

4435 North Chestnut
Colorado Springs, Colorado 80907

Mission Statement

Colorado Springs Early Colleges' mission is to prepare a diverse population of students for life by developing their mind, body and character through rigorous academic studies, individualized physical exercise programs and character development activities in cooperation with the community we serve.

Every student, regardless of background or skill level, will achieve mastery and will demonstrate that they can succeed in high school, in college, and in their chosen career. No exceptions. No excuses.

Student Adopted I Will Statements

to LEARN

I will do all that is within my power to do my best academically.

I will use my most important resource, time, and come to class *everyday* prepared and focused.

I will take advantage of this great opportunity to learn and positively influence those around me.

I will never leave class without being able to say, "Today in class, I have learned something".

I will graduate no matter what obstacles come into my life.

to LOVE

I will actively live in a way that says I'm more other-centered than self-centered.

I will encourage others to reach their goals.

I will love myself, by pushing through limits and reaching my potential.

I will learn to love others by replacing my prejudices with grace and respect.

I will respect peers and those in authority.

I will see myself and others as valuable.

to LIVE

I will choose to live today as if I have a great future ahead of me!

I will relentlessly strive towards my career goals.

I will dedicate myself to developing skills which will be the key to opening doors in my future.

I will see life, education, and work as a privilege.

I will live in a manner that displays confidence, value, and purpose.

I will HOPE, I will DREAM, I will BELIEVE IN ME!

Daily Class Schedule

Period 1	8:00am	9:15am
Period 2	9:25am	10:35am
Period 3	10:45am	11:55am
Lunch	11:55am	12:35pm
Period 4	12:40pm	1:50pm
Period 5	2:00pm	3:10pm

Modified Advising Schedule

Period 1	8:00am	9:00am
Advising	9:05am	9:45am
Period 2	9:50am	10:50am
Period 3	10:55am	11:55am
Lunch	11:55am	12:35pm
Period 4	12:40pm	1:50pm
Period 5	2:00pm	3:00pm

***College classes meet only on Monday, Wednesday and Friday.**

Two-Hour Delay Schedule

Period 1	10:00am	10:50am
Period 2	11:00am	11:45am
Period 3	11:55am	12:40pm
Lunch	12:40pm	1:25pm
Period 4	1:30pm	2:15pm
Period 5	2:25pm	3:10pm

Emergency School Closing

In the event of an emergency school closing, local television stations and select radio stations will be contacted. We will also post closure information on our website (www.csec914.org). If school must close during the school day, every attempt will be made to inform parents to pick up students. No faculty members will leave campus until released by the school's administration. They are expected to remain on campus until transportation has been provided for all students.

In case of Bad Weather:

CSEC will close:

ONLY when D-11 closes

CSEC will delay two (2) hours if:

D-11 delays

D-20 delays or closes

D-38 delays or closes

D-49 delays or closes

Student Identification Cards

The school will provide each student with a picture ID. Identification cards help the campus staff identify Colorado Springs Early Colleges students. Students must have their school identification card with them at all times during school hours or while on campus, and must, without hesitation, show their ID to any CSEC or CTU staff member upon request. ID cards are issued through the Admin office. Replacement ID cards cost \$5.

PowerSchool

CSEC encourages students/parents/guardians to track the success of their student's academic achievement to include Grades, Attendance and the Daily Bulletin through PowerSchool. Parent and student Login ID and Passwords can be obtained by the Admin, Academic or Attendance office.

Textbooks And Course Materials

Any student who damages or destroys textbooks or other school property will be required to reimburse the school for the cost.

The 200 Building

Because we share the 200 building with CTU, the atmosphere and the rules are different from the 400 building. Please keep the noise and socializing in the halls to a minimum. Students in the building who are not in a scheduled class must sign-in at the Admin office. Signs are posted regularly to inform students and visitors of any special circumstances or events in the building.

Visitors

All visitors must report to Attendance Office and obtain a visitor's pass upon entering CSEC.

Students who wish to bring a guest must **complete** the Visitor Approval Form prior to the visitation day. Students are responsible for the behavior of their guests and for informing guests about the regulations of the school. Visitors must follow the schedule of their host student.

Campus Parking Guidelines

Students who wish to drive an automobile or other motor vehicle to school are required to obtain a parking permit. Students must remember that parking on campus is considered a privilege and the following guidelines must be observed:

1. Students should only park in the assigned area along the south wall. Do not park between the basketball goals or between the 200 and 400 building.
2. Any student operating a motor vehicle in what the staff or faculty considers to be an unsafe or irresponsible manner will be prohibited from driving or parking the vehicle on school property.
3. The school will not assume any responsibility for stolen or damaged vehicles or accessories.
4. The vehicle may be subjected to search.

Attendance

The Colorado Springs Early Colleges is a school for students who are interested in pursuing higher education. Therefore, it is essential that class work be given a high priority. Attendance is mandatory. **Parents/Guardians are responsible for ensuring daily**

attendance. School begins promptly at 8:00 a.m. We discourage vacations, trips, doctor appointments, etc., when school is in session.

The governing board of CSEC has adopted the JE Attendance and Tardy Policy that delegates the discipline enforcement to the Administration of CSEC. A complete copy of the Attendance and Tardy Policy is available in the Administration office.

ATTENDANCE PROCEDURES

Process to excuse an absence: (all day or individual class period)

Before 8:30 the morning of the absence:

1. Call 955-4697 (CSEC Attendance Office)
2. Email attendance@csec914.org

The call or email should include:

Student name

Parent name

Parent phone number

Reason for absence

Date and/or period of absence

All absences should be reported prior to or the morning of the absence. Upon his or her return, the student must bring a note to the attendance monitor containing the above information confirming the dates and reason for the absence prior to the absence being excused. The note will become a part of the student's permanent file.

Please be aware our attendance monitor may call home if an absence is not excused.

Process to excuse a tardy to school or individual class: (includes dropping off your student late to school)

Students are deemed tardy after the start of the class. For that tardy to be considered excused:

1. A parent/guardian, teacher or dean must contact the Attendance Office in person, via note or email before the tardy can determined excusable.
 - a. The e-mail or note from the parent/guardian, teacher or dean must contain:
 - Student name
 - Parent/Teacher/Dean name
 - Parent phone number
 - Reason for absence
 - Date and/or period of absence

Process to excuse a student who needs to leave early from school:

1. The parent/guardian must contact the Attendance Office in advance via phone, or e-mail and
2. The student must come to the office before class to pick up a note to give to the teacher allowing him/her to leave class early.
3. Parents who show up to excuse their student early from school without making arrangements in advance must allow 20 minutes for the Attendance Office to process the request.

Please note that while a request to leave early from school may be granted it may not necessarily be recorded as an excused absence for the remaining class/es.

Student Dress

During the school day and at all school related activities or functions, students shall adhere to a standard of dress and appearance that is appropriate.

Student dress and personal appearance shall meet reasonable standards of cleanliness and safety and must show respect for others. Personal appearance and dress that violate reasonable standards, demean, slur, or harass others through symbols, words or images, and/or substantially disrupt the educational process will not be tolerated.

The Colorado Springs Early Colleges has established specific guidelines that define appropriate dress. CSEC has developed and published the standards regarding dress and hygiene. The staff and administration of the Colorado Springs Early Colleges, and their designees, have the final authority to decide what appropriate attire is for students in school or participating in school related activities.

1. Shorts, dresses, or skirts may not be worn shorter than three inches (or four horizontal fingers) above the knee.
2. Shirts must have sleeves (no tank tops or spaghetti straps and undergarments must be covered).
3. Necklines must be no lower than three inches (or four horizontal fingers) from the center of the collar bone making sure that the clothing covers the stomach, breast, buttocks, and underwear.
4. Sunglasses, hats, hairnets, beanies or bandanas may not be worn inside the buildings.
5. Inappropriately sheer, tight, or loose clothing may not be worn.
6. Pants need to be worn no lower than the hipbones making sure that no underwear or skin is shown when sitting.
7. Inappropriate clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any words, symbols, or pictures include:
 - a. Reference to drugs, tobacco, alcohol or weapons
 - b. Are of a sexual nature
 - c. Are obscene, profane, vulgar, lewd, legally libelous, distracting, or dangerous
8. Underwear as outer wear, pajamas and slippers may not be worn.
9. Any other attire or grooming that is prohibited in the Early Colleges Administration.

Exception to this policy may be made by the Early Colleges Administration or their designees to address a specific student's medical, religious, or other similar needs.

Cell Phones and Electronic Devices

Cell phones, iPods, MP3 players, games, etc. must not be used during classroom hours. Students may use cell phones and electronic devices outside of classroom or buildings

before and after school, during lunch or between classes **only**. For family emergencies, families must call the Attendance Monitor at 719-955-4697 and student will be contacted. Students who must call home may do so only from the CSEC Attendance or Admin office.

If a cell phone rings or other electronic devices are used during class the teacher will confiscate the device and deliver it to the Dean of Student Success at end of class. The first time the cell phone is confiscated the student must retrieve the phone from said Dean at the end of the day. The second time and each consecutive time thereafter, the parent/guardian will have to pick up cell phone, iPod, MP3 player, game system, etc. from the Dean. **NO EXCEPTIONS.**

Cell phone use during exams will be considered cheating. **CSEC is not responsible for any lost or stolen devices.**

Conduct and Discipline Code

Proper behavior of students occurs as a result of a mutual cooperation between home and school. Students, parents, teachers and the Colorado Springs Early College's administration all play a vital role in assuring that Early Colleges fosters a sound educational environment that encourages productive learning. This environment must be safe and free from unnecessary disruption. It must also foster a positive attitude towards self-discipline and socially acceptable behavior.

The governing board of CSEC has adopted the JIC Conduct and Discipline Policy that delegates discipline enforcement to Administration of CSEC. A complete copy of the Conduce and Discipline Code is available in the Administration office.

Lunch Detention:

Detention will be served from 12:00 pm to 12:25 pm. The student will eat lunch after detention is served and report to their 4th period class at 12:40 pm.

Public Display of Affection:

PDA distracts from the educational atmosphere. The only acceptable forms of PDA are hand holding and brief hugs.

Tobacco, Alcohol, Drugs:

Applicable to **ALL** Students of CSEC: Students will not possess, use, buy, sell or trade alcohol, tobacco, illegal drugs, or other controlled substances on school property, at school sponsored activities or events.

As mandated by the state of Colorado, it is illegal for minors (under the age of 18) to possess tobacco products. Any minor student in the possession of tobacco products during school hours, whether on or off campus, will be subject to discipline action by CSEC Administration.