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2011-2012 SCHOOL CALENDAR*

Ninth Grade Academy #1	May 31-June 3 and June 7-10
Ninth Grade Academy #2	July 26-29 and August 2-5
Ninth and Tenth Grade Registration	August 5
Eleventh/Twelfth Grade Registration	August 10
All Teachers Report	August 10
Senior College Readiness Orientation on Auraria Campus	August 15-17
DPS Classes Begin	August 18
Classes Begin for Shared Population	August 19
CEC Back-to-School Barbecue	August 26
Full-timers Back to School Night (CCD shuttles)	August 30
Picture Day	August 30
Progress Reports Issued	September 2
Labor Day (Holiday)	September 5
CEC Family Dance for All Ages	September 9
Benchmark Testing (Tentative)	September 7-15
Parent Meeting w/Principal	September 21
Assessment Day (No students)	September 16
Planning Day (No students)	September 19
Progress Reports Issued	September 23
Homecoming Spirit Week	September 26-30
Homecoming Dance	September 30
Class of 2001-2005 Homecoming Reception at VQ Hotel Skybox (4-6 PM)	October 1
Elementary Tutoring Day	TBA
Community Service	October 5
Picture Day Make-ups	October 7
End of Term	October 14
Nine Week Grades Due	Late October
VIP T Shirt Competition (Havekotte)	October 19
Parent Meeting with Principal	October 21
Halloween Dance	October 27
Progress Reports Due	October 26 and 27
Teacher Conferences	Oct. 28 and Oct. 31
No Classes for Students	October 29
No Saturday Classes	
Southern Regional Education Board Site Visit at CEC	October 31-Nov. 4
CTE Open House (5:30-7:30)	November 9
CEC Financial Aid Night in 212	November 9
Assessment Day (No School)	November 10
Veteran's Day (Holiday)	November 11
No Saturday School	November 12
Parent Meeting with Principal	November 16
Progress Reports	November 22
Thanksgiving (Holiday)	November 23-25
No Saturday School	November 26
Holiday Student Barbecue	December 2
Winter Semi-formal Dance	December 9
Finals for Full-time Students	December 12-16
Parent Meeting/Excel Awards	December 14
Grades Due	December 16
Winter Break	Dec. 19-January 2
No Saturday School	Dec. 17, 24, 31
Planning Day (No Students)	January 3
Classes Resume (Second semester)	January 4
Robotics Kickoff	January 7
Assessment Day (No students)	January 13
No Saturday School	January 14
Martin Luther King Holiday (Holiday)	January 16
Parent Meeting with Principal	January 18
Progress Reports	January 20
Last Day to Purchase a Yearbook	January 31
FAFSA Night Workshop	February 8
Valentine's Dance	February 10
Progress Reports	February 10
Parent Conferences	February 13 and 15

No Saturday School
President's Day (Holiday)
Planning Day (No Students)
CSAP Testing (Tentative)
End of Term/Grades Due
VIP Animation Contest (Havekotte)
Parent Meeting with Principal
State Robotics Competition at DU
Spring Break (School Closed)
No Saturday School
Progress Reports
Fooshtastic Taste of CEC
CEC Community Clean Up
Parent Meeting with Principal
Prom (Tentative)
ACT Testing (Tentative)
DPS Art Show
International Natural Bodybuilding Association Competition at CEC
Progress Reports
Last Day for Field Trips
Rich Barton Memorial Car Show, Spring Fling and Green Fair
ACT Make Up
Spring Excel Awards
Last Day for Seniors
Pre-Finals Barbecue
Yearbook Distribution
Finals for Full-time Students
End of Semester/Grades due
Planning Day (No students)

*Dates subject to change

February 18
February 20
February 21
February 27 March 2
March 9
Late March
March 21
Late March/April
March 26-30
March 31
April 6
April 6
April 7
April 18
April 21
April 25
Late April
Late April /Early May
May 3
May 4
May 11
May 14
May 14
May 16
May 18
Mid-May
May 21-25
May 25
May 29

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 for all days of the established school calendar. CEC Middle College has a goal for student attendance to be at or above 96%. 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. Other absences are considered unexcused.

Teachers and support staff will follow up all absences by contacting parents.

Consequences for unexcused absences

The first unexcused absence- Staff has the option of handling this first occurrence in a manner appropriate to their classroom.

The second unexcused absence -will trigger an automatic lunch detention for that day or the next if it occurs during an after lunch class. While at detention students will fill out a detention form asking why they were absent and what they will do to see that it does not happen again.

The third unexcused absence -will earn the student a workday session at Saturday school (7:25-11:25). Students will fill out a detention form asking why they were absent and what they will do to see that it does not happen again; in addition students will complete class work.

The fourth unexcused absence - At this time students will be referred to the counseling/RTI/Attendance/Administration teams for a specific intervention and or contract/plan of improvement.

IC Records will be reset every 9 weeks.

Calls home are mandatory after each occurrence and will be handled by attendance staff.

Tardy

If a student arrives to class after the scheduled start time, she/he should report immediately to class. Staff will enter the tardy into the IC system. There is no difference between an **excused or unexcused tardy**. Therefore, a system of consequences has been put into place for tardiness.

The first tardy-If a student is not in class ready to work at the beginning of class teaching staff have the option of handling this first occurrence in a manner appropriate to their classroom.

The second tardy-will trigger an automatic lunch detention for that day or the next if it occurs after lunch. While at detention students will fill out a detention form

asking why they were late and what they will do to see that it does not happen again.

The third tardy-will earn the student a workday session at Saturday school (7:25-11:25). Students will fill out a detention form asking why they were late and what they will do to see that it does not happen again; in addition students will complete class work from one of their content courses.

The fourth tardy- At this time students will be referred to the counseling/RTI/Attendance/Administration teams for a specific intervention and or contract/plan of improvement.

IC Records will be reset every 9 weeks.

Attendance Policy Terms to Know:

•**Illness-** On the morning that a student is absent, a parent/legal guardian must telephone the Attendance office at 720-423-6649 between 7:00 and 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 Office 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 Office 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 Office.

•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 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.

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.



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. 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.



Cellular Phones

See Electronic Devices

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.



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 over 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
- Monthly Parent Night
- Back-to-School Night
- Teacher Conferences – 2x per year
- Teacher Voicemail and/or Website Link
- Telephone
- Notes sent home with students

Computer Use

See Internet Use

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.

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.

[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
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 may 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

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.

Hats

Only CEC hats (purchased from the CEC store) are allowed in the building. Teacher/Instructor may have a classroom/shop policy that hats may not be worn in workshop/class. Students must adhere to classroom/shop policies set by teachers.

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. Students will have three days to finish their assignments. 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 3:00 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.



Students are only allowed in the cafeteria, student union, Mountain Side lounge, or outside.

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 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
- Repeated offenses may result in suspension and/or expulsion

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.

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

There are no academic probationary contracts for part time students.

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. Students will be off probation when they have achieved all passing grades, with a semester academic GPA of 2.5 with no F's, during the probation semester.
3. If students are on probation for 2 semesters, parents will be notified by mail informing them that their child will have to return to their home school for

students to make up failed classes and still have the opportunity to graduate on time.

Attendance Intervention Probation

After 7 unexcused class period absences (equal to 1 full day absence), parents will receive a call home and the student will be required to serve one lunch time detention on either: Monday, Wednesday or Friday.

After another 14 unexcused class period absences (equal to 2 full days absences), parents will be required to meet with the family liaison and sign an attendance contract. The student will be required to serve Saturday school.

After another 21 unexcused class period absences (equal to 3 full days absences), the student will be asked to return to his/her home school at the end of the semester if they are part time or they will be referred to the nearest Reengagement Center if they are full time.

Behavior Intervention Probation

- 1) All students will be given due process when behavior issues occur.
- 2) If a student is suspended, he/she will be placed on a behavior contract with specific expectations and/or could be asked to leave CEC.

Post Secondary Options (PSEO)/Ascent

11th and 12th grade students have an opportunity to enroll in this option. The deadline for enrollment is the March and October before the semester the student plans to take the classes. The District will reimburse students after successful completion (C or above) of the course. Only two classes can be taken per semester. Students will not be reimbursed for the cost of the books, supplies or any other items required by the instructor.

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.

Skateboards, Rollerblades, & Bicycles

See bicycles and skateboards

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.

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. **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.

Students can call for homework help:

1.) Name: Phone #

Email address:

2.) Name: Phone #

Email address:

3.) Name: Phone #

Email address:

4.) Name: Phone #

Email address:

5.) Name: Phone #

Email address:

6.) Name: Phone #

Email address:

Homework Help Websites: