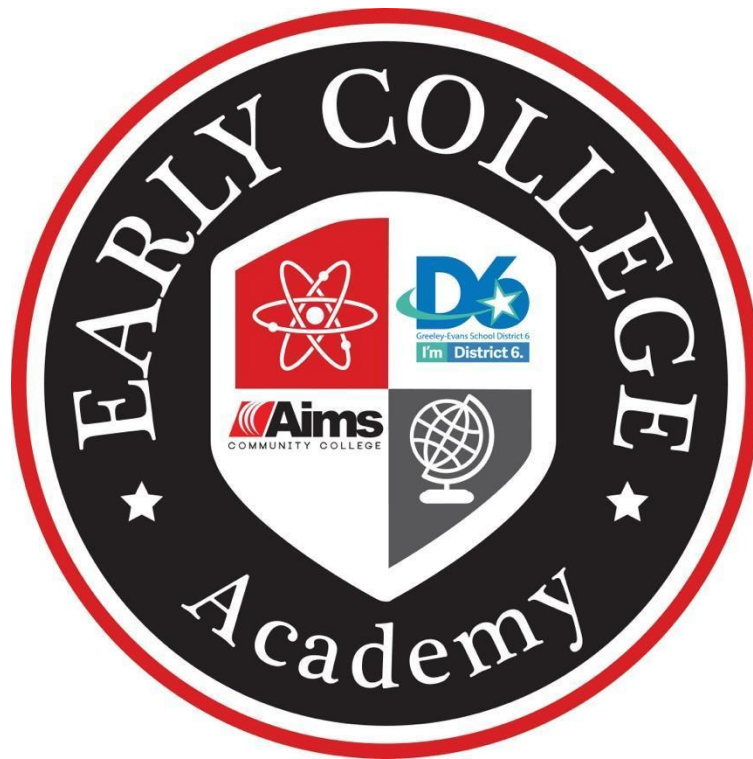


# Student Handbook

## 2023-2024



*Every Student. Every day.*

Early College Academy  
5590 W 11th Street  
Greeley, CO 80634  
970.348.5800

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## **WELCOME**

It is with great pleasure that we welcome you to Early College Academy with its amazing opportunity for students to earn both a high school diploma from District 6 and an Associate of Arts degree from Aims Community College. We are a unique high school with a very clear academic focus. We thank you for choosing ECA as your high school learning environment, and together, we will accomplish great things.

## **School District Mission & Vision**

### **Mission**

District 6 engages every student in a personalized, well-rounded and excellent education, preparing students to be college and career ready.

### **Vision**

District 6 engages, empowers and inspires today's students in partnership with families and communities to succeed in tomorrow's world.

### **Values & Beliefs:**

- Our students come first.
- We know every child can achieve.
- We believe diversity is a strength.
- We ensure safe, secure and healthy schools.
- We build positive relationships with students, families, and communities.
- We promote access, opportunity and choice.
- We commit to hiring quality and retaining quality staff.
- We commit to excellence, innovation and continuous improvement.

### **Focus Areas**

- Student Learning and Achievement
- Strengthening Partnerships
- Climate and Culture
- Operational and Organizational Effectiveness

## **Aims Community College Purpose, Vision, and Mission**

**Purpose:** Build a Stronger Community

**Vision:** First Choice - The Recognized Leader in Learning and Student Success

**Mission:** Provide knowledge and skills to advance quality of life, economic vitality, and overall success of the diverse communities we serve.

### **Aims Values**

- **Authenticity & Truthfulness**
- **Community**
- **Equity & Professional Respect**
- **Inclusiveness**
- **Performance Excellence & Effectiveness**

## **Early College Academy Mission**

ECA will empower students to overcome challenging circumstances, cultivate critical thinking, and embrace diversity while engaging with new ideas and people.

## **Vision**

- To increase the number of college and career ready graduates.
- To double post-secondary enrollment of District 6 students in Aims Community College over the next three years and increase the number of students participating in a four-year college degree within the next six years
- To create an innovative high-performing school where students acquire a rigorous academic foundation that they can apply to the community and world.
- To develop an academic program where students earn college acceptance, and are prepared to successfully earn a college degree without remediation.
- To graduate students with great character.

## **Important Phone Numbers**

### **Greeley Evans School District 6**

1025 9<sup>th</sup> Avenue  
Greeley, Colorado 80631  
(970) 348-6000  
[www.greeleyschools.org](http://www.greeleyschools.org)

### **Nutrition Services**

(970) 348-6600  
[Nutrition Services homepage](#)

### **Greeley-Evans Transit**

(970) 350-9285  
[www.greeleyevanstransit.com](http://www.greeleyevanstransit.com)

### **Early College Academy**

5590 W 11<sup>th</sup> Street  
Greeley, CO 80634  
(970) 348-5800  
[www.greeleyschools.org/eca](http://www.greeleyschools.org/eca)

### **ECA Attendance Line**

(970) 348-5800

### **Aims Community College**

970-330-8008  
[www.aims.edu](http://www.aims.edu)

## **Building Leadership Team**

### **Kim Silva**

Principal  
[ksilva@greeleyschools.org](mailto:ksilva@greeleyschools.org)  
(970) 348-5800

### **Stephanie Cress**

Student Life Coordinator  
[scress@greeleyschools.org](mailto:scress@greeleyschools.org)  
(970) 348-5800

### **Rosa Law**

Aims Program Director, ECA  
[rosa.law@aims.edu](mailto:rosa.law@aims.edu)  
(970) 348-5800

### **Mindy Marshall**

Aims Assistant Director, ECA  
[mindy.marshall@aims.edu](mailto:mindy.marshall@aims.edu)  
(970) 348-5800

District 6 Student Calendar



Updated 3/22/2023

2023-2024 Student Calendar

= Students are in school  
 = Students are NOT in school

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**August 14-15, 2023**  
 Grades 1-12 Students' first day of school  
 8/14: All 9-12th grade, 1st-8th grade A-L  
 8/15: 1st-8th grade M-Z

**August 17-18, 2023**  
 Preschool and Kindergarten  
 Students' first day of school  
 8/17: Pre-K/K A-L  
 8/18: Pre-K/K M-Z

**September 4, 2023**  
 Holiday – District Closed, No school

**September 25, 2023**  
 No school for students

**October 9, 2023**  
 No school for students

**October 27-30, 2023**  
 No school for students

**November 20-24, 2023**  
 Thanksgiving Break, No school for students

**December 21, 2023-January 8, 2024**  
 Winter Break, No school for students

**January 15, 2024**  
 Holiday – District Closed, No school

**February 5, 2024**  
 No school for students

**February 19, 2024**  
 Holiday – District Closed, No school

**March 11-15, 2024**  
 Spring Break, No school

**March 25, 2024**  
 No school for students

**April 25-26, 2024**  
 No school for students

**May 23, 2024**  
 Students' last day of school

**May 23-25, 2024**  
 High School Graduation Days

**June-July, 2024**  
 Summer Break, No school

**Bell Schedule (23-24)**



*2023 - 2024 Early College Academy Bell Schedule*

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<b>Monday*</b>		<b>Tuesday - Friday</b>	
Period 1	8:55 - 9:42	Period 1	7:55 - 8:51
Period 2	9:46 - 10:33	Period 2	8:55 - 9:51
Period 3	10:37 - 11:24	Period 3	9:55 - 10:51
Period 4	11:28 - 12:16	Period 4	10:55 - 11:52
Lunch	12:21 - 12:51	Lunch	11:55 - 12:25
Period 5	12:56 - 1:43	Period 5	12:29 - 1:25
Period 6	1:47 - 2:34	Period 6	1:29 - 2:25
Period 7	2:38 - 3:25	Period 7	2:29 - 3:25

**Early College Academy Hours**

Office Hours 7:15am - 3:30pm

School Hours 7:55am - 3:25pm

## **DISTRICT 6 GRADUATION REQUIREMENTS (Board Policy IKF)**

### **Units of Credit**

Graduation from high school in Weld County School District 6 (WCSD6) is achieved through the earning of credits as specified in this policy. Credits for all high school courses and for graduation requirements will be awarded on a "unit of credit" basis. One "unit of credit" is equal to a year of instruction within a course. Partial units of credit may be allowed for students enrolling at times other than the beginning of a semester according to the time spent in the course and/or the content mastered. All partial credit must be approved by the principal.

### **Plan of Study**

A plan of study is defined as courses to be taken during the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> years of a student's educational experience that prepare for career aspirations. High school courses taken and given credit in middle school may be counted toward high school graduation requirements (beginning with the class of 2018).

### **Requirements for High School Graduation**

Minimum requirements for graduation from high school in the WCSD6 are twenty-two (22) units of credit in grades 9-12, including completion of specific subject area requirements and must also have received the recommendation of the high school principal for graduation.

### **Specific Subject Area Requirements**

Specific course requirements will be defined in a student's plan of study and will include, at a minimum, the following:

Language Arts <sup>1</sup>	4.0 Credits
Social Studies <sup>2</sup>	3.0 Credits
Mathematics <sup>3</sup>	3.0 Credits
Science <sup>4</sup>	3.0 Credits
Physical Education <sup>5</sup>	1.5 Credits
Electives <sup>6</sup>	<u>7.5 Credits</u>
	22 Credits

1. Language Arts: 4 credits
2. Social Studies: 3 credits
  - .5 credit of Civics
  - 1 credit of US History
  - 1.5 credits of other social studies courses based on student's plan of study
3. Mathematics: 3 credits based on ECA's course offerings
4. Science: 3 credits based on ECA's course offerings
5. Physical Education: 1.5 credits
  - 1 credit in Physical Education
  - .5 credit in Health
6. Electives: 7.5 credits based on ECA's course offerings





# Graduation Requirements

### District 6 Graduation Credit Requirements

Language Arts ..... 4.0 Credits

Social Studies ..... 3.0 Credits  
1 credit of US History and  
 5 credit of Government

Mathematics ..... 3.0 Credits

Science ..... 3.0 Credits

Physical Ed ..... 1.5 Credits  
5 Health

Electives ..... 7.5 Credits

## Beginning with the graduating Class of 2022...

To receive a high school diploma from Weld County School District 6, students must meet or exceed the district's academic standards by demonstrating college and career readiness on one or more of the following measure(s) as provided below in Reading/Writing/Communicating and Math. This is in addition to the credit requirement.

Demonstration of Reading/Writing/Communicating One or more of the following measure(s)	
Accuplacer classic	Score of at least 62 on Reading Comprehension or 70 on Sentence Skills
Accuplacer Next-Gen	Score of at least 241 on Reading or 236 on Sentence Writing
ACT assessment	Score of at least 18 on English
ACT WorkKeys	Score of Bronze or higher in all three assessments
Advanced Placement (AP) AP Seminar AP Research	Score of at least 2 on AP US Government, AP US History, AP Human Geography, AP Psychology, AP Art History, AP World History, AP Environmental Science, AP European History, AP Literature and Composition, and/or AP Language and Composition or courses listed in the demonstration of math table
Armed Services Vocational Aptitude Battery (ASVAB)	Score of at least 31 on AFQT
International Baccalaureate (IB)	Score of 4 on SL or HL Language Arts, IB Biology, US History, and/or World History or courses listed in the demonstration of math table
SAT assessment	Score of at least 470 on English
Concurrent enrollment course	Passing grade in any college course excluding: Physical Fitness
Industry certificate	See school counselor for approved certificates
District Capstone	See school counselor for approved capstone project

Demonstration of Math One or more of the following measure(s)	
Accuplacer classic	Score of at least 61 on Elementary Algebra
Accuplacer Next-Gen	Score of at least 255 on Arithmetic or 230 on Quantitative Reasoning, Algebra, and Statistics
ACT assessment	Score of at least 19 on Math
ACT WorkKeys	Score of Bronze or higher in all three assessments
Advanced Placement (AP)	Score of at least 2 on AP Chemistry, AP Statistics, AP Calculus A/B, AP Calculus B/C, and/or AP Physics I or AP Physics II
Armed Services Vocational Aptitude Battery (ASVAB)	Score of at least 31 on AFQT
International Baccalaureate (IB)	Score of 4 on IB Math Study, IB SL or HL Math, IB Physics, and/or IB Chemistry
SAT assessment	Score of at least 500 on Math
Concurrent enrollment course	Passing grade in a math, science, statistics, or economic college course
Industry certificate	See school counselor for approved certificates
District Capstone	See school counselor for approved capstone project

## Colorado Higher Education Admission Requirements

Students planning to attend a four-year college or university in Colorado will need to complete the following classes in order to fulfill the Higher Education Admission Requirements. In addition to the Higher Education Admission Requirements, students must also meet the **Admission Eligibility Index**.

Meeting the Higher Education Admissions Requirements does not guarantee admission to a four-year public institution. Colleges and universities may have additional requirements.

*We encourage EVERYONE to adhere to HEAR-Colorado's Higher Education Admission Requirements to ensure the opportunity for college admission.*

Academic Area*	
English**	4 years
Mathematics <small>(Must include Algebra I, Geometry, Algebra II or equivalents)***</small>	4 years
Natural/Physical Sciences <small>(Two units must be lab-based)***</small>	3 years
Social Sciences <small>(at least one unit of U.S. or world history)</small>	3 years
Foreign Language	1 year
Academic Electives****	2 years

updated 4/22/22

### **Requirements for Associate of Arts (A.A.) at Aims Community College**

Minimum requirements for graduation from Aims Community College are sixty (60) credits. In addition to sixty credit hours, students must maintain a minimum 2.0 GPA at Aims in order to earn the A.A. degree. Students must earn a grade of “C-” or better in Aims courses in order to transfer credits to another institution. Specific course requirements will be defined in a student’s plan of study and will include, at a minimum, the following:

Written Communication	6.0 Credits Hours
Mathematics	3.0 Credit Hours
Arts & Humanities	6.0 Credit Hours
History	3.0 Credit Hours
Behavioral & Social Science	6.0 Credits Hours
Physical & Life Science	7.0 Credits Hours
Additional Required Course	3.0 Credit Hours
Elective Courses	<u>26.0 Credit Hours</u>
	60 Credits Hours

### **Grade Reports**

It is essential for parents/guardians to be kept fully informed of their student's progress in school. Regularly updated grades are available on the parent portal of Infinite Campus, and those, combined with parent-teacher conferences, serve to promote a process of continuous evaluation of student performance. This process is designed to continually inform students and their parents of their academic standing and provides a basis for bringing about change in student performance if such change seems necessary.

### **Decelerated (Year-long) Aims Course Grade Calculation**

In year-long Aims Community College courses (American Government – PSC 1011, Spanish I- SPAN1001, Spanish Language II – SPA 2012, and US History Since Civil War – HIS 1220, and Advanced Academic Achievement-AAA 1009, students will be awarded high school and college grades at different intervals.

- For the purposes of Weld County District 6 grade reporting, the fall and spring semesters will be reported separately as two different classes. These reports will be made in December and May.
- For the purposes of Aims Community College grade reporting, one grade will be reported in May. This grade will be cumulative to the entirety of the course (August – May). Specifics about grade calculation will be published in each course’s respective syllabus. Due to the calculation involved, it is possible that students may receive three different grades. (Example: A “D” reported for Semester 1, a “B” reported for Semester 2 and a “C” reported as an overall Aims grade.)

### **Semester-long Aims Course Grade Calculation**

Aims Community College courses that are held over the course of one semester (not decelerated) will report identical grades to both Weld County District 6 and Aims.

### **Semester Reports**

Student’s grades (A, B, C, D, or F) are directly related to student mastery of academic course requirements and other criteria as determined by the teacher. They are permanent and do become part of the transcript. Semester grades are computed and based upon all work and mastery of academic course requirements as of the last day of the semester.

### **Grade Monitoring**

All students and parents are encouraged to regularly check student grades using the Infinite Campus grading system via the student or parent portal. Students are able to access final grades in their Aims Community College classes through the myAims student portal.

### **Aims Academic Standards Policy - ECA**

To remain in academic good standing, a cumulative GPA of 2.0 or higher must be maintained. Academic good standing is required to be eligible to receive a degree or certificate. Students who achieve less than a 2.0 cumulative GPA will be placed on academic probation as a warning that their academic progress is unsatisfactory.

Students on academic probation status who do not demonstrate improvement in the following semesters may be placed on academic suspension.

This may impact your ability to complete Early College Academy's blended academic program, which includes earning your high school diploma by completing college courses.

### **Requirements as Applied to Students with Disabilities**

To be eligible for a high school diploma, identified students with disabilities must meet objectives, appropriate for them, as determined by the Staffing/Individual Education Program (IEP) Committee. The IEP goals and objectives will reflect modifications of the regular curriculum.

For Aims courses, appropriate accommodations may be provided on an individual basis and are based on documentation from a qualified professional verifying the existence of the condition and describing the effect of the disability on the student's ability to access the educational process. In order to qualify for reasonable academic accommodations for Aims courses students must contact the Aims Assistant Director at ECA who will work with Disability Access Services (DAS) at Aims Community College.

### **General Requirements for High School Enrollment**

Students in grades 9 and 10 must be scheduled in courses every period of the day. Students in grades 11 and 12 will be scheduled for at least 4 courses each semester. Extenuating circumstances will permit exemptions to these course load requirements and limitations as determined by the building principal or designated administrator.

### **ECA Aims Course Drop or Withdraws**

Any schedule changes must be made in the first four school days of each semester. Requests to drop or withdraw from an Aims course after the fourth day of the semester must be approved by the ECA administration and the student/family.

### **All ECA Student Schedules**

- 9th grade students must be enrolled in 7 classes
- 10th grade students must be enrolled in 7 classes
- 11th and 12th grade students must be enrolled in 4 classes each semester
- Note: Student athletes must meet all CHSAA athletic eligibility requirements at the host school

## ATTENDANCE POLICY (Board Policy JH)

### District Attendance Policy

Significant learning is provided daily for all students in every district classroom. This educational opportunity is the result of in-class participation and quality classroom instruction. The benefits of this experience cannot be fully replaced. Consequently, regular and punctual attendance is an important criterion for success in school and absences are detrimental to effective learning. Each student in the district is required to attend school daily as established by the calendar determined annually by the Board and in compliance with state law. Unauthorized absences shall be subject to disciplinary action as outlined in accompanying procedures. A cooperative effort between the student, parent, district and the community regarding attendance fosters a positive educational experience. Therefore, the following goals and guidelines have been developed to establish good attendance habits at an early age. These habits will positively transfer with the students and their parents/guardians as the student progresses through the district's educational program and beyond the scholastic setting.

### Excused absences

Excused absences are defined as any absence from school due to temporary illness or injury and any other reason deemed acceptable by the school administrator. In general, prior notice of absence from the student's parent/guardian is required and the school administrator may require verification, such as a physician's statement, when appropriate. All absences must be reported within 48 hours. **Absences can be reported 24 hours a day by calling (970) 348-5800.**

The following will be considered excused absences:

- A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences will be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours.
- A student who is absent for an extended period due to a physical disability or a mental or behavioral health disorder.
- A student who is pursuing a work-study program under the supervision of the school.
- A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
- A student who is suspended or expelled.

As applicable, the district may require suitable proof regarding the above exceptions, including written statements from medical sources.

Students who are feeling ill are encouraged to stay home.

### Unexcused Absences

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence will be entered on the student's record. The parents/guardians of the student receiving an unexcused absence will be notified orally or in writing by the district of the unexcused absence.

In accordance with law, the district may impose appropriate penalties which relate directly to classes missed while unexcused. Penalties may include a warning, school detention, or in-school suspension. Academic penalties, out-of-school suspensions, or expulsion will not be imposed for any unexcused absence.

The administration will develop regulations to implement appropriate penalties. The school administration will consider the correlation between course failure, truancy and a student dropping out of school in developing these regulations and will implement research-based strategies to re-engage students with a high number of unexcused absences.

Students and parents/guardians may petition the Board of Education for exceptions to this policy or the accompanying regulations provided that no exception will be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 10 days during any calendar year or school year.

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Additionally, an unexcused absence shall be recorded if a student leaves school or leaves a class without permission of the teacher or school administrator. Each unexcused absence shall be entered on the student's record. The parent/guardian of the student receiving an unexcused absence shall be notified of the unexcused absence by the district either orally or in writing. In accordance with law, the district may impose academic penalties that relate directly to classes missed while unexcused. Penalties may include a warning, school detention or in-school suspension. Academic penalties, out-of-school suspensions or expulsion shall not be imposed for any unexcused absence. The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 10 during any calendar year or school year.

### **Tardiness**

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate penalties shall be imposed for excessive tardiness. The student's parent/guardian shall be notified of all penalties regarding tardiness. In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter the next class. Teachers shall honor passes presented in accordance with this policy.

### **Make-up Work**

Make-up work will be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator or unless the absence is due to the student's expulsion from school. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. There will be two days allowed for make-up work for each day of absence.

Make-up work will be allowed following an unexcused absence or following a student's suspension from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. This work may receive full or partial credit to the extent possible as determined by the building administrator.

### **Extended Absences**

In the event that a student must be absent from school for an extended period of time, the student must pick up an "Early College Academy Pre-Arranged Absence Form" from the front desk. This form must be signed by each of the student's teachers so that he/she is notified of the upcoming absence and so that he/she can assign any necessary homework to cover the dates of absence. The completed form must be signed by a parent and school administrator and returned at least 48 hours prior to the planned absence.

### **Attendance Plan and Attendance Court**

When a student has reached four absences from school in any month or ten absences during any school year, the school shall either require a meeting or other form of communication between the student's parent/guardian and appropriate school personnel to review and evaluate the reasons for the student being habitually absent from school. A plan may be developed for the student with the goal of assisting the student to remain in school. When practicable, the student's parent/guardian may participate with school personnel in the development of the plan. The district may require suitable proof regarding the above exceptions, including written statements from medical sources. When the district is aware that criteria exist to designate a student as habitually truant, the district shall refer the students and his or her parent/guardian to the Weld County Judicial System, Youth and Family Connections and/or the Weld County District Attorney's Juvenile Diversion Unit.

### **Weather Closures**

Early College Academy follows District 6 protocols for weather closures. The District will communicate any closures via the [District's website](#), [social media](#), and local media.

## STUDENT BEHAVIOR AND DISCIPLINE

### Student Code of Conduct

District 6 expects all students to behave appropriately for an educational environment and follow school rules. All schools are expected to establish behavior guidelines as defined in the school's positive behavior intervention and support (PBIS) plan. Any behavior that disrupts the learning environment, and/or is detrimental to the safety and welfare of other students or staff is subject to disciplinary action. The principal or designee may apply disciplinary consequences including suspension or a recommendation for expulsion for any 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 reasonable connection to school or any district curricular or non-curricular event.

Consequences for inappropriate behavior are contained in the following chart which is used in all schools. The school's responses to inappropriate behaviors are subject to change by the direction of Weld County District 6 Board of Education. Prior to the imposition of a consequence, the student will be informed of the behavior for which the consequence is being imposed and will have some opportunity to explain their side of the story. Students using the Internet must abide by the provision of the District 6 Technology User Agreement and Colorado Revised Statute 18-5.5-101 and 18.5.5-102 (also Title 17, USC Section 102). Copies are available upon request. For students identified as disabled and on an Individual Education Plan, please refer to policy/procedure JK\*-2. Please note that any infraction marked with an asterisk (\*) may involve a school police resource officer or local law enforcement agency. CCS means community/campus service and suspension can be in-school (ISS) or out-of-school (OSS). In addition, certain infractions will be reported to Aims Community College's campus safety team and Dean of Students. Students then may be subject to the Aims Community College disciplinary process in addition to other consequences or investigations.

### Response to Behaviors

Greeley-Evans School District 6 developed a level system to help identify and provide appropriate interventions to address student misconduct. While every attempt will be made to maximize the time that students are engaged in the learning process, schools should select interventions that support students and maintain an orderly and safe learning environment.

	LEVEL	Descriptions	Minimum	Maximum
STAFF	LEVEL 1	<p>Level 1 violations will generally be <b>addressed by the staff member supervising the student when the violation occurs</b>. The staff member's response should teach the correct, alternative behavior so that the student can learn from their mistake and demonstrate safe and respectful behaviors in the future.</p> <ul style="list-style-type: none"> <li>Staff member and student contact parent/guardian and documents in the Contact Log into Infinite Campus (IC) (Teachers/Admin will support with documentation in IC if needed)</li> </ul>	Redirect & Reteach	Restorative Action
STAFF & ADMIN	LEVEL 2	<p>Level 2 violations will generally <b>result in interventions or disciplinary responses that may involve the school administration</b>. These actions aim to correct behavior by stressing the seriousness of the behavior while keeping the student in school.</p> <ul style="list-style-type: none"> <li>Staff member and student contact parent/guardian and documents in the Contact Log into Infinite Campus</li> <li>Building administration will communicate disciplinary outcomes with involved staff.</li> </ul>	Redirect & Reteach	Restorative Action or up to 2 days ISS

STAFF, ADMIN, & PARENT	<b>LEVEL 3</b>	<p>Level 3 violations will generally result in <b>interventions or disciplinary responses that may involve the school administration</b>. These actions aim to correct behavior by stressing the seriousness of the behavior and may result in removal (half-day up to five days) from the school environment as well as education opportunities around the behavior.</p> <ul style="list-style-type: none"> <li>• Building administrator contacts parent/guardian and documents in the Contact Log/Behavior Log in Infinite Campus</li> <li>• Building administration will communicate disciplinary outcomes with involved staff.</li> </ul>	1/2 day ISS/OSS	5 day OSS
STAFF, ADMIN, PARENT. & S/S	<b>LEVEL 4</b>	<p>Level 4 violations will generally result in <b>interventions or disciplinary responses that involve the school administration and/or Department of Safety and Security</b>. These actions aim to correct behavior by stressing the seriousness of the behavior and may result in removal (half-day up to 365 days) from the school environment, education opportunities around the behavior and/or district-level behavior interventions.</p> <ul style="list-style-type: none"> <li>• Building administration contacts parent/guardian and documents in the Contact Log/Behavior Log in Infinite Campus</li> <li>• Building administration will communicate disciplinary outcomes with involved staff.</li> </ul>	3 day OSS	10-day OSS  Potentia l referral for expulsio n
STAFF, ADMIN, PARENT. & S/S	<b>LEVEL 5</b>	<p>Level 5 discipline infractions have the <b>potential for a referral for expulsion</b>. The school will consult with the Department of Safety and Security and seek a 10-day suspension and refer the student for expulsion.</p> <ul style="list-style-type: none"> <li>• Building administration contact parent/guardian and document in the Contact Log/Behavior Log in Infinite Campus</li> <li>• Building administration will communicate disciplinary outcomes with involved staff.</li> </ul>	10-day OSS	Potentia l referral for expulsio n

## Greeley-Evans School District 6 - [Response to Behaviors](#)

### Consequences/ Discipline for Inappropriate Student Conduct

Failure to comply with any school guidelines (both District 6 and Aims Community College), state laws, or school board policies may lead to disciplinary measures. Such disciplinary measures may include, but are not limited to, administrative conferences, parent conferences, detention, restitution, loss of privileges, suspension and/or expulsions and criminal charges.

### Student Dress Code

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to encourage school pride and unity, and thereby 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, to the educational process, to the environment or to the maintenance of a safe and orderly school, that presents health or safety concerns, or that contains lettering or symbols that are obscene or profane. Any student deemed in violation of the student dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty. This dress code has been endorsed and supported by the District 6 Council of Student Representatives.

## **Greeley-Evans School District 6 Non-Negotiable Universal Student Dress Code Expectations**

1. Any clothing item or accessory that causes a disruption to school safety, personal safety and/or the learning environment may result in discretionary intervention by school administrators.
2. Tattoos, clothing or accessories that display drugs, including any marijuana reference, sexual innuendos, inappropriate language, alcohol, tobacco products, violence, weapons or gang connotations are not permitted. Tattoos displaying any of these must be covered at all times.
3. No hats permitted inside of the school building during the school day. If “hoodies” are worn, the hood may not be worn inside of the school. (Religious headwear exceptions.)
4. Sunglasses or dark glasses, absent a verified medical condition, are not to be worn or displayed inside of the school building.
5. Trench coats are not permitted anywhere on school property.
6. Soled shoes or sandals must be worn at all times. (For example, no “bedroom” slippers or similar footwear.)
7. No exposed undergarments, inappropriately sheer, tight or low-cut clothing that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back, breasts or cleavage.
8. No shaved or notched eyebrows. (Absent a verified medical condition.)
9. No red or blue unnatural hair color, belts or shoelaces.
10. No clothing or belt buckles that display the numbers 13, 14, 18, 31, 41 or 81.
11. No solid red or solid blue shirts. (Other than designated school uniforms.)
12. No red or blue “Dickies” or “Southpole” brand pants, shorts or shirts.
13. No red or blue bandana or any color bandana that is draped on clothing or hanging out of a pocket.

*Exceptions:* Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school-sponsored, extra-curricular or sports activities (such as cheerleading uniforms and the like) may be worn to school when approved by administration.

*Note:* Greeley-Evans School District 6 Non-Negotiable Universal Student Dress Code Expectations has been endorsed and supported by the D6 Council of Student Representatives.

## **Bullying Prevention and Education**

Bullying behavior can have a negative effect on the school climate and can lead to more serious behaviors affecting the health, safety, and welfare of students. The Board 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. Bullying is the use of coercion to obtain control over another person or to be habitually cruel to another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. Bullying is prohibited on district property, at district or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a connection to school or any district curricular or non-curricular activity or event. A student who engages in any act of bullying is subject to appropriate disciplinary action, including suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern of the bullying behavior, if any, shall be considered when disciplinary decisions are made. Instructors who observe or become aware of bullying shall take appropriate steps to intervene and/or report such behavior to the school principal. Parents and students who become aware of bullying are encouraged to report it to the school principal. The school principal shall take appropriate steps to educate students about ways to prevent bullying.



## **Aims Community College Student Code of Conduct**

Our students have the unique opportunity to be students at both District 6 and Aims Community College simultaneously. This means that students at Early College Academy have access to resources on the Aims campus, including but not limited to, the Physical Education & Recreation Center (PERC), Learning Commons (Library and Writing Center), College Center, laboratories, etc. Accordingly, students are expected to adhere to the college Student Code of Conduct, all college rules, and regulations and policies.

All ECA students are expected to conduct themselves in a manner compatible with the function of Aims Community College as a public educational institution. Students must assume responsibility for their actions; observe federal, state and local laws and college regulations; and respect the rights, privileges and property of others.

Link to the Aims Student Code of Conduct:

<https://www.aims.edu/departments/deans-office/code-of-conduct>

Highlighted below are relevant segments from the Aims Student Code of Conduct. The following types of conduct will be reported to officials at Aims Community College for disciplinary action.

### **Conduct Causing Disruption or Obstruction of College Operations, Activities, or Functions**

- a. Leading or inciting others to materially and substantially disrupt scheduled activities at any location on the college campuses.
- b. Substantial disruption or obstruction of teaching, research, administration, or other college activities including its public service functions on or off campus or other authorized activities on campus.
- c. Material or substantial disruption of any activity or event sponsored by the college or an organization either on or off campus.
- d. Obstruction of ingress to or egress from any college building or facility.
- e. Obstruction of the free flow of pedestrian or vehicular traffic on campus.
- f. Obstructing or failing to comply with the directions of a security official, firefighter, or college official in the performance of his or her duties on the Aims Community College campuses, or at any activity or event sponsored by the college, or at an organization of the college.
- g. Using obscene language in the classroom or directed to any college employee.

### **Conduct Involving the Use of a Controlled Substance, Alcohol, or Tobacco**

- a. Students are prohibited from selling, representing they are selling, dispensing, or representing that they are dispensing, possessing, distributing, using, abusing, or being under the influence of alcohol, marijuana, or any other controlled substance while on campus or at a college-sponsored event, whether or not on campus.
- b. The use of all tobacco products is prohibited in all buildings owned and operated by the college. This includes smoking/vaping using cigarettes, electronic cigarettes, cigars, pipes, hookahs, or any other smoking product as well as dip, chew, snuff, snus, and any other smokeless tobacco product. Tobacco use is prohibited on walkways and within 15 feet of building entrances per College Procedure 3-725A.
- c. The use or possession of marijuana including medical marijuana used or possessed under Colorado Constitution Article 18, Section 14 is strictly prohibited on all college property. In addition, the state constitutional amendment authorizing individuals over the age of 21 to recreationally use marijuana ("Amendment 64") does not change this prohibition or authorize a student to use marijuana. Federal law, including the Drug Free Schools Act, prohibits the presence or use of drugs, including marijuana. Thus marijuana use or possession, even if in compliance with Amendment 64, is prohibited on campus.
- d. The use of a prescription medication other than by the person to whom it is prescribed and in accordance with the prescription is prohibited.
- e. Misuse of legal substances including use of general products as intoxicants or "means to get high"; and inhaling or ingesting a substance (including but not limited to nitrous oxide, glue, paint, gasoline, solvent, etc.) other than in connection with its intended purpose is prohibited.

Reference to District 6 handbook and board policy [ADA](#)

### Conduct Causing or Threatening Harm or Injury to Other Persons

- a. Engaging or attempting to engage in any act for the purpose of injuring, threatening to injure, or unreasonably alarming a member of the college including but not limited to physical abuse, verbal abuse, threats, intimidation, harassment, or coercion.
- b. Engaging in or attempting to engage in any act for the purpose of unreasonably interfering with the work, education, or the environment or activities surrounding the work or education of any member of the campus community.
- c. Using obscene language to verbally abuse any member of the campus community.
- d. Any disparaging comment, epithet, slur, insult, derogatory opinion, or other expressive behavior concerning age, race, color, religion, sex, gender identity and/or gender expression, sexual orientation, national origin, political affiliation, disability, veteran status, or any other personal characteristic of an individual or group in such a manner as to exhibit a pattern of abuse, to create a hostile environment, or to provoke a violent reaction or a perception of threat directed toward any member of the college community.
- e. Conduct which is disorderly, lewd or indecent.
- f. Stalking, defined as a course of conduct (two or more acts) directed at a specific person that would cause a reasonable person to fear for her/his safety or to suffer substantial emotional distress. Stalking may take many forms including where the individual directly/indirectly or through third parties by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property.
- g. Bullying, defined as severe, aggressive behavior likely to intimidate or intentionally harm, control, or diminish another person physically or mentally.
- h. Cyberbullying occurs when an individual is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another person using the Internet, interactive and digital technology, or mobile phone.
- i. Carrying, bringing, using or possessing any dangerous weapon (as defined in this procedure under B5) on campus or at any college sponsored activity subject to Colorado State Law.
- j. Participating in, making claims of, or claiming responsibility for terrorist activity (such as threats of bombs, biological weapons, et.al.), whether in fact or as a hoax.

### Sexual Misconduct

- a. Any sexual misconduct which includes the following:
  - i. **Non-Consensual Sexual Contact.** Any intentional sexual touching however slight with any object by a person upon another person that is without consent and/or by force.
  - ii. **Non-Consensual Sexual Intercourse.** Any sexual intercourse however slight with any object by a person upon another person that is without consent and/or by force.
  - iii. **Sexual Exploitation.** Violating the sexual privacy of another or taking unjust or sexual advantage of another without consent and when such behavior does not otherwise constitute sexual assault.
  - iv. **Sexual Harassment.** Unwelcome verbal or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the college's educational programs and/or activities and may be based on power differential (including but not limited to quid pro quo), the creation of a hostile environment, and/or retaliation. Sexual harassment can include, but is not limited to, unwelcome sexual advances, requests for sexual favors, touching of a sexual nature, making sexual comments, jokes, gestures, writing graffiti, displaying or distributing sexually explicit drawings, pictures, or written materials, calling others sexually charged names, spreading sexual rumors, rating others on sexual activity or performance, or circulating, showing, or creating emails or websites of a sexual nature.
    - a. **Quid Pro Quo.** Sexual harassment by a person having power or authority over another when submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating, evaluating, or providing a benefit to an individual's educational performance.
    - b. **Hostile Environment.** Created when sexual harassment is severe, persistent, or pervasive and objectively offensive such that it unreasonably interferes with, denies, or limits someone's

ability to participate in or benefit from the colleges' education programs.

b. Intimate partner violence which includes the following:

- i. **Domestic Violence.** Domestic violence is violence or a threatened act of violence committed by a person who is or has been involved in an intimate relationship with the person subjected to the violence.
- ii. **Dating Violence.** Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the person subjected to the violence. The existence of such a relationship shall be determined based on the parties' statements and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

#### **Mediation, Assistance and Advocacy Program (MAAP)**

A student who has a complaint, issue, concern or problem with a college employee, department, another student or an instructional situation should attempt to visit with the individual or office to find a resolution.

If a student has attempted to resolve a situation and feels they need support to resolve a situation they should [complete the online MAAP report](#). Once a report has been submitted, the student will be contacted to set up a meeting with a MAAP Officer. More information about the MAAP process can be found [here](#).

If working with and through MAAP does not lead to a resolution, the student will be referred to another institutional process.

## **District 6 Non-Discrimination Statement** ([LINK](#))

Greeley-Evans School District 6 is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. The schools in the district are subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, veteran status, ancestry or need for special education services. Accordingly, no otherwise qualified student, employee, applicant for employment or member of the public may be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any district program or activity on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, marital status, national origin, religion, veteran status, ancestry or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law.

A lack of English language skills will not be a barrier to admission and participation in the District's career and technical education programs (CTE). Students have the opportunity to participate in a number of career pathways, including but not limited to the following areas: Agriculture, Alternative Cooperative Education, Business Education, Construction, Culinary Arts, Engineering Academy, Engineering Technology, Entrepreneurship, Family and Consumer Science, Fashion Design, Finance Pathway, Graphic Design, Health Services, Industrial Technology, Information Technology, Interior Design, Manufacturing (Advanced) Pathway, Marketing, Math & Science Academy, Multimedia, Performing Arts, Teacher Cadet, and Visual Arts. Participation in the District's CTE programs are open for all students at no cost to the students/families, however some CTE programs have limited space or require successful completion of minimum prerequisite courses to be eligible. For participation information, please contact your school's counselor or the CTE program teacher. Additionally, please visit the District's CTE webpage [HERE](#) to learn more about the many CTE programs District 6 has to offer.

Complaint procedures have been established for students, parents, employees, and members of the public. The name of the responsible employee who has been identified as the Compliance Officer and Title IX Coordinator for the District is as follows:

Title IX Coordinator & Compliance Officer, Jim Donahue  
1025 Ninth Avenue, Greeley, CO 80631  
Phone: 970-348-6070  
Email address: [jdonahue@greeleyschools.org](mailto:jdonahue@greeleyschools.org)

Inquiries regarding compliance with equal educational opportunity, including but not limited to complaints of discrimination, may also be directed to the Compliance Officer or in writing to the outside agencies below.

### Outside agencies

Complaints regarding violations of Title VI, (race, national origin), Title IX (sex/gender), Section 504/ADA (handicap or disability), may be filed directly with the Office for Civil Rights, U.S. Department of Education, 1244 North Speer Blvd., Suite 310, Denver, CO 80204. Complaints regarding violations of Title VII (employment) and the ADEA (prohibiting age discrimination in employment) may be filed directly with the Federal Office of Equal Employment Opportunity Commission, 303 E. 17th Ave., Suite 510, Denver, CO 80202, or the Colorado Civil Rights Commission, 1560 Broadway, Suite 1050, Denver, CO 80202.

## **ACTIVITIES AND ATHLETICS**

### **Clubs**

Numerous clubs exist at Early College Academy. Student clubs require the supervision of an ECA staff member. Student clubs require at least ten interested members before requesting a staff supervisor. Club membership leads to the development of life long skills and impactful experiences. Through planning club activities students will develop their competencies in teamwork, volunteering, event planning, culture building, etc. Additionally students will meet others in school with similar interests and create lasting memories.

### **District 6 Athletics**

Students benefit from opportunities to grow physically and intellectually through their experience in self-discipline and their contribution to team efforts made possible from competitive interscholastic sports activities. The interscholastic athletic program of this district shall be considered as an extracurricular part of the total school program. The Board shall strive to achieve equity and variety with regard to the district's athletic programs. It is the Board's desire to engage as many students as possible in athletics and to offer programs that appeal to the district's diverse student population. All interscholastic sports and clubs and participants must follow Colorado High School Activities Association (CHSAA) policies and procedures.

Early College Academy students are encouraged to contact their boundary District 6 high school for more information about participating in any of the three athletic seasons. ECA students who participate in athletics must meet eligibility requirements as determined by the sponsoring high school.

### **Physical Examinations and Insurance**

All students participating in grades 6-12 competitive athletics must have an annual physical examination, completed by a licensed medical doctor, at the student's expense or as provided by the Weld County Medical Society. Participation in athletics shall be contingent upon authorization from the examining physician. Before any student will be permitted to participate in any school sports activities, they must show proof of insurance. This insurance must be purchased or a waiver must be presented that absolves the school district of any liability for accidents. A student insurance program may be provided by the school district.

## **STUDENT SERVICES AND RESOURCES**

### **Counseling and Advising**

The ECA Counseling & Advising Department is student-centered and is designed to advocate for students and assist them in a number of ways during their development toward academic, career, and personal/social success.

#### **Ms. Stephanie Cress**

spress@greeleyschools.org

(970) 348-5800

- Course registration and academic advising for all students in Grades 9 & 10
- Social/emotional counseling
- 504 Plan support
- ICAP/Naviance support
- School Testing Coordinator

#### **Ms. Kellyn Dominguez**

kellyn.dominguezl@aims.edu

(970) 348-5800

- Course registration and academic advising for all students in Grades 11 & 12
- College and career planning
- Aims Community College admissions process & class registration
- Aims Community College Disability Access Services liaison
- SAT, ACT and Accuplacer Testing Coordinator

## **GENERAL SCHOOL INFORMATION**

### **Student Use of the Internet**

Weld County School District 6 encourages students to use the Internet and electronic communications, such as e-mail, to help them with their schoolwork. Using the school computers and the Internet is a privilege, not a right. Students have no expectation of privacy when using the school's computers. Students shall use district computers and computer systems in a responsible, efficient, ethical, and legal manner. Students are expected to follow these rules:

- Use the Internet only when the teacher has given permission.
- Tell the teacher immediately if they unintentionally access inappropriate material while using the Internet or electronic communications.
- Never log in with someone else's name and password.
- Never give others personal information while using the Internet or electronic communications unless specifically approved by the teacher or counselor.
- Never arrange face-to-face meetings with persons met on the Internet or through electronic communications.
- Do not use the internet or electronic devices to bully, harass, threaten, demean, or promote violence or hatred against another person or group of persons.
- Do not vandalize technology equipment or the district network. This will result in cancellation of privileges and may result in school disciplinary action and/or legal action.
- Only use licensed software provided by the school and not load any personal software onto the computer.

Reference to BOE policy [JS](#)

### **Use of cell phones/devices**

Students may use PTDs as a designated tool for learning if authorized by the student's teacher. It is the student's responsibility to ensure that the PTD is turned off or placed in silent mode during unauthorized times.

Students' use of PTDs with cameras and/or video recording capabilities is prohibited in locker rooms, bathrooms, or any other location where such use could violate another person's reasonable expectation of privacy.

Students shall not use PTDs to engage in, promote or facilitate any other conduct that violates the student code of conduct, other Board policies or regulations, or state or federal law.

Reference: [JICJ](#)

### **Student Email**

Greeley-Evans School District 6 and Aims Community College will provide a free email account for every student. Students will be required to complete and submit technology agreement. Acceptable use of email falls under the policy governing student use of the Internet and electronic communications. Policy JS states that no student shall access, create, transmit, retransmit, or forward material or information:

1. 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.
2. 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.
3. That harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the district's nondiscrimination policies.
4. That uses inappropriate or profane language likely to be offensive to others in the school community.
5. That is knowingly false or could be construed as intending to purposely damage another person's reputation.
6. That contains personal information about themselves or others, including information protected by confidentiality laws.

7. Using another individual's Internet or electronic communications account without written permission from that individual.
8. That impersonates another or transmits through an anonymous remailer proxy.
9. Additional information on appropriate use of media can be found at <http://www.common sense media.org>.

### **Student Use of Laptop, Cell Phones and other Electronic Devices**

Students may carry electronic communication devices but these devices must be silenced inside school buildings, on school buses, at school-sponsored activities and on field trips. Electronic communication devices with cameras are prohibited in bathrooms or other locations where such operation may violate the privacy rights of another person. Ordinary use of electronic communication devices in school situations that disrupts and interferes with the educational process and is not acceptable. Electronic communication devices include cell phones, beepers, pagers, walkie-talkies, and any other telecommunications device that emits an audible signal, vibrates, or displays a message. The school/district shall not be responsible for loss, theft or destruction of personal electronic communication devices brought onto school property. It is highly recommended that these devices not be brought to school.

Each student will be issued an ECA laptop for education purposes. Students will be responsible for the appropriate use of the laptop according to the details outlined in the technology agreement form. The student is responsible for damage, loss, theft or destruction of the school issued laptop.

It is the student's responsibility to ensure that all electronic devices are turned off and out of sight during unauthorized times as determined by their instructor. Violation of policy and/or use that violates any other district policy shall result in disciplinary measures and/or confiscation of the electronic device. Confiscated devices shall be returned to the student only after a conference with the parent/guardian, student and school personnel. Repeated offenses will be addressed in accordance with the District 6 Behavior Consequence Matrix.

### **Fire Drills**

Every school must have a minimum of 10 fire drills each school year. These drills are used to practice the orderly and safe evacuation of the building. At the sound of the fire alarm students and staff are to proceed to the nearest exit, leave the building, and gather at least 50 feet from the west side of the building.

### **Lost and Found**

All items found should be turned in to the Office Manager. If you lose an item while at school, please check the North Desk to see if your lost item has been turned in. Periodically, items in the lost and found will be donated if not collected.

### **Nutrition Services**

While all students will receive meals at no cost, it is important for households to provide income information through the D6 School Benefits Application. This information is crucial for Greeley-Evans School District 6 to maintain full access to state and federal funding that supports school programs, after-school activities, and other benefits.

The school breakfast and lunch program is provided for the benefit of all students. Breakfast will be available before 1st period, and again after 1st hour during the passing period. Students will eat breakfast inside the cafeteria or in the front lobby prior to attending class. Students participating in clubs at lunch should pre-order their lunches from Nutrition Services by 10:30am through the link available on the ECA school website. Deliveries from UberEats, Grubhub, etc. will not be allowed on campus.

[Nutrition Services homepage](#)



## **Parking**

Parking on Early College Academy property is a privilege and not a right. Early College Academy requires all students driving on campus to have a current ECA Parking Permit. The Parking Permit allows the school administration to know that all of our students who park on campus have the proper license, registration and automobile insurance. The permit also helps us to locate the owners of vehicles quickly in a situation where a car is involved in an accident or is vandalized. Students are expected to park in the designated areas in the ECA parking lot. Parking in the lots of adjacent office buildings is not permitted. Additional information regarding parking rules and regulations can be obtained from the front desk.

In consideration of permission to park on District premises, each driver will release and agree to indemnify, defend and hold harmless the Greeley-Evans School District, its agents or employees from all theft, loss, costs, damages, injury, claims and causes of action whatsoever, arising out of or related to any negligent and/or intentional acts with respect to the presence or operation of your vehicle on district premises. It is important to understand the above statement of release and understand that failure to comply with the school policy with regard to parking may result in disciplinary action or towing at the owner's expense.

## **Student I.D. Cards**

Students will be provided a school I.D. card for both Early College Academy and Aims Community College. Students must have their **ECA** school I.D. card accessible at all times during the school day. If a student's I.D. card is lost or destroyed, they will be required to purchase a replacement for \$5. Aims I.D. cards also serve as library cards and must be accessible anytime the student is on the Aims CC main campus. ECA school I.D. cards may be required for admission to any school function.

## **Closed Campus and Off-Campus Privileges**

Early College Academy is designated as a closed campus for all Freshman and Sophomores. Juniors and Seniors may apply to leave campus during lunch and off hours. **\*This form must be signed in person by a guardian or eligible student and witnessed by an ECA staff member.**

Students remaining on campus during time release must sign in each period using the notebook log near the front desk and remain in the lobby, east side of the lunchroom or the Student Support Center.

**All students leaving campus need to check out with the front office.**