

PARENT / STUDENT HANDBOOK

ACADEMIC YEAR 2026-2027

C CUBED TRAINING

Cybersecurity Education & Workforce Development

Homeschool Enrichment Program

Authorized by Education reEnvisioned BOCES.

*In compliance with Colorado Department of Education requirements and 2026 legislative updates to publicly funded
homeschool enrichment programs*

This handbook constitutes a partnership agreement among C Cubed Training, parents/guardians, and students to ensure a safe, effective, and compliant educational experience.

Thank you for partnering with us to empower the next generation of cybersecurity professionals.

The Staff of C Cubed Training

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1. Welcome and Program Overview

C Cubed Training is honored to partner with families across Southern Colorado to provide high-quality, hands-on cybersecurity enrichment for homeschooled students. Our program is designed to identify and nurture students with aptitude for cybersecurity careers, offering structured after-school clubs, small-group instruction, competitions (such as CyberPatriot), field trips, and other experiential learning opportunities.

Important: This is a supplemental enrichment program only. It does not fulfill a parent's legal obligation under Colorado law (C.R.S. § 22-33-104.5) to provide a non-public home-based education program, including 172 days of instruction in required subjects (communication skills, mathematics, history, civics, literature, science, and U.S. Constitution), record-keeping, or periodic evaluations/testing in grades 3, 5, 7, 9, and 11. Parents remain solely responsible for core homeschool compliance, including filing and maintaining the annual Notice of Intent (NOI) with a Colorado school district.

Our program operates as a contracted homeschool enrichment provider authorized by Education reEnvisioned BOCES (ERBOCES). We comply with all applicable Colorado statutes, CDE rules, and the 2026 legislative amendments and regulatory updates governing publicly funded homeschool enrichment programs, including requirements that funded activities align with opportunities generally available to public school students and restrictions on enrollment.

Program Requirements for Funding Eligibility: We provide a minimum of 90 hours of instruction per semester. ERBOCES requires contracted providers to maintain an average student attendance rate of at least 90%. Students may participate in only one homeschool enrichment program at a time and must not be enrolled full-time in any public school.

Secular Instruction: All instruction, materials, and activities provided by C Cubed Training are strictly non-religious and non-sectarian.

Our Vision

To empower the future guardians of cyberspace by cultivating ethical, skilled cybersecurity professionals who protect digital infrastructure, businesses, and communities worldwide.

Our Mission

C Cubed Training identifies and nurtures students in Southern Colorado's independent and private education systems who demonstrate aptitude for cybersecurity. Through rigorous, hands-on programs—including after-school clubs, small-group instruction, competitions, and field experiences—we prepare the next generation of cyber defenders while reinforcing ethical conduct and professional standards.

2. Legal Framework, Compliance, and Non-Discrimination

Non-Discrimination Policy

C Cubed Training admits students of any race, color, national and ethnic origin, sex, sexual orientation, gender identity, disability, religion, or other protected characteristic to all the rights, privileges, programs, and activities generally accorded or made available to students at the program. We do not discriminate on the basis of any protected characteristic in administration of our educational policies, admissions, scholarship or loan programs (if any), or other program-administered activities.

This policy complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, the Age

Discrimination Act, and applicable Colorado laws. We are committed to providing an inclusive, equitable learning environment for all students, with particular attention to underserved rural communities in Southern Colorado.

Compliance with 2026 Regulatory Environment

In response to legislative amendments passed in May 2026 and subsequent CDE rulemaking, C Cubed Training affirms the following:

- Our program provides supplemental enrichment and does not supplant core homeschool instruction.
- Activities are designed to offer educational value comparable to opportunities available in public school settings (e.g., STEM/career-technical enrichment, competition-based learning).
- We do not enroll students who are attending private schools in this publicly funded program.
- We operate within authorized geographic and enrollment parameters as directed by our BOCES authorizer and applicable law.
- We maintain transparency in attendance, programming, and outcomes reporting as required for public funding accountability.

3. Parental Commitment

C Cubed Training's success depends on a strong three-way partnership. By enrolling your child, you agree to the following commitments:

1. Timeliness and Preparation

- Ensure your student arrives on time with all required equipment and materials.
- Class begins promptly; late arrivals disrupt instruction and may cause students to miss critical content.

2. Attendance and Communication

- Notify C Cubed Training immediately of any absence or anticipated tardiness.
- We will attempt to coordinate make-up opportunities when feasible; however, missed instructional time cannot always be fully recovered.
- Respond promptly to all communications from C Cubed or our BOCES authorizer.

3. Respect and Professionalism

- Treat all staff, students, and other families with respect and courtesy.
- Respect staff time by arriving and departing on schedule for drop-off and pick-up.

4. Program Commitment (90 Hours / 90% Attendance)

- Commit to your students' full participation in the required minimum 90 hours of instruction per semester (classroom, competitions, field trips, and approved activities).
- Support the program's 90% average attendance requirement necessary for continued public funding eligibility.

5. Homeschool Legal Compliance

- File and maintain the annual Notice of Intent (NOI) to homeschool with your chosen Colorado school district (due 14 days before beginning homeschooling each year).
- Understand that your student may participate in only one homeschool enrichment program at a time and is not enrolled full-time in any public school.
- Notify C Cubed immediately if your student's homeschool status or enrollment in other programs changes.

6. Health, Safety, and Emergency Information

- Provide complete, accurate emergency contact information, medical conditions, allergies, and medications at enrollment and update promptly as changes occur.
- Sign and return all permission slips for field trips, competitions, or off-site activities by the stated deadline.

7. Technology Acceptable Use

- Review and ensure your student understands and agrees to the Technology Acceptable Use Policy (Section 7).
- Monitor your students' use of provided equipment and internet access outside of program hours.

8. Program Feedback

- Complete honest program assessments twice per year when provided by C Cubed. Your feedback helps us improve and demonstrates accountability to our BOCES authorizer and CDE.

4. Student Commitment

Students are expected to uphold high standards of conduct, effort, and ethical behavior. The following rules protect the learning environment, ensure safety, and maintain program eligibility for all participants:

1. Readiness and Engagement

- Arrive on time, prepared to learn, with a positive and willing attitude.
- Participate actively; ask questions; support your teammates during competitions and group activities.

2. Respect and Inclusion

- Show respect to all staff, fellow students, and families regardless of background, identity, or ability.
- Bullying, harassment, intimidation, or exclusionary behavior of any kind is strictly prohibited and constitutes grounds for immediate removal.

3. Safety and Zero-Tolerance Conduct

- **Violence or threats of violence** — against persons or property — are grounds for immediate removal and may be reported to law enforcement.
- **Weapons, vapes, tobacco, alcohol, drugs, or paraphernalia** are strictly prohibited. Possession or use will result in immediate removal and referral to appropriate authorities.
- Any behavior that endangers self or others or significantly disrupts the learning environment may result in removal.

4. Technology and Device Use

- Use provided laptops and internet access only for authorized instructional purposes during program hours.
- Personal phones or devices may be used only when explicitly instructed by staff for learning activities. Personal calls, texting, social media, gaming, or non-instructional use during instructional time is prohibited.
- Care for equipment responsibly. Damage caused by negligence or misuse may result in responsibility for repair/replacement costs.

5. Ethical Use of Cybersecurity Skills

- Our program intentionally teaches practical cybersecurity skills, including network scanning, vulnerability assessment, web exploitation, forensics, Linux/terminal operations, cryptography, and Capture-The-Flag (CTF) style challenges. These skills are practiced exclusively within authorized, supervised educational environments such as our lab exercises, OwlSector missions, and sanctioned competitions (CyberPatriot, PicoCTF, National Cyber League, and similar events).
- **You must never apply any of these techniques to real-world systems, networks, or accounts without explicit written authorization from the owner.** Doing so is illegal under federal and state law (e.g., Computer Fraud and Abuse Act) and constitutes grounds for immediate removal from the program, revocation of all privileges, and referral to law enforcement.
- All activities in this program are white-hat and ethical by design. Students are expected to use their skills only for defensive purposes, authorized educational challenges, and protecting systems — never to cause harm or gain unauthorized access.

6. Competitions and Team Responsibility

- Be present and engaged for the full duration of all scheduled competitions. Teammates rely on every member's participation.
- Demonstrate good sportsmanship and represent C Cubed Training and your family with integrity.

5. C Cubed Training Commitment

In return for your partnership, C Cubed Training commits to the following:

1. Quality, Differentiated Instruction

- Provide constructive, hands-on cybersecurity and computer literacy instruction tailored to each student's abilities and developmental level.
- Maintain at least one Colorado-licensed teacher on staff at all times and ensure all instructional staff meet background check and qualification requirements.

2. Safe, Inclusive, and Respectful Environment

- Maintain a physically and emotionally safe learning environment free from discrimination, bullying, or harassment.
- Respond promptly and fairly to all reports of misconduct or safety concerns.
- Conduct background checks on all staff and volunteers who interact with students.

3. Compliance, Attendance, and Funding Accountability

- Track and report attendance accurately using the BOCES Synergy system (or current platform) as required for public funding.
- Provide a minimum of 90 hours of qualifying instruction per semester and support the 90% average attendance standard.
- Operate in full compliance with ERBOCES authorization requirements and 2026 CDE rules for homeschool enrichment programs.

4. Equipment and Resources

- Provide necessary laptops pre-configured with our secure educational image, along with internet access when on-site connectivity is unavailable.
- There is no charge to families for equipment, internet access during program hours, or core instructional activities.

5. Reasonable Accommodations

- Provide reasonable accommodations for students with documented disabilities in accordance with the ADA and Section 504. We do not provide special education services or conduct evaluations; those responsibilities remain within the student's district of residence.

6. Communication and Grievance Response

- Respond to parents' questions and concerns in a timely, respectful manner.
- Follow the formal Grievance Procedure (Section 12) and provide written responses within stated timelines.

7. Program Integrity and Evaluation

- Administer anonymous parent program assessments at the end of each semester and use results for continuous improvement.
- Maintain transparency with our BOCES authorizer and CDE regarding program operations, outcomes, and compliance.

6. Health, Safety, and Emergency Procedures

Student safety is our highest priority. The following policies support a secure environment:

1. Emergency Contacts and Medical Information

- Parents must provide current emergency contact names/numbers, medical conditions, allergies (including food), medications, and physician information at enrollment and update immediately upon any change.
- In a medical emergency, staff will administer first aid/CPR as trained, contact 911 if necessary, and notify parents/guardians immediately. Staff are trained in mandatory reporting of suspected child abuse or neglect (C.R.S. § 19-3-304).

2. Illness and Communicable Disease

- Students should not attend if they have fever, vomiting, diarrhea, or other symptoms of contagious illness. Parents must notify staff of any diagnosed communicable disease so appropriate notifications (without identifying the student) can be made.

3. Emergency Drills and Procedures

- Fire, lockdown, and evacuation drills will be conducted periodically. Students are expected to follow staff directions calmly and quietly.

4. Medication

- C Cubed Training staff do not administer medication except in life-threatening emergencies (e.g., epinephrine auto-injector for severe allergic reaction) when authorized by parent/physician documentation. Daily or routine medications should be administered at home or per the student's school district plan if applicable.

7. Technology Acceptable Use Policy (AUP)

C Cubed Training provides laptops and internet access solely for educational purposes. All users must adhere to this policy:

1. General Rules

- Devices and accounts are loaned for the duration of the student's enrollment. They remain the property of C Cubed Training and must be returned in good condition upon withdrawal or at the end of the program year.
- Students may not install unauthorized software, modify system settings, or attempt to bypass security controls.
- Internet access is filtered and monitored during program hours. Attempts to circumvent filters are prohibited.

2. Cybersecurity Program – Authorized Skill Development

- C Cubed Training intentionally teaches and allows practice of practical cybersecurity skills in controlled educational settings. These include network scanning, vulnerability assessment, web exploitation, digital forensics, Linux/terminal operations, cryptography, phishing investigations, and CTF-style challenges using platforms such as OwlSector and competition environments (e.g., PicoCTF, National Cyber League). All such activities occur only in authorized labs, supervised missions, or sanctioned competitions under staff guidance.
- **You may never apply these skills against any real-world system, network, or account without explicit written authorization from the owner.** Doing so is illegal and will result in: (a) immediate permanent removal from the program; (b) notification of parents/guardians and ERBOCES; and (c) referral to law enforcement.
- Program devices and networks are logged and monitored. There is no expectation of privacy on loaned equipment. All skill development in this program is conducted ethically and defensively.

3. Prohibited Activities

- Accessing, creating, or distributing material that is illegal, pornographic, harassing, or discriminatory.
- Cyberbullying, doxxing, or any form of online harassment.
- Using program resources for personal commercial gain or non-instructional purposes.

8. Discipline, Behavior Management, and Due Process

C Cubed Training maintains a safe, orderly environment through clear expectations and fair, consistent consequences. Most issues are resolved through coaching, redirection, and parent partnership. Serious or repeated violations follow this process:

1. Progressive Discipline (Typical Sequence)

1. **Verbal warning and coaching** – documented by staff.
2. **Written warning** – provided to student and parent/guardian with specific expectations for improvement.
3. **Parent conference** – required before further escalation.
4. **Suspension from program activities** – length determined by severity (1–5 instructional days typical).
5. **Removal from program** – permanent for the remainder of the semester or year.

2. Immediate Removal (No Prior Progressive Steps Required)

The following behaviors result in immediate removal from the program and may involve law enforcement referral: violence or credible threats of violence; possession or use of weapons, drugs, alcohol, or vaping devices; sexual harassment or assault; applying any cybersecurity skills taught in the program against real systems, networks, or accounts without explicit authorization; or any act that creates an imminent danger to self or others.

3. Due Process for Removal

- Except in cases of imminent danger, parents/guardians will receive written notice of the proposed removal, the specific reasons, and the evidence supporting the decision.
- Parents/students will have an opportunity to respond in writing or in a conference with program leadership before a final removal decision is made.
- A written final decision will be provided. Appeals may be submitted in writing to C Cubed leadership within 5 business days; a final administrative review will be completed within 10 business days.

9. Special Education, 504 Plans, and Accommodations

C Cubed Training welcomes students with disabilities and is committed to providing reasonable accommodations so they can fully participate in our enrichment program.

- **Accommodations:** We will implement reasonable modifications to policies, practices, or procedures and provide auxiliary aids/services when necessary to afford equal opportunity, unless doing so would fundamentally alter the nature of the program or impose an undue burden.
- **Parent/Guardian Role:** Please inform us at enrollment (or as needs arise) of any IEP, 504 plan, or documented disability-related needs. While we are not the student's primary educational agency, sharing relevant information helps us support success.
- **Evaluations and Special Education Services:** C Cubed Training does not conduct special education evaluations, develop IEPs, or provide specially designed instruction. These responsibilities belong to the student's district of residence. We will cooperate with districts as appropriate and permitted by FERPA and parent consent.
- **Contact:** For accommodation requests or questions, contact the C Cubed Program Director. We will respond promptly and engage in an interactive process with the family.

10. Field Trips, Competitions, and Off-Site Activities

Field trips and competitions are integral to our 90-hour instructional program. The same behavioral expectations, safety rules, and ethical standards apply off-site as on-site.

- **Permission Slips:** Signed parent/guardian permission is required for every off-site activity. Forms will include destination, purpose, transportation method, supervision plan, and emergency procedures. Deadlines are firm.
- **Transportation:** May include chartered buses, parent volunteers (with approved drivers and insurance verification), or other approved means. All drivers must pass background checks and provide proof of insurance.
- **Supervision:** Appropriate staff-to-student ratios will be maintained. At least one staff member with current first aid/CPR certification will accompany each trip.
- **Behavior:** Students who violate rules on field trips or competitions are subject to the same disciplinary consequences, including immediate removal from the activity and/or program.

11. Attendance, Record Keeping, and Reporting

Accurate attendance tracking is essential for public funding compliance and student success.

- **BOCES Reporting:** Attendance is recorded at every instructional session and reported through the Education reEnvisioned BOCES Synergy system (or successor platform) in accordance with ERBOCES and CDE requirements.

- **Parent Records:** Parents are responsible for maintaining their own core homeschool attendance records (172 days minimum) as required by C.R.S. § 22-33-104.5. C Cubed attendance records supplement but do not replace parent obligations.
- **Make-Up Opportunities:** When feasible and with advance notice, staff will work with families to provide make-up instruction for excused absences. Excessive unexcused absences may jeopardize the student's continued enrollment and the program's funding eligibility.
- **Data Privacy:** Student attendance and limited directory information are shared with ERBOCES solely for funding, compliance, and reporting purposes. C Cubed Training complies with the Family Educational Rights and Privacy Act (FERPA) in all data handling.

12. Grievance and Complaint Procedures

We encourage open, direct communication. Most concerns are best resolved informally through discussion with the instructor or Program Director. For formal grievances:

1. **Submit a written grievance** to the C Cubed Program Director describing the issue, relevant facts, and desired resolution. Include contact information.
2. **Acknowledgment:** We will acknowledge receipt within 3 business days.
3. **Investigation and Response:** The Director (or designee) will investigate and provide a written response within 10 business days, including any corrective action.
4. **Appeal:** If unsatisfied, submit a written appeal to C Cubed's Executive Director or Board within 5 business days of the initial response. A final administrative decision will be issued within 15 business days.
5. **External Options:** Parents may also contact Education reEnvisioned BOCES (hse@edreenvisioned.org) or the Colorado Department of Education's Schools of Choice unit for concerns involving compliance or funding.

13. Program Feedback and Continuous Improvement

C Cubed Training values parent and student input. We administer confidential program assessment surveys at the end of each semester. Results are reviewed by leadership and shared in aggregate with our BOCES authorizer to demonstrate accountability and drive improvements. Your candid feedback helps us maintain a high-quality, compliant program that serves families effectively.

14. Intent to Enroll and Handbook Acknowledgment

Academic Year 2026-2027

By signing below, I/we acknowledge and agree to the following:

- I have read, understand, and agree to abide by all policies and expectations in the C Cubed Training Parent/Student Handbook for 2026-2027.
- I understand this is a **supplemental homeschool enrichment program only** and does not satisfy my legal obligations as a homeschool parent under C.R.S. § 22-33-104.5 (172 days of core instruction, record-keeping, evaluations in grades 3/5/7/9/11, etc.).
- My student is (or will be) homeschooled in compliance with Colorado law, has filed (or will file) the required annual Notice of Intent with a Colorado school district, and is not enrolled full-time in any public school.
- My student will participate in only one homeschool enrichment program at a time.
- All instruction and activities provided by C Cubed Training are non-religious and non-sectarian.

- I consent to the sharing of my student's attendance records and limited directory information with Education reEnvisioned BOCES for purposes of public funding compliance, reporting, and program authorization.
- I have reviewed and discussed the Technology Acceptable Use Policy (Section 7) with my student. I understand that the program teaches practical cybersecurity skills (including web exploitation, CTFs, forensics, etc.) but these may only be used in authorized, supervised educational settings, and never against real systems without explicit permission.
- I will provide accurate emergency/medical information and update it promptly. I authorize C Cubed staff to seek emergency medical treatment for my child if I cannot be reached.
- I understand the 90-hour-per-semester instructional commitment and the 90% attendance expectation required for program funding eligibility.
- I understand that violation of handbook policies, especially those related to safety, bullying, substances, or illegal computer activity, may result in immediate removal from the program.

Student Name (printed):

Parent/Guardian Name (printed):

Student Signature:

Date:

Parent/Guardian Signature:

Date:

C Cubed Training Representative Signature:



Date: 2026-06-20

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