strongly discourage students from bringing bicycles, skateboards, and other personal items such as rollerblades. These items present a theft risk, which we are not equipped to control. **CEC IS NOT RESPONSIBLE FOR PERSONAL ITEMS LOST AT SCHOOL.** Although skateboards and bicycles are in some cases legitimate means of transportation to school, they do present safety problems when used on or around the school grounds. The following procedures apply to students who find it necessary to bring such items to school:

- Bicycles, roller blades, and skateboards will not be used during, before, or after the school day on school property either inside or outside the building. This includes arrival and departure.

### Bullying

Bullying on the part of any student or group of students at any time will not be tolerated at CEC Middle College of Denver. Students who bully another person shall be held accountable for their actions. If a student experiences or witnesses bullying they are encouraged to report the incident to the school counselor, a teacher or staff member, or an administrator. Cyberbullying (ex. on social media, text, email) that causes impact to one's education will also face consequences at school, and possibly with law enforcement, depending on the nature of the incident.

### Bus Safety

The bus rules are posted on all DPS buses to help students be responsible for the safety of everyone on the bus. If a student chooses not to follow the bus rules, the privilege of riding the bus may be removed.

### Cafeteria

Breakfast starts approximately 30 minutes prior to the first class and students are allowed in the cafeteria, commons or student union if eating breakfast. All students are required to carry their student identification cards for meals. Students may pay directly for meals as well as verify entry via student ID number for eligibility for Free and reduced meals. Always show the custodial staff respect by cleaning up any messes you make, disposing of all food and trash, avoiding any horseplay.

### Care of School Property

Students may show respect for ALL school property – library books, lockers, grounds, furniture, equipment, etc. If a student intentionally defaces, damages, or destroys school property, both the student and parents will be held responsible for repair/replacement. CEC will also take disciplinary action.

### Cars

Approximately 100 student parking spaces are available at CEC. Students who are sixteen years old and have a valid driver's license and proof of insurance will be allowed to drive their own vehicles. Students may park on the east side of the building with a CEC parking permit. Parking permits may be purchased from the treasurer in the main office (cost is \$20/year or \$10/semester). Permits should be posted on the rearview mirror of the vehicle. **ALL STUDENTS PARKING ON CEC PROPERTY WILL HAVE A PARKING STICKER. CARS WITHOUT A PARKING STICKER AFTER THE FIRST WEEK OF THE SEMESTER WILL BE SUBJECT TO TOW AT THE OWNER'S EXPENSE.** Parking in the Safeway lot is not permissible; students who park in the Safeway parking lot will be towed. Once the vehicle is parked, students are not allowed to gather in or near the cars in the parking lots.



### Clinic

CEC Middle College of Denver has a part-time nurse and psychologist. It is imperative that parents inform the school nurse of any medical condition(s) that could affect their student's school day. The nurse or designee will dispense all medications. If a student experiences a life threatening injury

or illness, 911 will be called first, then the parents will be called. If the situation is not life threatening the parent will be called to determine the course of action. The school nurse or psychologist does not provide long-term treatment, but rather emergency care and emotional support.

Medication may only be taken at school if it is brought to the clinic with a signed note from the student's doctor and parent. [See Medications]

### **Closed Campus**

Off campus lunch privileges are granted to full-time juniors and seniors during their scheduled lunch period. **No students may leave campus during career class breaks.** Privileges can be taken away if the student is consistently tardy to their next class or if inappropriate behavior is reported while students are off campus. **All freshmen, sophomores, and part-time students are expected to stay on campus throughout the day. Violation of the off campus policy will result in disciplinary action. ALL STUDENTS ARE EXPECTED TO CARRY CEC SCHOOL IDs AND WILL BE ABLE TO PRODUCE THEM FOR VERIFICATION, IF NEEDED, ESPECIALLY IN REGARD TO VIOLATION OF CLOSED CAMPUS INFRACTIONS.**



### **Closing of School/Cancellation Due to Weather or Emergencies**

Should bad weather or emergency situations occur which would result in the closing of Denver Schools, that information will be announced on DPS website as well as local radio and television stations.

Although unlikely, in the event that serious storm conditions develop in the course of a school day, it may be necessary to modify dismissal times for the afternoon. When such a storm develops in the area, parents/legal guardians are encouraged to listen to the radio.

### **Communication**

#### **School:**

CEC Middle College of Denver will make every effort to communicate current events or changes to the school calendar, as well as student performance information. Among the main methods of school-level communications are:

- Parent Portal – Every student is assigned an individual access number so that parents/students can monitor student grades and assignments from home.
- CEC Website – [www.dosomethingreal.com](http://www.dosomethingreal.com)
- Monthly Parent Night
- Back-to-School Night
- Teacher Conferences – 2x per year
- Teacher Voicemail and/or Website Link
- Telephone
- Notes sent home with students

### **Contracts for Students and Parents**

Parents and students will sign academic, attendance, and/or behavior contracts annually or when otherwise appropriate.

### **Counseling**

The counselor is responsible for transcript maintenance, pre-assessments, class scheduling as needed, secondary options, peer counseling, and student counseling for all part-time and full-time students from grades 9-12. Students must make appointments to see their counselor during the school day.

### **Credit Recovery**

All students who have failed a named course required for graduation will be expected to complete Credit Recovery, which will be offered either during the day, after school or on Saturday, depending on scheduling and staffing availability. If Credit Recovery is scheduled outside the regular school day, there will be a charge of \$40/course.

### **Discipline**

At CEC, students should recognize that their teachers have full authority to correct behaviors. In fact, teachers handle most discipline, as they are the faculty members most often in proximity to where student infractions occur. Students referred to the administration are sent for either repeat behaviors, defiance, or at the discretion of the teacher depending on the situation.

The range of disciplinary actions used by the school vary from conferencing; before, after school or lunch detention, assignment of a task, completing assignments in an alternate location, suspension either in or out of school, and expulsion.

As CEC is a choice school and other educational options are available, students are expected to abide by appropriate, respectful behavior peer to peer and towards any staff member. Failure to do so may result in the request to return to student's home school.

[See also the DPS Policy JK-R on Student Conduct and Discipline Procedures]

### **Dress Code**

CEC follows the Denver Public Schools Dress Code Policy. Student dress and personal appearance shall meet reasonable standards of cleanliness and safety and must show respect for others. Principals and their designees have the final authority to decide what appropriate attire is for students in school or participating in school related activities. **Remember to keep the four Bs covered: belly, buttocks, breasts and back!**

#### **Unacceptable items:**

The following items are deemed disruptive and are not acceptable on school grounds or at school functions or activities:

1. Shorts, dresses, skirts, or other similar clothing shorter than mid-thigh length.



2. Sunglasses, **hats**, or headscarves worn inside a building unless it is religious-based.
3. Inappropriately sheer, tight, loose, or low-cut clothing that bares or exposes the stomach, back, breasts, buttocks, or genitalia. (For example, the following items are prohibited under this section: garments made of fishnet, mesh, or similar see-through material, and midriffs, halter tops, backless clothing, tube tops, muscle tops, revealing tank tops, or sundresses, etc.)
4. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are/or contain any words, symbols, or pictures that:
  - Refer to drugs, tobacco, alcohol, or weapons
  - Are of a sexual nature
  - Are obscene, profane, vulgar, lewd, or legally libelous
  - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs, associations, or clubs which advocated drug use, violence, or disruptive behavior
  - Threaten the safety or welfare of any person
  - Promote any activity prohibited by the student code of conduct
  - Pose a threat or potential threat to the safety or welfare of any person
  - Otherwise disrupt the School's mission in delivering educational services
5. Inappropriate footwear such as bedroom slippers; flip flops may be worn at the discretion of the administration. (Principal or Assistant Principal)
6. Underwear as outerwear
7. Inappropriate grooming or hygiene
8. Any other attire or grooming that is prohibited in the student dress code applicable to the particular school

### **Drills – Emergency and Fire**

Fire and emergency drills are required by the district and will be practiced at the school on a regular basis. All drills are to be taken seriously. Follow the directions of your teacher.

### **Drugs and Alcohol**

***Drug and alcohol use are strictly forbidden.*** Student possession, use, distribution, gift, purchase, exchange, sale, or being under the influence of illegal drugs or alcohol is prohibited on all district property, at all district or school sanctioned events or activities. Police contact will occur and students will face suspension and/or expulsion.

### **Electronic Devices**

**The use of electronic devices such as cell phones, iPods, MP3, etc. is not permitted in any of the classrooms for any reason without specific, prior teacher permission.** Students should be advised that if they are using electronic devices in class without teacher permission any of the following might occur:

- A teacher may take the device from the student and give it to an administrator or student advisor; the student may not get the device back until a meeting is held with the student and parent

**Personal property brought to school is at own risk. CEC is not responsible for lost or stolen property.** It is advised

to leave such items at home. If items must accompany student to school, they must not be left unattended.

### **Entrances**

The main entrance for CEC Middle College of Denver is on the East side of the building facing Clay Street (a sign is posted with Main Entrance). This single entrance remains open all day. For safety reasons, all other entrances are locked throughout the remainder of the school day.

### **Family Educational Rights and Privacy Act [DPS Policies JRA/JRC]**

Custody and Access to Records and Students:

- Denver Schools shall give full rights under the Family Educational Rights and Privacy Act as specified in 34 CFR sec. 99.4 to either parent, unless Denver Schools has been provided with evidence that there is a court order, State statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights.

**A student shall *not* be dismissed early to leave school with any person unless that person is known to be a parent or guardian of the student or a person known to have been authorized by the parent/guardian. [DPS Policy JLIB] Also refer to Release of Student.**

### **Fighting**

Any students involved in a physical confrontation with another person while at school, on school grounds, or on a school-sponsored activity may be removed, suspended or expelled from CEC depending on the severity of the confrontation. If any fighting occurs, Denver Police will issue citations to all parties involved.



### **Food and Soft Drinks**

Food and soft drinks are permitted (per teacher's discretion) in the classrooms or in the hallways. Food is to be eaten in the cafeteria, commons or student union area during lunch or breaks. If teacher gives permission, only screw-top bottles are allowed. Teachers and students are responsible for cleaning-up after their meals.

### **Fundraisers**

The school's fundraising system encourages all departments to raise money. In order not to solicit the same donors, fundraising is controlled through the administration office. A fundraising form must be completed for all on and off campus fundraising efforts. Fundraising efforts are exclusively for CEC approved activities and not for personal entrepreneurial gain.

### **Gangs and Gang Related Behavior**

Gang activity is not permitted on or about school grounds. The school reserves the right to prohibit clothing or behavior that would identify student(s) as members of a gang or group

that functions as a gang. [See dress code]

## **Grades**

CEC follows a nine-week grading period. Also, before grades are submitted, teachers will provide a detailed class summary, which will be given to students. These summaries will provide information about the student's progress. For all these important dates, please refer to the student's planner/calendar.

## **Graduation**

Please see DPS policy for guidelines on graduation requirements. Students who do not meet all graduation requirements and/or who have outstanding fees or fines will not be eligible to participate in CEC's graduation ceremony.

## **Homework**

Teachers publish their own homework policy. All students should have homework in every subject and they should be encouraged to schedule time at home to complete their work. Parents and students can access individual teacher's course syllabus and homework on the CEC Middle College website: <http://www.dosomethingreal.com>. If the student doesn't complete the assignment, he/she will be asked to attend Guided Study Hall. Parents will be notified by phone. If the situation continues, students will be asked to attend Saturday School.

## **Immunizations**

According to Denver Schools policy JLCB, NO STUDENT may attend school without a certificate of immunization or a completed exemption form. Students with incomplete immunization records may have a limited amount of time in which to comply. In the event of an outbreak of disease against which immunization is required, no exemption will be recognized and those students will be excluded from school.

## **Instructional Media Center/Library**

The CEC Middle College of Denver Library contains a collection of resources to support the needs of leisure reading and curriculum. Fines for overdue books are not charged but fines are charged for damaged or lost books. Registration for the new school year may not be possible if these fees are not paid.

The library has a flexible schedule that allows students to borrow materials for up to three weeks and it can be renewed as needed. We are open every school day from 7:15 to 4:00 pm.

If materials that have been paid for are found, please return them with a receipt showing payment to the library and the payment will be refunded. If there are extenuating circumstances, please discuss them with the librarian so appropriate arrangements can be made.

## **Internet Use**

Access to the Internet offers vast and unique resources to both students and teachers. The district's goal in providing this service is to promote educational opportunities for

schools by facilitating resource sharing, innovation, and communication. Users must adhere to the guidelines of this policy in order to acquire and maintain network access. Violation of any of the provisions of this policy may result in denial of future access, possible disciplinary action/suspension, and/or termination of access. Violation of this policy includes:

- Illegal activities
- Obscene activities (includes retrieval of or access to any sexually explicit materials)
- Dangerous information and/or compromising personal safety



## **Lockers**

Students can "rent" a locker for the school year for a fee. Assignments to lockers are made at registration. Combinations will be provided at the start of school.

**Students should not share their combinations with others under any circumstances.**

Lockers are to be kept clean and neat. The school (and your parents) reserves the right to inspect lockers at any time. [DPS Policy JIH]

## **Lost and Found**

Lost and found items will be held in the main office. Items will be held for up to two weeks and then given to a charity. The school cannot be responsible for personal items, but will keep items locked in the main office for students who bring valuable materials to school for class projects.



## **Lunch**

Students are only allowed in the lunchroom, student union, common areas, or outside. If trash outside the lunchroom becomes an issue, the school has the right to restrict eating to just the lunchroom.

## **Media Release & Excursion Permission**

Parents will sign a media release and excursion permission form during Registration.

## **Medications**

Nurse Practitioners practicing in Denver Public Schools that are housed in School Based Health Centers may prescribe medication for a student. No other employee of the Denver Public Schools shall prescribe medication.

Medication will be given when a parent specifically makes a request and completes the STUDENT MEDICATION REQUEST RELEASE AGREEMENT/ PHYSICIAN'S ORDER FOR MEDICATION.

A safe and appropriate method of carrying out this request shall be developed by Nursing Services. It will be the responsibility of the school nurse to supervise the implementation of this policy. The parent's request must also be accompanied by a signed order from a licensed physician/nurse practitioner. This process must be followed

for both prescription and over-the-counter medication. The order must include the name of the medication, dose, time, and route. A Physician's/ Nurse Practitioner's order may be faxed.

### **Nuisance Items**

Nuisance items are things that interfere with the educational process at school. They include but are not limited to: laser pointers, cell phones (used for games, photos, or during the school day or in a disrupting manner), yo-yos, water guns, rubber bands, firecrackers, hair spray, perfume, and aftershave lotion. Such items will be confiscated and kept in the main office until a parent conference is arranged and held. If cell phones become a nuisance (as determined by school personnel) then they will be confiscated and returned to a parent or guardian.

### **PLAGIARISM, ACADEMIC DISHONESTY, & CHEATING**

The term "plagiarism" includes, but is not limited to, the use by paraphrase or direct quotations, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency that may or may not be engaged in the selling of term papers or other academic materials.

In accordance with CEC Middle College High School policy, student work must be the original work of the student presenting the material for a grade.

The principal or designee may suspend or recommend expulsion of a student who engages in one or more of the following specific activities while in school buildings, on or off school property, in school vehicles, or during a school-sponsored activity. In addition, any of the following situations can be considered as cheating or scholastic dishonesty:

- 1) Copying or sharing homework
- 2) Copying another student's work during a test or making your work visible to enable another to copy
- 3) Using unauthorized materials during a test
- 4) Revealing the content of a test to other students who have not yet taken a test
- 5) Stealing and/or disseminating a test
- 6) Plagiarism of research sources (blatant or subtle). Plagiarism is using another's ideas as your own without proper citation
- 7) Using or passing off another person's work as one's work
- 8) Conspiracy to cheat

When a student is considered to be cheating:

- A student will receive a zero on the assignment/test
- A student who continues to cheat will be in jeopardy of failing the class.

**Students taking classes at CCD should see The Community College of Denver's Academic Integrity Policy at CCD's website.**

### **Parent Portal**

Parent Portal is the electronic student database used by Denver Public Schools to maintain student records including attendance and grades. Every student is assigned an individual access/log-in number so that parents/students can monitor student grades and individual assignments from home. Please call 720-423-6636 for more information on Parent Portal.

### **Probation – Academic, Attendance and Behavior**

Academic probation:

1. Students and parents will be notified of probationary status at the beginning of each semester and must sign a contract for the following probation semester. Students who receive 2 grades lower than a C or 1 F in their academic or career classes will be placed on probation.
  - A. The intervention team will make suggestions for interventions to help students in their classes.
  - B. Students will be expected to attend and pass credit recovery classes in the following probation semester or attend unit recovery.
  - C. If assigned, students will be expected to attend mandatory tutoring sessions and document it.
  - D. If mandatory weekly counseling meetings are assigned, students will be expected to attend those. Parents will meet with the counselor once a month to review the student's progress.
2. At the end of the semester, students will be off probation when they have achieved all passing grades, and no longer have 2 grades lower than a C or 1 F in their academic or career classes.
3. If students are on probation for 2 semesters, parents will be notified by mail informing them that their child may have to return to their home school or a multiple pathway center for the next school year. Home schools will allow students to make up failed classes and still have the opportunity to graduate on time.

For Attendance and Behavior Probation, please see Contracts/Plans for Improvement section of the handbook. If the Contracts/Plans For Improvement. Result in probation and terms of probation are not followed, students may be asked to return to home school or multiple pathways.

### **Concurrent Enrollment Options (CE)/Ascent**

Students in grades ten, eleven and twelve have an opportunity to enroll in this option. Students will complete high school graduation requirements while earning college credits. The deadline for enrollment is the March and October before the semester that the student plans to take the class. Only two classes can be taken per semester, unless students pay an additional \$50 per class. Students who fail their CE course will be required to reimburse CEC for the tuition and the cost of their books, which is a \$35 book rental per course.

## **Public Display of Affection**

Under staff discretion, students may be asked to modify certain displays of affection. This includes passionate hugging and kissing.

## **Selling On the School Grounds**

No one, including students, parents or school personnel, is authorized to be engaged in the sale of items for personal gain on school property.

## **Sexual Harassment**

It shall be a violation of policy for any member of the Denver Public Schools staff or student body to harass another staff member or student through conduct or communication of a sexual nature. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

- Submission of such conduct is made either explicitly or implicitly a term or condition of a person's employment, advancement, or educational development
- Submission to or rejection of such conduct by an individual is used as the basis for employment, advancement, demotion, or education decisions affecting an individual
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment

Sexual harassment, as defined above, may include but is not limited to:

- Sexually oriented verbal "kidding," abuse, or harassment
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demanding implications
- Unwelcome written material, posters, letters, or other graphic writing
- Unwelcome touching, such as patting, pinching, or constant brushing against another individual's body
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, employment status, or similar personal concerns
- Cornering or blocking (of a sexual nature) of normal movements
- Displaying sexually suggestive objects in the educational or work environment

All matters involving sexual harassment complaints shall remain confidential to the extent possible. Any perceived sexual harassment should be reported to the administration.

## **Signs and Posters**

Students wishing to hang signs and/or posters in the school must first obtain permission from an administrator. All signs and/or posters must be appropriate for the school setting and relate to school functions or events.

## **Smoking and Tobacco Use**

State law prohibits students, staff, and visitors to use tobacco in any form in the **SCHOOL BUILDING, ON THE SCHOOL GROUNDS, AT SCHOOL ACTIVITIES, OR IN SCHOOL**

**VEHICLES.** It is unlawful for students under 18 years of age to possess or to smoke any kind of tobacco products. If a student possesses a tobacco product, he/she will be given a police citation. CEC will not tolerate the use of tobacco in the community surrounding the school, especially when the use of tobacco offends or infringes on personal property. Violation of the no-smoking policy will result in disciplinary action.

## **Student Identification Cards**

During Registration, all CEC Middle College of Denver students will purchase a student identification card. The student ID is also used for lunches. Replacement of student ID cards are available in the Library at a fee of \$5.00. This fee is paid directly to the school treasurer. **Students are expected to have their ID cards with them while in school and will need it to checkout library books. Students are expected to carry ID on them at all times and must present it when requested.**

## **Student Shadow**

Students are not allowed to have friends from other schools visit at any time. All student visitors must be arranged through the Career Counseling Office. High school student visitors who are previewing a program for possible enrollment are welcomed to visit for a day at CEC provided the following procedures are followed:

The CEC student must give the visiting student the **"Teacher/Parent Signature Form."** The visiting student must obtain **"Permit to Visit CEC"** from the CEC or home school counselor and be excused from his/her home school classes. Visiting students must bring the completed "Teacher/Parent Signature Form," students without this form will not be permitted to visit. All student visitors must report to the main office located on the second floor. Visiting students must show a picture ID.

No student shadowing is allowed at the CCD campus.

## **Theft/Valuables**

Theft and/or larceny in the school building, as well as breaking and entering, will result in suspension, restitution, and possibly a police citation. Students are cautioned not to bring valuables or large amounts of money to school. CEC is not responsible for student's personal property brought to school.

## **Transportation**

All full-time students will be traveling to and from CEC via the RTD transportation, walking, or driving. Students who live outside the 3.5 mile radius from CEC may be eligible for a monthly RTD pass provided by the DPS school district. All other students who live within the 3.5 miles have the option of purchasing an RTD bus pass from the CEC Treasurer.

## **Visitors**

For security reasons, **ALL** visitors must sign in at the entrance. *Parents are always welcome to visit CEC.* Please understand that making an appointment with a teacher, the counselor, or administrator will ensure their availability. Also *please understand* that there are days/times (in particular



testing days) when class visitation can be distracting to other students. Visitors are expected to sign in at the EAST entrance in the visitor's log and fill out and wear a visitor's sticker. If a visitor has a DPS or CEC ID, they may present this as identification but are still kindly requested to sign in the visitor log. This is for the safety and security of all students and staff. **Unauthorized visitors will be asked to leave the building.**

### **Weapons**

According to DPS policy, carrying, using and/or wearing of any dangerous or deadly weapon\* is expressly prohibited. The possession or use of any weapon requires school officials to initiate proceedings to suspend or expel the student involved. Parents should be aware that some objects not normally thought of as weapons (plastic water guns, small utility knives, etc.) may be construed as such.

### **Withdrawing From School**

Any student leaving to attend another school must withdraw from CEC Middle College of Denver through the Registrar or Counseling Office. Written requests to withdraw are submitted by parents to that office. All fines must be paid and all school property returned before the withdrawal process is completed.

### **Online Academic Resources:**

#### **Khanacademy.org**

The Khan Academy is a non-profit educational website created in 2006 by educator Salman Khan, a graduate of MIT and Harvard Business School. The stated mission is "providing a high quality education for anyone, anywhere."

#### **Google.com for Google docs**

Offers free word processing, spreadsheets, presentation software and much more. Create, share, and collaborate on the web.

#### **Turnitin.com**

Leading academic plagiarism checker technology for teachers and students. The online system includes a web crawler for plagiarism detection, grammar check, and grading tools. See Ms. Stodola for account information.

### **Parent Resources:**

Parent Portal-Access your child's grades online 24/7 from CEC webpage, dosomethingreal.com. See Diana Perez in counseling to set up an account.

### **Bienvenidos Food Bank**

The Bienvenidos Food Bank has been helping neighbors in need for more than 35 years. Our Mission is to provide emergency and supplemental food assistance in ways that promote respect and dignity. See [bienvenidosfoodbank.org](http://bienvenidosfoodbank.org)

### **North High School-based Health Center**

2960 North Speer Blvd. 80211 (720) 423-2718  
[www.denverhealth.org](http://www.denverhealth.org)

**Clinic Details:** Denver Health is Colorado's primary "safety net" institution, providing billions of care for the uninsured.  
**Services:** Community Health, Eating Disorders, Occupational Safety and Health (COSH), Pediatrics (Kids Care), Pregnancy, Labor and Childbirth, Orthopedics.

### **Acronym Translation:**

**A.S.-**Associate of Science Degree

**A.A.S.-**Associates of Applied Science Degree

**B.A.-**Bachelors of Arts Degree

**B.S.-**Bachelors of Science Degree

**CCD-**Community College of Denver

**EGTC-**Emily Griffith Technical College

**CTE-**Career and Technical Education

**ELL-**English language learner

**FAFSA-**Free Application for Federal Student Aid  
Go to [fafsa.ed.gov](http://fafsa.ed.gov). (Never use [fafsa.com](http://fafsa.com). A FAFSA should never involve a service fee!)

**I.E.P.-**Individualized Education Plan- mandated by the Individuals with Disabilities Education Act (IDEA).

**PARCC Test-**Partnership for Assessment for Readiness for College and Careers assessment.

**REPP-**Relationships, Ethics, Perseverance, Partnerships advisory

**TCAP-**Transitional Colorado Assessment Program

### **Phone Numbers and emails of study buddies:**

