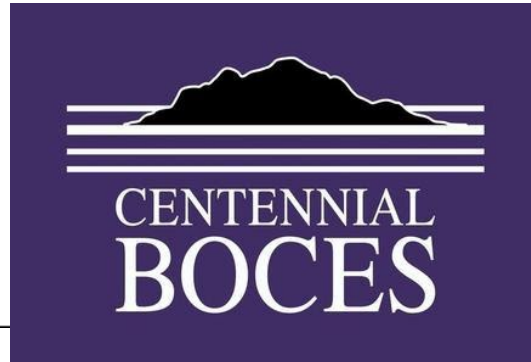


# **CBOCES HIGH SCHOOL**



## **STUDENT HANDBOOK 2021-2022**

**2020 Clubhouse Drive  
Greeley, CO 80634  
Telephone: 970-237-3379**

### **Greeley Campus**

**IBMC  
2863 35<sup>th</sup> Avenue  
Greeley, CO 80634  
970.237.3379**

### **Longmont Campus**

**IBMC  
2315 North Main Street  
Longmont, CO 80501  
303.645.3800**

## Table of Contents

### **Introduction p 4-6**

- Purpose, Vision, Mission, Values, Goals
- Nondiscrimination Declaration
- Student Rights
- Student Responsibilities
- Building Hours
- Entering the Building
- School Closures
- Class Schedules
- Semester Blocks

### **Admission Process p 7-8**

- Student Profile
- Admission Criteria
- Special Services

### **Attendance and Truancy p 9**

- Student Absences & Compulsory Attendance
- Student Make-Up Work Related to Absences

### **Behavior Expectations p 10**

- General Expectations
- Remedial Contract
- RESPECT Incentive Program
- Building Visitations
- Dress Code

### **Discipline p 11-16**

- Bully Free School
- Code of Conduct
- Habitually Disruptive Students
- Sexual Harassment
- Weapons on School Grounds
- Gang Activity
- Alcohol and Controlled

- Substances in Schools
- Tobacco-Free School
- Vandalism
- Parking
- Academic Integrity
- Personal Electronics in School
- Discipline Matrix
- Right to Search and Seizure
- Suspension/Expulsion

### **Discipline Matrix p 17**

### **Emergency Procedures/Standard Response Protocol p 18-19**

- Standard Response Protocol
- Standard Reunification Method
- Safe To Tell
- Physical Intervention

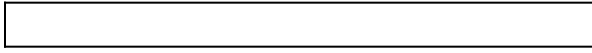
### **Grading and Credits p 20**

- Competency-Based
- Progress Reports/Report Cards
- Graduation Requirements
- Requirements to stay enrolled

### **Contracts and Forms p 21-24**

- Personal Property
- Technology Agreement
- No Expectation of Privacy
- Security
- Safety
- Vandalism
- Internet Use
- No Warranties

### **Confirmation Page p 25**



## **INTRODUCTION**

Dear Students and Parents/Guardians:

On behalf of the school faculty and Centennial BOCES, we would like to welcome each of you to our school. Centennial BOCES High School is dedicated to providing students with opportunities for personal, academic, and career growth. We provide a nurturing, close-knit, and collaborative learning environment where we can learn, encourage, and be successful together. Our staff is highly qualified and we utilize research-based, learning practices and technology to deliver educational opportunities that build academic and work competencies that will lead students to more success in the real world.

This Student Handbook has been prepared to familiarize you with the expectations and practices of our school on a daily basis. These expectations and practices are based on Colorado State Statutes, and Centennial BOCES policies. It is important for all students and parents/guardians to carefully read the entire handbook, and utilize it as a resource throughout the year.

Again, we want to welcome you to our CBOCES High School and our learning community. I expect this year to be very rewarding and memorable for each one of our students. Please contact me for any assistance that you may need at any time.

Sincerely,

Nicole Jackson, Ph.D.  
Principal

**VISION:**

The vision of CBOCES High School is to acknowledge every child can learn through challenging and rigorous learning experiences along with character development, career exploration, and workplace readiness skills to transition students into a post-secondary life.

**MISSION:**

The mission of CBOCES High School is to provide an educational learning experience for students who have not been successful in traditional high school settings. CBHS is committed to providing an academic program which is student-centered, positive, and safe.

**GOALS:**

1. Be committed to the academic achievement and personal growth of each individual learner.
2. Create a learning environment which fosters the ideals of respect, responsibility and citizenship.
3. prepare our learners for the next phase of their lives and for becoming positive contributors to society.

**NONDISCRIMINATION DECLARATION:**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, Centennial BOCES, and its employees shall not unlawfully discriminate based on a student's race, color, national origin, ancestry, creed, sex, sexual orientation, religion, marital status, disability or need for special education services in the determination or recommendation of action in its educational programs, activities, or employment practices. Information regarding grievance procedures for Title IX and Section 504, has been established for students, parents and employees.

Specific complaints of alleged discrimination under Section 504 (Handicap) and Title IX (Sex) should be referred to: Christine Muldoon, Principal. Complaints may also be filed with the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 N. Speer Blvd., Suite 310, Denver, CO 80204.

**STUDENT RIGHTS - OVERVIEW:**

- Students are entitled to a safe learning environment that is free of violence, intimidation, crime, harassment, bullying, or other forms of discrimination.
- Students are to be informed of policies and procedures related to student attendance, discipline, truancy, curriculum, and grading.
- Students are to maintain free expression of thought in speaking and writing, as long as that expression does not violate their rights, or becomes disruptive to the learning of others or the surrounding environment.
- Students are entitled to privacy of personal property, unless a reasonable suspicion exists that creates a need to examine such property.
- Students are entitled to confidential student records as mandated by state and federal laws.
- Students are entitled to due process as related to disciplinary and attendance procedures and decisions.

## **STUDENT RESPONSIBILITIES - OVERVIEW:**

- Each student is expected to obey the rules as set forth in this handbook:
  - When they are on school grounds or in the school building.
  - When they are in a school vehicle.
  - During a school-sponsored activity.
  - During a school/work related activity.
- The Colorado Revised Statutes states that suspension or expulsion may result if a behavior that takes place off school grounds and results in a danger to the safety and welfare of others.
- Students who are disciplined for school violations may also be subject to disciplinary action by law enforcement for acts that violate any local, state, or federal laws.

## **BUILDING HOURS:**

The CBOCES High School Campus will open at 7:30 A.M., and close at 4:00 P.M., Monday through Thursday. We are open on most, but not all, Fridays from 8:00 A.M. to 12:30 P.M. (Please see CBOCES Calendar, located on our Website.) Students are not to loiter around the building during any other times.

## **ENTERING THE BUILDING:**

All students and visitors entering the building should enter through the front door of IBMC and check in at the front desk. Here they will be provided a nametag to ensure the safety of all students and staff within the building. All other building access doors remain locked during class times. Students are not to let any other students or visitors into the building through any locked door.

## **SCHOOL CLOSURE AND INCLEMENT WEATHER:**

In the event of a snowstorm or other emergency, please review the IBMC official website or 9 News to inquire if school will be canceled, have a late-start, or close early.

## **CLASS SCHEDULES:**

To accommodate student needs, we allow our students to choose their own schedule. Students are expected to be in control of their own education and are **REQUIRED** to be in class at least 23 hours per week, unless otherwise coordinated with the student's advisor and/or principal due to extenuating circumstances.

## **SEMESTER BLOCKS:**

To provide students the best opportunity to complete all competencies before the end of the year, the school has provided Semester Blocks. Students will be expected to finish a specified number of assignments each Semester Block.

We have also designed a Progress Report which is intended to help each student establish how they are doing and what they still need to work on. Progress reports are reviewed by the student and his/her Advisor two times per week. Students are expected to check in with their advisors once a day during school hours. This can be in the form of an email, a text, a phone call or a physical visit, but Advisors should know what each student is working on each day. The Advisor will provide students with individual help, extended time on projects when applicable, and an opportunity to be guided on their needed requirements in order to meet competencies.

Students are expected to choose blocks of time to be in school which total at least 23 hrs per week

## ADMISSION PROCESS

### CBOCES High School Student Profile

- Students with significant attendance issues at their home high school
- Students who are at least 17 few exceptions:
  - With CBOCES member districts, if there is a referral for a student under the age of 17, the student's case will be reviewed on a case-by-case basis. If the student is allowed to attend, the student will be identified as receiving program delivery and will not be transferred to CBHS until they become 17 years old. (This situation will use a purchased slot.)
- Students who are behind in credits and want to graduate
- Students who are classified as homeless or are experiencing a life event that impacts their living arrangements.
- Students whose need to prioritize a work schedule or care of loved ones along with school
- Students who aren't succeeding in the traditional school environment  
Students who are identified as Special Education students with MINOR learning challenges. Since CBOCES High School is very much student directed, it is not a good placement for students who have significant learning challenges.  
  
Students who want to graduate in order to move on to college, trade school, employment, etc.  
  
Students over the age of 20 who want to receive their Colorado State Certified High School Diploma
- Students who are self-motivated to complete the competencies required to earn their diploma

## ADMISSION CRITERIA

- a. Students must be referred by their home school and approved by Nicole Skalsky, School Principal.
- b. Students must submit a transcript, behavior report, any viable health concerns, IEP's and 504's (when applicable), and an attendance record.
- c. Students must take the ACT WorkKeys Workplace Documents Test AND score of level 3 or higher.
- d. Students must meet the minimum age requirement.

## **IEP or 504 PLAN**

- a. ALL students must meet ALL of the above admission criteria and...
- b. Students with a disability, IEP or 504 plan must have a current IEP or 504 plan in place which does not expire for at least 3 months from the date of enrollment.
- c. A transition meeting is to be conducted by the student's home school prior to acceptance to CBOCES High School.
- d. Students and Parents must sign an agreement that if they are suspended, dropped or expelled from CBOCES High School for any reason, they will return to their home school.
- e. Acceptance at CBOCES high school is at the discretion of the CBOCES staff and administration**

## **Students with Limited English Language Proficiency**

- A. ALL students must meet ALL of the above admission criteria and...
- B. Students/parents must sign an agreement that if they are suspended, dropped or expelled from CBOCES High School for any reason, they will return to their home school.
- C. Students and parents must understand that they will not receive specific ELL services at CBOCES High School.
- D. Acceptance at CBOCES high school is at the discretion of the CBOCES staff and administration.**



## **Attendance & Absences**

One criterion of a student's success in life is regular and punctual attendance. Frequent absences may lead to poor work ethic, lack of social development, and possibly the inability to hold a job. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

Students who do not attend at least 23 hours per week may be considered for the dismissal process which may include being dropped from enrollment. This is one of the **three** criteria for staying in CBOCES High School.

### **ABSENCE NOTIFICATION:**

**Parents/guardians or students 18 years and older should call the CBOCES High School Office of your school site to report an absence for their son or daughter.**

## General Expectations

The Board believes that effective student discipline is a prerequisite for sound educational practice and productive learning. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline and socially acceptable behavior. All policies and procedures for handling general and major student discipline problems shall be designed to achieve these broad objectives. Disorderly students shall be dealt with in a manner which allows other students to learn in an atmosphere which is safe, conducive to the learning process, and free from unnecessary disruptions.

The Board, in accordance with state law, has adopted a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The code also emphasizes that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action.

Students who receive 3 or more discipline infractions may be considered for the dismissal process which may include being dropped from enrollment and will be referred back to their home school. Attendance is one of the **three** criteria for staying in CBOCES High School.

## Remedial Contract

The principal, or designee, may develop a remedial discipline plan for any student who causes a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events. The goal of the remedial plan shall be to address the student's disruptive behavior and educational needs while keeping the child in school.

## Building Visitations

Parents/Guardians are welcome to visit the school **with prior notice**. They must sign in at the IBMC lobby area and notify CBOCES High School Staff. Other visitors/friends/siblings/children are not allowed in the school area of IBMC to avoid disruptions of student work.

## Dress Code

A safe and disciplined learning environment is essential to a quality educational program. BOCES-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Any student deemed in violation of the dress code shall be required to comply with this policy and the school's individual standards by changing into appropriate clothing (or making arrangements to have appropriate clothing brought to school immediately), to remove the paraphernalia, or modify the appearance of the hair. If the student takes such actions to be in compliance, there shall be no further penalty for that offense. Students are required to wear their school ID at all times when on IBMC property.

## **Discipline**

### **CODE OF CONDUCT: Policy JICDA**

The principal may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event and off school property when the conduct has a nexus to school or any district curricular or non-curricular event.

### **HABITUALLY DISRUPTIVE STUDENTS: Policy JK-R**

A student will be declared "habitually disruptive" if suspended three times during the course of the school year for causing a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events because of student behavior that was initiated, willful and overt.

1. The student and the parent/guardian will be notified in writing of each suspension which counts toward declaring the student habitually disruptive. The student and parent/guardian will also be notified in writing and by telephone or other oral communication of the definition of "habitually disruptive student."
2. After the 3<sup>rd</sup> warning the student may be asked to dismiss the program.

### **BULLYING PREVENTION AND EDUCATION: Policy JICDE**

The Board of Education supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

### **GANG ACTIVITY: Policy JICF**

The Board of Education desires to keep district schools and students free from the threats or harmful influence of any groups or gangs which advocate drug use, violence or disruptive behavior. The principal or designee shall maintain continual, visible supervision of school premises, school vehicles and school-related activities to deter gang intimidation of students and confrontations between members of different gangs. The superintendent or designee shall establish open lines of communication with local law enforcement authorities so as to share information and provide mutual support in this effort.

### **Gang symbols**

The Board prohibits the presence on school premises, in school vehicles and at school-related activities of any apparel, jewelry, accessory, notebook or manner of grooming which by virtue of its color, arrangement, trademark or any other attribute denotes membership in gangs which advocate drug use, violence or disruptive behavior. This policy shall be applied at the principal's discretion after consultation with the superintendent or designee as the need for it arises at individual school sites.

## **WEAPONS IN SCHOOL: Policy JICI**

The Board of Education determines that possession and/or use of a weapon by students is detrimental to the welfare and safety of students and school personnel within the district.

### **Mandatory expulsion in accordance with state and federal law**

Carrying, bringing, using or possessing a dangerous weapon on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school sponsored or district-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or the school district is prohibited. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms.

In accordance with federal law, expulsion shall be for no less than one full calendar year for a student who is determined to have brought a firearm to school in violation of this policy. The superintendent may modify the length of this federal requirement for expulsion on a case-by-case basis. Such modification shall be in writing.

## **TOBACCO USE AND ABUSE Policy JICG**

Possession or use of tobacco or tobacco products by a student on BOCES property, in BOCES vehicles, or at BOCES activities is prohibited. Any student violating the nonsmoking, tobacco-free policies of the BOCES shall be subject to discipline including but not limited to expulsion.

## **SUBSTANCE USE BY STUDENTS: Policy: JICH**

The Centennial BOCES shall promote a healthy environment for students by providing education, support and decision making skills in regard to alcohol, drugs, and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among the schools, parents/guardians, community and its agencies.

It shall be a violation of Board policy, and may be considered to be behavior which is detrimental to the welfare or safety of other students or school personnel for any student to possess, use, sell, distribute or procure, or to be under the influence of a controlled substance. The unlawful possession or use of a controlled substance is wrong and harmful to students.

## **STUDENT SEXUAL HARASSMENT-Policy JBB**

The Centennial BOCES shall follow, to the extent feasible, the guidelines set forth in Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

Any student who violates this policy may be subject to disciplinary action.

Any student who feels that he or she has been, or is being subjected to, sexual harassment may use the existing grievance procedures to request a remedy for the complaint.

## **Sexual harassment prohibited**

Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal or physical conduct of a sexual nature may constitute sexual harassment, even if the harasser and the student being harassed are the same sex and whether or not the student resists or submits to the harasser.

## **Vandalism**

Vandalism will result in cancellation of privileges and may result in school disciplinary action, including suspension or expulsion, and/or legal action.

## **ACADEMIC INTEGRITY:**

Academic integrity is an essential element of promoting academic excellence. Discipline actions will be taken as deemed appropriate by the principal. This could include dismissal from the program.

## **PARKING:**

All private vehicles are to be parked in the designated student parking lot. Drivers and vehicles are subject to school regulations and the authority of the school personnel having jurisdiction over the location. Person(s) violating district or building rules or operating a vehicle in a dangerous manner may be reported to legal authorities and be denied the privilege of having a vehicle on school property.

## **STUDENT INTERROGATIONS, SEARCHES AND ARRESTS-Policy JIH**

The Board of Directors seeks to maintain a climate in the schools which is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school personnel to search the person and/or the personal property of the student and to seize any property deemed injurious or detrimental to the safety and welfare of students and staff.

### **Searches conducted by school personnel**

Searches may be conducted by a school official who has reasonable grounds for suspecting that a search will turn up evidence that the student has violated either the law or Board policy. When reasonable grounds for a search exist, school personnel may search a student and/or the student's personal property while on school premises or during a school activity under the circumstances outlined in this policy and may seize any illegal, unauthorized or contraband materials.

Any search conducted by a school official shall respect the privacy of the student and not be any more intrusive than necessary, considering the age and sex of the student and nature of the suspected infraction.

Whenever possible, the student shall be informed of the reason(s) for conducting the search and the student's permission to perform the search shall be requested. A student's failure to cooperate with school officials conducting a search shall be considered grounds for disciplinary action. An administrative report shall be prepared by the school official conducting a search explaining the reasons for the search, the results and the names of any witnesses to the search. If the search produces evidence to be used as the basis for disciplinary action, the report shall be filed in the student's cumulative folder.

## **Definitions**

1. "Reasonable suspicion" is the standard for a search on school property or at school activities carried out by school authorities. Reasonable suspicion is based on facts provided by a reliable informant or personal observation which cause the school official to believe, based on personal experience, that search of a particular person; place or thing would lead to the discovery of evidence of a violation of Board policy or state or federal laws. Reasonable suspicion requires more than a mere hunch.
2. "Contraband" consists of all substances or materials prohibited by Board policy of state law including but not limited to drugs, drug paraphernalia, alcoholic beverages, guns, knives, other weapons, and incendiary devices.

## **Search of school property**

School lockers, desks and other storage areas are school property and remain at all times under the control of the school. School property provided for the use of students is subject to inspection, clean-outs, access for maintenance and search pursuant to this policy. Cars, located on school property, may be searched.

Students shall assume full responsibility for the security of storage areas in the manner approved by the administration. Students shall be responsible for whatever is contained in desks, or any other storage area and its contents when there are reasonable grounds for a search. Whenever possible, another person shall be available to witness the search.

## **Search of the student's person**

The principal or designee may search the person of a student if the school official has reasonable grounds to believe that the student is in possession of contraband.

Search of the person shall be limited to the student's pockets, any object in the student's possession such as a purse or briefcase, and/or a "pat down" of the exterior of the student's clothing.

Searches of the person shall be conducted out of the presence of other students and as privately as possible. At least one but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search.

The parent/guardian of any student searched shall be notified of the search as soon as reasonably possible.

Searches of the person which require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer. No strip search shall be carried out by any school employee.

## **Seizure of items**

Anything found in the course of a search conducted by school officials which is evidence of a violation of law or Board policy or school rules or which by its presence presents an immediate danger of physical harm may be:

1. Seized and offered as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized. Such material shall be kept in a secure place by the principal until it is presented at the hearing.
2. Returned to the student or the parent/guardian.
3. Turned over to a law enforcement officer in accordance with this policy.

## **Physical Intervention**

In dealing with disruptive student, any person employed by the BOCES may, within the scope of his/her employment, use reasonable and appropriate physical intervention or force as necessary for the following purposes:

1. To prevent a student from an act of wrong-doing.
2. To quell a disturbance threatening physical injury to others.
3. To obtain possession of weapons or other dangerous objects upon a student or within the control of a student.
4. For the purpose of self-defense.
5. For the protection of persons or property.
6. To maintain discipline.

Any such acts are not in conflict with the legal definition of child abuse and shall not be construed to constitute corporal punishment within the meaning and intention of this policy.

Under no circumstances shall a student be physically held for more than five minutes unless the provisions regarding restraint (contained in the regulation) are followed.

Any method or device used to involuntarily limit a student's freedom of movement, including physical force, mechanical restraint, physical restraint, chemical restraint, or seclusion, shall be in compliance with state law on protecting persons from restraint. The executive director shall develop procedures and a training program related to the use of restraint consistent with this policy and state law.

Corporal punishment shall not be administered to students by anyone in any BOCES' school.

## **Appeals**

Within 10 school days after a search, the student may appeal the search decision to the superintendent who shall investigate the reason(s) and circumstances of the search. The superintendent shall issue written findings within five school days after receiving the appeal. The superintendent's decision shall constitute the final district determination.

## **SUSPENSION/EXPULSION OF STUDENTS-Policy JKD/JKE**

The BOCES Board of Directors shall provide due process of law to students, parents/guardians and school personnel through written procedures consistent with law for the suspension or expulsion of students and the denial of admission.

As an alternative to suspension, the principal or designee at personal discretion may permit the student to remain in school with the consent of the student's teachers if the parent/guardian attends class with the student for a period of time specified by the principal or designee. If the parent/guardian does not agree or fails to attend class with the student, the student shall be suspended in accordance with the accompanying regulations.

*This alternative to suspension shall not be used if expulsion proceedings have been or are about to be initiated or if the principal determines that the student's presence in school, even if accompanied by a parent/guardian, would be disruptive to the operations of the school or be detrimental to the learning environment.*



## CBOCES High School Discipline Matrix GUIDELINES

<b>1</b>	<b>Abusive/Inappropriate Language/Profanity</b> First- Warning Second- Parent Conference Third- Conference with Principal	<b>11</b>	<b>Felonies (S)</b> First- Dismissal of Program
<b>2</b>	<b>Academic Dishonesty/Cheating</b> First- Receive a "0" grade for assign. & make up assign. Second- Receive a "0" grade for assign. & make up assign. Third- Dismissal of the program.	<b>12</b>	<b>Misuse of the Computer including Internet</b> First- Warning, Second- Supervised by a teacher Third- Parent Conference Fourth- Conference with Principal
<b>3</b>	<b>Bullying/Harassment/Taunt/Tease</b> First- Warning Second- Parent Conference Third- Conference with Principal Fourth- Dismissal of Program For Expulsion; Warranted to habitually Disruptive	<b>13</b>	<b>Physical Aggression/Scuffle</b> First- Parent Conference Second- Dismissal from Program Recommended for Expulsion ; Warranted to habitually Disruptive
<b>4</b>	<b>Cell Phone</b> First- Warning Second Taken for the rest of the school day Second- Parent Call, Administrative Conference if needed Third- Phone not permitted after 3 <sup>rd</sup> offense	<b>14</b>	<b>Sexual Harassment</b> First- Conference with Parents Second- Conference with Principal Third- Dismissal of Program
<b>5</b>	<b>Classroom Disruption</b> First- Warning Second- Moved to a different location Third- Conference with Principal Fourth- Dismissal of Program	<b>15</b>	<b>Smoking/Chewing Tobacco (S)</b> First- Warning Second- Conference with Parents and Principal Recommended for Expulsion
<b>6</b>	<b>Destruction/Vandalism</b> First- Parent Conference, Restitution Second- Conference with Principal Third- Dismissal of Program , Recommended for Expulsion,	<b>16</b>	<b>Stealing/Theft</b> First- Parent Conference, Restitution Second- Dismissal of Program, Recommended for Expulsion
<b>7</b>	<b>Detrimental Behavior (S)</b> First- Parent Conference Second- Conference with Principal Third- Dismissal of Program	<b>17</b>	<b>Walkout</b> First- Parent Conference Second- Conference with Principal Third- Dismissal of Program
<b>8</b>	<b>Discourteous &amp; Rude/Defiance &amp; Disrespect</b> First- Warning Second- Parent Conference Third- Dismissal from Program	<b>18</b>	<b>Weapons</b> First- Expulsion
<b>9</b>	<b>Displays of Public Affection</b> First- Warning/Documentation Second- Parent Conference Third- Conference with Parents and Principal	<b>19</b>	<b>Dress Code</b> First- Warning; Change of clothing Second- Removal from class Third- Conference with Parents and Principal
<b>10</b>	<b>Drug and Alcohol Abuse</b> First- Sent home Second- Parent Conference with Principal Recommended for Treatment and/or Expulsion Third- Expulsion Recommend		

## Emergency Procedures

Centennial BOCES is committed to keep students safe while they are at school. As a part of our emergency response procedures, we have implemented the Standard Response Protocol, a classroom response to emergency events that may occur at school. These protocols are meant to minimize the risk to students, staff, and visitors. Students and staff will practice these protocols throughout the year so that they become familiar as to how to respond should an actual emergency occur. If you are visiting the school during a practice drill or an actual emergency, please listen for announcements and follow the directions given.

Should an actual emergency take place, the school will provide you with updates and information through one or more of the following means:

- Phone calls;
- Email and text message alerts;
- The district website: [www.CBOCES.org](http://www.CBOCES.org)

If you are required to pick your child up as a result of an emergency, you will be notified of where you can pick your student up. Should this happen, please bring a form of identification with you to the announced location. If you are unable to pick your student up, someone on the student's emergency contact list may do so. They will also be required to provide a form of identification, so it is important to keep the information you have provided to the school up to date. Depending on the situation, this process may take some time, so please be patient with us as we reunite you with your student.

Another program that the district is using is **Safe2Tell®**. Safe2Tell® provides YOUNG people with a way to report any threatening behaviors or activities endangering them or someone they know, in a way that keeps them safe and anonymous.

## Why Call?

Safe2Tell wants every student and parent to know – telling isn't "snitching". Telling is when you need to keep yourself or someone you know safe from threats, harmful behaviors or dangerous situations.

Here are just a few of the things Safe2Tell can help with...

- Guns
- Knives
- Explosives
- Gangs
- Bullying
- Meanness
- Teasing
- Threats
- Harassment
- Fighting
- Planned fights
- Assaults
- Domestic Violence
- Child Abuse
- Vandalism
- Sexual Assaults
- Suicide Threats
- Planned parties
- Drugs
- Alcohol
- Stealing
- Sexual Misconduct
- Fire Starting
- Animal Cruelty
- Ditching
- Dating Violence/Stalking
- School Threats/Hit Lists
- Cheating

To make a report, call **1-877-542-7233** from anywhere, 24 hours a day, seven days a week. The call is **free**. You may also make a web-tip at: [www.safe2tell.org](http://www.safe2tell.org) Remember, your identity is safe. No one will ask for your name or number. There is no caller I.D., no call tracing, no call recording and no call forwarding. We only want to hear your concern and try to help.

The anonymity of all Safe2Tell reports is protected by C.R.S. 07-197. This means the reporting party remains UNKNOWN by Colorado State Law.

**\*\*DISCLAIMER:** Should Safe2Tell become the victim of prank calls, the line will be forwarded and traced with law enforcement notified immediately. Please use Safe2Tell wisely!

**Still not sure if you should use Safe2Tell? If you don't, who will?**

We need your help to improve your school and community. By calling, you can help stop a child from committing suicide, get another student off drugs, or stop a bully from making other people miserable. If you have information about the above topics, please call.

## Competency-Based Curriculum

CBOCES High School is a competency based program.

The following key competencies are achieved through the Colorado Academic State Standards, Colorado Commission on Higher Education, and Post-Secondary Readiness Skills.

1. Collect and interpret information from written and oral sources
2. Use effective oral and written communication to present information
3. Apply study skills and strategies to enhance learning in a self-directed manner
4. Use computer software programs to generate documents and reports
5. Investigate and report on scientific facts and issues
6. Investigate and report on issues related to self and society in both local and global contexts
7. Collect and present information using technology
8. Work effectively with others in teams/groups
9. Prepare for life beyond high school

The assessment approach is holistic. Formative assessment is used throughout the course to provide learners with support and guidance. This does not contribute to the final summative assessment. Summative assessment is used to determine learner results.

Students will be required to pass all competencies in each course with an 80% or above or at the required competency level (ACT Workkeys testing). All coursework and assessments will be completed. CBOCES does not accept zeros.

CBOCES also uses the WorkKeys Curriculum and Assessment Program. Workkeys is the complete interactive training system for the WorkKeys basic workplace skills. Students also earn a National Career Readiness Certificate based on their scores from three Workkeys Assessments. This certificate can be used to show workplace skill readiness for employers and training/education programs. Due to our rigorous program, CBOCES High School requires higher levels of performance on these tests than the minimum state guidelines for earning a CO high school diploma.

The WorkKeys system measures the skills required in the everyday workplace. It helps to improve America's workforce by sharpening the workplace skills of students or employees. Employees are then placed in jobs where they can be more successful. This system benefits individuals, businesses and educators by providing a common language for describing basic skills needed for jobs.

### Progress Reports

Progress reports are regularly given to students and can also be sent to parents via US postal service or email upon request only.

### Requirements to Stay Enrolled

CBOCES High School is an education facility designed to make students successful in life. Therefore, if students are not committed to fulfilling the school's three expectations for success, they may be placed on academic probation, dismissed/unenrolled, or will be advised to transfer back to their home school.

The three expectations for students are:

- 1) Attendance
- 2) Behavior
- 3) Progress

## **Contracts and Forms**

Each student will be given a list of assignments and tests that they must complete each quarter. If they do not complete the assignments within that quarter, they will be placed on academic probation. The following quarter the student will be required to complete all missing assignments and the present quarter's work. Failure to comply may result in the student being dropped or referred back to their home school. A student may reapply after one semester with approval from their advisor and the principal.

This academic probation/drop plan applies to **ALL** students.

Every student will complete an individualized school schedule with their advisor. They are required to have at least 23 hours of scheduled class time per week.

## **Personal Property**

CBOCES High School is not responsible for lost or stolen personal items. There is always a risk of theft in the school, therefore, students are encouraged to leave personal property at home. Cases will be reviewed.

## **STUDENT USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS- Policy JS**

The Internet, a global computer network referred to as the World Wide Web, and electronic communications (e-mail, chat rooms and other forms of electronic communication) have vast potential to support curriculum and student learning. The Board of Education believes they should be used in schools as a learning resource to educate and to inform.

Use of the Internet and electronic communications require students to think critically, analyze information, write clearly, use problem-solving skills, and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

The Board believes the educational opportunities inherent in these tools far outweigh the possibility that users may procure material not consistent with the education goals of the CBOCES. However, the Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. The Board acknowledges that while it is impossible to predict with certainty what information students might locate or come into contact with, it desires to take all reasonable steps to protect students from accessing material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board. Students shall take responsibility for their own use of CBOCES computers and computer systems to avoid contact with material or information that may be harmful to minors.

## **Blocking or filtering obscene, pornographic and harmful information**

Software that blocks or filters material and information that is obscene, child pornography, or is otherwise harmful to minors, as defined by the Board, shall be provided for all CBOCES computers having Internet or electronic communications access. Students shall report access to material and information that is obscene, child pornography, harmful to minors, or is otherwise in violation of this policy, to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member.

## **No expectation of privacy**

CBOCES computers and computer systems are owned by the CBOCES and are intended for educational purposes at all times. Students shall have no expectation of privacy when using the Internet or electronic communications. The CBOCES reserves the right to monitor, inspect, copy, review, and store (at any time and without prior notice) all usage of CBOCES computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through CBOCES computers and computer systems shall remain the property of the CBOCES.

Students shall use CBOCES computers and computer systems in a responsible, efficient, ethical, and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of CBOCES computers and computer systems can not be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following. (Note: The Board has discretion to determine which uses are unacceptable. The following list provides examples the Board may wish to consider.

No student shall access, create, transmit, retransmit or forward material or information:

- A. that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- B. that is not related to CBOCES education objectives
- C. that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex, or excretion
- D. that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons with regard to race, color, sex, religion, national origin, age, marital status, disability or handicap
- E. for personal profit, financial gain, advertising, commercial transaction or political purposes
- F. that plagiarizes the work of another without express consent
- G. that uses inappropriate or profane language likely to be offensive to others in the school community
- H. that is knowingly false or could be construed as intending to purposely damage another person's reputation
- I. in violation of any federal or state law, including but not limited to, copyrighted material and material protected by trade secret
- J. that contains personal information about themselves or others, including information protected by confidentiality laws
- K. using another individual's Internet or electronic communications account
- L. that impersonates another or transmits through an anonymous remailer
- M. that accesses fee services without specific permission from the system administrator

## **Security**

Security on CBOCES computer systems is a high priority. Students who identify a security problem while using the Internet or electronic communications must immediately notify a system administrator.

Students should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited.

Students shall not:

1. use another person's password or any other identifier
2. gain or attempt to gain unauthorized access to district computers or computer systems
3. read, alter, delete or copy, or attempt to do so, electronic communications or other system users

Any user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet and electronic communications.

## **Safety**

Students shall not reveal personal information, such as home address or phone number, while using the Internet or electronic communications. Without first obtaining permission of the supervising staff member, students shall not use their last name or any other information that might allow another person to locate him or her. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

## **Vandalism**

Vandalism will result in cancellation of privileges and may result in school disciplinary action and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse, or disrupt operation of any network within the CBOCES or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or CBOCES-owned software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

## **Checking out school technology**

Computers, Chromebooks and hot spots may be available for students to check out from CBOCES High School to use for their school assignments. Students are responsible for the cost of any damage or loss of the items they borrow. No diploma will be issued to a student who owes outstanding fees for any technology item.

## **Assigning student projects and monitoring student use**

The CBOCES will make every effort to see that the Internet and electronic communications are used responsibly by students. Administrators, teachers, and staff have a professional responsibility to work together to monitor students' use of the Internet and electronic communications, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Students shall have specifically defined objectives and search strategies prior to accessing material and information on the Internet and through electronic communications.

Opportunities shall be made available on a regular basis for parents to observe student use of the Internet and electronic communications in schools. All students shall be supervised by staff while using the Internet or electronic communications at a ratio of at least one staff member to each thirty (30) students. Staff members assigned to supervise student use shall have received training in Internet and electronic communications safety and monitoring student use.

**Unauthorized software**

Students are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed to the software owner.

**Student use is a privilege**

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet and electronic communications is a privilege, not a right. Failure to follow the use procedures contained in this policy will result in the loss of the privilege to use these tools and may result in school disciplinary action and/or legal action. The CBOCES may deny, revoke or suspend access to CBOCES technology or close accounts at any time.

Students and parents/guardians shall be required to sign the district's Acceptable Use Agreement annually before Internet or electronic communications accounts shall be issued or access shall be allowed.

**Centennial BOCES makes no warranties**

The CBOCES makes no warranties of any kind, whether expressed or implied, related to the use of CBOCES computers and computer systems, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the CBOCES of the content, nor does the CBOCES make any guarantee as to the accuracy or quality of information received. The School District shall not be responsible for any damages, losses, or costs a student suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the student's own risk.



## Confirmation Page

I(Student's name) \_\_\_\_\_, A student at CBOCES High School, hereby acknowledge having received a copy of the handbook and know how to access a copy of the handbook. **I realize that I will be responsible for knowing and following the procedures and regulations outlined in this handbook. I also agree to take the handbook home for my parents to read and sign.** I will return this sheet to my principal or teacher ASAP.

Student

Parent/Guardian

Date