



CAMPUS

Middle School 2016-2017

4785 S. Dayton Street
Greenwood Village, Colorado 80111
720-554-2677

Greg Connellan, Principal

Important Phone Numbers

Activities	720-554-2725
Attendance	720-554-2677
Athletics	720-554-2780
Counseling	720-554-2705
Dean of Students	720-554-2780
Main Office	720-554-2677
Library	720-554-2727
Mental Health	720-554-2751
Nurse/Clinic	720-554-2712
Principal's Office	720-554-2710
Registrar's Office	720-554-2709

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C.A.R.E. LINE

Concern, Assistance, Responsibility, Empowerment

If you feel threatened at school,
see or hear of dangerous behavior,
or know of an unsafe situation,

Call **720-554-2273**

Or email careline@cherrycreekschools.org.

~Confidential and Anonymous~

Notification of Nondiscrimination

Cherry Creek School District No. 5 ("District") does not discriminate on the basis of race, color, national origin, sex, age, sexual orientation, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. Campus Middle School does not discriminate in enrollment or access to any of its available programs. The lack of English language skills shall not be a barrier to admission or participation in District activities and programs. The District also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator, Ms. Kathy Vining, District Compliance Officer, Educational Services Center, 4700 S. Yosemite St., Greenwood Village, CO 80111, telephone (720) 554-4471, or directly to the U.S. Department of Education, Office for Civil Rights, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, CO 80204.

Mustangs ASPIRE



Accountable

“Own it”

Safe

“Make smart choices”

Purposeful

“Act with meaning”

Inclusive

“All together”

Respectful

“Be considerate”

Excellent

“Be your best”

Schoology



One of the great things about the Cherry Creek School District's updated version of COLE is the parent interface.

Accessing COLE 3.0/Schoology

Like teachers and students, parent will access COLE 3.0/Schoology using <http://my.cherrycreekschools.org>. When parents get to the login screen, s/he will log in using the account created for online parent forms.



Once logged into my.cherrycreekschools.org, parents will see several "tiles" that pertain to them. Clicking on the COLE 3.0 tile will take the directly into Schoology.

Parents should be automatically associated with their children, so they will not need to enroll in courses or groups. All children associated with the account can be selected using the pull-down arrow in the upper right-hand corner of the screen.



Need a New Parent Account?

For parents who don't have a parent forms account or need to create another one, there is an option on the my.cherrycreekschools.org login page to "create an account."

To create a new account, parents need to know some specific information about his/her child, including the student identification number. Admissions will verify that the parent is one of the legal parents listed as a contact for that student. If the information provided matches exactly to the Admissions system, an email will be sent to the parent's email address. The parent will need to click on the link in the email to finalize the creation of their my.cherrycreekschools.org account.

New parent accounts will be able to access Schoology using this account within 24 hours, provided that they followed the steps above and Admissions was successful in verifying the parent.

Learning more about COLE 3.0/Schoology

If your son or daughter's teachers are using COLE 3.0 and you would like more information, Schoology has a help page for using Schoology: <http://help.schoology.com>.

GENERAL INFORMATION

Calendar Highlights 2016-2017 (subject to change)

Aug. 11	First Day of School
Aug. 15	6 th Grade Back to School Night
Aug. 16	7 th Grade Back to School Night
Aug. 24	8 th Grade Back to School Night
Sept. 5	Labor Day - No School
Sept. 8	Conferences
Sept. 15	Conferences
Sept. 23	In-Service Day - No School
Oct. 7	End of First Quarter
Oct. 24 - 28	Fall Break – No School
Nov. 10	Conferences
Nov. 11	In-Service Day – No School Conferences
Nov. 23- 25	Thanksgiving – No School
Dec. 16	End of Second Quarter
Dec. 19 - Jan. 2	Winter Break – No School
Jan. 16	MLK Day – No School
Feb. 20	Presidents' Day – No School
Feb. 21	In-Service Day – No School
Mar. 1	Conferences
Mar. 2	In-Service for Staff – No School Conferences
Mar. 3	Non-Contact Day – No School
Mar. 10	End of Third Quarter
Mar. 27 – Mar. 31	Spring Break – No School
May 5	In-Service Day – No School
May 26	Last Day of School – End of Third Quarter

Daily Time Schedules

6th Grade (subject to change)

8:00 - 9:05	Core
9:10 - 10:10	Core
10:15 - 10:45/10:45 - 11:10	1 st Lunch/ASPIRE
10:15 - 10:40/10:40 - 11:10	ASPIRE/2 nd Lunch
11:15 - 12:15	Core
12:20 - 1:20	Core
1:25 - 2:10	Elective
2:15 - 3:00	Elective

7th Grade (subject to change)

8:00 - 9:05	Core
9:10 - 10:10	Core
10:15 - 11:00	Elective

11:05 - 11:35/11:35 - 12:00	1 st Lunch/ASPIRE
11:05 - 11:30/11:30 - 12:00	ASPIRE/2 nd Lunch
12:05 - 12:50	Elective
12:55 - 1:55	Core
2:00 - 3:00	Core

8th Grade (subject to change)

8:00 - 8:50	Elective
8:55 - 9:40	Elective
9:45 - 10:45	Core
10:50 - 11:50	Core
11:55 - 12:25/12:25 - 12:50	1 st Lunch/ASPIRE
11:55 - 12:20/12:20 - 12:50	ASPIRE/2 nd Lunch
12:55 - 1:55	Core
2:00 - 3:00	Core

Storm/Emergency Information

Should inclement weather or emergency situations occur, which would result in the closing of school or in an adjustment to school start or dismissal times in the Cherry Creek School District, parents will be notified via the Blackboard Connect-Ed phone message system. The information will also be posted on the district web site, recorded on area hotlines, and conveyed to local radio and television stations for broadcasting.

Delayed Start

When early-morning conditions are not deemed serious enough to close school but are likely to cause delays, announcements will be made on radio and television stations. Additionally, parents will be notified via the Connect-Ed phone message system.

- **Middle and Elementary Schools:** Start time and morning bus pickup will be delayed 1 hour.
- **High Schools:** Start time and morning bus pickup will be delayed 30 minutes.

Delayed Start Schedules

6th Grade (subject to change)

9:00 - 10:00	Core
10:05 - 10:35/10:35 - 10:55	1 st Lunch/ASPIRE
10:05 - 10:25/10:25 - 10:55	ASPIRE/2 nd Lunch
11:00 - 11:50	Core
11:55 - 12:45	Core

12:50 - 1:40	Core
1:45 - 2:20	Elective
2:25 - 3:00	Elective
<u>7th Grade</u> (subject to change)	
9:00 - 10:00	Core
10:05 - 10:55	Core
11:00 - 11:30/11:30 - 11:50	1 st Lunch/ASPIRE
11:00 - 11:20/11:20 - 11:50	ASPIRE/2 nd Lunch
11:55 - 12:30	Elective
12:35 - 1:10	Elective
1:15 - 2:05	Core
2:10 - 3:00	Core

8th Grade (subject to change)

9:00 - 9:45	Elective
9:50 - 10:25	Elective
10:30 - 11:20	Core
11:25 - 12:15	Core
12:20 - 12:50/12:50 - 1:10	1 st Lunch/ASPIRE
12:20 - 12:40/12:40 - 1:10	APIRE/2 nd Lunch
1:15 - 2:05	Core
2:05 - 3:00	Core

School Closure

If the storm closure is in effect, all activities scheduled in district facilities will be cancelled, and in-district sports events and team practices are postponed. Host district determines postponement for out-of-district events.

Telephone Policy

Students have use of a “Student Phone” by the CMS Main Office for making calls home. Personal calls should be made during lunch and passing periods only. Office phones are used by students with the permission of staff for emergency calls only. In order to encourage students to be responsible, please make arrangements with your child in advance about after-school activities.

Telephone Messages

If an emergency occurs in your family, the CMS Main Office will assist you in every way possible. In an emergency, the Main Office will deliver messages to the classroom from a parent or guardian, or call students out of class. We are unable to deliver non-emergency individual messages to students or disrupt teachers and students by paging into classrooms.

Please, make arrangements with your student prior to school in order to avoid disrupting the academic day.

Teachers are available during various periods of the day and before and after school for parent contact. Teacher planning time is as follows:

6 th Grade	1:25 - 3:00
7 th Grade	10:15 - 11:00 and 12:05 - 12:50
8 th Grade	8:00 - 9:40
Electives	11:00 - 12:05

Lost and Found

The CMS Lost and Found Department is located in the cafeteria near the Security Desk. Students should inquire in the Main Office and Dean’s Office to claim any small or valuable lost items. It is helpful if student’s clothing, personal articles and school supplies are clearly marked with their name for easy identification. If lost items are not claimed within a reasonable length of time, they are donated to a local charity.

Visitor Policy

Adult and student visitors to CMS must check in at the Security Desk, present a photo I.D. and receive a visitor’s tag.

It is our experience that visiting friends disrupt the educational process; therefore, students are not allowed to bring visitors to class.

Schedule Changes

Students are encouraged to plan their course selection carefully during course registration so that schedule changes will not be necessary. Elective classes will not be changed after the first week of each quarter of school. If a situation arises which causes parents to consider a schedule change, they need to contact their child’s counselor to discuss the issue. Requests for course changes may require teacher and administrative approvals.

Withdrawal or Transfer

If a student wishes to withdraw or transfer from CMS at any time during the school year, the parent or guardian of that student must provide written notification to the Counseling Office prior to the last day of attendance. The student will be given a checkout form to be signed

by appropriate teachers and staff, indicating that all textbooks/library books have been returned and all fines and fees are settled. Student records cannot be transferred to any persons or agencies outside the school district without the proper withdrawal procedure and the written permission of the student's parents or guardians.

ATTENDANCE

Attendance Policy

Regular attendance is critical to student success school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence; therefore, regular and punctual patterns of attendance shall be expected of each student.

According to School Board Policy JH, the following are "Excused" student absences:

1. temporary illness or injury
2. extended physical, mental or emotional disability
3. attending a work-study program under the supervision of the school
4. attending any school-sponsored activity or activities of an educational nature with advance approval by the administration
5. observance of an established religious holiday
6. approved absence by the building principal at the request of the parent or guardian
7. suspension

The district may require suitable proof regarding the above exceptions, including written statements from medical sources. It is recommended that copies of a doctor's visit be submitted to the attendance office whenever possible.

An unexcused absence is defined as an absence that is not covered by one of the aforementioned items.

Illness and Emergency Absence

On the morning that a student is absent due to illness or an emergency situation, **the parent or guardian**

should telephone the school at 720-554-2677. Please leave a message on the recording before 9:00 a.m. If the absence continues for more than one day, parents are asked to call each morning until the student returns. Your call is important not only for the effectiveness of our attendance procedure, but for the safety and welfare of your student.

Dismissal During The School Day

If it is necessary that a student be excused during the school day, the parent/guardian must check-in at our front security desk. Once the parent/guardian is verified with a photo ID, the student will be called down to meet the parent/guardian at the front security desk to be signed out.

For reasons of safety, students will be dismissed early only to the care of parents or guardians, and will not be dismissed from class until the parent arrives at school. Exceptions require administrative approval.

If a student returns to school after being released, s/he must check in at the security desk for a pass before going to class.

Absences from school during lunch are discouraged. Students may not leave the CMS facility for lunch with anyone other than a parent or guardian.

Prearranged Absence

If a student knows s/he will be absent from school in excess of three days, a prearranged absence form must be submitted. Certain types of absences are commonly excused: religious instruction; religious services and holidays; surgery; and medical or dental appointments (although these should be arranged outside of school hours when possible). When a parent is planning to take the student out of school for an extended trip, or any reason, a planned absence form must be filled out and returned to the Main Office for approval. Forms are available in the Main Office.

Tardy Policy

CMS teachers expect students to attend all classes on time. This means students are to be in their seats when class is scheduled to begin. Tardiness to class is inconvenient to the teacher and other students and

disruptive to the learning process. In addition, tardiness fosters poor habits that impede a student's success in the adult working world. Any student not seated in class on time is considered tardy.

- After the 1st tardy, the teacher issues a warning to the student.
- After the 2nd tardy, the teacher calls parents.
- After the 3rd tardy, the teacher assigns one period of lunch detention to be completed within two days of the assignment.
- After the 4th tardy, the teacher writes a referral to inform the Dean, who then proceeds with appropriate consequences, i.e., parent conference, lunch detentions, followed by after-school detentions if the problem persists.

Attendance Review Process

According to state law, "Every child who has attained the age of seven years on or before August 1 of each year and is under the age of seventeen ... shall attend public school for at least one thousand fifty-six hours during each school year." It is the **parents' responsibility** to see that the child complies with this law. We ask for parental support in reinforcing attendance expectations. In the event that an excessive pattern of absences develops, a doctor's verification of illness may be required.

- With the 10th excused full day of absence, 4th unexcused full day of absence, or the equivalent number of class periods, a "Care and Concern Letter" will be mailed home clarifying CMS and CCSD Attendance Policies.
- With the 20th excused full day of absence, 8th unexcused full day of absence, or the equivalent number of class periods, the parents will be notified that a doctor's excuse will be required for any and all further absences from school.
- A conference will be scheduled with parents to discuss the student's attendance issues and an "Attendance Improvement Plan" will be formulated.
- With persistent absences beyond 20, the student will receive a "Sanction Letter" from the District Law Office, a referral to the Student Attendance Review Board (SARB), or referral to Truancy Court.

A student absent without the consent of his/her parent and the school administration is considered truant.

Repeated truancy may be cause for referral to the Cherry Creek School District Student Attendance Review Board (SARB) and subsequent legal action through the truancy court process. Students are truant if they:

1. Leave school for any reason without signing out in the main office or obtain a pass. Campus Middle School is a closed campus, and once students are on school grounds, they are required to stay unless signed out by parent/guardian.
2. Are absent from school without parent and school administration permission.
3. Are absent from individual classes without teacher permission.
4. Obtain a pass to go to a certain place and do not report there.
5. Become ill and go home without authorization or stay in the restroom instead of reporting to the nurse's office.
6. Come to school but do not attend classes.

STUDENT SERVICES

Locks/Lockers

Every student is assigned a locker at the beginning of the year. Switching to another locker is against school rules. The lockers are **school property** and do not belong to any individual student. Each student is responsible for all contents of the assigned locker. Student is expected not to tell the combination to any other student or agree to share the locker without staff approval. Students need to purchase school-issued locks for their hall and gym lockers. These locks must be purchased at CMS for security reasons. Be careful when operating your lock by making sure no one is watching over your shoulder. Remember, lockers are not safes; therefore, we discourage you from storing items of value such as wallets, purses, electronics, and/or money in your locker. The school is not responsible for lost, misplaced, or stolen items. School officials may lawfully inspect any locker at any time. Campus Middle administration cooperates with local law enforcement in bringing canine officers into the

building for locker checks. Restitution for damages is a consequence for locker abuse, vandalism, or theft.

Clinic

Our school clinic is staffed with a registered nurse. **If a student becomes ill while at school, s/he must request a pass to come to the clinic and phone a parent.**

All students who go home sick are checked out through the front security desk. When a parent/guardian arrives at the front security desk, they are to let the security guard know they are picking up their sick student and show proper identification. Parents will then be asked to sign out their student and wait at the security desk. Students waiting to be picked up should remain in the clinic; they may not wait outside the building for the parent.

Colorado law requires that every child in a Colorado school system have a certified record of immunization on file with the school. Students must comply with the immunization requirement or they will be excluded from school. One dose of Tdap is required for students in 6th through 12th grade.

Colorado law requires every 7th grade student and all students new to the district to undergo vision and hearing screening. Any parent who wishes to opt out their student should contact the school clinic at the beginning of the school year.

Parents are urged to contact the nursing staff about their child with any concerns, questions, or information which will impact his/her school experience. Parents are also requested to keep their child's emergency contact information correct and up to date.

Concussions

With our increased awareness related to concussions and the effects of concussions on students, we are careful to make sure that we respond in a timely and effective manner to help students through concussion related symptoms until they have fully recovered. It is extremely important that parents notify the school of any concussion incident. Once informed, we will put into place a Temporary Mental and Physical Support Plan for the student. This plan will be in place until a

student no longer experiences concussion related symptoms (typically one to three weeks).

Medication Policy

The school nurse or delegated school personnel must administer all medication in the clinic. Certain medications (e.g., inhalers or epinephrine) may be kept in the student's possession if arranged with the nurse and a physician completes the medical order forms. Forms are not required for cough drops. Students may carry their own cough drops.

Over-the-counter medications: Electronic parental permission is required for nonprescription medication. Medication other than acetaminophen, ibuprofen, generic chewable antacid, antihistamine, and topical ointments must be provided from home on the original manufacturer's container with directions attached. A physician's authorization is required for dosages that are not within the manufacturer's directions. The exception is aspirin, because of its association with Reye's Syndrome. Aspirin may not be administered without a physician's authorization.

Prescription medications: Prescription medications require a physician's authorization, as well as the pharmacy-labeled medication instructions. Label instructions must read the same as physician authorization instructions. No more than a one-month supply of the medication should be kept at school. A new form must be completed with any changes in dosage or type of medication made by the physician. New medication forms must be submitted annually and are available on the Cherry Creek School District website under the Health Services Department.

Homeopathic medication: Homeopathic medication is treated as a prescription medication. It requires both a physician's signature and parent signature. In addition, the medication must be approved by the Cherry Creek School District Medical Advisory Board before it can be administered at school, which may take 2-4 weeks. Homeopathic medications may not be carried by students due to the fact that they are unregulated substances.

Transportation of medication to school: The safest procedure is for the parents to bring the medication directly to the nurse. The medication should not be sent with the student. In the event an adult is unable to bring the prescription to school, an arrangement can be made with the school nurse where the parent calls and notifies the nurse the day the medication is to arrive. The parent must give the name of the medication and the quantity sent. The pharmacy or original manufacturer's container must arrive in a sealed envelope. If this procedure is not followed, the medication will be kept in the office of the nurse or principal until the parent can identify the medication and verify the quantity that was sent.

Controlled Medications: Please be aware that controlled medications present a greater-than-usual risk of becoming habit-forming or being used illegally. Controlled medications are under the jurisdiction of the Federal Drug Enforcement Agency. Examples of common controlled medications include most ADHD medications, tranquilizers or muscle relaxant drugs, some medications to treat seizures, and pain medication that contains codeine. No more than a one-month supply of these drugs may be kept at school.

Counseling

The middle school years are characterized by physical, emotional, social, and intellectual changes. Campus Middle School counselors are available to help students with the challenges that arise with these changes. Counselors work closely with families and other staff members in identifying and meeting student needs.

The counseling program focuses on the prevention of problems by helping students improve self-understanding, self-discipline, problem solving, and interpersonal skills. Other components of our counseling program include testing, scheduling, college preparedness, conflict resolution, and conferences.

Counselors meet bi-weekly with teachers, deans, and administration in Problem Solving Teams to discuss academic and other needs of students.

Library

The CMS Library provides an excellent environment for focused study, research, and quiet reading. Students have a rich variety of resources available to them. Information needs are met with multiple databases in the computer lab, as well as an established collection of reference materials, books, and magazines. A truly integrated approach to library research is taught through the access and use of books and computer resources. The substantial collection should satisfy a wide range of interests and reading levels for recreational reading or research needs.

The library subscribes to many databases that provide an organized and reliable approach to research. We encourage our students to use these resources rather than browsing the Internet.

Online media center resources are available at home from our website <http://www.cmslibrary.org>. Passwords for these resources are available on the library website.

To maintain a proper learning environment in the library, students are expected to behave in a courteous and respectful manner. All school rules apply to the library. Students may come to the library after school when in compliance with after-school rules.

Library checkout rules:

1. Students may check out up to three items or more, subject to approval by library staff.
2. Charges will be incurred for damaged or lost materials.
3. Books are checked out for two weeks.
4. Fines may be assessed for overdue items.
5. Checkout privileges may be withheld for overdue or lost materials.
6. No food or drinks allowed in the library at any time.
7. Computer games are allowed during lunch only on Mondays, Wednesday, and Fridays.

As in any library environment, the respectful use and prompt return of books and materials is expected and appreciated so that all students may be given the opportunity to obtain needed materials.

Student I.D. replacement is done in the library. A \$5.00 fee is charged for this service.

If you have any questions about books or online resources, please contact the library at 720-554-2727.

Afterschool Library Use:

Mission Statement: The goal of the after school library program is to provide a quiet and relaxing environment for students to read or do homework.

Afterschool Library Rules:

1. Students must be in library by 3:10pm.
2. Students must have pass if entering library after 3:10pm.
3. Students will sit 4 people per table.
4. No snacks or drinks in library.
5. Students must stay seated.
6. No computer games or puzzles afterschool.
7. Bus passes will not be issued until 3:47pm.

Students who misbehave will be asked to leave and must get a signed note from parents in order to return. If behavior continues a second time they will lose after school privileges for the quarter. If a student misbehaves a third time in the library they will lose after school privileges for the school year.

Student Computer and Internet Use

Campus Middle School provides students with access to computers in the classroom and in computer labs. Students and parents/guardians sign a CCSD Net Computer and Internet Use Agreement and students are expected to use Campus computing resources according to the CCSD Net agreement. Students who choose to violate the agreement may be subject to consequences such as fines for vandalism or revocation of computer privileges.

Students should not share their password with anyone. Students are not permitted to store applications (e.g. games, music, videos) or other non-school related files on the district server. Although the district will make every reasonable attempt to protect student information stored on the school server, we cannot be responsible if a student shares the password. Additionally, students should make backup copies of

important data in case there is a catastrophic server failure.

Cherry Creek Schools use Active Directory for user access authentication. This means that students use their Active Directory username and password to access a wide variety of district resources, such as PowerSchool, COLE, servers, and email. For questions about computer and Internet use at school, please contact the technology coordinator at 720-554-2736.

ACADEMICS

Homework Policy

According to School Board Policy IKB, "It is recognized that all learning cannot be accomplished with the limited amount of time allotted for classroom instruction. Therefore, homework is routinely assigned to students in the Cherry Creek Schools." Homework is an extension or reinforcement of the class work attempted by students at school. It is designed to enrich and reinforce the student's learning. The work will vary from daily assignments to research papers, book reports, and special projects. The time spent at home will vary from student to student depending upon the individual's organizational ability, work habits and aptitude for particular subjects.

Hints for success:

- Use an assignment notebook to write down homework assignments from each class.
- Check your assignment notebook before going home so that you take home all the books and materials you will need.
- Use binders, folders, and dividers for organizing your work. Keep notes, completed assignments, quizzes, and tests in a special place at home for review at test time. Avoid stuffing assignments, handouts, or worksheets in your locker, bags, or books.

Make-up Work

A reasonable length of time for a student to prepare and hand in make-up work will be allowed. One day to make up work for each excused day of absence is the

general rule. Work that has been assigned prior to and due during an absence must be submitted upon return; however, students should determine or check for specific guidelines from their academic team and elective teachers

Homework Request

For assignments and homework while absent, student needs to check their Powerschool and COLE accounts and/or contact the teachers via email. On the **third consecutive day** of a student's absence, a parent may request homework assignments by calling the main office at 720-554-2677.

Assignments will be compiled and left in the main office by 3:30 p.m.

Parents need to make arrangements to have the assignments picked up. Upon their return to school, students have one extra day for each day absent to complete assignments. Please notify your student's counselor with any information to be shared with teachers regarding your student's needs in the event of an extended absence.

Advance Homework Requests

When parents know in advance that a student will be absent for an extended period of time, they may request assignments by contacting teachers directly.

Grading Periods

First quarter ends October 9, 2015

Second quarter ends December 18, 2015

Third quarter ends March 11, 2016

Fourth quarter ends June 2, 2016

my.cherrycreekschools.org: Parents are required to update each child's information at the beginning of each school year before student's can begin the check-in process and start school. Additionally, it is the parent's responsibility to update this information as needed throughout the year. Updates include things such as phone numbers, email addresses, emergency contacts, medications, adding persons authorized to pick-up students, etc. Should an emergency arise, this information is what is available to us in order to contact you and help your child.

PowerSchool

PowerSchool is a web-based and secure information system that provides information to school administrators, teachers, parents, and students. Parents can check their child's attendance and grade history by logging in to PowerSchool using their unique parent user ID and password. Parents can also view the school bulletin, fee balance information (when available), and read notes and comments from teachers. User IDs and passwords for new students are distributed at the August check-in. Parents who already have codes from last year will continue to use the same codes. Printed grade progress reports are available by request to those parents and guardians without Internet access. End of year report cards for all students are mailed home. For PowerSchool questions and information, please contact our Technology Specialist at 720-554-2736.

Teacher Websites

Campus Middle School teachers utilize COLE (Cherry Creek Online Learning Environment) as an extension of the classroom experience. Students sign on to COLE to view class updates, assignments, class calendars, assessments, discussion boards, etc. Parents can also access COLE to view what their students are currently working on in their classes. Classroom teachers will inform students and parents about accessing COLE at the beginning of the school year.

Parent/Teacher Conferences

Parent/teacher conferences are available for every student during the first semester of the year. Parents are scheduled with individual teachers or teams of teachers to discuss their child's academic progress. Because of the large number of parents needing conference time, it is necessary to limit these meetings to fifteen minutes. Parents of students who are performing well may wish to decline the invitation to participate; however, all parent requests for a conference are honored. Parents may leave a voice message for any teacher and request a return call. Parents and/or teachers may also schedule conferences throughout the year as needs arise.

Grade Reports

Report cards using letter grades are issued at the end of each quarter. The report is given to students through

homeroom teachers to take home approximately one week after the end of the quarter. Additional copies of report cards are available in the counseling office in case a parent does not receive one. Parents who want grade reports to be mailed to them should contact the Counseling Office.

Honor Roll

The Honor Roll recognizes students whose grade point average for the quarter is 3.5 or higher. A special designation is given to those who achieve a 4.0.

Cherry Creek High School Classes

Each year several Campus Middle School students are enrolled in classes at Cherry Creek High School. Please be aware that courses taken at the high school are included in the middle school grade report cards and credited on the student's high school transcript.

For student safety, students attending classes at Cherry Creek High School must check in and out each day in the counseling office and front security desk.

Campus Middle School Promotion Philosophy

Our mission in the Cherry Creek School District is "to inspire every student to think, to learn, to achieve and to care." The staff at Campus Middle School is dedicated to each student achieving to the best of his/her ability. Students will be expected to move in an upward direction in accordance with our district philosophy. They are expected to learn to the best of their ability in the classroom, achieve their goals in a timely manner, care about their accomplishments, and utilize thinking skills in all areas. Should students not meet the expected academic level in their classes or not complete nor comply with classroom expectations, they may be required to participate in a remediation plan to comply with subsequent requirements for promotion.

ACTIVITIES AND ATHLETICS

Activities and Athletics Philosophy

It is crucial that middle school activities and athletics programs be appropriate to the developmental needs of the early adolescent. The programs should encourage participation and teamwork. An essential component of the activities and athletics programs is the effective management of competition. The level of competition needs to be minimized at the younger grades to encourage student exploration and involvement. The competitive level should increase by grade 8 to prepare for high school athletics. The programs should assist in the development of self-awareness through learning experiences sponsored by the school. The activities should occur outside the classroom and offer opportunities for exploration and the development of feelings of success and self-confidence. Inasmuch as middle school students are diverse with regard to physical development and ability, our program operates with a "no cut" policy.

Sports and Fees

- The following sports are offered at Campus Middle School: Track, Basketball, Wrestling, and Volleyball.
- A \$60.00 athletic fee will be charged to an athlete for 6th/7th/8th grade track, 8th grade basketball, 6th/7th/8th grade wrestling and 8th grade volleyball. There is no family maximum.
- A \$30.00 athletic fee will be charged to an athlete for 6th/7th grade basketball, and 6th/7th grade volleyball. There is no family maximum.
- The \$30.00/\$60.00 athletic fee per sport, for all participating athletes, must be collected PRIOR to an athlete's participation in the sport.
- Finances should not prevent a student from participating in the athletic program. An athlete who has a financial hardship may request a reduction of the athletic fee by requesting a *Scholarship Request Form* from the Head Coach or Athletic Director. After being submitted, a partial scholarship towards participation in any sport may be granted.
- A full refund can be made to an athlete who leaves the sport before the first competition of that sport. The athletic fee refund must be requested by the athlete and their parent/guardian in writing before the first competition. If the athlete does not request the refund by the first competition, no monies will be refunded.

- For further clarification, contact the Athletic Director at 720-554-2725.

Activities: (subject to change)

Arts/Crafts Club: Learn new skills or work independently on your own art projects. The Art/Crafts Club is an extension of the visual arts curriculum.

Brain Bowl: This team-oriented trivia competition provides a forum for students to work on 5-person teams to answer a variety of questions. Students prepare to compete in the state competition. Brain Bowl begins late September and runs through the state competition in late February.

Chamber Orchestra: The extracurricular orchestra ensembles are open to all students who would like to expand their repertoire and skills on string instruments. This club is open to all students who play a string instrument and are enrolled in an Orchestra class.

Creative Writing Club: Creative Writing meets once a month. Students use this time to write, share, discuss, and revise writing projects of their choice.

Debate Club: Students meet to discuss, analyze, and debate contemporary issues in an intelligent manner. Students choose the topics that are important to them and lead the discussions at the meeting.

Destination Imagination: This club is all about creativity and thinking outside the box. Students will meet with a team throughout the year on team building and problem solving.

Jazz Band: Jazz Band is an auditioned group open to all musicians who are enrolled in Band, Orchestra or Choir. Students can audition for this group at the beginning of the year. Jazz Band will meet on Tuesday and Thursday in the mornings starting at 7:00am. The following instruments are included in Jazz Band: Trumpet, Saxophone, Trombone, Drums, Piano, Electric Guitar, and Bass Guitar.

Math Team/Math Counts: The sixth-grade math team practices problem solving and competes with other sixth graders in district meets. The seventh and eighth grade math teams use their interest and skills in math

concepts and problem solving to compete against other middle schools. In January, an eight member Math Counts team is selected for additional competition.

Musical/Drama Productions: CMS offers after-school performance opportunities including an amazing spring musical. All auditions, rehearsals, and performances are after school and are open to 6th, 7th, and 8th grade students. Auditions are required.

National Junior Honor Society: Students who have earned a cumulative grade point average of 3.75 or above are eligible for membership. Students in 7th grade apply for membership for their 8th grade year. Members are accepted through an application process that includes meeting standards of service, character, and citizenship. Volunteerism and giving back to the community are encouraged through membership in NJHS.

Robotics Team: The “Gojos” compete in First Lego League (FLL) Competitions every fall. The FLL is a nationally organized set of competitions that emphasize teamwork, problem-solving, research and presentation skills. Each year a different technology-based theme frames both the LEGO robotics aspect of the competition and the research and presentation aspect. Interested 6th and 7th graders can apply in February for the following fall. Qualifying students must take the elective Robotics Engineering I in the concurrent quarter or previous year.

Spelling Bee: Students prepare for and compete in spelling bee competitions.

Student Council: Student Council is a service and leadership organization open to all students at CMS. Student Council is in charge of the CMS dances, talent show, canned food drive, and various other activities and fundraisers. Student Council meets (approximately) every two weeks after school, and students are able to participate in other activities and return to Student Council when available.

STUDENT EXPECTATIONS

We believe that all students and staff have the right to attend school in a safe and caring environment. At CMS we promote a learning environment that is free of put-downs and intimidation. **A.S.P.I.R.E** (accountability, safety, purposefulness, inclusiveness, respect and excellence) is demonstrated daily throughout our school. Our mission is to provide a climate that promotes students' ability "to think, to learn, to achieve and to care."

Parents and students should refer to the Student Conduct and Discipline, Rights and Responsibilities booklet
<http://www.cherrycreekschools.org/StudentConduct/pages/default.aspx>

Academic Honesty

Campus Middle School believes honesty is essential for everyone to accurately demonstrate their knowledge and skills. Students will receive instruction about academic honesty and citing sources. Because of our belief and instruction, the following behaviors are not permitted:

1. Plagiarizing part or all of an assignment:
Plagiarism is defined as using someone else's words, ideas, or pictures as your own. These ideas may have come from a book, magazine, or the internet. You must give the source of the words, pictures, or ideas, or it is considered plagiarism. Plagiarism includes paraphrasing without giving the source and cutting and pasting from a source.
2. Copying from another student's classwork or homework
3. Copying from another student's quiz or test
4. Providing answers to someone else, whether on classwork, homework, quizzes, or tests

Student Dress Standards

It is our philosophy at CMS that student dress and grooming are the responsibility of parents and students. **The school administration has the right and the responsibility to make judgments and to take action** when student dress presents a danger to the student's

health or safety, interferes with schoolwork, creates the potential for disruption, or is viewed as being inappropriate for school. Articles of clothing deemed to be too revealing, profane in nature, or which may denote gang association or racial/ethnic/sexual intimidation are prohibited on campus and at school activities.

Students are encouraged to dress appropriately for all school activities and to maintain a high standard of dress. The following standards will be in effect.

1. A reasonable cleanliness of person and wearing apparel is expected as a matter of health and aesthetics. Neatness, cleanliness, and good grooming are encouraged for all activities.
2. State law requires shoes to be worn inside public buildings at all times. Slippers may not be worn at school.
3. Bandanas, swimwear, bare midriffs, "spaghetti-strap" tops, fishnet shirts, sleepwear including but not limited to loungewear and pajamas, and underwear visible to others are considered inappropriate for school.
4. Short skirts or shorts are not acceptable. Clothing should cover the body from shoulder to mid-thigh.
5. Leggings must be worn with shorts, skirts, or tunics which go to the mid-thigh or longer.
6. Dress that is deemed dangerous or distracting to the teaching/learning process will not be worn.
7. Wearing apparel that endangers the student while s/he is participating in classroom activities such as labs and technology-type classes will not be worn. The decision as to the safety or suitability of the clothing is entirely a matter for the instructor's judgment.
8. Spiked jewelry, items such as arm bracelets and necklaces, are prohibited on school grounds.
9. Chains designed to hang from the wearer's clothing, e.g., wallet chains, are not allowed.
10. Students will be asked to modify any patterns of dress that might serve to jeopardize their safety and welfare, e.g., any apparel that might signal affiliation with an unauthorized group.
11. Hats are not to be worn inside the building during regular school hours or at school-sponsored activities.
12. Students will be asked to change clothing that depicts or promotes tobacco, alcohol, or drugs

through its logo or message. They will also be asked to change clothing that may denote gang association or promotes sexual /ethnic/ racial harassment or intimidation, or anything that presents images or ideas that might be interpreted as such.

13. Students wearing inappropriate clothing will be sent to their grade-level dean to change into shirts or shorts that CMS will provide until a parent can arrange appropriate apparel. If no appropriate apparel is available, student will wait in the Dean's Office until parents arrive. Repeated episodes of wearing inappropriate clothing will be considered insubordination and dealt with as such.

Electronic Devices

We, as a school community, are allowing students to use their personal electronic devices at school, provided they are using them appropriately and during appropriate times. Phones should not be used in any capacity where privacy is a concern, such as the locker rooms, bathrooms, etc. Please be aware, however, that students must take personal responsibility for their tablets, phones, iPods, and electronic readers; Campus cannot be held responsible for the loss or damage of any personal electronic device.

After School Supervision

After school, students are given until 3:15 p.m. to go to their lockers and leave the building. Please make arrangements to have your child picked up by 3:15 p.m. Supervision is not available unless students are with a specific teacher or participating in clubs or athletics. Any student in the building after 3:15 p.m. must be under the supervision of a teacher, coach, or sponsor. Activity buses will be available Monday, Tuesday, Thursday and Friday for students remaining after school to participate in a school-related activity, meeting, or work session. A late bus pass from a teacher is required in order to ride the activity bus at 4:10 p.m. **We expect that all students will leave the CMS campus by 4:15 p.m. daily.**

Bicycles, Skateboards, and Rollerblades

Bicycles must be parked in the CMS racks provided. All bicycles should be locked. The school is not responsible for damage or theft while bicycles are on school property. Bicycles, skateboards, and rollerblades are to be walked at all times while on campus.

Field Trips

Students are expected to follow CMS rules and expectations on all field trips. District policy requires field trip forms with signed parental permission to be on file prior to student participation. The use of private vehicles on any trip requires the verification of appropriate insurance coverage. Additional coverage may need to be purchased depending on the nature of the trip.

Lunch Time

Students have three options for lunches: school food service lunch, a la carte selections from school food service, or lunch carried from home. The cafeteria serves breakfast before school and the snack bar is open during lunch.

Students are expected to observe appropriate behavior at all times and to take pride in maintaining an attractive school and campus. The following rules will be in effect:

1. Food or drinks are permitted only in the cafeteria.
2. Running or horseplay in the cafeteria is not permitted.
3. Students are required to deposit their trash properly, prior to dismissal from the cafeteria. No throwing food.
4. During lunch periods students should be only in the designated lunch activity areas: the cafeteria and CMS outdoor court/blacktop areas.
5. Students are expected to participate in CMS lunchroom cleanup procedures when needed and requested.
6. Snacks can be purchased from the cafeteria before school, during lunch, or after school. Students will not be allowed to leave class to purchase snacks.

Closed Campus

The School Board has determined that middle schools will operate as closed campuses. This means students must stay on the CMS grounds from the time they arrive, even if first period has not started, until dismissal. Students may not leave the middle school grounds even to go to one of the other schools, except for regularly scheduled classes or with permission of office personnel. Any other cafeteria or building on

another campus is off limits. Any student off campus without permission will be considered truant. Students will only be allowed to go off campus for lunch with their parent or guardian. Students are not permitted to go off campus for lunch with the parent of a friend. If a parent or guardian requests early dismissal of a student for any reason during the school day, that parent should come to the Security desk to pick up the student rather than have the student leave the building alone. Students are to be signed in and out of school by a parent or guardian through the Security desk.

Bus Regulations

Students are assigned to a bus by the district transportation department.

All middle school students are required to show their school ID to the bus driver before boarding the bus. Students are not permitted to ride any other bus unless approved in advance by the Dean's office and transportation. The bus rules are listed below and are also posted on all buses so that students know what is expected of them. Students who become disciplinary problems on the bus may be deprived of the privilege of riding the bus. Standard school rules and behavioral expectations as described apply to bus transportation.

Bus Rules for Cherry Creek School District and Campus Middle School

1. Obey the bus driver at all times.
2. Arrive at the bus stop 5 minutes prior to scheduled pick-up time in the morning.
3. Stand a safe distance from the curb or roadway.
4. Respect the driver/assistant and other bus passengers.
5. When crossing the street by a school bus, always cross 10 feet in front of the bus. Wait for the driver's signal to cross.
6. Sit quickly and quietly in assigned seat. Remain seated facing forward in your assigned seat while the bus is moving. The aisle is not to be blocked at any time.
7. No eating, drinking, chewing gum, or spitting inside the bus.
8. Do not throw anything off the bus or have any part of you outside the bus.
9. Talk in normal tones: loud, rude, vulgar, or obscene language is prohibited.

10. No cell phone usage, including texting.
11. State law and/or District policy prohibit the following items on school busses: alcohol, drugs, tobacco; weapons or facsimiles; animals, insects, or reptiles; glass items; explosives; legally prohibited substance; fireworks; and other dangerous items.
12. All items carried by students (i.e. band instruments, athletic equipment, backpacks, etc.) must be under their control at all times and must be carried in the lap or properly secured in a vacant seat or under the seat.
13. Skateboards, scooters, and roller blades are not allowed in the school bus.
14. Students are permitted to leave the bus only at their designated stops. Any changes require a parent or guardian's written request, approved by a school administrator and by transportation.
15. Students are permitted to ride only their assigned bus. Any exceptions must be requested in writing by the student's parent or guardian and be approved by a school administrator and by Transportation.
16. Keep the bus clean and free of damage. Infractions of the above rules will result in disciplinary actions.

Bus Stop Times: Bus stop times are departure times. The bus is not required to wait for anyone not on board at this time. Please be sure your student is at the stop five minutes before the scheduled departure time. Late buses often do not have the same drop-off location as the regular buses. Any questions about regular or activity bus routes and stops should be directed to the District Transportation Department at 720-886-7400.

Student Behavior

A school is a community of young people and adults organized for the purpose of teaching and learning. While much of our teaching in the classrooms is aimed at the development of each person's skills and talents, *we believe that the maintenance of good discipline is essential to the educational process.*

Discipline is a dual responsibility. Mutual cooperation between staff and parents is necessary to encourage acceptable student behavior. It is our goal to have each student progress from the need for external

controls to self-discipline. In every instance, all available resources, talents, and techniques shall be utilized to achieve this goal. Respect for authority, as well as each other, is an essential quality of acceptable student behavior. Individual student actions must not interfere with the rights or jeopardize the education of other students. Each student has the responsibility to know and to abide by the rules and regulations of this school. Rules and regulations apply to students in attendance at school, as well as any school-sponsored activity, including off campus activities. Please view <http://www.cherrycreekschools.org/StudentConduct/pages/default.aspx> for the Student Conduct and Discipline, Right and Responsibilities handbook.

Inappropriate behaviors include, but are not limited to:

1. Disrupting the classroom or the educational program of the school.
2. Academic dishonesty.
3. Insubordination or acting disrespectfully to the teachers or other staff members, including a general lack of cooperation.
4. Hazing or harassment that is detrimental to the safety or welfare of other students. This includes panhandling or extortion.
5. Being disrespectful to peers. Put-downs, intimidation, or threats will not be tolerated. Slurs and profanity are not permitted.
6. Spitting on other persons, walls, windows, floors, etc.
7. Throwing of any type of object, including snow, at any person or thing. No items are to be dropped over railings to the floor below.
8. Running, pushing, tripping, or shoving in classrooms or halls.
9. Fighting or encouraging a fight on school grounds, at school activities, or in situations or areas deemed school-related.
10. Lunchroom conduct that is disruptive or inappropriate.
11. Behavior on or off school grounds that is detrimental to the safety and welfare of other students or school personnel.

Enforcement of Student Behavior Rules Normally, for less serious misbehavior we expect that reminders

and/or brief conferences with any staff member will correct a situation. Supervising staff members may administer other appropriate corrective measures when necessary. For violation of school rules or repeated misbehavior, office referral and parent contact will be necessary. The following disciplinary action will be taken based upon the severity of the misbehavior.

Referral Action: Conference, verbal reprimand, loss of item(s) in question, written assignment, denial of a privilege, detention(s), or a parent conference.

Corrective Action: Requiring a student to restore or assume responsibility for any damaged item(s) such as cleaning up at school or restitution.

Detention: Requiring a student to spend a specific amount of time in a restricted area before school, at break, lunch, or after school. Detention takes precedence over after-school activities or athletics.

Suspension-Out of School: A student may be suspended from all aspects of the school program for a period of one to five days. Certain Colorado statutes govern the grounds for suspension and will be discussed with the parents. In some cases, an alternative to suspension may be offered. A re-entry conference will be required. Students on suspension must not be on any Cherry Creek property during the suspension period. Trespassing charges can be filed.

Expulsion: Where other measures have failed repeatedly to correct the discipline problem, or in the event of serious offenses (e.g., possession or use of weapons), a student may be expelled for up to one calendar year.

Every effort will be made to ensure that the corrective measures taken are appropriate to the specific misconduct of each individual student and that parental contact is made. Please remember that rules are for the safety and welfare of the students and the enhancement of the education of each and every student. Parent reinforcement of the rules is necessary and helpful. Our goal in enforcement of rules is to help students develop a sound and safe decision-making process.

Habitually Disruptive Student Policy

Colorado Revised Statute 22-33-106 and Cherry Creek School District Policy JKD-1-E define and outline consequences for students involved in serious discipline issues. Any student who has been suspended three times during the course of the school year for causing a material and substantial disruption in the classroom, on school grounds, on school vehicles, or during a school-sponsored activity because of behavior that was initiated, willful, and overt on the part of the student is subject to a process which can lead to the student being labeled a "habitually disruptive student."

A remedial discipline plan will be developed by school personnel after the first suspension for a material and substantial disruption and reviewed and modified after the second suspension. After the third disruptive episode in one school year, the student may be referred to the District for an expulsion review hearing.

The goal of remedial discipline plan is to address the student's behavior and his/her educational needs and assist the student in remaining in school without further problems. Full participation of the student's parent or legal guardian in the development of the plan is encouraged and expected. Placement on a remedial discipline plan will, in most cases, preclude the student from participation in overnight field trips and certain end-of-year activities. For more information, please contact the CMS Dean's Office at 720-554-2780.

COPYRIGHT AND TECHNOLOGY LAWS

Because electronic information is so abundantly available and very easily reproduced, respect for the work and personal expression of others is especially important in computer environments. Violations of authors' integrity, including plagiarism, invasion of privacy, unauthorized access, and copyright violations are grounds for disciplinary action.

United States copyright and patent laws protect the interests of authors, inventors and software developers in their products. Software license agreements serve to

increase compliance with copyright and patent laws, and to help insure publishers, authors and developers of return on their investments. It is against federal law and Cherry Creek School District policy to violate the copyrights or patents of computer software developers. It is against District policy and may be a violation of state or federal law to violate software license agreements. License agreements are negotiated between the schools and the software publishers. The agreements, unless otherwise stated, allow the use of software only by the staff and students of the licensed school within the facility. Use of licensed software does not extend to persons or places beyond the school site. Students, faculty or staff may not use programs at school that were obtained from commercial sources or other computer installations unless written authority to use them has been obtained from the publisher, or unless the programs are within the public domain. Security systems for computers exist to insure that the computers and systems are functional for all users. User responsibility is the only ultimate safeguard against misuse; however, when misuse is discovered, disciplinary measures will be taken against those who are guilty. Misuse includes, but is not limited to the following:

- accessing or attempting to access computer files, computer systems, or computer networks without authorization
- attempting or succeeding in damaging, modifying, altering, destroying, or copying computer files (Student files may be copied by the author.)
- modifying or attempting to modify computer systems or facilities
- crashing or attempting to crash the system
- subverting or attempting to subvert the restrictions associated with the District's or the school's networks or computer files
- taking possession of a computer, peripheral device or any other property
- intentionally abusing and/or damaging computer resources
- intentionally interfering with the operation of computer resources
- intentionally interfering with the work of other users
- violating confidentiality, copyrights or license agreements
- intentionally wasting computer resources

- attempting to bypass the system security or to use nonstandard means to perform a standard function using an unauthorized password and illegally copied software
 - copying, renaming, changing, examining, or deleting files belonging to someone else without the owner's permission
 - tampering with terminals, microcomputers, or any other associated equipment
 - using personal copies of extraneous software in the microcomputer labs without permission of the lab supervisor (proof must be provided that the software is licensed to the user)
 - copying or accessing the file of another user for the purposes of copying the contents and representing it as his or her own work (this is interpreted as plagiarism)
 - loading software to a computer without permission
- Abusers of computing privileges will be subject to disciplinary action by the school (including possible suspension) and possible legal actions by the appropriate law enforcement authorities. Loss of computing privileges may result. In addition, the school may require restitution for any equipment, supplies or services lost through abuse or misuse. The school reserves the right to examine all computer media (e.g., disks, CDs, flash drives) and files.

2. The right to request the amendment of student's education records that the parent or eligible student believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - Under FERPA, the school district may disclose directory information without the written consent of the parent/ guardian or eligible student. Directory information which may be released may include the student's name, date, and place of birth; major field of study; grade level; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degree and awards received; and the most recent and previous education agency or institution attended by the student. Telephone numbers and addresses of current students will not be disclosed pursuant to Colorado law.
 - The parent/guardian or eligible student has the right to refuse to permit the designation of any or all of the categories of information provided if such refusal is received in writing in the office of the principal of the school where the student is in attendance no later than September 7 or the following Monday if September 7 is a Saturday or Sunday.

CCSD SCHOOL BOARD POLICIES

All student policies may be found online at <http://www.cherrycreekschools.org/> and in the *Student Conduct and Discipline, Rights and Responsibilities* handbook.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act, 20 USC 1232(g), ("FERPA") affords parents and students 18 years and older ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within three working days after the day the district receives a request for access.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-4605.

District Policy JRC, *Student Records/Release of Information on Students*, explains the rights and responsibilities pursuant to the release of student records. Copies of this policy are available at the individual schools, on the district website at <http://www.cherrycreekschools.org>, or at the Cherry Creek School District Educational Services Center, 4700 S. Yosemite St., Englewood, CO 80111.

Nondiscrimination Equal Opportunity
Interpersonal/ Human Relations (AC)

The Board 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 race, color, ancestry, creed, sex, gender, sexual orientation, religion, national origin, marital status, disability or need for special education services. Accordingly, no otherwise qualified student or member of the public shall 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 race, color, ancestry, creed, sex, gender, sexual orientation, religion, national origin, marital status, age, disability or need for special education services. The following shall be objectives of this school district in reference to students and employees:

1. To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation and applicable judicial interpretations.
2. To encourage positive experiences in terms of human values for children and adults who have differing personal and family characteristics or who come from various socio-economic, racial and ethnic groups.
3. To consider carefully, in all decisions made which affect the schools, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
4. To utilize educational experiences to build each individual's pride in the community in which he lives.
5. To investigate and appropriately discipline staff and students found to be responsible for incidents of harassment or discrimination in violation of district policy.

Annual Notice

The district shall issue a written notice prior to the beginning of each school year that advises students, parents, employees and the general public that the educational programs, activities and employment

opportunities offered by the district are offered without regard to race, color, ancestry, creed, sex, gender, sexual orientation, religion, national origin, marital status, disability or need for special education services. The announcement shall also include the name/title, address and telephone number of the person designated to coordinate Title IX, Section 504 and ADA compliance activities.

Designation of Responsible Employee

The Board of Education shall designate an individual as the responsible employee, as the district's compliance officer, to coordinate school district compliance with Section 504 of the Rehabilitation Act and its administrative regulations and Title IX and its administrative regulations, and ADA compliance activities. Contact information for the district compliance officer is contained in Board of Education Exhibit AC-E-1, Cherry Creek School District No. 5 Notice of Nondiscrimination/Equal Opportunity, and the on the district's website at <http://www.cherrycreekschools.org>. The designee shall be responsible for continuing surveillance of district educational programs and activities with regard to compliance.

Harassment is Prohibited

Harassment based on a person's race, color, ancestry, creed, sex, gender, sexual orientation, religion, national origin, marital status, age, disability or need for special education services, is a form of discrimination prohibited by state and federal law. Preventing and remedying such harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn, employees can work and members of the public can access and receive the benefit of district facilities and programs. All such harassment, by district employees, students and third parties is strictly prohibited.

All district employees and students share the responsibility to ensure that harassment does not occur at any district school, on any district property, at any district or school-sanctioned activity or event, or any district curricular or non-curricular activity or event.

For purposes of this policy, harassment is any unwelcome, hostile and offensive verbal, written or

physical conduct based on or directed at a person's race, color, ancestry, creed, sex, gender, sexual orientation, religion, national origin, marital status, age, disability or need for special education services that: (1) results in physical, emotional or mental harm, or damage to property; (2) is so severe, persistent or pervasive that it creates an intimidating, hostile or threatening environment; or (3) substantially disrupts the orderly operation of the school.

Reporting Harassment

Any student who believes he or she has been a victim of unlawful discrimination or harassment as defined in this policy shall immediately report it to an administrator, counselor, teacher or compliance officer and file a formal complaint as set forth in this policy.

District Action

The district shall take appropriate action to investigate allegations of harassment, to end unlawful harassment that exists, to prevent the recurrence of unlawful harassment and to prevent retaliation against the individual making the report and anyone participating in the investigation of such allegations, as well as to restore lost educational opportunities to the harassed student.

In addition, any student or employee who engages in harassment of another student or employee shall be disciplined according to applicable district policies. Steps shall also be taken to ensure that victims of, and witnesses to, harassment are protected from retaliation. Further, students or employees who knowingly file false harassment complaints or give false statements in an investigation shall be subject to discipline, up to and including suspension or expulsion for students and termination of employment. In cases involving potential criminal conduct, a determination will be made as to whether appropriate law enforcement officials should be notified.

No student, employee, or member of the public shall be subject to adverse treatment in retaliation for any good faith report of harassment under this policy. To the extent possible, all reports of harassment will be kept confidential.

Notice and Training

To reduce harassment and ensure a respectful school environment, the administration is responsible for providing notice of this policy to all district schools and departments. The policy and grievance process shall be available to all students, staff, and members of the public through electronic or hard-copy distribution.

This policy and notice of nondiscrimination (AC-E-1) shall be incorporated into student and employee handbooks. Students and staff members shall receive periodic training related to recognizing and preventing unlawful harassment, including review of groups protected under state and federal law, and how to recognize and report incidents of harassment.

Grievance Procedure

Any student or employee shall have a ready means of resolving any claim of discrimination in the educational programs or activities of the district.

A student or employee who believes that there has been a violation of this policy shall make an oral report or shall mail or deliver to the building administrator or building or district compliance officer a written statement setting out the alleged violations in specific terms, describing the incident or activity, the individuals, dates, times and locations.

If requested, the building administrator, building compliance officer or district compliance officer, or their designee shall provide the individual filing the written statement an opportunity to discuss the matter personally.

The individual investigating the allegations shall advise the aggrieved individual about the complaint process, and shall explain that the district is required by law to take steps to correct any actions constituting harassment and to prevent recurring harassment or retaliation against anyone who makes a harassment report or who participates in such an investigation. The individual investigating shall also advise the aggrieved individual that any request for confidentiality shall be honored so long as doing so does not preclude the district from responding effectively to the harassment and preventing future harassment.

The building administrator, building compliance officer or district compliance officer or their designee shall

investigate to determine the complete facts involved and shall report to the superintendent of schools the finding and recommendations regarding resolution of the matter. The matter shall be reported to the Board.

If the student or employee submitting the written statement of an alleged violation is not satisfied with the handling of the matter by the superintendent, an appearance shall be arranged for the matter to be presented directly to the Board.

Current practice codified 1991
Revised: February 8, 2010
Adopted: January 12, 2009

Sexual Harassment of Students (AC R-4)

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination.

A learning environment that is free from sexual harassment shall be maintained. 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.

The following definition shall apply as sexual harassment: Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile or offensive educational environment.

Sexual harassment as defined above 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 or demeaning implications

4. Unwelcome touching, such as patting, pinching or constant brushing against another's body
5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or similar personal concerns

Students should report all incidents of sexual harassment to the building administrator, the building level compliance officer, or other trusted adult. Students may file an informal or formal grievance of sexual harassment through use of the accompanying grievance procedure.

If the alleged harasser is the principal with whom a grievance routinely would be filed, the student may file the grievance with the principal's supervisor.

All matters involving sexual harassment complaints shall remain confidential to the extent possible.

Filing of a grievance or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect grades.

Notice of this policy shall be circulated to all district schools and departments and incorporated in student handbooks.

Approved: February 8, 1999

Nondiscrimination on the Basis Ethnicity and Race (AC R-6)

A learning and working environment free from ethnic harassment and intimidation shall be provided for all staff members and students regardless of race, color, ancestry, religion or national origin.

It shall be a violation of Board policy as well as state law for any staff member or a student to harass or intimidate any another staff member or a student because of that person's race, color, religion, ancestry or national origin.

Individuals or groups are in violation of Policy ACB if, on school grounds, at school-sanctioned activities, or in vehicles dispatched by the District, they:

1. Make demeaning remarks directly or indirectly, (whether written or oral), including epithets, slurs, insults, name-calling, and racial "jokes" based on a

person's race, color, religion, ancestry, or national origin which are addressed to an individual or group of individuals.

2. Threaten with physical harm or actually harm a person on the basis of that person's race, color, religion, ancestry, or national origin.
3. Display written or visual material or deface school property or materials in such a manner as to demean the race, color, religion, ancestry, or national origin of an individual or group.
4. Damage, deface, or destroy private property of any person on the basis of that person's race, color, religion, ancestry, or national origin.
5. Commit other acts of harassment or intimidation that may be in violation of the Colorado Ethnic Intimidation Act of 1991, if, with the intent to intimidate or harass, an individual engages in the following actions which shall include:
 - a. Conduct which knowingly causes bodily injury to another person
 - b. Conduct or speech which knowingly places another person in fear of imminent lawless action directed at that person or his property
 - c. Conduct or speech which is likely to produce bodily injury to another person or damage to his property
 - d. Conduct which knowingly causes damage to or destruction of the property of another person

Any incident believed to constitute ethnic intimidation/harassment shall be reported promptly to the building principal or supervisor for investigation and further action which may include reporting the incident to law enforcement authorities and a recommendation for expulsion of any student exhibiting such conduct.

Students or staff members who believe that they have been the subject of ethnic intimidation or harassing or discriminatory behavior will report the incident immediately to the principal, immediate supervisor, or designee. Confidentiality regarding all reports shall be maintained whenever possible. Reports about ethnic intimidation or harassment or discriminatory behavior shall be investigated in a prompt and timely manner by the principal or designee.

Any student who is found to be in violation of Policy ACB by engaging in conduct described above will be

required to attend a meeting with his/her parent(s) or guardian(s) and the school principal or designee to clarify school expectations of the student's behavior. The student will be subject to appropriate disciplinary action.

Any staff member who violates Policy ACB by engaging in conduct described above and/or who witnesses and fails to report conduct as described above will be subject to appropriate disciplinary action.

Approved: November 8, 1999.

Alcohol and Other Drug Use by Students (JICH)

The Cherry Creek School District recognizes that abuse of alcohol and other drugs is a significant health problem. Further, the Board of Education recognizes that the use, possession, distribution, dispensing, selling, giving or exchanging illicit drugs and alcohol is illegal, constitutes a hazard to students' health and is detrimental to a healthy learning environment. Therefore, the Board assumes its responsibility for adopting a policy that will minimize the hazard to students.

The Board supports the concept that parents, school and community have the responsibility to cooperate in efforts to prevent problems of drug use and abuse and to seek help from public and private agencies for students who become involved with alcohol/substance abuse. In providing any information to students and/or parents about community substance abuse treatment programs or other resources, the school district assumes no financial responsibility for the expense of drug or alcohol assessment or treatment provided by other agencies or groups unless otherwise required.

It shall be a violation of Board policy and considered to be behavior which is detrimental to the welfare or safety of an individual student, other students or school personnel for any student to use, possess, distribute, dispense, sell, give or exchange alcohol, marijuana, other controlled substances (as defined in the Colorado Controlled Substances Act of 1981, C.R.S. 12-22-301 et seq.), or drug paraphernalia on Cherry Creek School District property.

For purposes of this policy, prohibited substances include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances,

amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined in law, or any prescription or nonprescription drug, medicine, vitamin or other chemical substances not taken in accordance with the Board policy and regulations on administering medication to students.

This policy also includes substances that are represented by or to the student to be any such controlled substance or what the student believes to be any such substance.

This policy shall apply to any student who is on school property, in attendance at school, in a school vehicle or taking part in any school-sponsored or sanctioned activity or whose conduct at any time or place interferes with the operations of the district or the safety or welfare of students or employees.

Students violating this policy shall be subject to disciplinary sanctions which may include suspension and/or expulsion from school and referral for prosecution. Expulsion shall be mandatory for sale of drugs or other controlled substances, in accordance with state law.

Revised: February 10, 2003
Adopted: March 10, 2003

Disciplinary Action

Students shall be subject to disciplinary action up to and including suspension and expulsion for being under the influence of, using, possessing, distributing, selling, giving, or exchanging controlled substances, drug paraphernalia, or counterfeit drugs. Contact with legal authorities will result.

Effective 3/1/07, changes to JICH-R include an increase in suspension time after a first violation along with an opportunity for reduced suspension after participation in an alcohol or drug education program. After a second violation of the district's alcohol and drug use policy, a student will be recommended for expulsion, with a waiver of expulsion if the student participates in a substance use assessment/evaluation and provides evidence of an intended intervention plan.

Weapons in School (JICI)

The Board of Education determines that possession and/or use of a weapon by students is detrimental to the welfare and safety of the students and school personal within the district. Possession is defined as having physical possession of a deadly weapon/weapon/facsimile, or the deadly weapon/weapon/facsimile being under the control of a student whether it be in a car, locker, backpack, or other location, under the control of or belonging to the student while on school grounds.

Mandatory expulsion for dangerous weapon in accordance with state and federal law

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

As used in this policy, "dangerous weapon" means:

- a. A firearm, whether loaded or unloaded
- b. Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
- c. A fixed blade knife with a blade that measures longer than three inches in length or a spring-loaded knife or a pocket knife with a blade longer than three and one-half inches
- d. Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury including, but not limited to slingshot, numchakas, spring gun, throwing star, bludgeon, brass knuckles or artificial knuckles of any kind

The building principal shall initiate expulsion proceedings for students who carry, bring, use or possess a dangerous weapon in violation of this policy. Unless expulsion is otherwise required by federal law, a student may, but need not be expelled, if as soon as

possible upon discovering that he or she is in possession of the dangerous weapon, the student notifies and delivers the weapon to school officials.

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

Discretionary discipline in accordance with state law

As used in this policy, “weapon” means any object which is generally used for nonviolent or non-dangerous purposes, but which can be considered a weapon under this policy as a result of its use or intended or threatened use. For example, a baseball bat is ordinarily not considered a weapon; however, when used or threatened to be used to strike the head of another person in a fight, it will be considered a weapon under this policy. Examples of objects which may, under given circumstances, be weapons include, but are not limited to, rocks, bottles and cans, chains, shoes, especially military style boots, bats, ropes, mace or similar noxious chemical substances used in a threatening or improper manner.

Additionally, the carrying, using, actively displaying or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm 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 such conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or school district is prohibited. Students who violate this policy provision may be subject to disciplinary action including but not limited to suspension and/or expulsion.

A student may seek prior authorization from the building principal to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property for purposes of a school-related or non-school related activity. Student’s failure to obtain such prior authorization is a violation of this policy provision and may result in disciplinary action, including but not limited to suspension and/or

expulsion. The principal’s decision to deny or permit a student to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property shall be final.

School administrators shall consider violations of this policy provision on a case-by-case basis to determine whether suspension, expulsion or any other disciplinary action is appropriate based upon the individual facts and circumstances involved.

Other restrictions invoking discretionary suspension or expulsion for a weapon

The Board of Education determines that extra precautions are important and necessary to provide for student safety. Therefore, the carrying, bringing, using or possessing of any knife, regardless of the length of the blade, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event without express authorization is considered to be behavior detrimental to the safety and welfare of the student, other students and school personnel and is therefore prohibited. Students who violate this policy shall be referred for appropriate disciplinary proceedings.

The district shall maintain records which describe the circumstances involving expulsions of students who bring weapons to school including the name of the school, the number of students expelled and the types of weapons involved as required by law.

In accordance with applicable law, school personnel shall refer any student who brings a firearm or weapon to school without authorization of the school or the school district to law enforcement.

Revised: May 13, 2010
Adopted: December 8, 2003