



CIVICA

COLORADO

COLLEGE AND CAREER ACADEMIES

Proud Member of the CIVICA Network

Parent-Student Handbook

2022-23



Home of the Eagles

Dear Parents,

Welcome to CIVICA Colorado, where students are privileged to new and exciting opportunities in the areas of Health Services, Business and Information Systems and Industry, and Manufacturing.

The knowledge and experience they will gain through the respective academies are second to none. We are committed to preparing our students for a successful transition into post-secondary education or the workforce through a dynamic, career-oriented curriculum. It is our mission to establish an environment that strives for academic achievement, character development, and public service within our community.

Parents, I truly want to make every effort to involve you in the process of educating your child. Research shows that when parents actively participate in their child's education, student achievement and attitude improves. Our students need parental guidance and school support as they face the challenges and stresses of today's society. As Principal, it is my objective to support our students and their families in our common educational goal. I invite you to play an active role in all facets of this Educational Academy—together we can make a difference!

Sheena McOuat
Principal
CIVICA Colorado

CIVICA Colorado's Vision Statement

CIVICA Colorado will develop willing students into character-driven, academically-trained, college or career-ready young adults.

CIVICA Colorado's Mission Statement

Through strong and consistent character development, core academics delivered by skilled instructors, and industry-specific courses taught by industry professionals to develop college and career readiness, CIVICA students will be prepared to enter college or the workforce upon high school graduation.

Honor Code

We believe that a safe, character developing change learning environment is of utmost importance. When children behave in a respectful, honorable, and responsible manner, they learn more and develop into responsible adults whose "character counts." The core values of CIVICA are:

| Honor | Respect | Loyalty |
|------------|-------------|--------------|
| Commitment | Humility | Trust |
| Boldness | Gratitude | Transparency |
| Morality | Empathy | Honesty |
| Patriotism | Benevolence | Integrity |

CIVICA Colorado's Honor Code: **“This is CIVICA Colorado. I will HONOR this institution and the people who work on my behalf. I will RESPECT myself and my peers in every interaction. My actions will demonstrate my LOYALTY to this family and to the values we hold dear. We are CIVICA!”**

The CIVICA Colorado Honor Code is a school-wide plan that clearly outlines student expectations. Model student behavior is recognized and consequences are given for not adhering to the Honor Code. Each parent must play an active role in supporting this plan. We want our children to learn to be responsible citizens in our community. It is in the children's best interest that parents and staff work together to ensure a safe and productive learning experience where all students can maximize their potential.

The CIVICA Colorado Honor Code requires students to be honest, kind, respectful, patient, proud, and courteous. Educational Academy encourages children to believe that mistakes may occur, and what is most important is that we learn from mistakes and commit not to repeat those errors. Minor disruptive behavior will be dealt with in the classroom, and at the point that it affects the learning environment of others, the teacher can make the decision to refer the student to administration.

Administrative Consequences:

1st – 4th Consequence – Student is sent to the principal's office with a referral notice and the parent is notified. Dependent on the incident – reprimand, detention, work detail, physical training, indoor suspension, and outdoor suspension will be considered as acceptable forms of punishment.

5th Consequence – Placed on a Behavioral Contract

6th Consequence – Subject to disciplinary hearing

Suspension & Expulsion

Grounds for suspension and expulsion – C.R.S. 22-33-106

- Continued willful disobedience or open and persistent defiance of proper authority
- Willful destruction or defacing of school property
- Behavior on or off school property that is detrimental to the welfare or safety of other pupils or of school personnel, including behavior that creates a threat of physical harm to the child or to other children
 - Note: if a child who creates the threat is a child with a disability pursuant to section 22-20-103(5), the child may not be expelled if the actions creating the threat are a manifestation of the child's disability.

- Declaration as a habitually disruptive student
 - “Habitually disruptive student” means a child who has caused a material and substantial disruption on school grounds, in a school vehicle, or at a school activity or sanctioned three or more times during the course of a school year.
- Committing one of the following offenses on school grounds, in a school vehicle, or at a school sanctioned event:
 - Possession of a dangerous weapon without the authorization of the school
 - The use, possession, or sale of a drug or controlled substance as defined in section 18-18-102(5); or
 - The commission of an act that, if committed by an adult, would be robbery pursuant to section 18-4-3, other than the commission of an act that would be third degree assault under section 18-3-204, if committed by an adult.
- Repeated interference with a school’s ability to provide education opportunities to other students
- Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on school property
- Pursuant to section 22-12-105(3), making a false accusation of criminal activity against an employee of an educational entity to law enforcement authorities or school officials or personnel
- Pursuant to 20 U.S.C. sec. 7961, a student who is determined to have brought a firearm to school, or to have possessed a firearm at a school, shall be expelled for a period of not less than one year; except that the superintendent of the student’s Head of School may modify this requirement for a student on a case-by-case basis if such modification is in writing.

Disruptive behavior by a student identified as a student with disabilities shall be dealt with in accordance with the student's IEP or § 504 plan. If a student creates a threat that is detrimental to the welfare or safety of other pupils or of school personnel and that student has a disability, the child may not be expelled if the actions creating the threat are a manifestation of the child’s disability.

Plagiarism/Cheating Policy

If a student is caught cheating or plagiarizing, he or she will receive a 0 on that test/assignment and disciplinary action may follow. Furthermore, students who we find have committed academic dishonesty will not have an opportunity to retake the test or redo the assignment; and will also not be eligible for the honor roll during that semester.

Controlled Substances Policy

The use of controlled substances is not permitted on school grounds. Any student found to be under the influence of, selling, in possession of, and/or distributing tobacco, alcohol, marijuana, illegal drugs, un-prescribed medication and/or paraphernalia will be subject to immediate disciplinary action and will not be allowed to participate in interscholastic competitions, activities (field trips, school dances, etc.), performances or participate in any school sports for the remainder of the school year.

Dress Code Policy and Procedures

The appearance of the CIVICA Colorado family is of paramount importance to us as we believe that pride in our appearance is fundamental to good character development and success. The following is the uniform policy that is endorsed by the school.

Please Note: Students are required to follow this policy. Students who are not wearing the correct uniform will be suspended indoors until they are in compliance with the following code. Repeat violators may be subject to out-of-school suspension(s).

| | Shirt | Pants |
|------------------|----------------------|--|
| Monday | Polo | Khaki, Black, or Navy Blue Pants or shorts |
| Tuesday | Polo | Khaki, Black, or Navy Blue Pants or shorts |
| Wednesday | Polo | Khaki, Black, or Navy Blue Pants or shorts |
| Thursday | Polo | Khaki, Black, or Navy Blue Pants or shorts |
| Friday | Polo or Spirit Shirt | Khaki, Black, or Navy Blue Pants, Jeans, or shorts |

Middle School:

- All students are required to wear Khaki, Black, or Navy Blue pants or shorts.
- Student shirts must be white or steel grey polo shirts (short or long sleeved) bearing the CIVICA Colorado logo.

High School:

- All students are required to wear Khaki, Black, or Navy Blue pants or shorts.
- Student may wear red, white, or blue polo shirts (short or long sleeved) bearing the CIVICA Colorado logo.

All Students:

- Pants may not have cargo pockets, must be khaki material, and must be fitted to the student correctly. Pants that are too big or too tight for the student are not acceptable and will be deemed in violation of the uniform code. No jeans except on Fridays. No jean shorts.
- Belts must be worn at all times. Belts must be plain black or brown leather belts and fastened securely at waist level. Pants must be worn at waist level. Loose or low pants are not tolerated.
- All shirts must be correctly tucked into pants at all times and secured in place with the belt. A maximum of one (1) button may be left unfastened at the top of any shirt.
- During cooler weather a variety of sweaters with the CIVICA logo can be purchased. These are the only sweaters that may be worn. Hooded sweatshirts and other hooded tops are not permitted and will be confiscated. Coats and jackets may be worn into the building.
- White, grey, or black short or long-sleeved undershirts with no graphics of any kind can be worn under the school required uniform to get protection from cooler weather and cold classrooms.
- Flip-flops and crocs are not allowed, and any sandals must have a backstrap.
- Hair must be natural colors, except that natural colored highlights are acceptable.
- No hats may be worn in the building, but CIVICA hats may be worn outside.
- Athletes may wear a jersey or team shirt on game day with regular uniform pants for CIVICA or district school sports.
- No pins or buttons are allowed on backpacks or on person or lunch pails.
- No stickers on water bottles or school supplies.
- Hair must be natural colors except that natural colored highlights are acceptable. Any violation of this policy will result in the student being sent home until the violation is corrected.
- No facial piercings except for a small stud nose ring is permitted.

Consequences for Dress Code Violation (Per Semester)

1st -3rd offense- Warning

4th -5th offense- Parent contact and lunch detention

6th – 8th offense- Parent contact, letter sent home

9th or more offenses- Subject to disciplinary hearing

Attendance Policy

Absences:

Students are allowed up to 10 excused absences before an absence form is required.

After 10 absences, students will ONLY be excused for the following reasons. Documentation will

be required to be submitted directly by the parent.

- Student illness (Only 10 Parent Notes will be accepted)
 - If a student is continually sick and repeatedly absent from school, documentation showing he/she is under the supervision of a physician must be submitted to the main office in order to be excused. **Students accumulating 10 or more absences in an annual course, or 5 or more absences in a semester course, DUE TO ILLNESS, are required to have a note from a physician on file at the school in order to receive an excused absence thereafter.**
- Medical Appointment (must present doctor's note showing date and time of appointment)
- Death in the immediate family (must provide copy of death certificate)
- Observance of a religious holiday or service
- Official summons to appear in court or immigration appointment (documentation must be provided).
- School sponsored events or activities approved by administrators

Other individual student absences beyond the control of the parent or student must be approved by the principal. Transportation issues and parent/sibling illness will **NOT** be excused.

Pre-approved absences: In the event you know your child will be absent for several days, you need to request a Pre-approved Absence Form" from the front, which is to be completed and submitted for approval no less than 10 days prior to the expected absences.

Make-up work: tests or projects will not be given to students for the days missed until absences are excused. Students will have one day for every excused absence to make up missed work. If the student fails follow these procedures, he/she will receive a 0 on all missed work.

Consequences for Unexcused Absences

- 5 + Unexcused absences by the end of the 1st grading period - After School Detention and parent conference
- 11 or more unexcused absences by the end of the 3rd grading period - Student and parent conference; subject to loss of privileges.
- 15 or more unexcused absences within a 90 day calendar period - Parent/Guardian and student must attend conference with the administration, referral to truancy court will be considered.

Procedures for Tardies

- Students arriving after 7:30 A.M will report to the front counter in the main office and be processed by the Attendance Coordinator.
- For a tardy to be excused a parent must report to the front counter with their child at the time of the tardy or the student can submit a note from a doctor.
- After being processed the student will be issued a pass indicating if the tardy is Excused or Unexcused, date and arrival time.

- If a student acquires an excessive amount of tardies as deemed by the attendance coordinator and/or administration, parent contact will be made and student may be subject to disciplinary action as outlined below.

Consequences for Tardies

1-3 tardies between classes- warning

4 and more- parent contact and lunch detention every 3 tardies

Tardies will reset to zero at the beginning of each semester.

Early Dismissal Procedures

Early Dismissal

1. Parents/guardians or any other adult (18 or older) who is listed in the Emergency Contact Card must come to the Attendance Office or Reception area in order to request an early dismissal.
2. Picture identification must be presented and validated using the information on the Emergency Contact Card in order for student to be released. Students will not be dismissed out of school to any person NOT listed on the emergency contact card.
3. A doctor's note will be required for make-up work to be given as a result of an early dismissal.
4. After the 5th dismissal a medical note from a Physician is required.
5. If a student must be taken out of school early on a regular basis a parent conference must be arranged with an administrator so as to discuss reason for early dismissals in advance. Supporting documentation must be submitted during conference.
- 6.

Student Fees

Some classes and activities require a fee, which are displayed below. Additionally, any student who loses, does not return, or damages school property, such as textbooks, class materials, school lockers, athletic equipment and uniforms will be expected to pay the replacement cost of the items. All fees and fines must be paid in full at the end of each semester, unless the student is eligible for a waiver.

| Purpose of Fee | Amount |
|----------------|---------|
| Academy | \$25.00 |
| Athletic | \$75.00 |

Visiting School

Parents may tour the school or assist in classrooms at the discretion of the principal and classroom teacher(s) to assist teachers or discuss their child's progress. School visitors are required to check in at the office for a visitor's pass. Parents are not to interrupt instructional time or teacher's preparation periods without first scheduling an appointment.

Medication

If a child under a physician's care is well enough to be in school, but requires medication during the school day, parents must contact the school and sign a legal release form. Medications must be in the original prescribed container and must be kept in the health office. Please do not send over-the-counter medications with your child. **Only staff members who have received proper training for medication administration will have the authority to administer medications.**

Academics

CIVICA's College and Career Academies

Every student at CIVICA will take an Exploration of Career Pathways course prior to their acceptance into a College and Career Academy (CCA). Our first three College and Career Academies will be Health Services, Business and Information Technologies, and Industry and Manufacturing. Each Academy will eventually have multiple learning strands. Examples are shown below:

- Health Services Academy
 - Emergency Medical Technician
 - Certified Nurse Assistant
 - Phlebotomy

- Cosmetology
- Business and Information Systems Academy
 - Communications
 - Cyber-security
 - Adobe Illustrator
 - Microsoft Office Enterprise
- Industry and Manufacturing Academy
 - Industrial Health and Safety
 - Manufacturing
 - Construction
 - Welding
 - Agriculture

Grading System

The following are the academic grades used:

| GRADE | NUMERICAL VALUE (%) | VERBAL INTERPRETATION | GRADE POINT VALUE |
|-------|---------------------|----------------------------|-------------------|
| A | 89.5-100 | Outstanding progress | 4 |
| B | 79.5-89.4 | Above average progress | 3 |
| C | 69.5-79.4 | Average progress | 2 |
| D | 59.5-69.4 | Lowest acceptable progress | 1 |
| F | 0-59.4 | Failure | 0 |
| I | | Incomplete | 0 |

In grading students, these numerical or letter grades are to be averaged to determine a student's grade for a traditional grading period. When calculating a grade for a semester or annual course, the following grade point averages are to be used:

- A = 3.5 and above
- B = 2.50 – 3.49
- C = 1.50 – 2.49
- D = 1.00 – 1.49

If a student is caught cheating or plagiarizing, he or she will receive a 0 on that test/assignment and disciplinary action may follow. Furthermore, students who we find have committed academic dishonesty will not have an opportunity to retake the test or redo the assignment.

Middle School Requirements

For middle school, grade level placement and promotion will be determined as follows:

| End of Grade | Courses Passed | Status |
|--------------|---|---|
| 6 | All courses passed | Promoted to 7th grade |
| 6 | 4-5 courses passed *Must pass language arts or mathematics and at least three other courses | Promoted to 7th grade *Must repeat courses not passed as appropriate |
| 6 | Less than four courses passed | Retained in 6th grade |
| 7 | 12 cumulative courses passed *Six courses passed in 6 th and 7 th grade | Promoted to 8th grade |

| | | |
|---|--|--|
| 7 | <p align="center">8-12 cumulative courses passed</p> <p align="center">*Four courses passed in 6th grade including language arts, math, science, and social studies</p> <p align="center">*Four to five courses passed in 7th grade including 7th grade language arts or mathematics, science, or social studies</p> | <p align="center">Promoted to 8th grade</p> <p align="center">*Must repeat courses not passed as appropriate</p> |
| 7 | Seven to eight courses passed | Retained in 7th grade |
| 8 | <p align="center">15-18 courses passed</p> <p align="center">*Must pass three courses each in language arts, mathematics, science, and social studies, and have completed an ICAP</p> | Promoted to 9th grade |
| 8 | Less than 14 courses passed | Retained in 8th grade |

Promotion from middle to high school requires completion of the following academic courses:

- Three middle school annual courses in English;
- Three middle school annual courses in Math;
- Three middle school annual courses in Science;
- Three middle school annual courses in Social Studies;
- One semester of physical education in grades 6, 7, and 8 (unless the student meets certain waiver requirements); and
- A middle school course which incorporates an introduction to the ICAP plan.

If a student has not met the above requirements, students and their parents will be required to attend a meeting to discuss and review the student’s status for the next school year. This review may include the following options: a required student behavior plan, mandatory tutoring classes, or retention in order to complete their grade level requirements.

High School Requirements

Graduation guidelines begin with the implementation of Individual Career and Academic Plans (ICAP) beginning in 9th grade, instruction in content aligned with Colorado Academic Standards for all content areas, and the 21st Century Essential Skills. ICAP is an individualized plan that is developed by students and their parents or guardians, in collaboration with educators. The ICAP will help students:

- Establish personalized academic and career goals
- Explore postsecondary career and educational opportunities
- Align course work and curriculum
- Apply to postsecondary institutions
- Secure financial aid
- Prepare students for their chosen diploma path
- Enter the workforce or school

Across all diploma categories, students are required to demonstrate 21st-Century Skills as defined by the Essential Skills model developed by CDE. The Essential Skills are closely aligned with the Career Ready Practices outlined above and the standards will be considered synonymous for the purpose of the graduation standards.

High School Diploma

Diploma Requirements

Academic Area

| | |
|----------------|--------------------------|
| English | 4.0 |
| Mathematics | 3.0 |
| Social Studies | 3.5 *Government Required |

| | |
|--|--|
| Science | 3.0 |
| Humanities | 1.0 *Includes World Languages, Art, and Music, |
| <u>PE/Health</u> | <u>1.0</u> |
| Additional Electives, Internship Or Work Study | 9.0 |
| TOTAL | 24.5 Units |

One-half (0.5) credit is awarded in a subject for each semester a passing grade is earned.

The 1.0 physical education credit requirement for graduation may be waived by participating in three seasons of high school sanctioned sports. While participation in three high school sanctioned sports waives the PE requirement, it does not count towards the total credits required for graduation. This waiver only allows students to take other elective classes during their four years at CIVICA.

All transfer credit will be evaluated by the principal to determine appropriate credit. When possible, credit agreements should be made prior to registration. Furthermore, within certain subject areas, there are some required courses. While the required courses in each subject area will remain constant, the elective course offerings may change with administrative approval.

The mandatory courses and credits required for graduation are broken down by subject area as follows:

| English | | |
|-------------|---|---|
| Requirement | Required Courses | Possible Elective Courses |
| 4 credits | English I English II * Speech * some students may skip English II with teacher recommendation and admin approval | English III Journalism Creative Writing Technical Writing Reader Writer Composition I AP Language and Composition |

| Math | | |
|-------------|-----------------------|---|
| Requirement | Required Courses | Possible Elective Courses |
| 3 credits | Algebra I Geometry | Career Math Business Math Algebra II AP Calculus AB/BC |

| Science | | |
|-------------|--|---|
| Requirement | Required Courses | Possible Elective Courses |
| 3 credits | Intro to Physics and Chemistry Biology | Anatomy and Physiology Environmental Science Nursing Horticulture AP Chemistry AP Biology Physics |

| | | |
|--|--|---------------------|
| | | Advanced Ag Science |
|--|--|---------------------|

| Social Studies | | |
|----------------|------------------|---|
| Requirement | Required Courses | Possible Elective Courses |
| 3.5 credits | Government | World History AP Psychology Sociology AP US History Comparative Religions Civics Geography History |

| Humanities | | |
|-------------|------------------|--|
| Requirement | Required Courses | Possible Elective Courses |
| 1 credit | Technology | Journalism Digital Photography Desktop Publishing/Yearbook Computer and Info Tech Intro to PC Applications World Languages Art Music |

| Health/Physical Education | | |
|---------------------------|--|--|
| Requirement | Required Courses | Possible Elective Courses |
| 1 credit * | Health *3 seasons of sports participation waives the PE requirement | Lifetime Sports Strength and Conditioning Martial Arts |

| Electives (Some classes are yet to be described) | | |
|---|------------------|---------------------------|
| Requirement | Required Courses | Possible Elective Courses |
| | | |

| | | |
|-----------|---------------------------------|--|
| 9 credits | Introduction to Career Pathways | Agriculture I Agriculture II Advanced Ag Advanced AgShop Small Gas Engines Welding Spanish I Spanish II Spanish III Home Economics and Life Skills |
| | | Reader Writer Math Workshop Approved Online Courses Transitional Skills (SPED dept. referral) Other Classes with Admin Approval OSHA 10-Hour Commercial Driver's License |

Demonstration of College and Career Readiness

In addition to earning the required amount of credits for the diploma, students must demonstrate English and Math proficiency through one of the following options:

| CIVICA Menu of Options | ENGLISH | MATH |
|-------------------------|---|--|
| Accuplacer | 62 on Reading Comprehension OR 70 for Sentence Skills | 61 on Elementary Algebra |
| ACT | 18 | 19 |
| ACT Work Keys | Bronze or Higher | Bronze or Higher |
| Advanced Placement (AP) | 2 | 2 |
| ASVAB | 31 | 31 |
| Concurrent Enrollment | Passing grade in an English prefix course | Passing grade in a mathematics prefix course |
| High School Capstone | School Approved | School Approved |
| Industry Certificate | School Approved | School Approved |
| *NWEA MAP | 50 th -percentile | 50 th -percentile |
| SAT | 470 | 500 |

In addition to the diploma, CIVICA will offer the following endorsements:

- Postsecondary and Workforce Readiness (PSWR) High School Diploma Endorsement as defined by CDE

- AP Endorsement for completing AP courses in three disciplines
- Biliteracy Endorsement – Students who demonstrate literacy in English as measured by the NWEA or SAT score above *and* scoring a 3 or higher on an AP World Language test, or completing four years of a single World Language with an average GPA of at least 3.0, or passing a nationally recognized test
- Industry Endorsement – Students that receive a certification recognized by business and industry at the local, state or national level. It could be an assessment, an examination or a license that is administered and recognized by an industry, third-party, or governing board
- Military Service Endorsement – Successful completion of the ASVAB as defined in the CDE's Graduation Requirements Menu of Options

Electronic Device Policy

In addition to the schools standard electronic devices policy, CIVICA Colorado has the following policy regarding cell phones and smart watches.

Cell phones and smart watches may not be turned on inside of the school building at any time. **Cell phones and smart watches must be switched off, and left in the student's book bag (cell phones and smart watches may not be in any students pocket/pants, shirts, etc.). Turning the cell phone to "vibrate" is not acceptable.** Cell phones and smart watches may only be used outside of school building and only outside of school hours.

Any student who is found to be in violation of this policy will have their cell phone or smart watch confiscated. Cell phones and smart watches will only be returned to parents after 3:00 p.m. At this time a parent/student conference will be required. Repeat violations of this policy will result in further sanctions. Any phones or watches not claimed by the beginning of the following school year will be discarded.

Any student found to be using any phone or other device to take photographic images, record sound, or to communicate with other students within the building without prior permission from the administration will be subject to full administrative proceedings.

Wireless Communication Guidelines:

- Students may only possess, display and use wireless communication devices (i.e. texting, email, telephone etc.) before they are on campus and after they have left campus. No cell phone use once they walk on campus.
- Students must ensure that the telephone capabilities of their devices are turned off during the instructional day (ringer off).
- Students shall avoid classroom disruptions, by not displaying, using, or activating the data access portion of their wireless communication devices during the instructional day unless instructed to do so by the teacher and/or authorized school personnel. This includes during class, in the library, during lunch breaks, during class changes and during any other structured activity. Unless using its data access capabilities for instructional purposes as directed by their teacher and/ or authorized school personnel.
- The school is not responsible if a student's wireless communication or any electronic device is lost or stolen.

Utilization of the Internet and Inappropriate Use of Computers:

While exercising the right to use available technology, students must be aware of their responsibility as users. The following are examples of improper uses of technology and are violations of the Code of Student Conduct:

- Using the network to send or receive obscene or lewd material;
- Using the network to make threats against anyone or the school;

- Sending electronic mail that threatens to do bodily harm to another student that might be considered assault or cyberbullying;
- Downloading pirated software (comparable to stealing);
- Willfully and knowingly obtaining unauthorized access to or "hacking" into the school's computer system (constitutes vandalism);
- Using, without authorization, school property, a school computer or other electronic device, and damaging a school's computer system or causing the computer to "crash" (constitutes a "computer-related" crime leading to criminal charges). These are only a few examples of violations committed through electronic means. The school administration will evaluate and determine the appropriate level infraction under the Code of Student Conduct.

Discrimination, Harassment, and Bullying

Equal Educational Opportunities

CIVICA Colorado adheres to the Weld RE-5J School District nondiscrimination policy. Every student shall have equal educational opportunities through programs offered in the school regardless of race, color, ancestry, creed, sex, sexual orientation (which includes transgender), religion, national origin, marital status, disability or need for special education services. This concept of equal educational opportunity shall guide decisions related to facilities, selection of educational materials, equipment, curriculum and regulations affecting students. Students with identified physical and mental impairments that constitute disabilities shall be provided with a free appropriate public education, consistent with the requirements of federal and state laws and regulations.

Sexual Harassment

Sexual harassment is recognized as a form of sex discrimination and thus is a violation of the laws that prohibit sex discrimination. It shall be a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation. The school shall investigate all indications, informal reports and formal grievances of sexual harassment by students, staff or third-parties and appropriate corrective action shall be taken. Corrective action includes taking all reasonable steps to end the harassment, to make the harassed student whole by restoring lost educational opportunities, to prevent harassment from recurring and to prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation.

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. Acts of verbal or physical aggression, intimidation or hostility based on sex, but not involving conduct of a sexual nature may also constitute sexual harassment. Sexual harassment may include, but is not limited to:

1. sex-oriented verbal "kidding," abuse or harassment,
2. pressure for sexual activity,
3. repeated remarks to a person with sexual implications,
4. unwelcome touching, such as patting, pinching or constant brushing against the body of another,
5. suggesting or demanding sexual involvement, accompanied by implied/ or explicit threats,
6. sexual violence.

Reporting, Investigation and Sanctions of Sexual Harassment

Students are encouraged to report all incidences of sexual harassment to either a teacher or principal and file a complaint, through the complaint and compliance process. All reports and indications from students, employees and third parties shall be forwarded to the compliance officer.

All matters involving sexual harassment reports shall remain confidential to the extent possible, as long as doing so does not preclude the school from responding effectively to the harassment or preventing future harassment. Filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect grades. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred shall be investigated.

Any student found to have engaged in sexual harassment shall be subject to discipline, including, but not limited to, being placed under a remedial discipline plan, suspension or expulsion, subject to applicable procedural requirements and in accordance with applicable law. Conduct of a sexual nature directed toward students shall, in appropriate circumstances, be reported as child abuse for investigation by appropriate authorities.

Bullying and Other Forms of Harassment

CIVICA Colorado is committed to a safe and civil educational environment for all students, employees, volunteers and patrons free from harassment, intimidation, bullying, cyber-bullying, sexual harassment, sexting or hazing.

DEFINITIONS:

1. **Harassment, Intimidation, and Bullying** shall mean any unwelcome written, verbal, non-verbal expression, or physical act or gesture directed at a student, staff member, or volunteer that has the effect of any or all of the following:
 - a. Physically, emotionally, or mentally harming a student, staff member, or volunteer;
 - b. Damaging, extorting or taking a student's, staff member's, or volunteer's personal property;
 - c. Placing a student, staff member, or volunteer in reasonable fear of physical, emotional or mental harm;
 - d. Placing a student, staff member, or volunteer in reasonable fear of damage to or loss of personal property; or
 - e. Creating an intimidating and/or hostile environment that substantially interferes with a student's educational opportunities or the ability of a staff member or volunteer to perform his or her duties.
2. **Cyber bullying** shall mean any harassment, intimidation or bullying, as defined above, when such is accomplished utilizing electronic communication media. Such media includes, but shall not be limited to, email, text, or instant messages, social networking sites, internet video sites, personal websites, or blog postings.
3. **Sexting** is defined as a student using a cell phone or other electronic device to send or solicit photos, videos, or messages that are sexual in nature to another student. If the offender is 18 or older, it may become a child pornography crime.
4. **Hazing** is any action taken or situation created intentionally that causes:
 - a. Embarrassment, harassment or ridicule;
 - b. Endangers the mental and/or physical health of a student;
 - c. Causes actual emotional and/or physical harm; or,
 - d. Soliciting, directing, aiding, or otherwise participating actively or passively in any/all of the above acts.
5. **Attempts, Solicitation or Conspiracy** – Any student who takes substantial steps towards engaging in, solicits another person to engage in, or conspires with others to engage in

harassment, intimidation, bullying, cyber bullying, sexting or hazing shall be regarded for purposes of this policy in the same way as if the person had been successful in completing the act themselves.

Reporting and Investigation Procedure

Students who believe they have been a victim of harassment or bullying, or witnessed another student being harassed or bullied, are encouraged to report the incident/complaint to a staff member. A parent may also initiate a complaint to a staff member. Any staff member who receives a report of harassment or bullying, or witnesses such an activity, shall promptly forward the report to a building administrator. The building principal or his/her designee will gather and review the information to determine if the alleged bullying or cyberbullying conduct occurred. After the information has been gathered, Administration will determine the appropriate action to ensure the conduct ceases. Actions taken are intended to change the behavior of the perpetrator, restore a positive climate, and provide support for victims and others impacted by the violation. Parents/guardians of both the victim and the accused will be informed.

CIVICA participates in the Colorado Safe2Tell program and provides students and parents/guardians with ways to contact Safe2Tell in order to file a complaint of bullying and/or harassment in school. Safe2Tell Colorado gives individuals a way to anonymously report instances of students who are being bullied, harassed or hurt at school. To contact Safe2Tell Colorado, call 1-877-542-7233 or visit the website at <https://safe2tell.org/>.

CIVICA Colorado

2022-23 Parent/Student Handbook Acknowledgment

We have read the CIVICA Colorado Parent/Student Handbook. My student(s) and I understand and agree to cooperate with all of the policies contained herein. As a parent/guardian, I understand the importance of the CIVICA Colorado Parent/Student Handbook and have explained it to my student(s) in detail.

My student(s) and I agree to adhere to the policies and regulations of the Parent/Student Handbook including the School Rules, Expectations and Student Code of Respect. I understand that failure to follow school regulations and policies will jeopardize my student(s)'s eligibility to register for the following academic year, or perhaps may result in dismissal from CIVICA Colorado by the governing body of the school.

Student(s)'s Name(s) (Please Print)

Grade(s)

Parent(s)'s/Guardian(s)'s Name(s) (Please Print)

Parent's/Guardian's Signature

Date