

**GRANDVIEW HIGH SCHOOL**  
**- LITERACY IS POWER -**



**WOLF CALL**  
**A STUDENT/PARENT HANDBOOK**  
**2011-2012**

**GRANDVIEW HIGH SCHOOL**  
**20500 East Arapahoe Road**  
**Aurora, Colorado 80016**

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**Website: [www.ghs.ccsd.k12.co.us](http://www.ghs.ccsd.k12.co.us)**

**Kurt Wollenweber, Principal**  
**Andy Dewett, Assistant Principal**  
**Lisa Sprague, Assistant Principal**  
**Monica Zucker, Assistant Principal**  
**Diana Stordeur, Activities Director**  
**Jamee Ulitzky, Athletic Director**



# LEARNING

The Path to Success is Clear:

*Make Good Choices; Get Good Results*

**We believe in Responsible Freedoms**

~~We believe in~~ **the freedom to...**

**LEAD  
WITH  
EXCELLENCE**

**LIVE  
RESPONSIBLY**



**LEARN  
WITH  
INTEGRITY**

**LEAVE  
A  
LEGACY**



At GHS, Responsible Freedoms are addressed specifically in our daily school activities through the Code of Ethics which addresses academic integrity and the Wolf Pledge which addresses school environment.

### WOLF CODE OF ETHICS

As a member of the Grandview High School community,

I value truth and trust in all facets of education and life.

I will not lie, cheat, or steal in any of my endeavors;

I will respect school property and the property of others;

I will respect the rights of students,

faculty, and members of the community;

I will actively promote honesty, trust, and integrity

within the school and community.

### WOLF PLEDGE

Grandview High School seeks to create a safe environment where racial, social, and intellectual diversity are celebrated in order to enhance the learning of every student.

To accomplish this goal at GHS, I pledge to do the following:

Oppose prejudice;

Confront anyone who violates the civil rights of others;

Speak out against anyone who intimidates or intentionally demeans those of a different race, religion, ethnic group, sexual orientation, or those with disabilities;

Support those who are targets of harassment;

Respect others and be aware of my own biases.

I will embrace diversity.

**Grandview High School  
Student/Parent Handbook  
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**Grandview High School Mascot:  
The Wolf**



**School Colors:  
Royal Blue, White and Black**

As the principal of Grandview High School, I would like to welcome you to the 2011-12 school year. I am excited to work beside you in your educational journey as you continue to pursue your short and long term goals.

This student handbook is designed to provide guidelines for responsible citizenship, and I encourage you to take responsibility for your own learning and to make good and safe decisions. If you make a habit of good choices, you will experience good results. When you have to make a difficult decision, the opportunity is always there to make a poor choice, but the opportunity is also there to take the “high road” and make the decision that will support your success both at Grandview and in your future. I’m looking forward to seeing all of you and having a great year.

**GO WOLVES!**

A handwritten signature in black ink that reads "Kurt Wollenweber".

Kurt E. Wollenweber, Principal

**Mission Statement:**

**To inspire academic achievement, responsible citizenship,  
and individual development in a supportive environment.**



## Behavioral Expectations: A Code of Conduct

To establish an effective educational environment and to be good stewards of our beautiful facility, we begin the school year with three specific requests for all Grandview High School students. The following is a list of those requests as well as a brief explanation of their importance.

### Make Learning the Top Priority

Each student is expected to give a personal best effort each day. Helping students to maximize their academic achievement and individual development will be the top priorities of the Grandview High School staff. Students are responsible for coming to school with an attitude which places learning and making the most of their talents and abilities as their top priorities.

### Respect People

Every student is entitled to learn in a safe environment, and every teacher is entitled to teach in a safe environment. Everyone at Grandview High School is expected to treat others with dignity and respect at all times.

### Respect the Facility

To maintain our beautiful facility, each student must adopt an attitude of care and respect for the Grandview High School building and grounds. **Food and beverage items are not to be consumed in carpeted areas or hallways at any time.** Students may eat only in the cafeteria.

## IF YOU HAVE A QUESTION ABOUT .....PLEASE CONTACT

Activities .....	720-886-6527 .....	Diana Stordeur
AVID.....	6-6640 .....	Lisa Sprague
GRO/Advanced Placement.....	6-6525 .....	Monica Zucker
Athletics .....	6-6530 .....	Jamee Ulitzky
Attendance .....	6-6509 or 6-6510 .....	Lisa Sprague
Business .....	6-6548 .....	Diane Park
College Entrance Requirements .....	6-6632 .....	Tammy Dodson
Computers/Technology Education .....	6-6669 .....	Sandy Sundine
Counseling .....	6-6610 or 6-6613 .....	Paul Eppard
Distinguished Scholar Program .....	6-6527 .....	Diana Stordeur
English .....	6-6586 .....	Tom DeConna
Family and Consumer Sciences .....	6-6518 .....	Lainie Rosenthal
Field Trips.....	6-6530 .....	Jamee Ulitzky
Gifted and Talented Programs .....	6-6527 .....	Diana Stordeur
Health Services/Nurse.....	6-6674 .....	Jamee Ulitzky
Library.....	6-6576 .....	Pat Holloway
Mathematics .....	6-6661 .....	John Schultz
Newspaper.....	6-6638 .....	Catherine Sharp-Moore
Performing Arts .....	6-6590 or 6-6592 .....	Darin Drown or Keith Farmer
Physical Education and Health.....	6-6644 .....	Mary Danielson
Post Graduate Center .....	6-6632 .....	Tammy Dodson
Registration.....	6-6644 .....	Ellie Smukler
Science .....	6-6706 .....	Brian Wood
Social Studies .....	6-6653 .....	Brad Humphries
Special Education/Pupil Services .....	6-6671 .....	Deb Stamatis
Student Discipline.....	6-6640 .....	Lisa Sprague
Student Leadership .....	6-6559 .....	Regan Lawson
Transportation.....	6-6530 .....	Jamee Ulitzky
Visual Arts .....	6-6686.....	Kelly Smith
World Languages .....	6-6739 .....	Robyn Wisler
Yearbook.....	6-6737 .....	Josh Heckendorf

## IMPORTANT DATES: 2011/2012 GRANDVIEW HIGH SCHOOL CALENDAR

### AUGUST, 2011

Thursday, August 18  
Monday, August 22

Freshman Orientation/Simulated Day/Freshman BBQ-Activities Fair  
First Day of School/Classes start at 7:10 a.m.

### SEPTEMBER, 2011

Thursday, September 1  
Monday, September 5  
September 12-17  
Saturday, September 17  
Tuesday, September 20  
Friday, September 23

Back-to-School Night 7:00 p.m.  
No School - Labor Day  
Spirt Week  
Homecoming Dance  
College Readiness Day  
District Non-Contact Day

### OCTOBER, 2011

Wednesday, October 19  
Thursday, October 20  
October 24 - October 28

Parent Conferences - 4-8 p.m.  
Parent Conferences - 4-8 p.m.  
fall break

### NOVEMBER, 2011

Wednesday, November 23  
Thursday, November 24  
Friday, November 25

No School  
No School - Thanksgiving Break  
No School - Thanksgiving Break

### DECEMBER, 2011

Monday, December 19

First Day of winter break

### JANUARY, 2012

Tuesday, January 3  
Wednesday, January 11  
Thursday, January 12  
Friday, January 13  
Monday, January 16  
Tuesday, January 17  
Wednesday, January 18

Return from winter break  
Final Exams 1A, 2A, 3A  
Final Exams 4A, 1B, 2B  
Final Exams 3B, 4B  
No School - Martin Luther King Day  
Non-Contact Day - End of 1st Semester  
Second Semester Begins

### FEBRUARY, 2012

Monday, February 20  
Tuesday, February 21

No School - Presidents' Day  
Non-Contact Day

### MARCH, 2012

March 6-8  
March 26-March 30

CSAP Test 9/10 grade – No school 11/12 grade  
spring break

### APRIL, 2012

Monday, April 2  
Wednesday, April 25

Return from spring break  
ACT Test for 11th – Shortened day for 9/10/12th grades

### MAY, 2012

May 7-18  
Tuesday, May 15  
Wednesday, May 16  
Saturday-Sunday, May 19-20  
Friday, May 25  
  
Monday, May 28

AP Testing  
Senior Final Exams  
Senior Final Exams  
Jr./Sr. Prom/After Prom  
Graduation, 12:00 p.m. Ritchie Center, University of Denver  
Non-Contact Day  
No School - Memorial Day

### JUNE, 2012

Friday, June 1  
Monday, June 4  
Tuesday, June 5

Final Exams 4B, 3B, 2B  
Final Exams 1B, 4A, 3A  
Final Exams 2A, 1A - Last Day of School

## REPORT CARDS AND PROGRESS REPORTS

Mid-semester report cards will be distributed to parents at the fall parent/teacher conferences. Semester grades are reported after final exams and will be recorded on the student's permanent record (transcript).

Progress reports are one way teachers can advise parents of a student's behavior, attendance, study skills, assignments and performance. Progress reports are information for students and their parents and are not recorded in the student's cumulative record.

<b>Mid-Semester Progress Report</b>	<b>Tuesday, October 18, 2011</b>
<b>End of First Semester</b>	<b>Tuesday, January 17, 2012</b>
<b>Mid-Semester Progress Report</b>	<b>Friday, March 23, 2012</b>
<b>End of Second Semester</b>	<b>Tuesday, June 5, 2012</b>

## DAILY SCHEDULE

**ACADEMIC ACCESS: Daily 7:00 A.M. - 7:10 A.M.  
2:42 P.M. - 3:00 P.M.**

During academic access time, Grandview will be open for students and staff to prepare for the school day.

### ALTERNATING 8 PERIOD BLOCK SCHEDULE

#### Regular Schedule

<b>Period 1A/1B</b>	<b>7:10 - 8:49 (99 min.)</b>
<b>Period 2A/2B</b>	<b>8:56 - 10:35 (99 min.)</b>
<b>Period 3A/3B</b>	<b>10:42 - 12:56 (99 min./35 min. lunch)</b>
<b>Period 4A/4B</b>	<b>1:03 - 2:42 (99 min.)</b>

#### Wednesday Schedule

<b>7:00 - 7:40 – PLC</b>
<b>7:50 - 9:19 (89 min.)</b>
<b>9:26 - 10:55 (89 min.)</b>
<b>11:02 - 1:06 (94 min./30 min. lunch)</b>
<b>1:13 - 2:42 (89 min.)</b>

#### **Lunch Time Periods 3A/3B:**

#### Regular Schedule

Lunch A	10:52 – 11:27
Class	11:27 – 1:06
Class	10:52 – 11:22
Lunch B	11:22 – 11:57
Class	11:57 – 1:06
Class	10:52 – 11:52
Lunch C	11:52 – 12:27
Class	12:27 – 1:06
Class	10:52 – 12:31
Lunch D	12:31 – 1:06

#### Wednesday Schedule

11:12 – 11:42	Visual Arts, FACS, Business, Social Studies
11:42 – 1:16	
11:12 – 11:42	Math, SAS,
11:42 – 12:12	Technology/Computers
12:12 – 1:16	
11:12 – 12:12	English
12:12 – 12:42	World Languages
12:42 – 1:16	
11:12 – 12:46	Science, PE, Health
12:46 – 1:16	Performing Arts

Busses depart Grandview between 2:50 p.m. and 3:00 p.m., depending on their routes.

## BUILDING HOURS

Grandview High School is open to students from 7:00 a.m. until 4:00 p.m. on regularly-scheduled school days. The building is open at other times as scheduled by the Activities Office.

## PLEDGE OF ALLEGIANCE

State of Colorado law, in House Bill 03-1368 and enacted as section 1, 22-1-106 of the Colorado Revised Statutes, requires the daily recitation by teachers and students of the pledge of allegiance to the flag of the United States.

## SNOW DAYS AND STORM/EMERGENCY SCHEDULE

Should inclement weather or emergency situations result in the closing of district schools, or in an adjustment to school start or dismissal times, the information will be posted on the district web site, recorded on area hotlines and conveyed to a number of radio and TV stations for broadcasting.

- **Web Site.** Any weather-related schedule changes will be posted to a link on the district's web site at <http://www.ccsd.co.us/schoolstatus/>. You may want to bookmark this address for easy access.

- **Telephone Hotlines.** Weather-related schedule decisions will be made by geographic area. Look for your school and call the telephone hotline number listed for that area. Information for each hotline will be updated by 6:00 a.m. daily.

### South/East Area: 720-554-4703

Grandview High School	C.A.R.E.	Creekside	Red Hawk Ridge
P.R.E.P.	Falcon Creek Middle School	Fox Hollow	Rolling Hills
I Team (The Ranch)	Liberty Middle School	Meadow Point	Trails West

**Television & Radio Stations.** Whenever normal schedules have to be adjusted due to weather or emergency conditions, this information will be given as early as possible to the television and radio stations listed below for announcement.

### **In the Event of School Closure**

- All activities scheduled in district facilities are canceled.
- In-district sports events and team practices are postponed. If a league event is scheduled in the district, the host district determines whether it is postponed.
- In the event of a snow day or a cancellation, the next school day will resume as the next scheduled block day. All students will report to their first hour class as 7:10 a.m.

### **Delayed Start**

**High Schools:** Grandview will be on the Wednesday schedule for any late start. Buses will be delayed 30 minutes.

**Middle Schools:** Delayed 1 hour.

**Elementary Schools:** Delayed one hour (1 hour). Mid-day kindergarten buses will pick up at their regular times.

**Special Programs:** Delayed 1 hour. Mid-day kindergarten buses will pick up at their regular times. Special Programs: Morning-only bus pickups will be delayed 1 hour for the pre-school, special programs, and the out-of-district programs.

### **Late Dismissal /Early Dismissal**

- In case of dangerous weather warnings, a school may hold students past their dismissal time for safety reasons. This information will be posted on the district web site [www.cherrycreekschools.org](http://www.cherrycreekschools.org), recorded on the appropriate area hotline(s) and sent to the local media.

# ACADEMIC POLICIES

## WEIGHTED GRADES/TRANSCRIPTS

The Cherry Creek School District offers students and parents the opportunity for an official transcript that reflects a weighted grade point average. Weighted grades are given in those courses designated as either Honors or Advanced Placement. The difference between weighted and unweighted grades in terms of grade point value is as follows:

<i>Grading Scale</i>			
<u>Grade</u>	<u>%</u>	<u>Unweighted Point Value</u>	<u>Weighted Point Value</u>
A+	98-100	4	5
A	92-97	4	5
A-	90-91	4	5
B+	88-89	3	4
B	82-87	3	4
B-	80-81	3	4
C+	78-79	2	3
C	72-77	2	3
C-	70-71	2	3
D+	68-69	1	1
D	62-67	1	1
D-	60-61	1	1
F	59 and below	0	0

Grandview uses both weighted and unweighted GPA for honors distinctions and class rankings.

## HOMEWORK

Homework is a vital component of a high school education. Teachers use homework for a variety of educational purposes including: reinforcement of classroom learning, internalization of key concepts through regular practice and thoughtful repetition, opportunities for creative expression that address various learning styles, and preparation for proficiency exams. Students who consistently give their best effort on homework assignments experience greater retention of knowledge and improved academic success. On Grandview's block schedule, each class will meet on alternating days; therefore, students are strongly encouraged to maintain a daily homework routine.

## MAKING UP MISSED WORK AT GRANDVIEW

A reasonable length of time will be allowed for students to prepare and hand in make up work due to absences. District Policy allows for two days to make up missed work for each day a student is absent (Two days means two class contact days).

*Previously assigned work is due upon return.*

*Example: If a student is absent on Monday, and returns to class on Wednesday, the assignment is due on Friday.*

Grandview will support a culture which fosters student responsibility and will facilitate the communication of homework assignments through teacher/student interactions, help from classmates, information on boards or in the resource center, or home pages. The school, upon request from a parent, will send out homework requests for students who will be absent three consecutive days or more. Homework can be picked up in the counseling office after the request.

## EARLY FINAL EXAM REQUESTS/EARLY STUDENT CHECK-OUT

Students are strongly encouraged to take their final exams during the regularly scheduled times, including all final exams at the end of the school year. Students leaving GHS prior to scheduled exams (family vacations, summer employment, family celebration such as weddings and graduations, etc.) may be required to take late exams upon the student's return in order to protect the integrity of common assessments. In that event, exams will be proctored in the main office by appointment during the summer and graded when teachers return in the fall. Semester grades for students leaving school early will be calculated based upon the student's current grades plus a final exam value of zero, therefore, lowering the semester grade. After completion of the final exam, grades will be recalculated and reflected on the student's next report card and transcript.

In most circumstances, however, it is preferable for students leaving school prior to the end of the academic year to plan with teachers an alternate final exam testing date during or prior to scheduled exams. For consideration and permission for early or alternate exams, students must submit a completed Early Exam form to the Office of the Assistant Principal.

## HONOR ROLL

Students with a weighted grade point average of 3.50 or better for the semester are named to the Grandview Honor Roll.

## DISTINGUISHED SCHOLAR PROGRAM

Distinguished Scholar status will be conferred after seven semesters in January of the senior year. Distinguished Scholars will be recognized at the Senior Awards Ceremony and at Graduation.

### Criteria for Distinguished Scholar Status:

- demonstrated academic scholarship in at least three AP courses,
- completed or enrolled in the Socratic Seminar,
- achieved a cumulative unweighted GPA of 3.75 or above by the end of seven semesters,
- demonstrated evidence of community service,
- demonstrated evidence of school involvement in the arts, in student activities, or in athletics, and
- demonstrated good citizenship.

## ACADEMIC LETTER

**Academic Letter eligibility is determined using Weighted/Unweighted cumulative GPAs at the times listed below. Summer school classes are not included for the previous year.** A student is eligible for receiving an academic letter after completing two semesters at GHS. A student must carry a full course load.

1. End of 9th grade - 4.0
2. End of 10th – 3.75
3. End of 11th – 3.75
4. End of 1st semester of 12th – 3.75

## GRADUATION REQUIREMENTS

The Cherry Creek School District has adopted the following high school graduation requirements:

### CHERRY CREEK SCHOOL DISTRICT MINIMUM GRADUATION REQUIREMENTS

COURSES	CREDITS
English	4.0
Social Studies (Must include 1 credit of U.S. History and .5 credit of Government)	3.0
Mathematics	3.0
Science	3.0
Physical Education	1.5
Health	0.5
Fine Arts/Technology Education/Business or Vocational Education	1.5
<b>Required</b>	<b>16.5</b>
Electives	5.5
<b>Minimum Total Requirements</b>	<b>22.0</b>

### PARTICIPATION IN GRADUATION

Participation in the Grandview Commencement ceremony will be possible for those students who

1. have completed **all** requirements for graduation,
2. have attended, with a parent or guardian, the graduation meeting held in the spring,
3. have attended the required graduation practice, and
4. have attended Grandview for the final semester of the senior year

There is a district summer commencement ceremony for those students who complete the graduation requirements during the summer months.

### GRADUATION HONORS

The following awards will be bestowed to honor students as listed below. Only these awards may be worn over gowns at the graduation ceremony.

Valedictorian	Valedictorian <u>Medal</u>
Distinguished Scholar	Black Stole
3.75 and above weighted GPA	Blue and White Cord
3.5 to 3.749 weighted GPA	Black Cord
Department Awards	White Cord
Faculty Awards	Gold Cord

## VALEDICTORIAN REQUIREMENTS:

Candidates for Valedictorian at Grandview High School will be identified after the fall semester of their senior year. At the end of the spring semester, the senior(s) in the graduating class who have the highest unweighted grade point average and who satisfy the following additional criteria will be honored at commencement as class valedictorian(s).

Additional eligibility requirements for valedictorian areas follows:

- Attend Grandview High School for two consecutive semesters prior to graduation
- Completed a minimum of 25 credits using the A-F grading scale
- Completed a minimum of eight college semester credits of Advanced Placement classes meeting the criteria:
  - ✓ Students must take Advanced Placement classes across four different curricular areas and completed AP exams in those classes.
  - ✓ Two AP classes must be taken during the senior year using the A-F grading scale.

1 College Credit AP Courses

Biology  
Calculus AB  
Calculus BC  
Chemistry  
Computer Science AB  
English Language  
English Literature  
European History  
French Language  
German Language  
Music Theory  
Physics B  
Physics C  
Spanish Language  
Spanish Literature  
United States History  
World History

.5 College Credit AP Courses

Computer Science A  
Environmental Science  
Human Geography  
Psychology  
Statistics  
Government and Politics: US Comparative  
Government and Politics: US  
Macroeconomics  
Microeconomics

## COURSE LOADS

Freshmen and sophomores must enroll in 7 credits; juniors must enroll in a minimum of 6 credits; seniors must be enrolled in a minimum of 5 credits.

## COMMITMENT TO CORE ENROLLMENT

In order to prepare students for a successful post-secondary educational and work experience, the Board of Education strongly encourages students to participate in a rigorous academic core curriculum consisting of 4 years of English, 4 years of Mathematics, 4 years of Science and 4 years of Social Studies and at least 2 years of a World Language as required by the Colorado Commission on Higher Education for admission to four-year public colleges and universities in Colorado.

\*Academic core subjects include English, Math, Science, Social Studies and World Languages. All students will be expected to enroll in a minimum of four academic core units per year.

Seniors will also be expected to enroll in four academic core units or a minimum of three AP courses.

## SCHEDULE REPAIRS

Grandview High School works collaboratively with students as they plan a course of study that fulfills Cherry Creek School District graduation requirements and prepares them for their post-high school goals. This careful planning begins each winter when students, parents, teachers, and counselors carefully consider Grandview's curricular offerings and identify appropriate coursework for the next school year. The Master Schedule is built and each student's schedule is created.

The following timetable provides information regarding schedule repairs for the 2010-2011 school year.

August 10-11 Check-in. Counselors will be available during check-in to repair schedules that are incorrect. Examples of schedule **repairs** include:

- ❖ An incomplete schedule resulting from the closure of a requested course
- ❖ A schedule that does not include a sufficient number of credits (freshmen and sophomores must take seven credits, juniors must take six credits, and seniors must take five credits)
- ❖ A schedule that does not include a sufficient number of core classes (English, science, social studies, and math).
- ❖ A schedule that is unbalanced (e.g. four classes first semester and six classes second semester).
- ❖ A schedule that places a student in the wrong level of a course (e.g. a student who has not yet passed Spanish 1 is placed in Spanish 2)
- ❖ A schedule that does not include a course required for graduation (applies to seniors).

August 22 Classes begin. Students will be expected to follow the schedule received at check-in.

August 29 From this date on, withdrawal from any class carries a WP (withdrawal passing) or WF (withdrawal failing) and this mark will appear on the transcript and impacts athletic eligibility.

October 3 From this date on, withdrawal from any class carries an automatic "F" for the semester and the "F" will appear on the transcript, and impacts athletic eligibility.

January 11-13 Second semester schedules are distributed.

January 18 Second semester begins. Students are expected to follow the schedule provided.

January 25 From this date on, withdrawal from any class carries a WP (withdrawal passing) or WF (withdrawal failing), and this mark will appear on the transcript, and impacts athletic eligibility.

February/March Registration. Students, with the help of teachers, parents, and counselors, select coursework for the following school year.

March 1 From this date on, withdrawal from any class carries an automatic "F" for the semester and the "F" will appear on the transcript.

## WITHDRAWING FROM A CLASS

All students are encouraged to complete all coursework. Freshmen and sophomores must be enrolled in three and one-half (3.5) credits each semester, and juniors must be enrolled in three (3) credits each semester and seniors must be enrolled in a minimum of two and one-half (2 1/2) credits each semester. In rare instances where withdrawal from a course is necessary, students must work with their counselor, teacher, and parents to determine the appropriate outcome.

### Withdrawal Timeline

Withdrawal during first week of semester:

Withdrawal during first six weeks of semester:

(August 29-September 30, 2011)

(January 25 to February 29, 2012)

Withdrawal after October 3, 2011 or  
after March 1, 2012.

### Transcript Notation

No Record

WP if passing course

WF if failing course

Semester Grade of "F"

Note: Students withdrawing from school after the first six weeks of the semester and not transferring to another school will receive an "F" for each of their courses.

## REQUEST TO AUDIT A COURSE

Students wishing to audit a course must have their request approved and on file prior to the beginning of the sixth (6th) week of the semester. Students should be aware that courses that are audited receive no credit and no grades are awarded. Requests must be made through the student's counselor.

## **PERMISSION TO BE EVALUATED ON A PASS/FAIL BASIS**

Students may not take more than one credit per academic subject area on a pass/fail basis. The “S” or “US” will not be calculated in the grade point average. The request must be made through the student’s counselor and must be approved and on file in the Records Office before the beginning of the sixth week of the semester. The pass/fail grade earned cannot be change to a letter grade.

## **SUMMER SCHOOL INFORMATION AND GUIDELINES**

Students who wish to attend summer school and have their summer school credit replace grades already earned, must have their summer school course requests approved by their counselor or by the Grandview registrar. The grade awarded the second time the course is taken is the grade that will be used to calculate grade point average (even if the grade is lower). Every effort should be made to have this approval in place prior to the end of the school year.

Students may not accelerate through core academic courses by taking a six week summer school course instead of a thirty-six week course at Grandview (i.e. students may not take summer school Geometry to bypass it so that they can move to the next level of mathematics). Summer school is for enrichment or remediation.

High school elective courses taken after the eighth grade has been completed will be placed on the high school transcript. Grades earned will be reflected with high school credit awarded for successful completion of the course(s).

## **INDEPENDENT STUDY - CONTRACT COURSE OF STUDY**

A student wishing to pursue a course of study not available in the regular curriculum should see a counselor for specific information.

## **CREDITS EARNED OUTSIDE CHERRY CREEK SCHOOL DISTRICT**

### **OUTSIDE CREDITS**

(Defined as those credits earned outside the normal Cherry Creek School District curricular offerings.)

1. Coursework taken in schools/programs outside of the Cherry Creek School District may be considered for credit only if documentation is received on an official transcript from an accredited school.
2. A maximum of two units of credit earned outside the Cherry Creek School District may be applied toward graduation. (Correspondence, Summer School earned in another school district etc.) However, if the student’s class has graduated, additional credit needed to complete graduation may be earned by various means.
3. Students wishing to take correspondence courses should contact their counselor for the procedure involved.

### **TRANSFER CREDITS**

1. Students who transfer to Grandview High School from outside the district will have their transcript evaluated by the Registrar’s office. Although Grandview High School will accept all credits coming from another district, the specific category in which these credits are applied is up to the discretion of the Registrar. Honors credit (weighted grades) will only be given if Grandview offers the same honors class within our curriculum.
2. Transfer grades coming from an accredited academic institution will receive point values towards a GPA that correspond to that particular letter grade. Transfer grades coming from non-academic programs will receive credit on a pass/fail basis.
3. Students who bring in transfer credits from a foreign school will receive pass/fail credit only.
4. Students who wish to take course work for credit outside of the Cherry Creek School District must first meet with their Counselor and assistant principal to gain prior approval.
5. In order to graduate from Grandview High School, one complete semester of residence/enrollment is required in the last semester prior to graduation.

## **STUDENT RECORDS**

**It is extremely important that we are able to communicate with you. If you move or change your telephone number, please call our records office at 720-886-6542.**

### **Inspection Policy:**

Grandview complies with the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment). Essentially, the Act permits parents to access most school records which relate to their student. In addition, records may not be released without written consent of the parents except for school to school communications. When a student attains the age of 18, however, the rights previously accorded to the parents are transferred to the student. Individuals accessing school records must show proof of identification to obtain a copy of a student’s report card or transcript.

### **Procedure:**

A written request will be submitted to the Records Office at Grandview High School. A meeting with the counselor will be arranged within the next three working days. In keeping with the spirit of the Buckley Amendment, this conference will be an informal meeting to review and interpret information contained in the student’s records.

**Transcripts:**

Students may request an unofficial copy of their transcripts in the Records Office. Students must show a photo ID. Please allow up to 48 hours.

Transcripts are considered historical documents that cannot be altered without the involvement of the teacher and must reflect the high school course work attempted by each student.

Students who have entered Grandview High School from home school or any non-accredited school may receive credit towards graduation, but letter grades will not be awarded. Instead, transcripts will reflect an S or a U grade.

Home school students must complete a minimum of one full semester at Grandview during their senior year to receive a Grandview diploma.

# GRANDVIEW HIGH SCHOOL ACADEMIC INTEGRITY/HONOR CODE

Statement of Purpose: As part of the GHS philosophy of Responsible Freedoms, we believe in cultivating an environment of academic honesty. All students, faculty, administrators and parents will be held to these standards of integrity.

We expect students to take responsibility for their learning and experience the pride that accompanies academic achievement. This ensures a positive learning environment that emphasizes intellectual integrity. Plagiarism or cheating impedes a student's academic commitment and compromises the trust between teacher and student. This trust is fundamental to the learning process and mission of the school.

The Grandview High School Academic Integrity/ Honor code addresses plagiarism and cheating.

**Plagiarism** is the act of taking the language, ideas or creations of another and presenting them as one's own without proper acknowledgement. A person commits plagiarism regardless of whether the work is *stolen, purchased, or shared freely*.

**Cheating** is the giving, receiving, or using of unauthorized information to gain unfair advantage over other students. Cheating includes, but is not limited to, the following:

- Giving test information or receiving it from other students
- Looking at someone else's paper during a classroom assessment
- Talking with other students during a classroom assessment
- Allowing someone else to see or use one's work at any time during an assessment
- Using, or attempting to use unauthorized written aids during an assessment
- Using or sharing unauthorized information from electronic devices, including calculators, cellphones, and mp3 players on assessments
- Claiming sole credit for work completed with other students
- Copying work assigned to be done independently
- Allowing others to copy one's work or the work of another person
- Unauthorized alteration of scores or answers to improve one's grade or someone else's grade
- Unauthorized alteration or copying of laboratory data or reports
- Accessing, corrupting, or changing anyone else's computer work or data

## CONSEQUENCES

### Plagiarism/ Cheating

#### 1st Infraction:

- The teacher will have a conversation with both parent and student.
- The teacher will refer the student to the Dean's office for documentation.
- The Dean will have a conversation with the student and follow-up with a parent letting him or her know that the information has been entered into the student's discipline file.

#### 2nd Infraction:

- The teacher will impose an academic consequence.
- The teacher will have a conversation with both parent and student.
- The teacher will refer the student to the Dean's office for consequences.
- The Dean will ensure due process has been followed and the allegations have been confirmed.
- The Dean will assign one day of in-school suspension.

#### 3rd Infraction:

- The teacher will impose an academic consequence.
- The teacher will have a conversation with both parent and student.
- The teacher will refer the student to the Dean's office for consequences.
- The Dean will ensure due process has been followed and the allegations have been confirmed.
- The Dean will assign one day of out-of-school suspension.

### CCSD Policy JICDA:

The principal may suspend or recommend expulsion of a student who engages in one or more of the following specific activities while in school buildings, on school grounds, in school vehicles, or during a school-sponsored activity. Suspension or expulsion shall be mandatory for serious violations in a school building or on school property.

16. Scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.

## GENERAL ELIGIBILITY

To be eligible to represent your school in any interscholastic activity (i.e. competitions, field trips, and performances), you must:

1. Be considered by your Principal a representative of your school's standards of conduct and sportsmanship and be an undergraduate of your high school.
2. Be carrying a minimum of five courses (or the equivalent) and be enrolled in a total of 2 1/2 Carnegie units of credit per semester. **YOU MUST NOT BE FAILING AT THE TIME OF PARTICIPATION MORE THAN THE EQUIVALENT OF A 1/2 UNIT (CARNEGIE) OF CREDIT.** In most cases, this means that you may not be failing more than one course. **Note:** A WF (Withdrawal Failing) and an I (Incomplete) both count as failures toward eligibility.
3. Have been eligible in accordance with above # 2 at the close of the previous semester.

**NOTE:** Summer school or equivalent credit accepted by the school may be used to replace any Carnegie units or their equivalent (of the subject) or credit failed. Example: If a student failed a math class during the school year and is a 1/2 credit shy of eligibility, the student must take a math course in summer school as opposed to a physical education class. Written notification of a student regaining eligibility, through summer school, must be included with the first semester eligibility report.

## POLICY: JJI Interscholastic Athletics

### Introduction

The interscholastic program exists to encourage participants to achieve their maximum potential and to represent their school. Participants represent not only themselves but the students, faculty, and patrons of their respective schools. Participation in interscholastic athletics is a privilege subject to compliance with the rules, regulations, and standards hereinafter set forth.

The interscholastic athletic program of the Cherry Creek School District shall be considered as an extra-curricular part of the school program and shall provide equal opportunity for both sexes to participate in interscholastic athletics. This program is neither required nor part of the basic instructional program of the district.

In keeping with the above goals, the Board of Education shall seek to fund girls' sports on an equal opportunity basis with boys' sports and shall permit and encourage coeducational teams when the particular sport is determined suitable as a coeducational activity. The Board of Education shall encourage students, faculty, and the community to recognize the value of athletics in relation to the total school program.

Eligibility to participate in interscholastic athletics shall be determined with reference to the Constitution and Bylaws of the Colorado High School Activities Association (CHSAA), and the rules and regulations of the school district.

### Disciplinary Procedures and Athletic Sanctions

Students who violate the provisions of this policy and accompanying regulation shall be subject to appropriate disciplinary sanctions as outlined in the accompanying regulation, and in accordance with other school board policies, as applicable. The determination to impose sanctions related to participation in interscholastic athletics and the nature of the sanctions to be imposed shall be made by the principal or his or her designee of the student's school.

### Application of Policy

A student is subject to this policy throughout the season of the sport in which he is participating. The season begins on the first day of practice and continues through post-season competition. In addition, sanctions may be imposed for serious and substantial violations occurring at any time during the school year, on or off campus, and where deemed appropriate, while school is not in session.

### Miscellaneous

Nothing contained herein shall be deemed to prohibit a coach or sponsor from establishing and enforcing additional rules applicable to the activity, curfew hours, and other matters relating to the functioning of the team or group. It is anticipated that minor violations will be handled directly by the coach involved after conferring with the athletic director and/or the appropriate district administrator.

Nothing in this policy shall limit the authority of the school district to discipline students pursuant to the School Attendance Law of 1967 and relevant school board policy.

Recruitment of athletes from other attendance areas by any district employees or by any other student shall be prohibited. Recruitment shall constitute grounds for disciplinary action for the student and any district employee(s) involved. Parents and community members are also encouraged to refrain from recruiting solely for athletic purposes.

Adoption date: August 16, 2004

CROSS REFS.: JJ, Student Activities (Cocurricular and Extracurricular)  
JICDA, Conduct and Discipline Code  
JKD-1-E, Grounds for Suspension, Expulsion and Denial of Admission  
JICH, Alcohol and Other Drug Use by Students

**INTERSCHOLASTIC ATHLETICS  
(ATHLETIC CODE)  
POLICY: JJI-R**

Eligibility

Eligibility to participate in interscholastic athletics shall be determined with reference to the Constitution and Bylaws of the Colorado High School Activities Association (CHSAA), and the rules and regulations established by the school district.

Interscholastic Athletic Code

Article III of the Constitution and Bylaws of the CHSAA provides in part that:

1. A student shall be deemed eligible to represent a school in an inter-school activity if such student meets the following specific requirements:
  - a. The student is a bona-fide undergraduate member of the student's high school.
  - b. In the judgment of the principal, the student is representative of the school's ideals in matters of conduct, citizenship and sportsmanship.
  - c. During the period of participation, the student must be enrolled in courses which offer, in aggregate, a minimum of 2.5 Carnegie units of credit per semester and must not be failing more than the equivalent of one-half Carnegie unit of credit. Quarter credit courses must be combined at the end of the semester to determine eligibility for the succeeding semester, and will be reviewed on an ongoing basis as established by the district.
  - d. The student must have been eligible in accordance with paragraph "c" above at the close of the last prior semester of attendance. Scholastic eligibility depends upon average grades from the beginning of the semester to the close of the certification day.
  - e. A student who drops out of school after having been enrolled and in attendance 15 days will not be eligible the following semester of attendance. If a pupil attends 15 days or more during the semester, the pupil must complete the required number of credits for the whole of that semester to be eligible the next semester.
  - f. The student shall not be a member of any organization prohibited by law.

The school district has adopted the following additional rules and regulations:

1. Participants at the high school level must pass a physical examination as requested, and the examination must be consented to by the participant's parents/guardians. It is strongly recommended students at the middle school level pass a physical examination before participating in interscholastic athletic activities.
2. Participants at the high school level must maintain school athletic insurance or family insurance coverage in an amount required by the school district and certified to by the participant's parents/guardians. It is strongly recommended students at the middle school level maintain school athletic insurance or family insurance coverage before participating in interscholastic athletic activities.
3. The following activities are expressly prohibited by students participating in interscholastic athletics on or off school district premises:
  - a. Use, possession, sale, distribution or exchange of alcohol, tobacco, marijuana, or other illegal drugs, counterfeit drugs or drug paraphernalia.
  - b. Continued willful disobedience or open and persistent defiance of proper authority.
  - c. Willful destruction or defacing of school property.

- d. Behavior which is detrimental to the welfare, safety or morals of other people or of school personnel.
  - e. Conviction of any criminal offense in the municipal, county or district courts other than minor traffic violations.
4. Participants shall maintain appropriate standards of academic performance and class attendance.
  5. Participants will abide by general school and community principles of good sportsmanship and conduct.

#### Disciplinary Procedures and Athletic Sanctions

Students determined to be in violation of any of the foregoing shall be subject to appropriate disciplinary sanctions. The determination to impose sanctions related to participation in interscholastic athletics and the nature of the sanctions to be imposed shall be made by the principal or his or her designee.

The following procedures have been established with the intention that the high schools within the Cherry Creek School District will use similar procedures as suggested in the High School Interscholastic Participant Card when dealing with alleged infractions of the Athletic Code. These procedures are designed to allow some building flexibility in applying athletic sanctions, yet ensure that the spirit and the actual rules of interscholastic athletics are enforced. These procedures are adopted under policy JJI, and, in the case of conflict, the rules and regulations defined in this Athletic Code and regulation will apply.

#### Investigation of Alleged Violation(s)

Any allegation of misconduct relating to the rules in the Interscholastic Athletic Code will be investigated by coaches and athletic and/or administrative personnel immediately or as soon as possible upon receiving a complaint.

#### Notification

- a. Any student athlete alleged to be involved in misconduct relating to the rules of the Interscholastic Athletic Code will be notified as soon as possible of the allegation of misconduct. Upon receipt of the allegation, or as soon as possible thereafter, an investigation will be conducted by the coach in conjunction with athletic and administrative personnel.
- b. As part of the investigation, the student athlete will be provided an opportunity to present his side of the story. This does not include the right to secure counsel, to confront and cross-examine witnesses, or to call his own witness to verify his version of the incident. If the student denies the charge(s), he will be given an explanation of the evidence the principal or designee has received.
- c. A reasonable effort will be made to contact the parents and give them an opportunity for input.
- d. During the time of the investigation, the athletic director and/or administrator may impose restrictions on the participation of the student athlete in question.
- e. Upon conclusion of the investigation, and prior to the imposition of a disciplinary sanction, it is recommended the principal, or his or her designee, should notify the student and his or her parents/guardians of the outcome of the investigation and the sanctions which will be imposed. The principal or designee may provide an opportunity to the student and his or her parents/guardians to answer questions about the action taken. However, the principal or designee may, where he or she determines it to be appropriate and in the best interests of the school and/or the athletic activity, impose sanctions prior to or without such discussion.

#### Athletic Sanctions

Sanctions which may be imposed include, but are not limited to, one or more of the following:

1. Referral to the appropriate coach for disciplinary action.
2. Placement on probation for a number of days and/or upon such conditions as may be determined to be appropriate, including consideration of probation guidelines as provided in the High School Interscholastic Participant Card.
3. Suspension from participation in a specific number of athletic events, including consideration of the number of prohibited events as provided in the High School Interscholastic Participant Card.
4. Suspension from the athletic team for the remainder of the season.
5. Denial of the opportunity to obtain school awards in the sport in which the student was participating when the violation of rules occurred. (Athletic awards require not only participation, but also completion of the season in good standing.)
6. Suspension from athletic competition for the remainder of the school year and/or extending into succeeding school years.

#### Disposition

The principal or his or her designee, will make the final decision as to whether a violation has occurred and will determine what sanctions will be imposed. If the final decision is made by the designee, he or she must notify the building principal of the disposition. Upon disposition, the student shall be personally informed of the sanctions. Every reasonable effort will be made to notify the parent in a timely manner, either by telephone, electronic mail, or in person.

An appeal of the principal's or designee's decision regarding the imposition of an athletic sanction may be made to the District Athletic Director, who will review the decision of the principal or designee. The decision of the District Athletic Director will be final.

In the event the student receives an academic suspension or expulsion from school, such suspension will automatically result in suspension from all athletic participation for at least the duration of the suspension or expulsion period.

CROSS REFS.: See the Cherry Creek School District Athletic/Activities Handbook for additional information.

Cherry Creek School District#5 High School Interscholastic Participation Card

## ATHLETICS

Jamee Ulitzky, Athletic Director

### ATHLETIC ELIGIBILITY

All athletic teams are governed by the Colorado High School Activities Association and local school policy. Questions regarding Athletics should be directed to Jon Hoerl.

No athlete will be permitted to practice or compete on any athletic team until he/she has completed the following forms available at [www.ghs.ccsd.k12.co.us](http://www.ghs.ccsd.k12.co.us) under the athletics tab.

1. physical examination/insurance
2. transportation consent
3. eligibility information
4. emergency information
5. participant and conduct

These forms, along with a **\$90 participation fee per sport** should be returned to the Athletic Office one week prior to clearance for practice.

**NOTE:** Students will be allowed to practice but will be restricted from athletic competition unless all GHS fees and fines have been cleared prior to the first day of competition:

- Outstanding Athletic Fees/Fines
- Textbook Fees/Fines or non-returned textbooks
- Non-returned uniforms
- Any other outstanding student fees/fines incurred in prior years

### 2011-2012 ATHLETIC FEES FOR HIGH SCHOOL

- A. The \$90 athletic participation fee will be charged for each sport in which each athlete participates. There is no family maximum.
- B. The \$90 athletic fee for all participating athletes for each sport must be collected **PRIOR** to an athlete's participation in any sport.
- C. Athletes who have a financial hardship (i.e. only those athletes who are on the free and reduced lunch program) may submit requests to the individual school's athletic director for financial aid to pay the athletic fee. These requests must be verified. After reviewing each individual case, the athletic director will present several solutions.
- D. **Refund Policy** - A full refund will be made to the athlete who is cut or leaves the sport on or before the first contest.

#### 2011-2012 Last Refund Dates\*

Fall Sports	Tuesday, August 30, 2011
Winter Sports	Friday, November 25, 2011
Spring Sports	Tuesday, March 13, 2012

**\*If an athlete leaves the team after these dates, no refund will be given.**

- E. The athletic fee refund must be requested by the athlete on or before the closing date of the season that his/her sport was offered. If the athlete does not request the refund by the dates listed above, no refund will be given.

## SEASONAL SPORTS

Grandview offers a full athletic program. High school athletic competition is available in the following sports:

### FALL - BEGINS AUGUST 15, 2011

Cross Country	Football	Boys' Golf (Begins August 8, 2011)
Boys' Soccer	Boys' Tennis	Cheers/Poms
Softball	Volleyball	Field Hockey

### WINTER - BEGINS NOVEMBER 11, 2011

Boys' Basketball	Girls' Basketball
Wrestling	Girls' Swimming
Cheers/Poms	

### SPRING - BEGINS FEBRUARY 27, 2012

Baseball	Boys' Lacrosse	Girls' Lacrosse
Girls' Soccer	Girls' Track	Boys' Track
Girls' Golf	Girls' Tennis	Boys' Swimming

## CENTENNIAL LEAGUE

Grandview is a member of the Centennial League. We compete in this league in all of our sports.

# CENTENNIAL LEAGUE

## DIRECTIONS TO CENTENNIAL LEAGUE SCHOOLS

**ARAPAHOE:** From GHS, go west on Arapahoe Rd. to University Blvd. Turn left (south) on University to Dry Creek Rd. Right (west) on Dry Creek. School is on the right.

**2291 East Dry Creek Road**  
**303-347-6020**

**CHEROKEE TRAIL:** From GHS, go east on Arapahoe Rd. 3.7 miles. School is on the left.

**25901 East Arapahoe Parkway North**  
**720-886-1900**

**CHERRY CREEK:** From GHS, go west on Arapahoe Rd. to Dayton. Turn right (north) on Dayton to Belleview. Turn left (west) on Belleview to Yosemite. Turn right or north on Yosemite. School and stadium will be on the right.

**9300 East Union Avenue**  
**720-554-2461**

**EAGLECREST:** From GHS, go east on Arapahoe Rd. to Liverpool. Turn left (north) on Liverpool. Go about 1.5-2 miles and school will be on the right. (Liverpool turns into Picadilly at Smoky Hill Rd.)

**5100 South Picadilly Street**  
**720-886-1083**

**MULLEN:** From GHS, go west on Arapahoe Rd. to Parker Rd. Parker Rd. to I-225 South. I-225 South to I-25 North. I-25 North to Hampden Ave. Left (west) on Hampden to Lowell Blvd. (Lowell is between Federal and Sheridan.) Turn left (south) on Lowell Blvd. School on right.

**3501 South Lowell Blvd.**  
**303-761-1764**

**OVERLAND:** From GHS, go west on Arapahoe Rd. to Parker Rd. Parker Rd. to I-225 North. I-225 to Iliff. Left (west) on Iliff to Peoria. Right or north on Peoria for one block. School is on the right.

**12400 East Jewell Avenue**  
**720-747-3614**

**SMOKY HILL:** From GHS, go east on Arapahoe Rd. to Liverpool. Left (north) on Liverpool to Smoky Hill Rd. Left (west) on Smoky Hill Rd. to Laredo. Left (south) on Laredo. School is on the left.

**16100 East Smoky Hill Road**  
**720-886-5551**

## ATHLETIC LETTERS

Athletic letters will be awarded in accordance with the requirements set forth by the Cherry Creek School District and the Centennial League. Please contact the individual coaches for specific requirements for each sport.

## FACILITY USE

Students are only allowed in the athletic areas (gyms, weight room, pool, wrestling/dance room, training room, locker rooms) when a teacher or coach is present. Team room lockers are to be used only when a student is involved in a sport and must be cleaned out at the end of that season. Students must provide their own locks for these lockers.

## CONDUCT AT ATHLETIC EVENTS

Behavior at athletic events is very important to our reputation as a school. We expect to be known as a class act when it comes to our fans. The following guidelines should be followed at all times:

- A ticket is a privilege to observe a contest, not a license to verbally assault others.
- Show respect for the opposing players, coaches, spectators, and support groups.
- Respect the integrity and judgment of game officials.
- Recognize and show appreciation for outstanding play from either team.
- Use only cheers which support teams in a positive manner.
- Be a positive role model through your own actions and by censuring those around you whose behavior at events is inappropriate.
- Spectators whose behaviors, actions, or words are inappropriate will be removed from the contest.

## ACTIVITIES

**Diana Stordeur, Activities Director**

## CLUBS AND ACTIVITIES

Grandview provides a wide range of clubs and activities to supplement the academic program. The following clubs and activities are available to Grandview students during the 2010-2011 school year:

Activities marked with an (\*) are connected with classes offered during the school day. Other activities meet before or after school. A complete description of activities and sponsors is available in the activities office.

Academic Bowl	Freshman Class	Musical
Adopt-A-Grand Friend	German Club	National Honor Society
Adventure Club	German Honor Society	Newspaper Class
Anime Club	GLADD (Grandview Leaders Against Destructive Decisions)	Orchestra
Band	Grandview Political Union	Peer Counseling
Black Student Alliance	Guitar Club	Peer Leadership-Link Crew
Chess Club	Han-Uri Club	Pep Band
Chinese Club	Hip Hop Dance Club	Senior Class
Choral	Improv Troupe	Sign Language Club
D.A.A.G. (Diversity Awareness at Grandview)	Jazz Band	Sophomore Class
Dance	Juggling Club	Spanish Club
DECA	Junior Class	Spanish Honor Society
Diversity Group	Key Club	Speech and Debate
Environmental Action Club	KGHS Radio & Video Club	Student Government/Leadership Class
FBLA (Future Business Leaders of America)	La Raza	Technology Students Association
FCCLA (Family, Career, & Community Leaders of America)	Link Crew	Wolf Pups
Fellowship of Christian Athletes	Math Club	Yearbook
French Club	Medical Careers Club	Youth Advisory Board
French Honor Society	Model United Nations Club	Youth Ending Hunger



## Grandview Chapter of the National Honor Society

The Grandview NHS selection procedures are as follows:

On February 3, 2012 letters inviting prospective student members to apply to NHS will be mailed to sophomore and junior students who meet the Scholarship criteria - a cumulative weighted grade point average of 3.75 or higher. Student Information Forms will be available in the Activities Office for qualified students to pick up, complete and return in order to be considered for membership.

Brief (15 minute) informational/coaching sessions for interested students will be held on Monday, February 13th at 3:00 p.m. and Tuesday, February 14th at 7:00 a.m. in the Activities conference room.

Completed Student Information Forms are due by the end of the school day on March 2, 2012. The NHS Faculty Council will then meet to review completed Student Information Forms for the other three criteria:

**Service:** The voluntary contributions made by a student to the school or community, without direct financial or material compensation.

**Leadership:** Student leaders are resourceful, good problem solvers, involved in and promoters of school activities, idea contributors, dependable, and both organized and organizers. Leadership experiences to be considered can include activities that originate in school or community settings.

**Character:** The student of good character upholds principles of morality and ethics; is cooperative and responsible; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and is a good citizen.

Letters will be mailed on March 23, 2012 notifying each applicant of the NHS Faculty Council's selection decision.

### CONDUCT AT AUDITORIUM EVENTS

The members of the Grandview High School Performing Arts Department request that you respectfully support the performers in the following ways:

- Stay for the entire program
- Remain seated during the performance
- Maintain quiet during each performance
- Applaud, but do not yell or scream
- If you must leave, due to an emergency, please exit quietly and at an appropriate interval

### POSTERS AND ANNOUNCEMENTS

Posters advertising events, meeting dates and times are permitted only in the lower commons. Bulletin boards on the lower level may be used to post approved announcements. All posters must be approved by the Activities Office.

### STUDENT DISTRIBUTION OF NONCURRICULAR MATERIALS: CCSD DISTRICT POLICY JICEC

To understand Constitutional values such as the right to free speech, students must not only study such principles but also have an opportunity to put them into practice. However, there are limitations on the right of student free speech in the school setting that have been upheld by the courts because of the unique nature of the school community.

It is the goal of this policy to strike a necessary balance between a student's right of free speech and the school's responsibility to maintain an orderly school environment which respects the rights of all students on school grounds and during school-sponsored activities.

Students shall be allowed to distribute non-curricular materials on school property subject to restrictions on time, place and manner of distribution in the regulations and the prohibitions set out below and in state law.

Any written material containing expression which is obscene, libelous, slanderous or defamatory shall be prohibited. Students shall not distribute any material which advocates commission of unlawful acts or violation of Board Policy and/or regulations, which violates another person's right to privacy or which causes a material and substantial disruption of the orderly operation of the school.

Students who distribute materials in violation of this policy and/or materials which cause a material and substantial disruption or damage to a person or property in the judgment of school officials shall be subject to appropriate disciplinary action.

School equipment and supplies shall not be used for publication of such written material unless authorized as a school sponsored activity.

Legal Refs. C.R.S. 22-1-120, C.R.S. 22-32-110

Cross Refs. JICEA, JK, KHC

# STUDENT INFORMATION

## DRESS CODE

The matter of dress is individual, but some standards of dress are necessary to promote an appropriate learning environment and provide for safety. Dress that endangers the student while she/he is participating in classroom activities will not be permitted. Furthermore, please remember that for reasons of sanitation, health and safety (state law), shoes must be worn at all times.

**Dress may not be such that it creates a distraction or disturbance which interferes with the teaching/learning activity or disrupts the climate of the school. A decent coverage of the body is expected; therefore, clothing should cover the body from shoulder to mid-thigh. Chest, back, midriff, and buttocks must be covered. Clothing should cover undergarments (e.g. sports bras, bra straps, and boxers). Short shorts, strapless tops, halter tops, low cut tank tops, tops with spaghetti straps or tops with large arm-holes are not appropriate.**

Certain patterns of dress may inadvertently jeopardize the safety and welfare of all students and staff. Articles of clothing deemed too revealing, profane, or which may denote gang involvement and/or racial/ethnic/sexual intimidation are prohibited. Since our primary concern is to provide and maintain a positive climate where education can flourish, it is subject to modifications, additions, or deletions at any time during the school year. The following is a summary of the current Grandview dress code:

### NOT ALLOWED:

- Dress that exhibits or promotes controlled substances (e.g. alcohol, tobacco, and/or other drugs).
- Clothing that is revealing or profane or which denotes gang involvement or racial/ethnic/intimidation/sexual intimidation.
- Confederate flags (stars and bars).
- “Sagging” one’s pants is unacceptable if the undergarments are exposed.
- Hats that have been altered.

## CRISIS PREVENTION

As a Grandview student, you play a critical role in crisis prevention. Notify school personnel if you see unidentified visitors on campus. Remember that you can make a difference.

At the same time, always be aware of what is going on in your surroundings. If at anytime you sense that a classmate or friend is becoming dangerous to himself/herself or others, it is important that you report what you know to your parents, a teacher or the administration. Your actions of care and concern might make all the difference in someone’s life.

**CARE Line: 720-554-2273.**

## EMERGENCY RESPONSE AND CRISIS MANAGEMENT IN THE CHERRY CREEK SCHOOLS

The Cherry Creek School District has used funds from an Emergency Response and Crisis Management (ERCM) grant from the Office of Safe and Drug Free Schools to enhance our ability to provide safe and secure learning environments for all students and staff. This effort has provided improved Emergency Response and Crisis Management (ERCM) planning and includes the four phases: prevention, preparedness, response, and recovery.

Through funds provided by this grant, all leadership and school safety/crisis teams in the Cherry Creek Schools have been receiving ERCM training and have developed updated and effective emergency response plans and procedures that align with state and federal Homeland Security and the National Incident Management System. Through the last year we have improved links with our community agencies, trained key staff to provide for the emotional impact of a crisis on students and staff, and developed sustainable training materials and crisis response kits for schools.

## ADVANCE NOTICE OF ABSENCE

If a student knows in advance that he/she will miss a class because of a parent/guardian request such as a doctor’s or dentist’s appointment, etc., the parent should call or send a note with his/her student indicating dates and time of absence. Work should be ready upon the student’s return to school.

## ATTENDANCE PROCEDURES

### Attendance Phone Numbers: 720-886-6510

For the protection of students and the accurate monitoring of attendance, please follow the procedures below.

1. Call the Attendance Office **prior to 2:00 p.m. on the day of the absence.** When calling, please leave:
  - a. Student's name, spelling the last name
  - b. Reason for absence
  - c. Grade
  - d. Phone number where you can be reached. Please inform us of changes in home or work phone numbers.
2. **If your student needs to be dismissed early from class, have them bring a signed note to the Attendance Office prior to the start of the school day. This will help to reduce disruptions into the classroom.** Students who leave campus without following the above procedure may not be marked "excused".
3. In the event that a student becomes ill at school and needs to go home, he or she must either:
  - Report to the clinic. The nurse will phone a parent/guardian and obtain permission.
  - Have a parent/guardian call and give permission to the main office at the time the student is leaving.
4. Absences that are not excused within 48 hours will require Dean's approval for changing absence to "excused."
5. In the event of a situation in which the student is supervised temporarily by an adult other than the parents, the parent should notify the attendance office in writing, providing the name, address and phone number of the supervising adult.

Our computerized parent notification system will call your home during the evening to inform you of unexcused absences. A call to the Attendance Office to excuse the absence on the day of the absence (**before 2:00 p.m.**) will prevent the computer from calling you. We appreciate your help in following these procedures. If you have any questions, feel free to call the Attendance Office or your student's Dean.

### STUDENT ABSENCES AND EXCUSES *File: JH* CCSD BOARD POLICY

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for 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 state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training and if, of compulsory attendance age, attends school.

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving school. For at least these reasons, the Board believes that a student must satisfy two basic requirements in order to earn full class credit: (1) satisfy all academic requirements and (2) exhibit good attendance habits as stated in this policy.

All students in grades kindergarten through 12 are expected to attend school for the academic year unless they fulfill all requirements for graduation at an earlier date.

#### Excused absences

The following shall be considered excused absences:

1. A student who is temporarily ill or injured, or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. A student who is absent in observance of an established religious holiday.
6. A student whose absence is approved by the building principal at the request of the parent or guardian.

7. A student who is suspended or expelled.

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

If a student in an out-of-home placement (as that term is defined by C.R.S. 22-32-138(1)(e)), is absent due to court appearances and participation in court-ordered activities, such absences shall be excused. The student's assigned social worker shall verify the student's absence was for a court appearance or court-ordered activity.

#### Unexcused absences

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions.

Continued unexcused absences and/or repeated tardiness may be considered cause for disciplinary action. In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while unexcused. Penalties may include a warning, school detention or in-school suspension. Academic penalties, out of school suspensions and expulsions shall not be imposed for any unexcused absence. The administration shall develop procedures to implement appropriate penalties, and may consider the correlation between course failure, truancy and a student dropping out of school in developing procedures, and may implement relevant strategies to re-engage students with a high number of unexcused absences.

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

When a student returns to school after a period of absence, a note signed by one of his parents should be sent which indicates that the student was absent with their permission. The note must contain the parent's full name, the date and the number of days the student was absent. In schools where personal calls are made to check on absences, the note may not be required.

A "dropout" is a person who leaves school for any reason before completion of a high school diploma, or its equivalent, and who does not transfer to another public or private school or enroll in a home-based education program (home school) pursuant to Colorado statute, and as evidenced by "adequate documentation" described in the Colorado Code of Regulations, 1 CCR 2.01(1). The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 10 days in a calendar or school year.

#### Make-up work

In an effort to re-engage the student in school and in his/her learning, make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator or unless the absence is due to the student's expulsion from school. It is the responsibility of the student to pick up any make-up assignments permitted on the day he returns to class. The building administration will determine timelines for completion of any make-up work and will notify the student accordingly.

Unless otherwise permitted by the building administrator, make-up work shall not be provided during a student's expulsion. Rather, the district shall offer alternative education services to the expelled student in accordance with state law. The district shall determine the amount of credit the expelled student will receive for work completed during any alternative education program

#### Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate penalties may be imposed for excessive tardiness. Parents/guardians shall be notified of all penalties regarding tardiness.

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter the next class. Teachers shall honor passes presented in accordance with this policy. The provisions of this policy shall be applicable to all students in the district, including those above and below the age for compulsory attendance as required by law.

Revised: April 12, 2010

Adopted: November 10, 2008

LEGAL REFS.: C.R.S. 22 32 109 (1)(n),(w)(length of school year, instruction & contact time)  
C.R.S. 22-14-101, et. seq. (dropout prevention and student re-engagement)  
C.R.S. 22 33 101 et seq. (School Attendance Law of 1963)  
C.R.S. 22-32-109.1 (2)(a)(conduct and discipline code)  
C.R.S. 22-32-105(3)(d)(III)(opportunity to make up work during suspension)  
C.R.S. 22-32-138(6)(excused absence requirement for students in out-of-home placements)  
C.R.S. 22-32-109(1)(n)(length of school year, instruction & contact time)

C.R.S. 22-33-203 (educational alternatives for expelled students and determination of credit)  
1 CCR 301-67, Rule 2.01(7) (definition of “dropout”)  
1 CCR 301-78 Rules 1.00 et. seq. (standardized calculation for counting student attendance and truancy)

CROSS REFS.: JK, Student Discipline  
JKD, Suspension/Expulsion of Students  
JLIB, Student Dismissal Precautions  
JF, Admission and Denial of Admission  
JF-R, Admission and Denial of Admission  
JHB, Unexcused Absences/Truancy  
JFC, Student Withdrawal from School/Dropouts

Note: The law requires the local board of education to designate an attendance officer for the district to enforce the provisions of the compulsory attendance law, counsel students and parents, investigate the causes of nonattendance, and report his findings to the board.

### **UNEXCUSED ABSENCES/TRUANCY (JHB)**

If a student is absent without a signed parental/guardian excuse or if the student leaves school or class without permission of the teacher or administrator in charge, the student shall be considered truant. Determination of an absence as excused or unexcused will be based upon the criteria stated in School Board Policy JH. A "habitual truant" shall be defined as a student of compulsory attendance age who has four total days of unexcused absences from school in any one month or ten total days of unexcused absences during any school year. The determination of a “habitually truant” status for a student is calculated using the sum of unexcused absences converted to days and fractions of days. Said absences are cumulative, need not be consecutive, nor confined to one class. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences for purposes of defining a student as an “habitual truant.”

A plan shall be developed for a student who is declared habitually truant with the goal of assisting the child to remain in school. When possible, the child's parent, guardian or legal custodian will be expected to participate with district personnel during the development of the plan unless extenuating circumstances prevent their participation. Appropriate school personnel shall make all reasonable efforts to meet with the parent, guardian or legal custodian to review and evaluate the reasons for the child's truancy.

In order to reduce the incidents of truancy, parents of all students shall be notified in writing at the beginning of each school year of their obligation to insure that all children of compulsory attendance age attend school. Parents/guardians shall be required to acknowledge in writing awareness of their obligations and to furnish the school with a telephone number or other means of contacting them during the school day.

The school shall establish a system of monitoring individual excused and unexcused absences. When a student fails to report on a regularly scheduled school day and school personnel have received no indication that the parent/guardian is aware of the absence, school personnel or volunteers under the direction of school personnel shall make a reasonable effort to notify the parent/guardian by telephone.

The school will attempt to determine the reason for a student's unexcused absence, taking timely and appropriate corrective and/or disciplinary action relevant to the cause of the student's absenteeism.

In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while truant. Penalties may include a warning, school detention, in-school suspension, or other alternative to suspension. Academic penalties, out-of-school suspensions or expulsion shall not be imposed for any truancy.

Proposed: April 12, 2010  
Adopted: December 10, 2007

LEGAL REFS.: C.R.S. 22-14-101, et. seq. (dropout prevention and student re-engagement)  
C.R.S. 22-33-204 (compulsory school attendance)  
C.R.S. 22-33-105 (suspension, expulsion and denial of admission)  
C.R.S. 22-33-107 (enforcement of compulsory school attendance)  
1 CCR 301-67, Rule 2.01(7) (definition of “dropout” student)  
1 CCR 301-78 Rules 1.00 et. seq. (standardized calculation for counting student attendance and truancy)

CROSS REFS.: IHBG, Home Schooling  
JEA, Compulsory Attendance Ages  
JH, Student Absences and Excuses

## **HEALTH SERVICES**

## ILLNESS DURING SCHOOL HOURS

A registered nurse is on duty during the school day. Services relating to general health problems, acute illnesses, and emergency first aid are available to all students and employees.

Students who become ill during the school day should report to the nurse. The nurse will evaluate the nature of the problem and assist in contacting parents/guardians for transportation home. Only those people parents have designated may take a student home from school. Please add reliable people to the Student Emergency Card. **It is a District Policy that a sick student can not be transported by another student, unless the student is a sibling.** The nurse will also notify the Attendance Office to excuse classes missed. **If students do not follow this procedure and go home due to illness, their absence will be considered unexcused.**

## MEDICATION:

**High School students have the privilege of administering their own medication, or they may choose to have parents fill out permission forms for the nurse to administer to them.**

- 1. Students carrying their own medication may bring a one (1) day supply with them each day.** Medications must be carried in the original packaging that identifies the contents, dose, and frequency it may be taken. This allows students to carry medication to treat headaches, cold symptoms, cramps, and/or allergies with them each day, so when symptoms arise, they can get relief. **Prescription medication** may also be carried by students. **Homeopathic medications** may only be carried with prior approval since the District prefers that they be given outside of school hours. Under No Circumstances should students share their medications with other students. They will be subject to disciplinary action if they do so.
- 2. Clinic administration of medication provides for accountability that regular doses are received or allow the students who regularly use medication to store it at school so it is always available.** A permission form must be completed and signed by the parent (and physician if prescription is required) before the school nurse may administer medication to a student. No stock medication is available. All medication must be brought from home in its original labeled container from purchase. Prescription medication should be counted at home and the nurse notified that it is coming to school with the student. It will be counted upon entering the clinic so quantity can be accounted for. At the end of the school year, the unused prescription medications will be returned home.

## HOMEOPATHIC MEDICATIONS:

Homeopathic medications are treated as a prescription medication, requiring a physician's authorization, as well as permission from the Cherry Creek Medical Advisory Board, to be administered by the school nurse. Due to the fact that these are unregulated substances, and can be taken outside of school hours, homeopathic medications are not permitted to be carried by students.

## MEDICAL EMERGENCIES

In the event of a medical emergency, parental instructions indicated on the emergency card will be followed. If the emergency card is not turned in or no one on the emergency card can be contacted, all decisions as to treatment, destination, hospitals, etc. will be made by the attending paramedics. **It is VERY IMPORTANT, therefore, to turn in a completed emergency card with a correct telephone number.**

## COUNSELING AND GUIDANCE SERVICES

Students are assigned alphabetically (by last name) and grade level to the counselors at Grandview High School. Contact the Counseling Office at 720-886-6613 or 720-886-6610.

### Counseling Services Available For Grandview Students Include:

Academic Planning  
Academic Problem Solving  
Advanced Placement Courses  
Alternative Schools  
Auditing a Course  
"Beyond 10" Meetings  
Career Information  
Child Abuse  
College Entrance Tests  
College Information  
Date Rape  
Early Graduation  
Educational Planning

Executive Internship  
G.E.D.  
Graduation Credits  
Independent Study  
Military Careers  
N.C.A.A. Eligibility  
"Passages" Meetings  
Pass/Fail Grades  
Peer Counseling  
Personal Issues and Concerns  
Post-High School Plans  
Post Secondary Option Program  
Progress Reports

P.S.A.T.  
Sexual Harassment  
Sexuality Issues  
Special Education  
Student Assistants  
Summer School  
Suicide Prevention and Awareness  
Withdrawal From Courses  
Withdrawal From Grandview  
Work Study  
Vocational Programs  
504 Plan

# LIBRARY AND TECHNOLOGY SERVICES

**The Grandview Library**  
Hours: 6:45 A.M. - 3:15 P.M.

The Library team works hard to maintain a pleasant, attractive, and organized Library with an environment conducive to learning. Students are expected to work quietly, to cooperate with the staff members, and to refrain from bringing food or drink into the Library.

Students will find a variety of resources available to meet academic, social, and personal needs. The Library staff is available for assistance in locating information and answering questions. Student suggestions for improvement and requests for materials are welcomed. The staff will make every effort to provide for those requests.

**Please remember student ID cards must be presented for all transactions. No check-outs are allowed if a student's ID card is blocked due to an overdue item.**

The Library provides the following resources and services:

- quiet places to do homework
- silent reading area
- group rooms for study
- daily newspapers
- current magazines
- computers and other technological resources
- advice on a good book
- help to locate the best historical, biographical, and critical sources.

## Technology At Grandview

Technology at Grandview High School is available to staff and students in several forms. Grandview has an instructional focus, an integrated focus, and a productivity focus. The instructional focus at GHS offers students the opportunity to choose from a menu of courses for credit toward graduation and college preparation including C++, Internet and the Web, Technology Education, and Computer-Aided Drafting.

The Integrated Technology focus at GHS provides teachers the opportunity to design and implement lessons that are supported with appropriate technology resources including word processing, multimedia, video, and the Internet. Students have the opportunity to use these resources to increase their skills and enhance their assignments and projects.

Grandview High School provides both students and teachers with access to technology to increase their productivity. Computers and other technology resources are available for use during unscheduled periods in the Library, department resource centers, and open computer labs.

Students who wish to take advantage of the opportunities at Grandview must agree to abide by the school and district policies for electronic resources and equipment use. Students using technology in walk-in computer labs, resource centers or the Library must sign in and present a valid student ID that shows training and parental permission before they will be allowed access to the equipment and/or the Internet.

## Grandview High School Equipment Use Policy

Grandview High School students have the ability to use a variety of resources, including computers, for their academic assignments. Students may use these resources under the following guidelines:

1. Students must have the permission and supervision of a staff member during use of equipment and resources.
2. All resources must be used in compliance of copyright laws.
3. Students are not allowed to access personal email accounts at school.
4. Students are not allowed to play computer games at school.

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 law 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, unless otherwise stated, allow the use of software only by the staff and students of the licensed school within that facility. Use of licensed software does not extend to persons or places beyond the school site. Students, faculty, or staff may not use programs 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 exist to ensure that the computers and systems are functional to all users. User responsibility is the only ultimate safeguard against misuse. However, when misuse is discovered, disciplinary measures will be taken against the misusers. Misuse includes, but is not limited to:

- accessing or attempting to access computer files, computer systems, or networks without authorization, using unauthorized passwords, subverting or attempting to subvert the restrictions associated with the District's or the school's computer systems
- damaging, modifying, altering, destroying, or copying files
- modifying or attempting to modify computer resources
- crashing or attempting to crash the system
- intentionally abusing and/or damaging 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 non-standard means to perform a standard function
- use of illegally copied software and/or loading software to a computer without permission
- copying, renaming, changing, examining, or deleting files belonging to someone else without the owner's permission
- tampering with computers, network devices, peripherals, or any other associated equipment
- copying or accessing the file of another user for the purpose of copying the contents and representing the contents as his/her own work. (This is interpreted as plagiarism.)
- downloading software from the Internet or other resources onto school machines.

Abusers of computing privilege will be subject to disciplinary action by the school 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 or services lost through abuse or misuse. The school reserves the right to examine all computer disks and files.

## **GRANDVIEW HIGH SCHOOL ELECTRONIC RESOURCES POLICY**

Grandview High School supports and enforces the Cherry Creek School District Networked Resources Policies. Students have the ability to use electronic resources to gather information for their academic projects and assignments. Before students may use the Internet, they need to have the following:

- a completed user agreement signed by both the student and a parent/guardian,
- training in appropriate and ethical use, and
- permission and supervision of a staff member during use of electronic resources.
- Students must present an Internet Validated I.D. card.

Failure to comply with the Acceptable Use Agreement, shown on page 29, may result in disciplinary action and/or loss of use.

## **For your reference:**

**This page is a copy of the agreement that students turn in to the Grandview Technology Coordinator.**

### **Cherry Creek School District NETWORKED RESOURCES ACCEPTABLE USE AGREEMENT (EHC-E) Consent Form for Users/Parents/Guardians**

#### ***General Information***

Access to electronic networked resources is now available to students and staff through the use of the Cherry Creek School District Network (CCSD Net). CCSD Net is a Wide Area Network that connects all Cherry Creek Schools and provides access to electronic networked resources including the Internet. The Internet is an electronic highway connecting thousands of computers and millions of individual users all over the world and is coordinated through a complex association of government agencies and networks. Access to CCSD Net offers a vast array of educational resources to both students and staff. Our goal in providing this service is to promote educational excellence and student achievement in our schools by facilitating resource sharing, innovation and communication.

The smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. Basic guidelines are provided here so that you are aware of the responsibilities you are about to assume. If a user violates any of these provisions, his/her account will be terminated and future access may be denied. Possible disciplinary action may also result. If possible criminal activity is discovered, the proper authorities will be notified. Disciplinary action for students will be in accordance with existing discipline policies and may include suspension and/or expulsion.

#### ***User Guidelines***

1. Use of CCSD Net must be in support of the educational objectives of the Cherry Creek School District. Transmission of any material in violation of any federal or state law or regulation is prohibited. Use for commercial activities is prohibited unless prior written consent from the Cherry Creek School District has been granted.
2. Cherry Creek School District does not represent or warrant that the functions of the system will meet any specific requirements or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data and information) sustained or incurred in connection with the use, operation or inability to use the system.
3. It is acknowledged that not all student access to the Internet can or will be supervised, however any action by a user that is determined by Cherry Creek School District to constitute an inappropriate use of CCSD Net or to improperly restrict or inhibit other members from using CCSD Net is strictly prohibited and may result in termination of privileges and/or disciplinary action. The user specifically agrees not to access, submit, publish, display or print over CCSD Net any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material. The user further agrees to use CCSD Net in accordance with all copyright laws. Copying, saving or redistributing copyrighted material is not allowed and users should assume material is copyrighted unless explicitly noted.
4. Cherry Creek School District does not and can not control Internet content or access thereto, some of which may be deemed offensive by some, therefore the school district shall not be responsible for any material or information accessed on the Internet by any user and shall not be responsible for the impact or effect of the information on the user. Use of any information obtained via CCSD Net is at your own risk. Cherry Creek School District specifically denies any responsibility for the accuracy or quality of information obtained through CCSD Net, and it exercises no control whatsoever over the content of the information residing on or passing through the system. Products or services may not be purchased through CCSD Net. Files stored on district servers, electronic mail and use of CCSD Net are not private, and may be subject to inspection and/or monitoring.
5. Vandalism shall result in cancellation of privileges. Vandalism includes any malicious attempt to harm, destroy or alter data on CCSD Net. Any attempt to access restricted data will result in termination of privileges and/or disciplinary action. CCSD Net administrators reserve the right to monitor any and all activity on the system.

I/We hereby agree to comply with the foregoing terms and conditions and if a parent or guardian, hereby consent to my child's or ward's use of CCSD Net.

# NETWORKED ELECTRONIC INFORMATION RESOURCES (EHC)

The Board recognizes that telecommunications and other new technologies, including the Internet, a global computer network referred to as the World Wide Web, are dramatically increasing the ways information may be accessed and communicated by members of society. The access to electronic information has great potential for altering instruction and enhancing student achievement. Moreover, electronic research skills now seem to be fundamental preparation for citizens and future employees in the age of information and communication and should be used in the educational environment as a learning resource to educate and to inform.

Telecommunications, electronic information sources, and networked services significantly alter the learning environment by opening classrooms to a broad array of current world-wide information resources. The Board supports student and staff access to these rich information resources along with the development of appropriate skills to apply such resources.

The Board believes the educational opportunities inherent in these tools far outweigh the possibility that users may procure material not consistent with the educational goals of the district. However, the Internet and electronic communications are fluid environments in which users may access materials and information from many sources. Staff members, students, and other authorized users, which may include but not be limited to, volunteers, or vendors, shall take responsibility for their own use of district computers and computer systems to avoid contact with material or information that violates this policy.

The Board expects that staff will blend thoughtful use of such information throughout the curriculum, target the information to the curriculum, and provide guidance and instruction to students in the appropriate use of such resources. Staff will consult Board Policies IMB/IMB R, addressing the teaching of controversial issues, the guidelines for selecting instructional materials contained in Board Policies IJ/IJK, and will honor the goals contained therein.

In order to match electronic resources as closely as possible to the approved district curriculum, district staff will, as much as possible, review and evaluate resources in order to offer materials which comply with Board guidelines listed in Board Policies IJ and IJK governing the selection of instructional materials. Access to the District's networked electronic information resources will be designed in ways which point students to those sources which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others which have not been evaluated by staff, they shall be provided with guidance in the appropriate selection and use of information. In this manner, staff will provide clear direction for students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the district curriculum.

Students may be granted access to the District's computers and networked electronic resources only after signing the Cherry Creek School District Networked Resources Acceptable Use Agreement. The agreement contains acceptable use policies outlining standards for behavior and communication which for students who are minors (persons under 18 years of age) includes parental permission to use the networked electronic resources. Students may pursue electronic research independent of staff supervision only if they have been granted parental permission.

It is recommended that students, staff members and other authorized users receive instruction appropriate to the resources being accessed prior to using the District's computers and networked electronic information resources. This may include, but is not limited to, training in technical skills required to use the network and education in ethical uses of networked electronic resources.

Use of District computers and the CCSD Net must be consistent with the educational objectives of the Cherry Creek School District. Transmission of any material in violation of any federal or state law or regulation is prohibited.

The following guidelines shall apply to all use of the District's computers and networked electronic information resources (CCSD Net):

## Blocking or filtering obscene, pornographic and harmful information

To protect students from material and information that is obscene, pornographic or otherwise harmful to minors, as defined by the Board, software that blocks or filters such material and information has been installed on all District computers having Internet or electronic communications access. However, none of these systems are foolproof and do not guarantee protection against users accessing inappropriate materials.

Cherry Creek School District does not and cannot control Internet content or access thereto, some of which may be deemed offensive by some; therefore, the school district shall not be responsible for any material or information accessed on the Internet by any user and shall not be responsible for the impact or effect of the information on the user. Use of any information obtained via District computers or the CCSD Net is at the user's own risk.

Cherry Creek School District specifically denies any responsibility for the accuracy or quality of information obtained through District computers or the CCSD Net, and it exercises no control whatsoever over the content of the information residing on or passing through the system. Personal products and services not related to school district business should not be purchased through the system.

Any financial obligations arising from unauthorized use of the system for the purchase of products or services are the responsibility of the user. Files stored on district servers, electronic mail and use of District computers and the CCSD Net are not private, and may be subject to inspection and/or monitoring.

### No expectation of privacy

District computers and the CCSD Net are owned by the district and are intended for educational purposes and district business at all times. Staff members, students and other authorized users shall have no expectation of privacy when using the Internet or electronic communications. The District reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of District computers and CCSD Net computer systems, including, but not limited to, all Internet and electronic communications access and transmission/receipt of materials and information.

All material and information accessed/received through District computers and the CCSD Net computer systems shall remain the property of the school district. Users should not expect that files which are stored on District servers or on devices attached to District computers, or other information that is accessed via the CCSD Net, including electronic mail, will be private.

### Public Records

Electronic communications sent and received by District employees may be considered a public record subject to public disclosure or inspection under the Colorado Open Records Act. All employee electronic communications shall be monitored in accordance with relevant state and federal laws and applicable school board policy to ensure that all public electronic communication records are retained, released, archived and destroyed in accordance with applicable statutory and policy requirements.

### Unauthorized and unacceptable uses

Staff members, students and other authorized users shall use district computers and computer systems in a responsible, efficient, ethical and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of District computers and the CCSD Net cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following.

No District employee, student or other authorized user shall access, create, transmit, retransmit or forward material or information or software:

- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- that is not related to District education objectives
- that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons with regard to race, color, sex, religion, national origin, age, marital status, disability or handicap
- for personal profit, financial gain, advertising, commercial transaction or political purposes
- that plagiarizes the work of another without express consent
- that uses inappropriate or profane language likely to be offensive to others in the school community
- that is knowingly false or could be construed as intending to purposely damage another person's reputation
- in violation of any federal or state law, including but not limited to copyrighted material and material protected by trade secret
- that contains personal information about themselves or others protected by confidentiality laws
- that allows an employee to impersonate another or transmit through an anonymous remailer without express authority from the administration and that is related to a legitimate job duty or educational purpose
- that runs port scans, network scans, network monitors, or uses any scanning tool or program on the CCSD Net or from the CCSD Net, unless there is prior approval from the systems administrator and is related to a legitimate job duty or educational purpose
- that utilizes keyloggers, password-cracking programs, hacking software, or to engage in file-sharing of any kind unless such file-sharing is authorized as part of legitimate job-related duties or educational purpose. For purposes of this policy, "hacking" is defined as "to gain access to a computer, computer file or network, illegally or without authorization; or to view, alter, steal, damage or destroy computer data without authorization."
- that accesses fee services without specific permission from the system administrator Security

Security on district computer systems is a high priority. Staff members, students or other authorized users who identify a security problem while using the Internet, the CCSD Net or other electronic communication, must immediately notify a building administrator, or designee. Staff members and students should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited.

Staff members and students shall not:

- use or attempt to use another person's password or any other identifier without appropriate, express consent as determined by the district
- gain or attempt to gain unauthorized access to district computers or computer systems, computer data or files
- read, alter, delete or copy or attempt to do so, electronic communications of other system users without express consent, or in a manner that is deemed to be inappropriate as determined by the district

Any staff member, student or other authorized user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet and electronic communications.

#### Electronic Communications for a Public Audience

The use of District electronic resources is limited to educational and school business. Personal blogs, wikis, podcasts or other electronic communications or online discussions that do not pertain to educational or school district business should not be accessed through or from District electronic resources.

Electronic communication for a public audience and forms of online discussion including, but not limited to, blogs, wikis, bulletin boards, podcasts, chatrooms, listservs, or other electronic mailing lists being used in the furtherance of school district business or educational programming are considered to be an extension of the classroom and/or District operations, and are subject to all applicable school board policies and regulations.

Staff members who use the above-referenced forms of electronic communications for educational purposes in their classrooms are to comply with the following:

1. Ensure there is a signed parent/guardian permission form for each student to use these forms of electronic communications on the World Wide Web.
2. Instruct students on safety issues and appropriate use of these types of electronic communications.
3. Monitor and review the content of these communications on a regular basis to ensure that applicable school board policies are being followed.

#### Supervision

It is acknowledged that not all staff and student access to the Internet can or will be supervised; however, any action by a user that is determined by the Cherry Creek School District to constitute an inappropriate use of the district computers or the CCSD Net or to improperly restrict or inhibit other members from using district computers or the CCSD Net is strictly prohibited and may result in termination of privileges and/or disciplinary action. Disciplinary action for students will be in accordance with existing discipline policies and may include suspension and/or expulsion. Appropriate legal authorities will be contacted if there is any suspicion of illegal activity by a user. Users must specifically agree not to access, submit, publish or display over the district computers or the CCSD Net any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. Users must further agree to use district computers and/or the CCSD Net in accordance with all copyright laws. Copying, saving or redistributing copyrighted material is not allowed and users should assume material is copyrighted unless explicitly noted.

#### Confidentiality

Users of district computers and the CCSD Net shall only access, receive, transmit or retransmit material regarding confidential student, parent/guardian or district employee information in accordance with applicable state and federal confidentiality laws and school board policy. If material is not legally protected, but is of a confidential or sensitive nature, great care shall be taken to ensure that only those with a "need to know" are allowed access to the material.

Disclosure of confidential student records, including disclosure via electronic mail or other telecommunication systems, is governed by the Family Education Rights and Privacy Act (FERPA). Therefore, the sharing of student records or other confidential information with persons or agencies outside the school district via email is prohibited without prior written consent of the student's parent/guardian, unless disclosure is under an exception to FERPA identified in school board policy JRC, Student Records/Release of Information on Students and its accompanying regulation, JRC-R. Student records and other confidential information may be shared with other district staff members via email as long as the staff member with whom the records are shared has a legitimate educational interest in the student and the records are shared for a legitimate educational purpose.

Any student records maintained on district technology, including on the electronic mail system or in any other electronic format are part of the student's record and, as such, are available for parent/guardian review and must be maintained in accordance with FERPA requirements. It is imperative that staff members who share confidential student information via electronic communications understand the correct use of the technology, so that confidential records are not inadvertently sent or forwarded to the wrong party. Staff members who use email to disclose student records or other confidential student information in a manner inconsistent with FERPA requirements may be subject to disciplinary action.

## Vandalism

Vandalism will result in cancellation of privileges and may result in school disciplinary action and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or district-owned software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software. The district reserves the right to monitor all activity on the system.

## Unauthorized software

Staff members and students are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed to the software owner. Staff members, students or other authorized users may not load software on a district computer that is not owned or authorized for use by the school district.

## Privilege of use

Staff and student use of the district computers and the CCSD Net, including but not limited to, use of the Internet and email communications, demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Staff and student use of the Internet and electronic communications is a privilege, not a right. Failure to follow the use procedures contained in this policy will result in the loss of the privilege to use these tools and may result in school disciplinary action and/or legal action. The school district may deny, revoke or suspend access to district technology or close accounts at any time.

Access to district computers and the CCSD Net enables students to explore thousands of libraries, databases, and electronic information resources. The Internet also provides students the opportunity to exchange messages and collaborate with people throughout the world. The Board believes that the benefits to students far exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. To that end, the Cherry Creek School district supports and respects each family's right to decide whether or not to grant their student independent access to networked electronic resources.

## School district makes no warranties

The Cherry Creek School District makes no warranties of any kind, whether expressed or implied, related to the use of district computers and computer systems, including access to the Internet and electronic communications services, or that such access and services will be error free or uninterrupted. Providing access to these services does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or quality of information received. The school district shall not be responsible for any damages, losses or costs a staff member suffers in the use, operation, or inability to use district computers, or the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the user's own risk.

## Electronic mail

Electronic mail is an electronic message sent from one user to another via the network. District system administrators will not normally inspect the contents of electronic mail sent by network users. However, Cherry Creek School District reserves the right to review and monitor all activity on the network to maintain system integrity and ensure that users are accessing the system responsibly. Users should not expect that files stored on district servers, including electronic mail, will be private.

The Board authorizes the Superintendent or his or her designee to prepare appropriate procedures for implementing this policy and for reviewing and evaluating its effect on instruction and student achievement.

Proposed: June 9, 1997  
Adopted: August 11, 1997  
Revised: August 11, 2008

LEGAL REFS.: 47 U.S.C. 254(h) (Children's Internet Protection Act of 2000)  
47 U.S.C. 231 (Child Online Protection Act of 1998)  
20 U.S.C. 6801 et. seq. (Elementary and Secondary Education Act)  
C.R.S. 24-72-204.5 (monitoring electronic communications)

CROSS REFS.: EGA, Electronic Mail  
EGAD, Copyright/Royalties  
EHCA, Web and Internet Publishing  
JS, Student Use of the Internet and Electronic Communications  
JRC, Student Records/Release of Information on Students

## STUDENT USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS (JS)

The Internet, a global computer network referred to as the World Wide Web, and electronic communications (including but not limited to e-mail, chat rooms, file-sharing and other forms of electronic communication) have vast potential to support curriculum and student learning. The Board of Education believes these resources should be used in schools as a learning resource to educate and to inform.

Use of the Internet and electronic communications require students to think critically, analyze information, write clearly, use problem-solving skills, and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

The Board believes the educational opportunities inherent in these tools far outweigh the possibility that users may procure material not consistent with the educational goals of the district. However, the Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. Students shall take responsibility for their own use of district computers and computer systems to avoid contact with material or information that may be harmful to minors. The Board acknowledges that while it is impossible to predict with certainty what information students might locate or come into contact with, it desires to take all reasonable steps to protect students from accessing material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board.

### Blocking or filtering obscene, pornographic and harmful information

Software that blocks or filters material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board, shall be installed on all district computers having Internet or electronic communications access. Students shall not bypass or attempt to bypass district filters in their use of district computers or the CCSD Net, nor engage in any actions that allow Internet access to not go through district filters. Students shall report anyone in violation of this policy to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member.

### No expectation of privacy

District computers and computer systems are owned by the district and are intended for educational purposes at all times. Students shall have no expectation of privacy when using the Internet or electronic communications. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through district computers and computer systems shall remain the property of the school district.

### Unauthorized and unacceptable uses

Students shall use district computers and computer systems in a responsible, efficient, ethical, and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of district computers and computer systems cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following:

No student shall access, create, transmit, retransmit or forward material or information or software:

- That is not related to district education objectives
- That promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- That contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion
- That harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the district's nondiscrimination policies
- For personal profit, financial gain, advertising, commercial transaction or political purposes
- That plagiarizes the work of another without express consent
- That uses inappropriate or profane language likely to be offensive to others in the school community
- That is knowingly false or could be construed as intending to purposely damage another person's reputation
- That is in violation of any federal or state law, including but not limited to copyrighted material and material protected by trade secret
- That impersonates another or transmits through an anonymous remailer
- That accesses fee services without specific permission from the system administrator
- That accesses another individual's Internet or electronic communications account without written permission from that individual
- That runs port scans, network scans, network monitoring, keyloggers, password-cracking programs, hacking software or unauthorized file-sharing. Hacking is defined as "to gain access to a computer, computer file or network illegally or without authorization; or to view, alter, steal, damage or destroy computer data without authorization"
- That is in violation of school board policy

## Security

Security on district computer systems is a high priority. Students who identify a security problem while using the Internet or electronic communications must immediately notify a system administrator. Students should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited.

Students shall not:

- Use another person's password or any other identifier
- Gain or attempt to gain unauthorized access to district computers or computer systems
- Read, alter, delete or copy or attempt to do so, electronic communications of other system users

Any user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet and electronic communications.

## Personal Electronic Communication Devices

Personal electronic communication devices include but are not limited to, personal digital assistants, cell phones, digital media players, ipods, zunes, MP3 players, portable CD or DVD players or any other personal technology device that may be stand-alone or may use wireless communications between users across some form of telecommunications network.

Use of these devices in the school setting may be approved on a limited basis. Students are to use these devices in a responsible, efficient, ethical and legal manner. The administration reserves the right to determine if a student's use of personal electronic communication devices is inappropriate and/or disrupts the learning environment and may take appropriate disciplinary action, including but not limited to, confiscation of the device, which will be returned to the student and/or parent(s)/guardian(s) in accordance with established building guidelines.

Inappropriate use of personal electronic communication devices includes, but is not limited to the following:

- Using such devices to engage in scholastic dishonesty
- Using such devices to download, take, send or view inappropriate video, pictures, audio or text
- Using such devices to save personal or non-school related files to a district-owned computer
- Using such devices for any form of "cyber-bullying" such as sending threatening text-messages or email, or other unwanted or unsolicited electronic communications or other communications that otherwise cause a disruption to the learning environment.
- Using such devices in violation of any school board policy

## Use of Personal Computers

Students may not connect their own personal computers to the CCSD Network at any time or through any means, including wireless or telecommunications, without express approval from the building administrator or his/her designee, including the authorized technology staff member at the site. The authorized technology staff member will be responsible for verifying that the personal computers being connected to the CCSD Net are appropriate for that purpose and will not harm the district's systems.

Students shall have no expectation of privacy once they have been authorized to connect to the district's electronic network.

The school district is not responsible for any loss or damage to the student's computer while it is connected to the CCSD Net, including but not limited to losses or damage caused by hardware failure, data loss or the incurring of a virus.

## Use of Electronic Communications for a Public Audience

The use of district computers is limited to educational and school business. Personal blogs, wikis, podcasts or other electronic communications or online discussions that do not pertain to school or district educational assignments or educational programming should not be accessed from district computers or through the district's electronic networked resources.

Electronic communications for a public audience and forms of online discussion including, but not limited to, blogs, wikis, bulletin boards, podcasts, chatrooms, listservs, or other electronic mailing lists being used for district educational programming are considered an extension of the classroom or educational programming and are subject to all applicable school board policies and regulations.

Students must have written parent/guardian permission to access the World Wide Web through district electronic networked resources in order to participate in any educational or classroom related blog, wiki, podcast, or other electronic communication or online discussion that are accessible through the district's electronic networked resources.

## Safety

Students shall not reveal personal information, such as home address or phone number, while using the Internet or electronic communications. Without first obtaining permission of the supervising staff member, students shall not use their last name or any other information that might allow another person to locate him or her. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

## Vandalism

Vandalism will result in cancellation of privileges and may result in school disciplinary action and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or district-owned software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

## Unauthorized software

Students are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed to the software owner.

### Assigning student projects and monitoring student use

The district will take all reasonable efforts to see that the Internet and electronic communications are used responsibly by students. Administrators, teachers and staff have a professional responsibility to work together to monitor students' use of the Internet and electronic communications, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Students shall have specifically defined objectives and search strategies prior to accessing material and information on the Internet and through electronic communications.

## Student use as a privilege

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet and electronic communications is a privilege, not a right. Failure to follow the use procedures contained in this policy will result in the loss of the privilege to use these tools and may result in school disciplinary action and/or legal action. The school district may deny, revoke or suspend access to district technology or close accounts at any time.

Students and parents/guardians shall be required to sign the district's Acceptable Use Agreement annually before Internet or electronic communications accounts shall be issued or access shall be allowed.

## School district makes no warranties

The school district makes no warranties of any kind, whether expressed or implied, related to the use of district computers and computer systems, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or quantity of information received. The school district shall not be responsible for any damages, losses or costs a student suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the student's own risk.

Revised: January 12, 2009

Adopted: January 12, 2009

LEGAL REFS.: 47 U.S.C. 254(h) (Children's Internet Protection Act of 2000)  
47 U.S.C. 231 (Child Online Protection Act of 1998)  
20 U.S.C. 6801 et seq. (Elementary and Secondary Education Act)

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity  
EGA, Electronic Mail  
EGAD, Copyright/Royalties  
EHC, Networked Electronic Resources  
EHCA, Web and Internet Publishing  
JB, Equal Educational Opportunities  
JICDA, Conduct and Discipline Code

**Cherry Creek Schools**  
**Web and Internet Publishing Policy Regulations**  
**Permissible and Nonpermissible Actions for Publication Quick Reference**

Web pages representing the Cherry Creek School District are defined as pages designed and published by staff or students that relate to curriculum, instruction, general information, and activities of the district or individual schools. Web pages published on the Internet must have a purpose that falls within at least one of the following two categories: (1) support of curriculum, instruction, and learning; (2) communication with parents and the community.

All information must accurately reflect the mission, goals, policies, program and activities of the Cherry Creek School District. All subject matter should relate to curriculum, instruction, and general information that is appropriate, or it should relate to activities of the district or the schools within the district

Concerns about page content created by students or staff should be directed to the building principal or appropriate district level administrator, or to the Director of Technology.

***Permissible***

- Information about the activities of the district and/or schools within the district
- Student curricular or school activity related projects or work with permission from parents
- School fund raising sites hosted on outside servers, provided policy and regulations are followed
- Online publications of student newspapers and/or student literary magazines, identified as student publications
- Only student's first names with parent permission
- Individual student pictures with parental permission
- Group pictures where students are not identifiable
- Links to educationally appropriate materials
- Email response to Web publications through a staff or generic address
- Information hosted on the district's World Wide Web site that goes through central review by the Office of Technology

***Nonpermissible***

- Personal home pages of students or staff members, or access or links to personal pages
- Information for organizations not affiliated with the district
- Fund raising, advertisements, or commercial purposes
- Confidential or personally identifying student information including student last names or initial
- Student email addresses
- Names of students associated with pictures
- Spelling and grammatical errors (reasonable effort)
- Copyright law infringement
- Publishing of Internet accessible Web pages that are not protected by a user name and password (other than the on district's World Wide Web Site). These pages must adhere to student privacy provisions of the policy and regulation.
- Web pages representing CCSD hosted on servers external to the district (includes district, individual school, and school-related teacher and student Web pages).

Office of Technology - 6/15/00

**ID CARDS**

A student ID card serves as identification for each Grandview High School student. Each student is required to have an ID card and carry it at all times. Students are expected to provide the card upon request from a staff member. **The ID card is required for:**

- checking out books and materials from the library or resource centers,
- admission to school dances and activities,
- obtaining school parking permits,
- free admission to all non-tournament home athletic contests, when the activity fee is paid,
- student admission to any "away" athletic events,
- reduced admission prices for musical and dramatic productions, and
- proof of permission to use the Internet.

Students misusing their ID cards may lose the privilege of attending Grandview activities. A lost card may be replaced at a cost of \$2.00. A second replacement is \$5.00, and a third replacement will be \$10.00.

**CAFETERIA PRICES**

**Breakfast \$1.40**

**Lunch \$2.45**

## **BOOKKEEPING OFFICE AND FINES**

The Grandview bookkeeping office is open for payments and deposits during the following times:

Monday, Wednesday, Friday:	7:00 a.m. - 3:30 p.m.
Tuesday, Thursday:	11:30 a.m. - 3:00 p.m.

The bookkeeping office does not make change or cash checks, except for normal school business.

Questions about fines should be directed to the staff member who issued the fine. Nonpayment of fines may result in delays at registration, as well as the loss of certain privileges at Grandview High School.

## **LOCKERS**

Lockers at Grandview are the property of the Cherry Creek School District and are made available for student use through the school year. This student privilege carries an additional responsibility of keeping the locker clean and maintained. Grandview cannot assume any responsibility for lost or stolen items; students bring valuable items to school at their own risk. Grandview reserves the right to search lockers as necessary for the safety of the student body and the enforcement of school rules. Students are responsible for the contents of their assigned locker and are not to give out their locker combination.

## **PHONES**

Office phones are used by students only with the permission and supervision of a Grandview staff member.

## **STUDENT DRIVERS: PARKING ON SCHOOL PROPERTY**

Seniors and juniors may drive to school, provided they obtain a Grandview parking permit. Driving a car or motorcycle to school is a privilege that may be revoked if the student fails to operate his/her vehicle safely and in accordance with state law and school policy. The police department will issue citations for speeding, careless driving, and illegal parking on the Grandview school grounds.

- The student parking fee is \$50. Parking permits may be obtained at check-in or in the security office during the school year.
- The privilege of parking on school property grants consent to the school administration to search the vehicle without warning when there is reason to believe that the general welfare or safety of students is threatened by items in the vehicle.
- Loitering in parking lots or socializing in vehicles during school hours is not permitted.
- Vehicles should be locked at all times.
- Students may not park in faculty, visitor or reserved spaces, as well as other areas designated as “no parking.”
- Grandview is not responsible for loss or damage in the school parking lot.
- Sophomore drivers may be granted a permit to park if space is available.
- All fees and fines must be paid to receive a parking pass.

Students driving or parking improperly on school grounds are subject to the following disciplinary actions:

- First Ticket: \$20.00 fine. Student’s parking privileges revoked until the fine is paid.
- Second Ticket: \$30.00 fine. The vehicle will be booted and the student’s parking privilege will be revoked for one week.
- Third Ticket: The student’s vehicle is “towed” at the owner’s expense..

**Important Note: Student drivers who accumulate three unexcused absences may lose their parking permit.**

## **USE OF VIDEO CAMERAS TO MONITOR STUDENT BEHAVIOR POLICY (JICA)**

The Board of Education recognizes the district's continuing responsibility to maintain and improve discipline and to promote the health, welfare, and safety of its staff and students.

After having weighed carefully and balanced the rights of privacy of students with the District's duty to promote discipline, health, welfare and safety of staff and students, the Board supports the use of video cameras on its transportation vehicles and in district schools.

Video cameras may be used to monitor student behavior in school facilities and on school vehicles transporting students to and from school.

Students in violation of conduct rules shall be subject to disciplinary action in accordance with established Board policy and regulations governing student conduct and discipline.

The District shall comply with all applicable state and federal laws related to video recordings when such recordings are considered for retention as part of the student's behavioral record as determined by the district and in accordance with law.

Video surveillance shall be used only to promote the order, safety and security of students, staff and property.

Proposed: January 11, 1999  
Adopted: February, 8, 1999  
Effective: February 8, 1999

LEGAL REFS.: 20 U.S.C. 1232g (Family Educational Rights and Privacy Act of 1974)  
42 U.S.C. 1201 et seq. (Americans with Disabilities Act)  
34 C.F.R. 99.1 et seq. (regulations)

## **BUILDING ACCESS/VISITOR POLICY**

Students, staff, community members and visitors are requested to enter Grandview High School through the main entrances and athletic entrance during the day. All visitors are expected to report to the desk at the main entrance on the upper level or the Activities entrance on the lower level upon arrival at Grandview High School. Visitors will be asked to provide photo identification, state the reason for their visit, log in, and provide a reasonable approximation of the time they will be in the building. Visitors will receive a badge to wear during their stay at Grandview.

Students are not allowed to bring visitors to school. Unauthorized visitors will receive a trespass notification. A Trespassing Ticket could be issued by the Aurora Police Department.

## **MESSAGES TO STUDENTS**

Messages of an urgent nature are delivered to students during the school day through the main office. Grandview is not able to deliver other information, flowers, etc. to students.

## **CELL PHONES AND ELECTRONIC DEVICES**

**School personnel will not accept responsibility for lost or stolen personal property.** We strongly recommend students do not bring these items (cellphones, I-Pods, MP3 Players, etc...) to Grandview. Cell phone use is not allowed in any classroom. In the classroom setting, cellular phones not only can create a disruption, their text messaging and photo capabilities allow students to easily engage in academic dishonesty.

## **P.E. LOCKERS**

The purpose of the P.E. lockers is only to store clothing during PE classes. School personnel recommend that students do not leave electronic devices (cellphones, I-Pods, MP3 Players, etc.), money or any items of value in their P.E. lockers.

## **BICYCLES**

Racks have been provided for safe and orderly storage of bikes while students are in classes. Bicycles are not to be parked or secured to fences, poles, or any other object on campus except the racks specifically designed for that purpose. The chain or lock securing a bicycle to any other object will be cut and the bicycle will be impounded until the owner agrees to park his/her bike in the racks provided. Under no circumstances are bicycles to be stored inside the school building. Bicycles are not to be ridden on pedestrian walkways and crosswalks.

## **SKATEBOARDS AND ROLLERBLADES**

Skateboards and rollerblades can be dangerous to the students who are using them as well as to others. Although it is acceptable to use them as transportation to and from school, they may not be used on the grounds of Grandview High School. Students who disregard this directive will be referred to the dean for disciplinary consequences and possibly referred to the Aurora Police Department for legal action.

## **BACKPACKS/BOOK BAGS**

Backpacks/book bags must be kept in the student's possession at all times. Items left unattended are subject to search and will be placed in the security office for pick up.

## **LASER PENS/LASER POINTERS**

Laser pens and laser pointers are not allowed at Grandview High School.

# STUDENT DISCIPLINE

Students are assigned alphabetically (by last name) to the deans at Grandview High School. You may reach designated deans at the following phone number:

**Sophomore-Senior Deans: 720-886-6823      Freshman-Junior Deans: 720-886-6520**

## DEAN REFERRALS

Our goal is to make Grandview the best school it can possibly be. We expect students to share the responsibility for maintaining a safe, orderly, and clean place to learn and to have fun. Unacceptable behavior may result in one or more of the following consequences. School personnel will make reasonable attempts to inform parents in the event of a serious violation of the rules that results in suspension. A parent conference may be necessary for readmission to school, depending upon each individual situation and/or the discretion of the dean. Parents may request a conference with their student's dean at any time by calling the dean's office.

**Detention:** Detention may be assigned during resource periods, lunch, and/or on Saturdays. Failure to report to detention will result in assignment to Saturday School.

**Work Detail:** This consequence involves cleaning inside or outside the building under the supervision of a security staff member.

**Suspension:** More severe offenses may result in in-school or out-of-school suspension. Deans may impose suspensions from one to five days and administration may extend the suspension up to 10 days. During the duration of the suspension, the student is restricted from participating in all aspects of the school program, both academic and extracurricular. Students assigned out-of-school suspension are not to be present on school property or in attendance at school functions. Violations of these terms could result in referral to law enforcement authorities for trespassing.

**Conflict Management Training:** This workshop is designed to teach conflict resolution skills. Workshops are repeated throughout the year.

**Complaint Filed with Legal Authorities:** Any violation of Colorado law or Aurora Municipal Code (including but not limited to truancy, vandalism, theft, careless driving, harassment, fighting, forgery, disorderly conduct, loitering, trespassing, assault, possession, distribution or use of controlled substances) may result in police contact and/or appropriate legal action.

**Recommendation for Expulsion:** Disciplinary action for more severe repeated and/or criminal offenses. The principal may refer students to the Superintendent and Board of Education for possible expulsion. Expulsion is the complete denial of admission to or participation in any school program or activity from the date of the expulsion extending through a maximum of one calendar year.

**Referral for Psychological or Other Support Services:** In accordance with School Board policy and building procedures, students with persistent and/or observed problems may be referred to mental health personnel for assessment of their needs.

## GRANDVIEW UNEXCUSED ABSENCE POLICY

1st Unexcused Absence:	Dean conferences with student.
2nd Unexcused Absence:	Dean conferences with student and calls parent to inform him/her of the disciplinary consequences.
3rd and Subsequent Unexcused Absences:	Will result in increasingly serious consequences.

## TARDIES

In an effort to improve the learning environment, Grandview has implemented a 40 minute detention system that is aimed at reducing the impact of classroom disruptions caused by the use of electronic devices and students who are tardy to class. Tardy/Electronic Infraction detentions will be held in the Deans office. Students will have 48 hours to complete their detention(s) during their resource period or after school. If they do not complete their detention they will be assigned two detentions to be completed within 48 hours. If the student does not complete both detentions within 48 hours, the student will be referred to the Dean's office.

Continued tardies will result in increasingly serious consequences including:

- detention: in-school, after school, and on Saturdays

## DISTRICT POLICIES

### GROUND FORS SUSPENSION, EXPULSION or DENIAL OF ADMISSION (JKD-1-E)

According to Colorado Revised Statutes 22-33-106 (1)(a-e) and 3(c, e, and f) and 22-12-105(3), the following shall be grounds for suspension, expulsion or denial of admission from a public school:

1. Continued willful disobedience or open and persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel including behavior which creates a threat of physical harm to the child or to other children.
4. Repeated interference with a school's ability to provide educational opportunities to other students.
5. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
6. Having been expelled from any school district during the preceding twelve months.
7. Behavior in another school district during the preceding twelve months that is detrimental to the welfare or safety of other pupils or of school personnel.
8. Serious violations in a school building or in or on school property for which suspension or expulsion shall be mandatory. Expulsion shall be mandatory for:
  - a. the sale of a drug or controlled substance as defined in C.R.S. 12-22-303
  - b. the commission of an act which if committed by an adult would be robbery pursuant to Part 3, Article 4, Title 18 C.R.S. or assault pursuant to Part 2, Article 3, Title 18 C.R.S., other than the commission of an act that would be third degree assault under C.R.S. 13-3-204 if committed by an adult
  - c. the carrying, bringing, using or possessing a dangerous weapon without the authorization of the school or school district, except that if a student discovers that he or she has carried, brought or is in possession of a dangerous weapon and the student notifies a teacher, administrator or other authorized person in the school district, and as soon as possible delivers the dangerous weapon to that person, expulsion shall not be mandatory.

As used in this paragraph, "DANGEROUS WEAPON" means:

- a. A firearm, whether loaded or unloaded.
  - b. Any pellet or "bee-bee" 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. Knife blades are to be measured from the point where the metal touches the handle.
  - 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.
9. Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on school property.
  10. Failure to comply with the provisions of Part 9, Article 4, Title 15, C.R.S. (immunization requirements). Any suspension, expulsion or denial of admission for such failure to comply shall not be recorded as a disciplinary action but may be recorded with the student's immunization record with an appropriate explanation.
  11. Declaration as an habitually disruptive student.
    - a. For purposes of this paragraph, "habitually disruptive student" means a child who has been suspended pursuant to paragraph (1), (2), (3), or (8) of this exhibit three times during the course of the school year for causing a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events because of behavior that was initiated, willful and overt on the part of the child. Any student who is enrolled in a public school may be subject to being declared an habitually disruptive student.
    - b. The student and the parent, legal guardian, or other legal custodian shall have been notified in writing of each suspension counted toward declaring the student as habitually disruptive and the student and parent, legal guardian, or legal custodian shall have been notified in writing and by telephone or other means at the home or the place of employment of the parent or legal guardian of the definition of "habitually disruptive student."

According to C.R.S. 22 33 106 (2), subject to the district's responsibilities under Article 20 of that title (Exceptional Children's Education Act), and applicable federal law (see policy JKD-2, Discipline of Students with Disabilities), the following shall be grounds for expulsion from or denial of admission to a public school or diversion to an appropriate alternate program:

1. Physical or mental disability such that the child cannot reasonably benefit from the programs available.
2. Physical or mental disability or disease causing the attendance of the child suffering therefrom to be detrimental to the welfare of other students.

Approved by Superintendent Mary F. Chesley, November 9, 2009.

### **EXPULSION PREVENTION (JKD-3)**

District personnel shall enforce provisions of the student code of conduct so that students demonstrating unacceptable behavior and their parents, guardians or legal custodians understand that such behavior shall not be tolerated and shall be dealt with according to the code.

However, it is the belief of the Board that alternatives should be explored to help students who are at risk of expulsion before expulsion becomes a necessary step. The principal of each school shall work with the professional staff to identify students who are at risk of suspension or expulsion. Among those students who may be at risk are those who have been or are likely to be declared habitually truant or habitually disruptive.

The district shall provide students who are identified as at risk of suspension or expulsion with the necessary support services to help them avoid expulsion. Such services may include:

1. educational services (tutoring, alternative educational programs or vocational programs that provide instruction in the academic areas of reading, writing, mathematics, science, and social studies);
2. counseling services;
3. drug or alcohol addiction treatment programs; and
4. family prevention services.

In some cases, a remedial discipline plan may be the means by which various intervention and prevention services are identified and made available to a student. Support services may be provided through agreements with appropriate local governmental agencies, community-based organizations and institutions of higher education.

In spite of the district's best efforts to implement such preventative measures, the failure of the school district to identify a student for participation in an expulsion prevention program or the failure of such a program to remediate a student's behavior shall not be grounds to prevent school personnel from proceeding with appropriate disciplinary measures.

Revised: April 5, 1999

Adopted: May 10, 1999

LEG REF.: C.R.S. 22-33-204

### **CONDUCT AND DISCIPLINE CODE (JICDA)**

The Board of Education seeks to maintain an environment in the schools, which is conducive to learning, protective of the safety and welfare of students and staff, and free from unnecessary disruption.

Students are expected to pursue the educational program and to behave in such a way that their presence does not detract from their own education or the education of others. Students shall treat teachers, administrators, other district employees and fellow students with dignity and respect and shall behave in such a manner that their presence does not detract from a productive educational environment. Students shall be expected to comply with district, school and classroom rules. (Policy JIC)

The rules: (1) shall not infringe upon constitutionally protected rights, (2) shall be clearly and specifically described, (3) shall be printed in a handbook or some other publication made available to students and parents, and (4) shall have an effective date subsequent to the dissemination of the published handbook. (Policy JIC)

The principal may suspend or recommend expulsion of a student who engages in one or more of the following specific activities while in school buildings, on school grounds, in school vehicles, or during a school-sponsored activity. Suspension or expulsion shall be mandatory for serious violations in a school building or on school property.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Commission of any act which if committed by an adult would be robbery or assault as defined by state law. Expulsion shall be mandatory in accordance with state law except for commission of third degree assault.

4. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
5. Violation of district policy or building regulations.
6. Violation of the district's policy on weapons in the schools. Expulsion shall be mandatory for carrying, bringing, using, or possessing a weapon without the authorization of the school or school district, in accordance with state law.
7. Violation of the district's alcohol use/drug abuse policy. Expulsion shall be mandatory for sale of drugs or controlled substances, in accordance with state law.
8. Violation of the district's violent and aggressive behavior policy.
9. Violation of the district's smoking and use of tobacco policy.
10. Violation of the district's policy on sexual harassment.
11. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
12. Directing profanity, vulgar language, or obscene gestures toward other students, school personnel or visitors to the school.
13. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
14. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
15. Lying or giving false information either verbally or in writing to a school employee.
16. Scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
17. Continued willful disobedience or open and persistent defiance of proper authority, including deliberate refusal to obey a member of the school staff.
18. Repeated interference with the school's ability to provide educational opportunities to other students.
19. Behavior on or off school property that is detrimental to the welfare, safety, or morals of other students or school personnel.
20. Violation of the district's policy on intimidation, harassment and hazing.
21. Violation of the district's dress code policy.
22. Violation of the district's policy on student expression.
23. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
24. Violation of the district's policy on nondiscrimination.

The principal or the principal's designee shall communicate discipline information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. Any teacher or counselor who receives information shall maintain the confidentiality of the information and does not have authority to communicate the information to any other person.

The principal or the principal's designee will inform the student and the student's parent, guardian, or legal custodian of the discipline information that has been shared with any teacher or counselor. The student and the student's parent or guardian may challenge the accuracy of the disciplinary information by following the procedures outlined in Cherry Creek School District Regulation JII-R.

Any student who causes a disruption in the classroom, on school grounds, on school vehicles, or at school activities or events shall meet with the appropriate school official who will develop with other school personnel a remedial discipline plan for the student.

Disorderly students also shall be dealt with in a manner which allows other students to learn in an atmosphere which is safe, conducive to the learning process, and free from unnecessary disruptions. (Policy JK)

Discipline policies and procedures may include acts of reasonable and appropriate physical intervention or force which are not in conflict with the legal definition of child abuse. (Policy JK)

Any deviation from acceptable school behavior which is serious enough to warrant disciplinary action may result in a student's suspension and/or expulsion from classes in accordance with school board policies.

Revised: November 9, 2009

Adopted: January 12, 2009

LEGAL REFS.: C.R.S. 12-22-303(7) (definition of controlled substance)  
C.R.S. 18-3-202 et. seq. (offenses against person)

C.R.S. 18-4-301 et. seq. (offenses against property)  
C.R.S. 18-9-124 (2)(a) (prohibition of hazing)  
C.R.S. 22-12-105 (3) (authority to suspend or expel for false accusations)  
C.R.S. 22-32-109.1 (2)(a)(1) (duty to adopt policies on student conduct, safety and welfare)  
C.R.S. 22-32-109.1(2)(a)(II)(policy required as part of safe schools plan)  
C.R.S. 22-32-109.1 (9) (immunity provisions in safe schools law)  
C.R.S. 22-33-106(1)(a-e) (grounds for suspension, expulsion, denial of admission)

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity  
AC-R-2, Sexual Harassment  
AC-R-4, Sexual Harassment of Students  
ACC, Intimidation, Harassment and Hazing  
ADC, Drug and Tobacco Free Schools  
ADD, Safe Schools  
JIC, Student Conduct, and subcodes  
JICAB, Student Dress Code  
JICDB, Violent and Aggressive Behavior  
JICED, Student Expression Rights  
JICF, Secret Societies/Gang Activity  
JICH, Drug and Alcohol Use by Students  
JICI, Weapons in School  
JK Student Discipline, and subcodes  
JKD-1 Suspension/Expulsion of Students

## **VIOLENT AND AGGRESSIVE BEHAVIOR (POLICY JICDB)**

The Board recognizes that incidents of violent and aggressive behavior against students and school personnel undermines an environment for learning, and can result in significant safety risks. Students are especially vulnerable to the emotional injury associated with this type of conduct, and their performance in school can be adversely affected when violent and aggressive behavior of any kind is present. Certain behaviors, if tolerated, would quickly destroy a positive, productive and safe learning environment to which students and staff of the district are entitled. These behaviors, categorized as violent or aggressive, will not be tolerated and shall result in immediate action being taken by the district.

A prompt response is essential to diffuse a potentially volatile situation. This policy shall provide guidance to deter acts of violent and aggressive behavior and to preserve the safety and welfare of the educational environment.

Students exhibiting violent or aggressive behavior shall receive appropriate intervention to change behavior before a crisis occurs and shall be subject to disciplinary action up to and including suspension or expulsion when appropriate.

It shall be a violation of this policy for any student or staff member to inflict, threaten to inflict or attempt to inflict violence upon any other student or staff member while in school buildings, on school grounds, in school vehicles or during a school-sponsored activity, and in certain cases when the behavior occurs off of school property. An act of violence and aggression is any expression, direct or indirect, verbal or behavioral, of intent to inflict harm, injury or damage to persons or property. A threat of violence and aggression carries with it implied notions of risk of violence and a probability of harm or injury.

The following behaviors are defined as violent and aggressive:

1. Physical assault: the act of striking or touching a person or that person's property with a part of the body or with any object with the intent of causing hurt or harm;
2. Verbal abuse: includes, but is not limited to, swearing, screaming, or obscene gestures;
3. Threats: directed, either orally (including by telephone), by non-verbal gesture, or in writing, at an individual, his or her family or a group;
4. Intimidation/Bullying: an act of physical or verbal coercion intended to frighten someone into submission or obedience; or to obtain control over others, or to be habitually cruel to others;
5. Extortion: the use of verbal or physical coercion in order to obtain financial or material gain from others;
6. Stalking: the persistent following, contacting, watching or any other such threatening actions that compromise the peace of mind or the personal safety of an individual;
7. Defiance: a serious act or instance of defying or opposing legitimate authority;
8. Discriminatory slurs: insulting, disparaging or derogatory comments made directly or by innuendo regarding a person's race, sex, sexual orientation, religion, national or ethnic background or handicap;

9. Vandalism: damaging or defacing property owned by or in the rightful possession of another;
10. Terrorism: a threat to commit violence which is communicated with the intent to terrorize; or with reckless disregard for the risk of creating such terror; or to cause serious public inconvenience, such as the evacuation of a building.

Students and staff members shall be trained to recognize the warning signs of violent and aggressive behavior and shall report questionable behavior or potentially violent situations to the building administrator, other school official, or through the established school district crisis hotline. All reports shall be taken seriously. Failure to make such a report may result in disciplinary action.

Acts of violence and aggression shall be well documented and communicated by the staff to the building principal or designee for disciplinary action, up to and including suspension and/or expulsion. The immediate involvement of the parents/guardians is also essential. In instances of severe infractions, the appropriate district level administrator will be contacted. Law enforcement officials shall be involved if there is any violation of law.

Revised: November 12, 2001

Approved: December 10, 2001

CROSS REFS.: ACC, Intimidation Harassment and Hazing

AC R-2, AC R-4, Sexual Discrimination and Harassment

JICDA, Code of Conduct

JICDE, Bullying Prevention and Education

JICF, Secret Societies/Gang Activity

JICI, Weapons in School

JK, Student Discipline, and subcodes

## **USE OF TOBACCO BY STUDENTS (JICHA)**

The Cherry Creek School District is committed to high standards of personal and public health and safety. In order to promote the general health, welfare and well-being of students and staff, smoking, chewing or any other use of any tobacco products by students while in or on school properties, or under the school's jurisdiction during school hours, or while participating in a school-sponsored event is prohibited.

For purposes of this policy, the following definitions shall apply:

1. "School property" shall mean all property owned, leased, rented or otherwise used by a school including, but not limited to, the following:
  - a) All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.
  - b) All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
  - c) All vehicles used by the district for transporting students, staff, visitors or other persons.
2. "Tobacco" shall include cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking or both. "Tobacco" shall include any product packaged for smoking.
3. "Use" shall mean lighting, chewing, inhaling or smoking any tobacco product.

Students shall be subject to disciplinary action for violation of this policy. In accordance with state law, no student shall be expelled solely for tobacco use.

Proposed: May 14, 2001

Adopted: June 11, 2001

LEGAL REFS.: 20 U.S.C. Section 6083 (Federal law prohibits smoking in any indoor facility used to provide educational services to children)

C.R.S. 18-13-121

C.R.S. 22-32-109(1)(bb)

C.R.S. 25-14-103.56

CCR 1010-6, Rule 5-306

CROSS REFS.: ADC, Drug and Tobacco Free Schools

IHAMA, Teaching about Drugs, Alcohol and Tobacco

JKD/JKE, Suspension, Expulsion of Students

## **File: IHAMA SMOKING/CHEWING DISTRICT POLICY**

### **Teaching about Drugs, Alcohol and Tobacco**

The Board of Education expects the development and implementation of educational programs which will have a positive effect upon student values, provide information on the harmful effects of dangerous drugs, and aid in prevention of drug and alcohol abuse. Such educational programs shall be subject to frequent revision in order to be current with new research and information as it becomes available.

In accordance with state and federal law, the district shall provide age appropriate, developmentally based drug and alcohol education and prevention programs in every grade K-12.

The drug and alcohol education program shall address the legal, social and health consequences of drug and alcohol use. It shall include special instruction as to the effects upon the human system; the emotional, psychological and social dangers of such use with emphasis on nonuse by school-age children, and the illegal aspects of such use. The program also shall include information about effective techniques for resisting peer pressure to use illicit drugs or tobacco.

The objectives of this program are rooted in the Board's belief that prevention requires education and that the most important aspect of the policies and guidelines of the district should be the education of each individual to the dangers of drugs, alcohol and tobacco.

Adopted January 9, 1984

Latest revision August 13, 1990

Revised to conform with practice: date of manual adoption

LEGAL REFS.: 20 U.S.C. 3224a, Drug-Free School and Communities Act of 1986, as amended in 1989  
C.R.S. 12-22-303 (7) C.R.S. 22-1 -110

CROSS REFS.: JICH, Drug and Alcohol Use by Students  
Cherry Creek School District No. 5, Englewood, Colorado

## **CONTROLLED SUBSTANCE POLICY**

The sale, distribution and/or use of any controlled substance (alcohol and/or drugs) is banned in and on all district property. All Cherry Creek School District property is considered a Drug Free Zone. Violation of this ban will result in school disciplinary procedures, and will result in police contact and/or appropriate legal action through the courts. Refer to Board policy JICH for details.

## **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.

Adopted: March 10, 2003

LEGAL REFS.: 20 U.S.C. Section 3221 (defines drug abuse education and prevention)  
20 U.S.C. Section 7116 (Safe & Drug Free Schools and Communities Act of 1994)  
C.R.S. 18-18-102(3), (5) (definition of "anabolic steroid and "controlled substance")  
C.R.S. 18-18-407(2) (crime to sell, distribute or possess controlled substance on or near school grounds or school bus)  
C.R.S. 22-1-110 (instruction related to alcohol and drugs)  
C.R.S. 22-32-109.1 (2)(a)(VII) (policy required as part of safe schools plan)  
C.R.S. 22-33-106(1)(d) (expulsion mandatory for the sale of a drug or controlled substance)

CROSS REFS.: IHAMA, Teaching about Drugs, Alcohol and Tobacco  
JTH, Student Interrogations, Searches and Arrests  
JKD/JKE, Suspension/Expulsion of students  
JLCA, Student Health Services and Requirements

## **ALCOHOL AND OTHER DRUG USE BY STUDENTS (POLICY JICH-R)**

The following regulations will be strictly observed in implementing Policy JICH:

### I. Introduction

In administering Policy JICH, the following procedures set forth below will be followed.

### II. Definitions

#### A. Prohibited Substances

1. Prohibited substances shall be those defined as controlled substances in the Colorado Controlled Substance Act of 1981 (C.R.S. 12-22-301, et seq.).
2. Prohibited substances shall include, but not be limited to, cocaine, heroin, alcohol, marijuana, inhalants and counterfeit drugs.

#### B. Within School District Jurisdiction

A student will be considered within school district jurisdiction when on school district property, at school-sanctioned activities, when being transported in vehicles dispatched by the District or while waiting to board or depart a school bus.

#### C. Drug Paraphernalia

Drug paraphernalia shall be any machine, instrument, tool or device as defined in the Uniform Controlled Substances Act of 1992, 18-18-426.

#### D. Counterfeit Drugs

A counterfeit drug shall be considered any substance which is represented as a prohibited substance.

#### E. Use of Prohibited Substances

A student shall be considered to have used prohibited substances when his/her behavior, condition, speech or appearance, while within school district jurisdiction, is affected by, or evidences the prior use of prohibited substances.

#### F. Possession

A student shall be considered possessing a prohibited substance or drug paraphernalia upon admission, or if the prohibited substance or drug paraphernalia is found: on one's person, on personal property, in a car or other vehicle, locker, desk or other storage area within school district jurisdiction. Possession also means that a person has, holds, owns, has custody of, or has within his/her immediate presence or control, any amount of a prohibited substance or drug paraphernalia.

#### G. Distributing, Dispensing, Selling, Giving or Exchanging

Any means by which a prohibited substance, or a counterfeit drug is transferred from one person to another.

### III. Transfer of Records

Records of substantiated offenses involving a prohibited substance or drug paraphernalia, noting date, type of offense, and disciplinary action taken will be maintained at the building level in a discipline file and will be forwarded to the appropriate administrator of discipline at the next level or school the student attends in the District. Keeping records is not meant to be punitive but rather an aid to school authorities tracking case histories and to provide information about situations that may need attention. Any disclosure of student information from student disciplinary records shall be in accordance with all applicable state and federal laws.

#### IV. Disciplinary Action

Students shall be subject to disciplinary action up to and including suspension and expulsion, for or using, possessing, distributing, dispensing, selling, giving or exchanging a prohibited substance or drug paraphernalia. The principal or designee will contact appropriate law enforcement officials in each incident of possession or sale of prohibited substance by a student.

Due process, as stipulated in School District Policy JKD-1 shall be followed in suspensions or expulsions.

If a handicapped student who is receiving special education services is involved with any of the specified offenses, regular disciplinary action may be taken. The student's Individual Education Program (IEP) will be reviewed. In accordance with school board policy and state and federal law, if a student with disabilities is suspended from school for more than ten (10) days cumulatively or consecutively in a school year, a manifestation determination will be held.

All offenses will be subject to the provisions of the disciplinary actions listed. Such offenses may be in a single category or combination of all categories when compiling cumulative offenses.

All staff members will cooperate fully with appropriate law enforcement investigators relative to students using, possessing, distributing, dispensing, selling, giving or exchanging any prohibited substance or drug paraphernalia.

#### A. Use of Prohibited Substances

The following procedures are to be followed for students using any prohibited substance (alcohol, marijuana, controlled substance or counterfeit drug):

1. If a student appears to have used a prohibited substance within school district jurisdiction, the staff member will notify the building principal or designee who will observe the student.
2. When necessary, individual school emergency procedures will be followed.
3. If it is determined by the principal or principal's designee, that the unusual appearance or unusual, disruptive, or dangerous behavior may be due to the student's use of a prohibited substance, a parent will be contacted as soon as possible. The parent will be advised of the student's appearance and/or behavior.
4. The principal or designee will attempt to obtain evidence by directly requesting it from the student or through search procedures that are outlined in Section V of this School Board Regulation (Searches).
5. While waiting for the parent or for medical aid, the student will not be left alone but will be placed in a quiet situation where the student will remain under observation.
6. Contact with legal authorities will result, and the parent and student will be notified of this contact.
7. If it is determined that the student has used a prohibited substance as defined above, the student will be subject to the disciplinary provisions below.

#### First Offense

- a. The student will be suspended for five (5) school days with a request by the principal to the Superintendent to extend the suspension an additional five (5) days for a total of ten (10) school days.
  1. The ten (10) school day period of suspension may be reduced to three (3) school days provided the student agrees to complete the Cherry Creek School District Alcohol and/or Drug Education/ Intervention Program. Responsibility for initiating and completing the intervention program rests with the student and his/her parent(s)/guardian(s). Any fees or costs associated with the district program shall be the sole responsibility of the student and his or her parent(s)/guardian(s). Evidence of completion of the district education/intervention program must be provided within a time frame specified by the district. Failure to provide this documentation within the specified time frame will result in the imposition of the full ten (10) school day suspension.
  2. The student and his/her parent(s)/guardian(s) may choose to complete an alcohol or drug education/intervention program other than the district program. This alternate program must be equivalent in content and length to the district program and must be agreed to by the student, his/her parent(s)/guardian(s) and the building administration. Any fees or costs associated with the alternate program shall be the sole responsibility of the student and his/her parent(s)/guardian(s). Evidence of completion of the alternate program must be provided within a time frame specified by the district. Failure to provide this documentation within the specified time frame will result in the imposition of the full ten (10) day school suspension.
- b. A parent conference will be held before the student is readmitted to school. If the student has indicated he/she is electing to participate in an appropriate agreed upon education/intervention program, the student will be eligible to have an early re-entry conference to school after the third day of the ten (10) day suspension period. The student must provide documentation of his/her involvement and attendance in the program as part of the early re-entry process. Production of this documentation at the early readmit conference will allow the student to be re-enrolled in school and will allow for the remaining seven (7) school days of suspension to be expunged from his/her disciplinary record. Also, during the re-entry conference, a school official will develop with the parent and the student

a written agreement that will outline the responsibilities of the parent, the student, and the school in an effort to keep any further offenses from occurring which will include, but not be limited to, statements regarding the requirements for the student to receive a reduced suspension and a statement that the additional seven (7) school days of suspension will be reinstated if the student fails to complete the intervention program within the specified time frame. During the re-entry conference the student or his/her parent(s)/guardian(s) may be asked to provide a written release of information to the building principal or his/her designee in order for him/her to access information from the education/intervention program provider in order to verify the student's participation in, and completion of, the intervention program. Additionally, this written agreement will specifically state consequences of a second offense.

- c. The district will provide the student and his/her parent(s)/guardian(s) a resource list of alcohol and/or drug education/intervention, counseling and/or treatment options. Provision of the list of providers is not an endorsement or guarantee by the school or the district of the background, preparation, training or services offered by the provider. Neither the school nor the Cherry Creek School District is responsible for any agreement entered into by an individual student and treatment provider.

### Second Offense

- a. The student will be suspended for five (5) school days with a request by the principal to the Superintendent to extend the suspension an additional five (5) school days for a total of ten (10) school days of suspension for serious violation of school board policy and recommended for expulsion.
  - 1. The ten (10) school day period of suspension may be reduced to five (5) school days and the recommendation for expulsion waived if, after the first five (5) school days of suspension, the student and his/her parent(s)/guardian(s) provide evidence that the student has elected to participate in an individual alcohol and/or drug evaluation/assessment and that the student has provided an outline of a recommended treatment plan and evidence of intent to enroll in an alcohol or drug education/intervention/treatment program. Responsibility for initiating and completing the assessment and treatment plan, and for participating in a treatment program is solely that of the student and his/her parent(s)/guardian(s). Any fees or costs associated with the evaluation/assessment and/or treatment plan or participation in a treatment program shall be the sole responsibility of the student and his/her parent(s)/guardian(s).
  - 2. A resource list of alcohol and drug intervention, counseling and/or treatment options will be provided to the student and his/her parent(s)/guardian(s) upon request. Provision of a list of providers is not an endorsement by the school or the Cherry Creek School District of the background, preparation, training or services offered by the provider. Neither the school nor the Cherry Creek School District is responsible for any agreement entered into by an individual student and treatment provider.
- b. A parent conference will be held before the student is readmitted to school, regardless of whether or not the student chooses to participate in the early re-entry process. If the student elects to participate in the early re-entry and waiver process, he/she will have a re-entry conference after completion of the first five (5) school days of suspension. At the early re-entry conference, the student and his/her parent(s)/guardian(s) shall provide evidence of a completed individual alcohol and/or drug evaluation assessment and that he/she will be participating in an alcohol and/or drug treatment program and provide an outline of the recommended treatment plan. Any fees or costs associated with the evaluation/assessment, treatment plan or treatment program will be the sole responsibility of the student and his/her parent(s)/guardian(s). Production of this documentation at the early re-entry conference will allow the student to be re-enrolled in school and will allow for a waiver of the remaining five (5) school days of suspension and a waiver of the recommendation to expel. In the event the student chooses not to participate in the early re-entry process, he/she will have a re-entry conference upon completion of the designated expulsion period for purposes of review of this policy and regulation and to inform the student of consequences for any future offenses.
- c. A written agreement will be completed with a school official, the student and a parent. If the student chooses to participate in the early re-entry process, he/she will complete an agreement to reduce the remaining five (5) school days of suspension and waive the recommendation to expel. The agreement must contain a provision that the remaining five (5) school days of suspension and recommendation to expel will be reinstated for the alcohol or drug offense if the student fails to complete the proposed treatment program. The student's parent(s)/guardian(s) may be asked to provide a written release of information to the building principal or his/her designee in order for him/her to access information from the intervention/treatment program provider in order to verify the student's participation in the intervention/treatment program.
- d. Where circumstances warrant, special consideration for an in-district transfer will be considered as well as other educational alternatives. An in-district transfer will require the mutual agreement of the administrators of the two schools involved. Transportation to the new school will be the responsibility of the student and parent.

### Third and Subsequent Offenses for Using Prohibited Substances

- a. The student will be suspended as outlined in School Board Regulation JKD--1-R until an expulsion review is held.
- b. Procedures to be followed recommending expulsion from school are outlined in School Board Regulation JKD-I-R.

## B. Possession

The following procedures are to be followed for a student possessing a prohibited substance, or drug paraphernalia while within school district jurisdiction.

1. A school staff member who comes in contact with a student suspected of possessing a prohibited substance or drug paraphernalia will notify the principal or principal's designee immediately
2. A school staff member who has reasonable suspicion that a student is in possession of a prohibited substance, or drug paraphernalia will immediately attempt to detain the student and request that the student accompany the staff member to the principal or the principal's designee.

If the student refuses, the staff member will notify the principal or designee immediately. The staff member should make reasonable effort to remain with the student while using other means to contact the principal or principal's designee.

3. The principal or designee will attempt to obtain evidence by directly requesting it from the student or through search procedures that are outlined in Section V of this School Board Regulation (Searches).
4. If a student possesses any prohibited substance or drug paraphernalia, the principal or designee will place the evidence in an envelope. The envelope will be sealed, dated and initialed by the individual who originally obtained the materials and the principal or designee and then placed in a secure place.
5. The principal or his designee will call the appropriate law enforcement agency and request that an officer pick up the sealed envelope containing the substance for testing.
6. If the student is found to possess any prohibited substance or drug paraphernalia, or if the student admits to possessing any prohibited substance or drug paraphernalia, the student will be subject to the disciplinary procedure below:

### First Offense

- a. The student will be suspended for five (5) school days with a request by the principal to the Superintendent to extend the suspension an additional five (5) days for a total of ten (10) school days.
  1. The ten (10) school day period of suspension may be reduced to three (3) school days provided the student agrees to complete the Cherry Creek School District Drug and Alcohol Education/Intervention Program. Responsibility for initiating and completing the intervention program rests with the student and his/her parent(s)/guardian(s). Any fees or costs associated with the district program shall be the sole responsibility of the student and his/her parent(s)/guardian(s). Evidence of completion of the district education/intervention program must be provided within a time frame specified by the district. Failure to provide this documentation within the specified time frame will result in the imposition of the full ten (10) day suspension.
  2. The student and his/her parent(s)/guardian(s) may choose to complete an alcohol or drug education/intervention program other than the district program. This alternate program must be equivalent in content and length to the district program and must be agreed to by the student, his parent(s)/guardian(s) and the building administration. Any fees or costs associated with the alternate program shall be the sole responsibility of the student and his/her parent(s)/guardian(s). Evidence of completion of the alternate program must be provided within a time frame specified by the district. Failure to provide this documentation within the specified time frame will result in the imposition of the full ten (10) day school suspension.
- b. A parent conference will be held before the student is readmitted to school. If the student has indicated he/she will participate in an appropriate agreed upon education/ intervention program, the student will be eligible to have an early re-entry conference to school after the third day of the ten (10) day suspension period. The student must provide documentation of his/her involvement and attendance in the program as part of the early re-entry process. Production of this documentation at the early re-entry conference will allow the student to be re-enrolled in school and will allow for the remaining seven (7) school days of suspension to be expunged from his/her disciplinary record. Also, during the re-entry conference, a school official will develop with the parent and the student a written agreement that will outline the responsibilities of the parent, the student, and the school in an effort to keep any further offenses from occurring which will include, but not be limited to, statements regarding the requirements for the student to receive a reduced suspension and a statement that the additional seven (7) school days of suspension will be reinstated if the student fails to complete the intervention program within the specified time frame. During the re-entry conference the student or his/her parent(s)/guardian(s) may be asked to provide a written release of information to the building principal or his/her designee in order for him/her to access information from the intervention program provider to verify the student's participation in, and completion of, the intervention program. Additionally, this written agreement will specifically state consequences of a second offense.
- c. The district will provide the student and his/her parent(s)/guardian(s) a resource list of alcohol and/or drug intervention, counseling and/or treatment options. Provision of the list of providers is not an endorsement or guarantee by the school or the district of the background, preparation, training or services offered by the provider. Neither the school nor the Cherry Creek School District is responsible for any agreement entered into by an individual student and treatment provider.

## Second Offense

- a. The student will be suspended for five (5) school days with a request by the principal to the Superintendent to extend the suspension an additional five (5) school days for a total of ten (10) school days of suspension for serious violation of school board policy and recommended for expulsion.
  1. The ten (10) school day period of suspension may be reduced to five (5) school days and the recommendation for expulsion waived if, after the first five (5) school days of suspension, the student and his/her parent(s)/guardian(s) provide evidence that the student has elected to participate in an individual alcohol and/or drug evaluation assessment and that the student has provided an outline of a recommended treatment plan and evidence of intent to enroll in an alcohol or drug education/intervention/treatment program. Responsibility for initiating and completing the assessment and treatment plan, and for participating in a treatment program is the solely that of the student and his/her parent(s)/guardian(s). Any fees or costs associated with the treatment plan or participation in a treatment program shall be the sole responsibility of the student and his/her parent(s)/guardian(s).
  2. A resource list of alcohol and drug intervention, counseling and/or treatment options will be provided to the student and his/her parent(s)/guardian(s) upon request. Provision of a list of providers is not an endorsement by the school or the Cherry Creek School District of the background, preparation, training or services offered by the provider. Neither the school nor the Cherry Creek School District is responsible for any agreement entered into by an individual student and treatment provider.
- b. A parent conference will be held before the student is readmitted to school, regardless of whether or not the student chooses to participate in the early re-entry process. If the student elects to participate in the early re-entry and waiver process, he/she will have a re-entry conference after completion of the first five (5) school days of suspension. At the early re-entry conference, the student and his/her parent(s)/guardian(s) shall provide evidence of a completed individual alcohol and/or drug evaluation assessment and that he/she will be participating in an alcohol and/or drug treatment program and provide an outline of the recommended treatment plan. Any fees or costs associated with the evaluation/assessment, treatment plan or treatment program will be the sole responsibility of the student and his/her parent(s)/guardian(s). Production of this documentation at the early re-entry conference will allow the student to be re-enrolled in school and will allow for a waiver of the remaining five (5) school days of suspension and a waiver of the recommendation to expel. In the event the student chooses not to participate in the early re-entry process, he/she will have a re-entry conference upon completion of the expulsion period for purposes of review of this policy and regulation and to inform the student of consequences for any future offenses.
- c. A written agreement will be completed with a school official, the student and a parent. If the student chooses to participate in the early re-entry process, he/she will complete an agreement to reduce the remaining five (5) school day suspension and waive the recommendation to expel. The agreement must contain a provision that the remaining five (5) school days of suspension and recommendation to expel will be reinstated for the alcohol or drug offense if the student fails to complete the proposed treatment program. The student's parent(s)/guardian(s) may be asked to provide a written release of information to the building principal or his/her designee in order for him/her to access information from the intervention treatment program provider in order to verify the student's participation in, and completion of, the intervention treatment program.
- d. Where circumstances warrant, special consideration for an in-district transfer will be considered, as well as other educational alternatives. An in-district transfer requires the mutual agreement of the administration of the two schools involved. Transportation to the new school will be the responsibility of the student and parents.

## Third and Subsequent Offenses

- a. The student will be suspended as outlined in School Board Regulation JKD-I-R until an expulsion review is held.
- b. Procedures to be followed for requesting an expulsion from school are outlined in School Board Regulation JKD-I-R.

### C. Distributing, Dispensing, Selling, Giving or Exchanging

The following disciplinary procedures are to be followed for students who are engaged in distributing, dispensing, selling, giving, or exchanging any prohibited substance or drug paraphernalia within school district jurisdiction:

1. If a staff member witnesses, or an investigation determines a student engaged in distributing, dispensing, selling, giving, or exchanging a prohibited substance or drug paraphernalia, the staff member or investigator will immediately attempt to detain the student and request that the student accompany him to the principal or principal's designee. If the student refuses, the staff member or investigator will notify the principal or designee immediately. If this occurs, the staff member or investigator should make reasonable effort to remain with the student, while using other means to contact the principal or principal's designee.
2. The principal or his designee will attempt to obtain evidence by directly requesting it from the student or through search procedures outlined in Section V of this School Board Regulation (Searches).
3. If at the time, the student possesses any prohibited substance or drug paraphernalia, the principal or designee will place the evidence in an envelope. The envelope will be sealed, dated, and initialed by the principal or designee, and then placed in a secure place.

4. The principal or his designee will call the appropriate law enforcement agency and request that an officer pick up the sealed envelope for testing.
5. The student will be suspended from school for five (5) school days and may be recommended for expulsion; however, Colorado Revised Statute 22-33-106(1)(D) mandates the expulsion of any student who sells a drug or controlled substance as defined in Section 12-9-303 C.R.S. Legal authorities will be contacted. In addition the student and parent will attend a workshop about the legal and medical ramifications of alcohol and other drug use (not including counterfeit).
6. The principal or his designee will conduct a conference with the parent and student prior to the student's being readmitted to school, and upon completion of the expulsion period.

#### V. Searches

Searches shall be conducted in accordance with School Board Policy JIH: Student Interrogations, Searches and Arrests.

#### VI. Duty to Supervise

Nothing contained in the foregoing Regulation shall be construed to extend or expand the School District's duty to supervise or control students or areas within School District jurisdiction beyond that which existed under law prior to the approval of the foregoing Regulation.

Approved by Superintendent Monte C. Moses, May 14, 2007.

## **WEAPONS IN SCHOOL**

### **Weapons in School FILE: JICI CCSD DISTRICT POLICY**

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 in any school building, on school grounds, in any school vehicle or at any school-sponsored activity or event without the authorization of the school or the 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.

If a student discovers that he or she has carried, brought or is in possession of a dangerous weapon and the student notifies a teacher, administrator or other authorized person in the school district, and as soon as possible delivers the dangerous weapon to that person, expulsion shall not be mandatory and such action shall be considered when determining appropriate disciplinary action, if any.

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

- a. A firearm, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm.
- 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.

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.

#### Discretionary suspension or expulsion for weapon in accordance with state law

As used in this policy, "weapon" means any object which is generally used for nonviolent or nondangerous 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.

### Other restrictions invoking discretionary suspension or expulsion for a weapon in accordance with state law

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, in any school building, on school grounds, in any school vehicle or at any school-sponsored event or activity 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.

However, if a student discovers that he or she has carried, brought or is in possession of a knife and the student notifies a teacher, administrator, or other authorized person in the school district, and as soon as possible delivers the knife to that person, expulsion shall not be mandatory and such action shall be considered when determining appropriate disciplinary action, if any.

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.

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, unless the student has delivered the firearm or weapon to a teacher, administrator or other authorized person in the district as soon as possible upon discovering it. In such case, school personnel shall consult with law enforcement to determine whether referral of the student to law enforcement is necessary and how to properly dispose of the firearm or weapon or return it to its owner.

Adopted: December 8, 2003

LEGAL REFS.: C.R.S. 22-33-106 (1)(d) (grounds for suspension and expulsion)  
18 U.S.C. Section 921 (a)(3) (federal definition of "firearm")  
C.R.S. 22-32-109.1 (2)(a)(VII) (policy required as part of safe schools plan)

CROSS REFS.: JKD, Suspension/Expulsion of Students  
KFA, Public Conduct on School Property

## **STUDENT INTERROGATIONS, SEARCHES AND ARRESTS (JIH)**

The Board of Education seeks to maintain a climate in the schools which is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school personnel to search the person and/or the personal property of the student and to seize any property deemed injurious or detrimental to the safety and welfare of students and staff.

Searches may be conducted by a school official who has reasonable grounds for suspecting that a search will turn up evidence that the student has violated either the law or Board policy. When reasonable grounds for a search exist, school personnel may search a student and/or his property while on school premises or during a school activity under the circumstances outlined in this policy and may seize any illegal, unauthorized or contraband materials.

Any search conducted by a school official shall respect the privacy of the student and not be any more intrusive than necessary considering the age and sex of the student and nature of the suspected infraction.

Whenever possible, the student shall be informed of the reason(s) for conducting the search and the student's permission to perform the search shall be requested. A student's failure to cooperate with school officials conducting a search shall be considered grounds for disciplinary action.

An administrative report shall be prepared by the school official conducting a search explaining the reasons for the search, the results and the names of any witnesses. If the search produces evidence to be used as the basis for disciplinary action, the report shall be filed in the student's discipline file.

### **Definitions**

1. "Reasonable suspicion" is the standard for a search on school property or at school activities carried out by school authorities. Reasonable suspicion should be based on facts provided by a reliable informant or personal observation which cause the school official to believe, based on his own experience, that search of a particular person, place or thing would lead to the discovery of evidence of a violation of Board policy or state laws. Reasonable suspicion requires more than a mere hunch.
2. "Contraband" consists of all substances or materials prohibited by Board policy or state law including but not limited to drugs, alcoholic beverages, a "deadly weapon/firearm," "weapon," or "facsimile," as described in Policy JICI.

### **Search of School Property**

School lockers, desks and other storage areas are school property and remain at all times under the control of the school. School property provided for the use of students is subject to inspection, clean-outs, access for maintenance and search pursuant to this policy.

Students shall assume full responsibility for the security of their lockers and/or other storage areas in the manner approved by the administration. Students shall be responsible for whatever is contained in desks and lockers assigned to them by the school.

No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal of the school in which the locker or storage area is located. Unapproved locks shall be removed.

The principal or his designee may search a desk, locker or any other storage area and its contents when he has reasonable grounds for a search. Whenever possible, another person shall be available to witness the search.

### **Parking Lot/Vehicle Searches**

The privilege of bringing a student-operated motor vehicle on to school premises is conditioned on consent by the student driver to allow search of the vehicle when there is reasonable suspicion that the search will yield evidence of contraband.

Refusal by a student, parent/guardian, or owner of the vehicle to allow access to a motor vehicle on school premises at the time of a request to search the vehicle shall be cause for termination without further hearing of the privilege of bringing the vehicle on to school premises. Refusal to submit to search also may result in disciplinary action and notification of law enforcement officials.

Routine patrolling of student parking lots shall be permitted at all times.

### **Search of the Student's Person**

The principal or his designee may search the person of a student if the school official has reasonable grounds to believe that the student is in possession of contraband.

Search of the person shall be limited to the student's pockets, any object in the student's possession such as a purse, briefcase, or backpack and/or a "pat down" of the exterior of the student's clothing.

Searches of the person shall be conducted out of the presence of other students and as privately as possible. At least one but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search.

The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.

Searches of the person which require removal of clothing other than a coat or jacket or shoes, shall be referred to a law enforcement officer. No strip search shall be carried out by any school employee.

### **Law Enforcement Officers' Involvement**

The principal or his designee may request a search on school premises be conducted by a law enforcement officer. When law enforcement authorities are involved in the search, the search will be conducted under criminal law standards rather than under the provisions of this policy.

When law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in the search unless under the direct order of the law enforcement officer.

The principal or his designee may request the assistance of a law enforcement officer to:

1. conduct a search of school property including lockers, desks and other storage areas;
2. conduct a search of any motor vehicle or any object in the possession of the student such as a purse, briefcase or backpack if the student refused to permit school authorities to conduct such a search;

In the case of such refusal, the principal or his designee may, but shall not be obligated to, first attempt to contact and secure assistance of the student's parent before involving a law enforcement officer; or

3. identify or take possession of prohibited items found in the course of a search conducted in accordance with this section.

If law enforcement personnel seek permission from school authorities to search a student, his property or school property to obtain evidence related to criminal activities, school officials shall require the police to produce a valid search warrant before the search is conducted unless:

1. there is uncoerced consent by the student;
2. there is probable cause and circumstances such that taking the time to obtain a search warrant would frustrate the purpose of the search; or
3. the search is incident to an arrest and is limited to the person and his immediate surroundings.

### **Interrogation**

When law enforcement officials request permission to question students when students are in school or participating in school activities, the principal or his designee shall be present. If the student is under 18, his parent(s) or legal guardian also shall be present unless the juvenile is emancipated as that term is defined in state law.

Provided, however, in the event any school personnel have reasonable suspicion to believe that a violation of law is or has occurred, they will notify the appropriate Law Enforcement Official and report the suspected violation. Law Enforcement Officials responding to such a report shall be entitled to take all reasonable and lawful action as a result thereof. The District will under such circumstances make a rea-

sonable attempt to promptly notify the student's parent(s) or legal guardian, if the student is under eighteen (18) years of age, or not otherwise emancipated.

Every effort shall be made not to draw any attention to the student being questioned by conducting the interrogation in private and with as little disruption to the schedule as possible.

### **Custody and/or Arrest**

When custody and/or arrest by the police is involved, the principal shall request that all procedural safeguards as prescribed by law be observed by the law enforcement officers. This includes all due process procedures including but not limited to obtaining proper arrest warrants where required.

### **Seizure of Items**

Anything found in the course of a search conducted by school officials which is evidence of a violation of law or Board policy or school rules or which by its presence presents an immediate danger of physical harm may be:

1. seized, tested and/or offered as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized;

Such material shall be kept in a secure place by the principal until it is presented at the hearing. If testing a substance has shown it to be a controlled or counterfeit substance, written documentation or the identification of the substance shall be maintained and admitted as evidence in any suspension or expulsion proceeding; or

2. turned over to any law enforcement officer in accordance with this policy.

Any law enforcement records, testing or reports relative to the seized item may also be used as evidence in any suspension or expulsion proceeding.

### **Appeals**

Within 10 school days after a search, the student may appeal the search decision to the superintendent who shall investigate the reason(s) and circumstances of the search. The superintendent shall issue written findings within five school days after receiving the appeal. The superintendent's decision shall constitute the final district determination.

Revised: April 5, 1999

Adopted: May 10, 1999

LEGAL REF.: C.R.S. 19-2-511 et seq.

CROSS REFS.: JK, Student Discipline, and subcodes  
JICI, Weapons in School

## **POLICY ACC: ETHNIC INTIMIDATION OR HARASSMENT**

The Board of Education affirms the right of all persons to be in an environment that is safe and free from intimidation, harassment, hazing or physical harm.

It is a violation of board policy for any student or staff member to intimidate, harass or engage in hazing any student, staff member or other person in a physically or emotionally harmful manner while on school grounds or at school sponsored events. Hazing, which involves any forced activity that recklessly or knowingly endangers the emotional or physical health or safety of another person, is considered a form of intimidation and harassment prohibited by this policy.

### **Regulation ACC-R: Intimidation, Harassment and Hazing**

In an effort to promote the safety and welfare of all students and staff in the school environment, the building principal or designee, in conjunction with district administration shall make all students and staff aware of this policy, and ensure that concerted efforts are made to inform students and staff about the content and consequences of this type of behavior.

A person commits intimidation, harassment or hazing if he or she engages in any of the following behaviors:

1. engages in physical contact that results in bodily harm (assault); or
2. subjects another person to physical contact, including but not limited to striking, shoving, or kicking in a manner that constitutes a real or perceived threat of physical or emotional harm; or
3. directs obscene comments or gestures at another person; or insults, taunts or challenges another person; or
4. follows a person in a manner which causes fear, concern or alarm; or
5. threatens another person with physical harm.

Any incident believed to constitute intimidation, harassment or hazing shall be reported promptly to the building administrator or designee, and district level administrator when necessary, for investigation and further action. Principals are directed to initiate suspension and/or

expulsion review proceedings when infractions seriously disrupt the learning environment, undermine a sense of civility, or present a danger to the safety and welfare of students and staff.

## **File: AC CCSD DISTRICT POLICY**

### Nondiscrimination/Equal Opportunity Interpersonal/Human Relations

The Board is committed to a policy of nondiscrimination in relation to race, sex, religion, national background, age, marital status and handicaps. 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 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 initiate a process of reviewing all policies and practices of this school district in order to achieve to the greatest extent possible the objectives of this policy.

### Student Opportunities

Every student of this school district shall have equal educational opportunities regardless of race, color, creed, sex, marital status, national origin or handicap.

Further, no student shall on the basis of sex be excluded from participating in, be denied the benefits of, or be subject to discrimination under any educational program or activity conducted by the district.

More specifically, as prescribed by legal requirements, the school district shall treat its students without discrimination on the basis of sex as this pertains to access to and participation in course offerings, athletics, counseling, employment assistance and extracurricular activities.

### Designation of Responsible Employee

The Board of Education shall designate an individual as the responsible employee to coordinate school district compliance with Section 504 of the Rehabilitation Act and its administrative regulations and Title IX and its administrative regulations.

The designee shall be responsible for continuing surveillance of district educational programs and activities with regard to compliance.

## **CIVIL RIGHTS AND ETHNIC INTIMIDATION GRIEVANCE PROCEDURE**

In compliance with Title VI & VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Sexual Harassment Policy 1981; Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act 1990; Colorado Ethnic Intimidation Act 1988; and the Federal Racial Incidents and Harassment Against Students at Educational Institutions Policy 1994, Cherry Creek School District does not discriminate on the basis of race, color, national origin, ancestry, gender, religion, age, handicap or disability, in admissions or access to, or treatment of, or employment in, educational programs or activities which it operates.

A grievance procedure for violation of the above mentioned Civil Rights titles, acts, and policies, and the Colorado Ethnic Intimidation Act, has been established for students, parents, and employees. A grievance may be initiated by a student, a parent, or an employee, or by a group of people acting collectively, or by parents acting on behalf of students. The District is committed to resolving grievances in the most expedient manner and, therefore complainants are encouraged to follow the steps outlined below.

### **STEP 1**

Talk with the designated building or District Equity Coordinator or trusted adult employed by the school district when there are concerns that a violation may have occurred.

An aggrieved person or persons may initiate the grievance procedure by meeting to discuss allegations of violations to the Civil Rights Laws or the state Ethnic Intimidation Act with the building Equity Coordinator when there is an alleged building complaint, and with the District Equity Coordinator when there is an alleged district complaint, or the complainant may meet and discuss the complaint with any other trusted adult employed by the district.

In the event the aggrieved person is not satisfied with the resolution of the complaint at Step 1, they may file an official grievance in accordance with Step 2.

## STEP 2

File an official grievance.

An official grievance with the district is a written complaint by an aggrieved person or persons, submitted to the building or District Equity Coordinator as soon as the alleged violation occurs. A written complaint should be filed with the Building Equity Coordinator when the activity complained of occurred at the local building level and with the District Equity Coordinator when the activity complained of was at the District level.

Complainants are encouraged to file grievances in a timely manner. Most Civil Rights Laws require the complainant to file with the appropriate agencies, which are listed at the end of this document, within 180 days of the last alleged offense. Cherry Creek School District encourages prompt and timely reporting of any complaint. Excessive delays may impair a full and accurate investigation. Complainants should be specific in stating that:

There has been an alleged violation of any applicable provisions under the Federal Civil Rights laws, acts or policies or the State Ethnic Intimidation Act, or the District non-discrimination policies, regulations and/or specific school procedures. The complaint should include names, dates, places and a detailed description of the alleged violation.

OR

The aggrieved person has been a victim of any act prohibited by the applicable provisions of the Federal Civil Rights laws, acts or policies of the State Ethnic Intimidation Act, or the District non-discrimination policies, regulations or specific school procedures, or treated inequitable by reason of any act or condition which is contrary to the established equity policies, regulations or practices affecting students or employees. The complaint should include names, dates, places and a detailed description of the alleged violation.

## STEP 3

Building or district will conduct a thorough investigation.

The building and/or District Equity Coordinator, whichever is appropriate, shall conduct a thorough and complete investigation of the alleged violation(s) without violation of due process rights of the alleged victim(s), the alleged perpetrator(s), or witnesses.

The Building or District Equity Coordinator will, within 45 working days from receipt of the grievance, acknowledge in writing, to the complainant, receipt of the grievance and advise the grievant of the investigative process. Upon completion of the investigation, the District will advise the complainant in writing, of any corrections to any identified instance of non-compliance and appropriate remedies.

## STEP 4

Complainant's right to appeal.

Either the complainant or any alleged perpetrator has the right to appeal any decision made by the Building Equity Coordinator to the District Equity Coordinator and any decision of the District Equity Coordinator to the Superintendent or designee. The parties will be provided a written decision by the person to whom the appeal is directed.

### Civil Rights Agencies Grievance Process

While Cherry Creek School District encourages all persons to follow the above steps in filing grievances, this process does not have to be followed. Parents, acting as guardians for minor children, students, and employees who allege inequitable treatment or ethnic intimidation, or sexual harassment may initiate a direct complaint to the federal or state Civil Rights agencies or local police departments for Ethnic Intimidation complaints (addresses listed below).

Complaints regarding violations of Title VI, (race, national origin) Title IX, (sex/gender), Section 504, ADA, (handicap or disability), Racial Incidents and Harassment Against Students at Educational Institutions Policy (race, color, or national origin) may be filed directly with the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, CO 80204. Complaints regarding violations of Title VII (employment) may be filed directly with the Federal Office of Equal Employment Opportunity Commission, 303 E. 17th Avenue, Suite 510, Denver, CO 80203, or the Colorado Civil Rights Commission, 1560 Broadway, Suite 1050, Denver, CO 80202, and complaints regarding the Colorado Ethnic Intimidation Act (race, color, ancestry, national origin, religion, and age) may be filed directly with local police departments.

The Cherry Creek School District is an equal opportunity educational institution and does not unlawfully discriminate on the basis of race, color, national origin, gender, religion, age, handicap, or disability in admission or access to, or treatment or employment in, its educational programs or activities.

Current practice codified 1991

Adopted: date of manual adoption

Revised: August, 1996

LEGAL REFS.:

- Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d
- Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. §2000e
- Title IX of the Education Amendments of 1972, 20 U.S.C. §1681
- Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. 1621 et seq.
- Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §701 et seq.
- C.R.S. 24-34-301 through 24-34-308C.R.S. 24-34-402 Equal Educational Opportunities Act of 1974, 20 U.S.C. §§1701 -1758

Cherry Creek School District No. 5, Englewood, Colorado

**File: ACB**

**Nondiscrimination on the Basis of Ethnicity and Race  
(Ethnic Intimidation/Harassment)**

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

The Board of Education affirms the right of all students and staff, regardless of race, color, ancestry, religion, or national origin to be treated with respect in an environment free from intimidation, discrimination, physical harm and/or harassment.

Proposed: April 13, 1992

Adopted: May 11, 1992

Also appears as Policy 4004

Cherry Creek School District No. 5, Englewood, Colorado

**File: AC-R-6**

**Nondiscrimination on the Basis of Ethnicity and Race**

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 student to harass or intimidate any other staff member or a student because of that person’s race, color, religion, ancestry or national origin.

Ethnic Intimidation shall include:

1. Conduct which knowingly causes bodily injury to another person.
2. Conduct or speech which knowingly places another person in fear of imminent lawless action directed at that person or his property.
3. Conduct or speech which is likely to produce bodily injury to another person or damage to his property.
4. Conduct which knowingly causes damage to or destruction of the property of another person.

Any incident believed to constitute ethnic intimidation 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.

LEGAL REF.: C.R.S. I8-9-121

CROSS REFS: GCQF, Discipline, Suspension and Dismissal of Professional Staff  
GDQD, Discipline, Suspension and Dismissal of Support

Cherry Creek School District No. 5, Englewood, Colorado

**File: AC R-4**

**SEXUAL DISCRIMINATION AND HARASSMENT**

Sexual Harassment of Students

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.

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 may file a 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 a 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.

Adopted: date of manual adoption

LEGAL REFS.: Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. Title IX of the Education Amendment 5 of 1972, U.S.C. §1681 et seq. C.R.S. 24-34-401 et seq.

Cherry Creek School District No. 5, Englewood, Colorado

**File: AC R-5**

### **Sexual Harassment of Students (Grievance Procedure)**

1. Students who believe that they have been subject to sexual harassment will report the incident to the principal or the principal's supervisor, who will be referred to as the grievance officer.
2. The grievance officer will attempt to resolve the problem, if warranted, in an informal manner through the following process:
  - a. The grievance officer will confer with the charging party in order to obtain a clear understanding of the basis of the complaint.
  - b. The grievance officer will then attempt to meet with the charged party in order to obtain a response to the complaint.
  - c. The grievance officer may hold as many meetings with the parties as is necessary to gather facts and obtain statements from witnesses if available.
3. On the basis of the grievance officer's perception of the situation, the grievance officer may:
  - a. Attempt to resolve the matter informally through conciliation.
  - b. Report the incident and transfer the record to the superintendent or his designee, and so notify the parties by certified mail.
4. After reviewing the record made by the grievance officer, the superintendent or designee attempts to gather any more evidence necessary to decide the case and thereafter impose any sanctions deemed appropriate including a recommendation to the Board for disciplinary action.

Approved: date of manual adoption

Cherry Creek School District No. 5, Englewood, Colorado

### **DISASTER PLANS *File: EBCA CCSD BOARD POLICY***

Advance planning for emergencies and disasters is essential to provide for the safety of students and staff should a threat to safety arise from fire or other causes. It also strengthens the morale of all concerned to know that preparedness plans exist and that students and staff have been trained in carrying them out.

Therefore, the Superintendent shall be responsible for developing plans that meet state and local requirements for preparedness in case of fire, civil emergencies, tornadoes and other natural disasters.

Fire drills shall be held in all buildings in accordance with the local ordinances of the respective jurisdictions.

The Board requires that procedures for dealing with bomb threats shall:

1. Aim first toward insuring the safety of students and personnel.
2. Aim also toward identification of the person or persons making the threat.
3. Require immediate reporting of any incident to the superintendent's office and to law enforcement authorities.
4. Not require evacuation of the threatened building. The principal will make the decision to evacuate, complying with any direction given by the superintendent or any order given for evacuation by the police.
5. Establish staff responsibilities for searching the building for unidentified threatening objects. The request of any employee to refuse to participate in a search shall be honored.
6. Provide that students shall not be dismissed from school until the end of the school day. Instead, if evacuated, they shall remain in designated areas until the principal and the police are satisfied that no danger exists. Teachers shall remain with their students and be responsible for them.

The personnel of the district shall cooperate fully with the police in planning and carrying out procedures for dealing with bomb threats. All personnel, including office and switchboard staff and custodians, shall be given instructions for carrying out their responsibilities in the event of such situations.

## **SECRET SOCIETIES/GANG ACTIVITY File: JICF CCSD BOARD POLICY**

### Secret Societies

Students are prohibited by law from joining or becoming members of any secret fraternity, sorority or society which wholly or partially forms its membership from students attending district schools and from belonging to or taking part in the organization or formation of any fraternity, sorority or society except such societies or associations as sanctioned by the Board of Education.

No organization, irrespective of name or manner of designation, that possesses secret rights among the membership or deals with private matters known only to one or a few and kept from others, shall be deemed eligible for approval and sanction by the Board of Education.

### Gangs

The Board of Education desires to keep district schools and students free from the threats or harmful influence of any groups or gangs which advocate drug use, violence or disruptive behavior. The principal or his designee shall maintain continual, visible supervision of school premises to deter gang intimidation of students and confrontations between members of different gangs.

The superintendent or his designee shall establish open lines of communication with local law enforcement authorities so as to share information and provide mutual support in this effort.

The superintendent or his designee shall provide inservice training to help staff members identify gangs and gang symbols, recognize early manifestations of disruptive activities and respond appropriately to gang behavior. Staff members shall be informed about conflict management techniques and alerted to intervention measures and community resources which may help students.

The Board prohibits the presence of any apparel, jewelry, accessory, notebook or manner of grooming which by virtue of its color, arrangement, trademark or any other attribute denotes membership in gangs which advocate drug use, violence or disruptive behavior. This policy shall be applied at the principal's discretion after consultation with the superintendent or his designee as the need for it arises at individual school sites.

The Board realizes that many students become involved in gangs without understanding the consequences of gang membership. Early intervention is key component of efforts to break the cycle of gang membership. Therefore, violence prevention education in the schools shall start with students in third grade.

## **BULLY PREVENTION AND EDUCATION**

The Board of Education supports a secure school climate, conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying is defined as any written or verbal expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school environment. For purposes of this policy, the school environment includes school buildings, grounds, vehicles, bus stops, and all school-sponsored activities and events.

A student who engages in any act of bullying is subject to appropriate disciplinary action including suspension, expulsion, and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made.

The Superintendent shall develop a comprehensive program to address bullying at all school levels. The program shall focus on accomplishing the following goals:

1. To send a clear message to students, staff, parents, and community members that bullying will not be tolerated.
2. To train staff and students in taking pro-active steps to prevent bullying from occurring.
3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
4. To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
5. To foster a productive partnership between parents and community members in order to help maintain a bully-free environment.
6. To support victims of bullying by means of individual and peer counseling.
7. To help develop peer support networks, social skills, and confidence for all students.
8. To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

Proposed: November 12, 2001

Adopted: December 10, 2001

## **STUDENT RECORDS/RELEASE OF INFORMATION ON STUDENTS**

### Definitions

For the purposes of this policy, the following definitions shall be used:

1. Student. A person who attends or has attended Cherry Creek schools.
2. Eligible student. A student or former student who has reached age 18 or is attending a post-secondary school.
3. Parent. Either the natural parents unless their rights have been removed by a court order, guardian, or individual acting as parent or guardian in the absence of the student's parent or guardian of any student under age 18.
4. Education records. Any record in handwriting, print, tape, film or other medium maintained by the district, an employee of the district or an agent of the district which may contain but shall not necessarily be limited to the following information: identifying data; academic work completed; level of achievement (grades, standardized achievement test scores); attendance data; scores on standardized intelligence, aptitude and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations, reports of serious or recurrent behavior patterns, and disciplinary information involving a student.

The following shall not be considered as education records:

- a. A personal record kept by a school staff member which was made as a personal memory aid, is in the personal possession of the individual who made it, and which contains information that never has been revealed or made available to any other person except the maker's temporary substitute.
- b. An employment record which is used only in relation to a student's employment by the school district. Employment for this purpose shall not include activities for which a student receives a grade or credit in a course.
5. Personal identifier. Any data or information which makes the subject of a record known including the student's name, parent or other family member's name, address, social security number, student number, list of personal characteristics or any other information which would make the student's identity known.

### Statement of Rights and Notification

At the beginning of each school year, the district shall notify parents and eligible students of their rights as set forth below. Such notification shall be provided parents or an eligible student when the student enrolls during the school year.

The notice shall include the following:

1. The right of parents and eligible students to inspect and review the student's education records.

2. The intent of the district as stated below to limit disclosure of information contained in a student's education record except by prior written consent of the parent or eligible student, as directory information or under certain limited circumstances as permitted by federal law.
3. The right of a parent or eligible student to seek to correct parts of the student's education record which he believes to be inaccurate, misleading or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request.
4. The right of any person to file a complaint regarding violations of rights accorded parents and eligible students pursuant to the Family Rights and Privacy Act with the local Office for Civil Rights of the U.S. Department of Education.
5. The procedure that a parent or eligible student may follow to obtain copies of this policy and the locations where copies may be obtained.

The school district shall arrange to provide translations of this notice to non-English speaking parents in their native language.

#### Fees for Copies of Records

Parents or eligible students shall not be denied the right to copies of records because of the following published fees. Fees may be waived, in part or entirely in a hardship case, by the record custodian. However the district shall reserve the right to make a charge for copies such as transcripts which it forwards to potential employers or to colleges and universities for employment or admission purposes.

The district shall provide copies of records:

1. When the refusal to provide copies effectively denies access to the records by a parent or eligible student.
2. At the request of the parent or eligible student, when the district has provided the records to third parties, by prior consent of the parent or eligible student.
3. At the request of the parent or eligible student when the district has forwarded records to another school where the student seeks or intends to enroll.

The fee for copies provided pursuant to this policy shall not exceed 10¢ per page, and no charge shall be made for research and retrieval.

The fee for all other copies such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience shall be from 10¢ to 35¢ per page (actual search, retrieval and copying cost) plus postage if involved.

#### Content and Custody of Records/Information

Student education records may contain, but will not necessarily be limited to, the following information: identifying data; academic work completed; level of achievement (grades, standardized achievement tests scores); attendance data; scores on standardized intelligence, aptitude and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations, and reports of serious or recurrent behavior patterns.

Education records do not include records maintained by a law enforcement unit of the school or school district that are created by that unit for the purpose of law enforcement.

Nothing in this policy shall prevent administrators, teachers or staff from disclosing information derived from personal knowledge or observation and not derived from a student's educational records.

All requests for inspection and review of student education records and requests for copies of such records, as well as disclosure of personally identifiable information except as provided by law, shall be maintained as a part of each student's record.

The principal is the official custodian of student records in his or her building.

#### Access to Education Records

A parent/guardian ("parent") and any student 18 years old or older, has the right to inspect and review the student's education files. If a student is 18 years old or older ("eligible student"), the parent or guardian may not inspect or review the student records without written permission from the student. However, if an eligible student is a dependent for federal income tax purposes, parents/guardians are entitled along with the student to access the student's educational records.

During inspection and review of student records by a parent or eligible student and when requested by them, the principal will provide personnel necessary to give explanations and interpretations of the student records.

In all cases where access to student records is requested, except as provided by this policy, a written request to see the files must be made by the parent or eligible student. The principal, upon receipt of the written request, shall provide access to inspect and review the records and set a date and time for such inspection and review. In no case will the date set be more than three working days after the request has been made.

The parent or eligible student shall examine the student's records in the presence of the principal and/or other person(s) designated by the principal.

The record itself shall not be taken from the school building. However, upon request, a copy of the record shall be provided within a reasonable time to the parent or eligible student.

If for any valid reason such as working hours, distance between record location sites or health, a parent or eligible student cannot personally inspect and review a student's education record, arrangements shall be made for the parent or eligible student to obtain copies of the record.

When a record contains information about other students, the parent or eligible student shall have access only to that portion of the record referring to the specific student.

#### Requests to Amend Education Records

When parents or eligible students find items in the student's education record which they believe are inaccurate, misleading or in violation of student rights, they shall use the following steps to request a change.

1. The requester shall immediately request the record custodian to correct the record. The record custodian shall respond to the request within two weeks. If the correction is made during this time to the satisfaction of the requester, no further action shall be necessary.

If the record does not appear to be obviously incorrect and if the custodian cannot change the record to the requester's satisfaction, the record custodian shall ask the requester to initiate a written request for change, which shall include:

- a. The item he believes is incorrect and whether he believes the item is inaccurate and why, misleading and why, and/or in violation of student rights and why.
- b. Signature of requester and date.
2. The written request shall be sent to the superintendent. The superintendent shall review the request and if necessary discuss the matter with other officials such as the school attorney or the Board of Education in executive session. He shall make a decision within two weeks.

If the superintendent decides the record is correct, he shall prepare a letter to the requester, which shall include:

- a. The superintendent's decision and basis for it.
- b. Notification that the requester has the right to ask for a hearing to present evidence that the record is incorrect and that the district shall grant such a hearing.
- c. Instructions for the requester to contact the superintendent or his designee to discuss whether a hearing before the Board will be requested and if so convenient dates and times for the hearing.
- d. Advice that the requester may be represented or assisted in the hearing by other parties including an attorney at the requester's expense.
3. After the requester has expressed in writing his wishes concerning the hearing and the time and place for the hearing, within one week the superintendent shall notify the requester when and where the hearing shall be held.

At the hearing, the requester shall be provided with full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect.

On or before its next regular meeting, the Board through the superintendent shall submit a written summary of the evidence presented at the hearing with its decision. The decision shall be based solely upon the evidence and shall include a summary of the evidence and reasons for the decision.

If the decision is that the record is incorrect, the superintendent shall instruct the record custodian to make necessary changes. The record custodian shall correct the record and notify the requester.

If the decision is that the record shall not be changed, the superintendent shall prepare a written notice to the requester which shall include:

- a. The Board's decision that the record is correct and shall not be changed.
- b. A copy of the summary of evidence presented at the hearing and a statement of the reasons for the decision.
- c. Advice to the requester that he may place in the student's education record an explanatory statement which sets forth the reasons he disagrees with the decision and why he believes the record is incorrect. This explanatory statement shall be maintained by the district as part of the record as long as it maintains the questioned part of the record. The statement shall be attached to the questioned part and whenever such part is disclosed, the explanatory statement also shall be disclosed.

#### Requesting Records from Other School Districts

When a student transfers to this school district from another district, the receiving school shall request the student's records from the transferring district if the records have not already been forwarded to the receiving school.

#### Requesting and Receiving Information and Records from State Agencies

Within the bounds of state law, school district personnel shall seek to obtain such information regarding students as is required to perform their legal duties and responsibilities, including protecting public safety and the safety of the student. Such information may be obtained from the judicial department of any state agency that performs duties and functions under the Colorado Children's Code.

School district personnel receiving such information shall use it only in the performance of their legal duties and responsibilities and shall otherwise maintain the confidentiality of all information obtained.

#### Transferring Records to Other School Districts

Student records, including disciplinary records, may be transferred without consent to officials of another school system, or post-secondary institution that has requested the records and in which the student seeks or intends to enroll. The district will provide a copy of the record to the eligible student or student's parents, if so requested.

If such information is shared with another school or school district to which a student may be transferring, it shall only be shared in compliance with the requirements of federal law, including the Federal Education Rights and Privacy Act of 1974 ("FERPA").

#### Disclosure Without Written Consent

The school district shall disclose personally identifiable information from student records without written consent of the parent or eligible student only to:

1. Other school officials working within the school system who have legitimate educational interest in the information for use in furthering a student's academic achievement or maintaining a safe and orderly learning environment. This disclosure may include the disclosure of disciplinary information regarding conduct that posed a significant risk to the safety or well being of the student or others. School officials for purposes of this policy shall be defined as:
  - a. A member of the Board of Education
  - b. A person certified by the state and appointed by the Board to an administrative, supervisory, or instructional position
  - c. A person certified by the state and employed by the Board as a temporary substitute for administrative, supervisory or instructional personnel
  - d. A person employed by the Board to perform a special task such as secretary, clerk, attorney or auditor
  - e. Teachers working in the school at which the student is enrolled who have a specific and legitimate educational interest in the information for use in furthering a student's academic achievement or maintaining a safe and orderly learning environment.

A "legitimate educational interest" shall be defined as a school official's need to know in order to:

- a. Perform an administrative task required in the employee's position description as approved by the Board
  - b. Perform a supervisory or instructional task directly related to the student's education
  - c. Perform a service or benefit for the student or his family such as health care, counseling, student job placement or student financial aid
2. Officials of another school or school system or post-secondary institution in which the student seeks or intends to enroll. In this case, disciplinary information may be included. Parents and eligible students shall have the right upon request to obtain copies or records transferred under this provision.

3. Authorities named in the Family Educational Rights and Privacy Act and accompanying federal regulations. These include: comptroller general of the United States, secretary of education, director of NIE, assistant secretary of education, state educational authorities, and authorities investigating or providing emergency service involving the health and safety of students. In a health or safety emergency, information shall be released only if:
  - a. Warranted by the seriousness of the threat to the health or safety of the student or other persons
  - b. It is necessary and needed to meet the emergency
  - c. Persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency
  - d. Time is an important and limiting factor in dealing with the emergency
4. A criminal justice agency investigating a criminal matter concerning a student enrolled or who will enroll in the school district when necessary to effectively serve the student prior to trial. Such information shall only include disciplinary and attendance information and shall only be shared upon certification by the criminal justice agency that the information will not be disclosed to any other party except as specifically authorized or required by law, without the prior written consent of the student's parent/guardian.
5. In connection with a student's application for or receipt of financial aid.
6. Accrediting institutions to carry out their accrediting functions.
7. Testing and research organizations with which the district has entered into a written agreement or contract as long as confidentiality is maintained and such organizations are required to destroy records after they no longer are needed.
8. Anyone if required by a court order or subpoena. The school shall make a reasonable effort to inform the parent or eligible student prior to complying with the subpoena or court order. The district will not provide such notice if the subpoena is issued by a federal grand jury or any other law enforcement purpose where the court has ordered non-disclosure of the existence or contents of the subpoena or information furnished.
9. Representatives of the United States armed forces for recruitment purposes only. Names, addresses and home telephone numbers of secondary school students will be released to military recruiting officers within 90 days of the request unless a student submits a written request that such information not be released.
10. Parents of students over 18 years of age that are dependent for federal income tax purposes.

The school district may disclose group scholastic achievement data, from which the individual cannot be identified, without written consent of the parent or eligible student.

#### Disclosure With Written Consent

Whenever the district is required by law or policy to seek written consent prior to disclosing personally identifiable information regarding a student, the notice provided to the parent/guardian or eligible student shall contain the following:

1. The specific records to be released
2. The specific reasons for such release
3. The specific identity of any person, agency or organization requesting such information and the intended uses of the information
4. The method or manner by which the records will be released
5. The right to review or receive a copy of the records to be released

Parental consent shall only be valid for the specific instance for which it was given. Consent for a student to participate in any course, school activity, special education program or in any other school program shall not constitute the specific written consent required.

All signed consent forms shall be retained by the school district.

#### Disclosure to Medicaid

In all cases in which a student is enrolled in the Colorado Medicaid program, the district shall release directory information consisting of the student's name, date of birth and gender to Health Care Policy and Financing (Colorado's Medicaid agency) to verify Medicaid eligibility of students. The district shall obtain written consent annually from a parent/guardian before the release of any non-directory information required for billing.

## Disclosure to Other Parties

Except as noted in this policy, student records will not be released to other individuals and parties without a written request and authorization of the parent or eligible student.

Personal information will only be released to a third party with the assurance it will be kept confidential.

## Disclosure of Directory Information

The school district may disclose directory information without written consent of the parent or eligible student. The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of information—provided such refusal is received in writing in the office of the principal of the school where the student is in attendance no later than the end of the second full week of school. Directory information which may be released may include: the student's name, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance (meaning the period of time during which a student attends an educational institution and not specific daily records of student attendance), degrees and awards received, the most recent and previous education agency or institution attended by the student, and other similar information. Student telephone numbers and addresses will not be disclosed pursuant to Colorado law.

## Waivers

A parent or eligible student may waive any or all of his rights protected by this policy. Waiver shall not be valid unless in writing and signed by the parent or eligible student. The district does not require a waiver but may request a waiver. Any waiver under this provision may be revoked at any time in writing.

Revised: March 11, 2002

Adopted: April 15, 2002

LEGAL REFS.: 20 U.S.C. §1232g (Family Educational Rights and Privacy Act of 1974) 34 C.F.R. §99.1 et seq. (regulations)  
Pub.L. 100-360, July 1, 1998 (Medicare Catastrophic Coverage Act of 1988)  
C.R.S. 19-1-303 and 304 (records and information sharing under Colorado Children's Code)  
C.R.S. 22-1-122 (district shall comply with FERPA)  
C.R.S. 22-32-109.1(6) (duty to establish policy on sharing information consistent with state and federal law in the interest of making schools safe)  
C.R.S. 22-32-109.3(2) (duty to share disciplinary and attendance information with criminal justice agencies)  
C.R.S. 22-33-106.5 (court to notify of conviction of crime of violence and unlawful sexual behavior)  
C.R.S. 22-33-107.5 (school district to notify of failure to attend school)  
C.R.S. 24-72-204 (3)(a)(VI) (schools cannot disclose address and phone number without consent)  
C.R.S. 24-72-204(3)(d) (information to military recruiters)  
C.R.S. 24-72-204 (3)(e)(I) (certain FERPA provisions enacted into Colorado law)  
C.R.S. 24-72-204 (3)(e)(II) (disclosure by staff of information gained through personal knowledge or observation)  
C.R.S. 26-4-531 (districts who contract to receive federal funds for health services for students receiving medicaid benefits may share information as allowed by parent/guardian)

CROSS REFS.: JK, Student Discipline, and subcodes  
JLCA, Student Health Services and Requirements  
JRCA, Sharing of Student Records/Information between School District and State Agencies

## **STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES File: JII CCSD BOARD POLICY**

The Board of Education, administration and staff shall honor students' rights of inquiry and rights to express matters of concern through existing processes of communication which do not infringe upon the rights of others.

Therefore, students shall have adequate opportunity to communicate matters of concern to the faculty and administration and shall have ample opportunity to discuss these matters with the full student body.

If these processes of communication do not produce a satisfactory solution and if grievances are to be advanced, it shall be the students' right and obligation to utilize established grievance procedures.

Grievance procedures shall be available for students to receive prompt and equitable resolution of allegations of discriminatory actions on the basis of race, color, national origin, sex and handicap which students are encouraged to report.

Grievances shall fall into four categories: group scholastic, individual scholastic, group social and individual social-defined as follows:

#### Group scholastic

More than one student having a common concern, complaint and/or inquiry directly relating to course registration, course work, course content, grades, grading procedures, grade reporting procedures, library and resource center policies and class attendance policies and procedures which they are unable to resolve after exhausting all avenues of informal communication with the staff and/or applying all relevant established policies and procedures.

#### Individual scholastic

One student having a concern, complaint and/or inquiry directly relating to course registration, course work, course content, grades, grading procedures, grade reporting procedures, library and resource center policies and class attendance policies and procedures which he is unable to resolve after exhausting all avenues of informal communication with the staff and/or applying all relevant established policies and procedures.

#### Group social

More than one student having a common concern, complaint and/or inquiry directly relating to all aspects of school life other than course registration, course work, course content, grades, grading procedures, grade reporting procedures, library and resource center policies and class attendance policies and procedures which they are unable to resolve after exhausting all avenues of informal communication with the staff and/or applying all relevant established policies and procedures.

#### Individual social

One student having a concern, complaint and/or inquiry directly relating to aspects of school life other than course registration, course work, course content, grades, grading procedures, grade reporting procedures, library and resource center policies and class attendance policies and procedures which he is unable to resolve after exhausting all avenues of informal communication with the staff and/or applying all relevant established policies and procedures.

It is expected that the Board, administration, faculty, students and parents within the Cherry Creek School District shall respect the terms of this policy.

The Board, by this and other adopted policies, shall make itself available to individual students and to student groups when such communication is felt to be in the best interest of both parties.

Adopted March 10, 1969 Revised September 10, 1979 Revised to conform with practice: date of manual adoption

CROSS REFS.: AC, Nondiscrimination on the Basis of Sex (Compliance with Title IX)

AC, Nondiscrimination on the Basis of Handicap/Disability (Compliance with Section 504)

IHCDA, Post secondary Options/Concurrent Enrollment

JICEA, School-Related Student Publications

JICEC, Student Distribution of Non curricular Materials

## **STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES File:JII-R CCSD BOARD POLICY**

### Definitions

A “grievance” will mean a written complaint by an aggrieved person that:

1. There has been a violation or inequitable application of any applicable provisions of Board of Education policies, regulations or high school procedures, or
2. The aggrieved person has been treated inequitably by reason of any act or condition which is contrary to established policy, regulation or practice affecting students.

The term “grievance” will not apply to any matter in which the Board is without authority to act.

A grievance may be initiated by a student or his parents on his behalf or by a group of students acting collectively or their parents acting on their behalf. A “grievant” will mean a student, a student’s parent or group of students initiating a grievance.

A “respondent” will mean the person against whom the grievance has been filed.

Either the grievant or the respondent may be represented during the grievance process at his own expense.

“Days” will mean regularly scheduled student contact days for the parties involved.

### Miscellaneous provisions

1. No reprisal will be taken by a party in interest against any other party in interest or any person involved in any way in the grievance procedure by reason of such participation.

2. If requested, the Board, grievant or respondent will make available to the other parties in interest all information permitted by law which is in their possession or control which is relevant to the issues raised by the grievance.
3. Failure at any level of this procedure to appeal a decision in writing within the specified time limits or to make a written request for time extension will constitute a forfeiture of the right of the party to proceed further in the grievance procedure, and the grievance will be considered settled and finally resolved based upon the decision as stated in the previous level of the procedure.
4. The maximum time allowed to file a grievance, after the individual knew or should have known of the violation of the Board policy or regulation or school procedure or the inequitable act, will be 30 student-teacher contact days.
5. Any grievant may request support of his grievance from student government or parent organizations.
6. This procedure will not abrogate, modify, extend, limit or delegate the rights and responsibilities of the Board under the provisions of applicable state or federal laws.

## **GRIEVANCE PROCEDURE**

The grievance statement must be submitted in writing and show that informal communication with the faculty/administration has been exhausted and that relevant established policies and procedures have been applied.

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. However, the specified time limit may be extended or reduced by mutual agreement. Every attempt will be made to resolve grievances before the end of the school year.

At each level, either the grievant, the respondent or the party hearing the grievance may request that it be taken to the next stop. A written decision with reasons will be given. If no decision is rendered within the time limit, the grievance automatically will be carried to the next level unless the grievant chooses to withdraw the grievance.

### **1. Preconditions to Level 1**

A grievance first must be discussed with the respondent with the object of resolving the matter informally at which time the grievant may:

- a. Discuss the grievance personally.
- b. Request that his parent accompany him.
- c. Request that a teacher accompany him.
- d. Request that the department coordinator attend the meeting.

A response will be rendered in writing within six days of receiving the grievance. If denied, the reasons will be delineated.

### **2. Level 1**

If the grievant is not satisfied with the disposition of the grievance at the precondition level or if a written response has not been received within the specified time limit, the grievant may file a Level 1 grievance with the building principal or his designee. The appeal must be received by the principal within six days following the receipt of the written decision rendered by the respondent at the precondition level or, in the absence of such written decision, within six days of the expiration date of the time period in which such written decision was due.

The principal or his designee will have six days to process the grievance at Level 1. The six days will begin when the principal receives the written grievance. Within this time period, the principal or his/her designee will conduct such hearing, confer with such persons and review such documentation as the principal or his designee deems necessary and will render to all parties in interest a written decision with the reasons delineated on the resolution of the grievance.

### **3. Level 2**

If the grievant is not satisfied with the disposition of the grievance or a written response has not been received within the specified time limit, the grievant may file a written grievance with the superintendent. This appeal must be received by the superintendent within six days following receipt of the written decision rendered by the principal or his designee or, in the absence of such written decision, within six days of the expiration date of the time period in which such written decision was due.

The superintendent or his designee hereafter will be referred to as the Level 2 administrator.

At the initial meeting of Level 2, the Level 2 administrator will hold a hearing at which both the grievant, with or without representatives the grievant chooses, and the appropriate faculty or administrators including the respondent are present. After this initial meeting, the Level 2 administrator may investigate and consult further with the grievant, the respondent and/or other parties and review such additional documents as he may deem necessary in an effort to resolve the grievance.

The Level 2 hearing will take place within six days after receipt of the written grievance by the Level 2 administrator. The Level 2 administrator will render a decision on the resolution of the grievance within 10 days after the hearing. The decision will be rendered in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest.

#### 4. Level 3

If the grievant is not satisfied with the disposition of the grievance at Level 2 or if a written response has not been received within the specified time limits, the grievant may file a written grievance with the Board of Education. The appeal shall be filed with the secretary of the Board within six days of the receipt of the decision rendered by the Level 2 administrator. Such appeal will state the nature of the appeal, issues involved and reasons in support of the grievant's position.

The Board then will set the matter for a hearing or, if time is crucial, may call a special meeting. The grievant and/or respondent may request a closed session hearing with the Board for the presentation of the grievance. However, the decision on the grievance will be made by the Board in an open meeting.

After the hearing, the Board may request additional witnesses or documentation, confer with additional parties or review such additional matters as the Board deems necessary and within such reasonable time as circumstances may allow will render its decision or adopt a resolution on the grievance.

#### Advisory resolutions

All resolutions of any grievance filed under this procedure at any level will be advisory only to the Board. The Board in its sole discretion may take such action whether additional, limiting, consistent or inconsistent with any prior resolution as the Board may deem necessary or appropriate.

Issued September 6, 1988

Approved: date of manual adoption

Cherry Creek School District No. 5, Englewood, Colorado

# THE EQUAL ACCESS ACT

(20 U.S.C. 4071-74)

## DENIAL OF EQUAL ACCESS PROHIBITED

Sec. 4071.

- (a) It shall be unlawful for any public secondary school which receives Federal financial assistance and which has a limited open forum to deny equal access or a fair opportunity to, or discriminate against, any students who wish to conduct a meeting within that limited open forum on the basis of the religious, political, philosophical, or other content of the speech at such meetings.
- (b) A public secondary school has a limited open forum whenever such school grants an offering to or opportunity for one or more noncurriculum related student groups to meet on school premises during noninstructional time.
- (c) Schools shall be deemed to offer a fair opportunity to students who wish to conduct a meeting within its limited open forum if such school uniformly provided that
  - (1) the meeting is voluntary and student-initiated;
  - (2) there is no sponsorship of the meeting by the school, the government, or its agents or employees;
  - (3) employees or agents of the school or government are present at religious meetings only in a nonparticipatory capacity;
  - (4) the meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
  - (5) nonschool persons may not direct, conduct, control, or regularly attend activities of student groups.
- (d) Nothing in this subchapter shall be construed to authorize the United States or any state or political subdivision thereon
  - (1) to influence the form or content of any prayer or other religious activity;
  - (2) to require any person to participate in prayer or other religious activity;
  - (3) to expend public funds beyond the incidental cost of providing the space for student-initiated meetings;
  - (4) to compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;
  - (5) to sanction meetings that are otherwise unlawful;
  - (6) to limit the rights of groups of students which are not of a specified numerical size; or,
  - (7) to abridge the constitutional rights of any person.
- (e) Notwithstanding the availability of any other remedy under the Constitution or the laws of the United States, nothing in this subchapter shall be construed to authorize the United States to deny or withhold federal financial assistance to any school.
- (f) Nothing in this subchapter shall be construed to limit the authority of the school, its agents or employees, to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.

## CHERRY CREEK SCHOOL DISTRICT BUS RULES

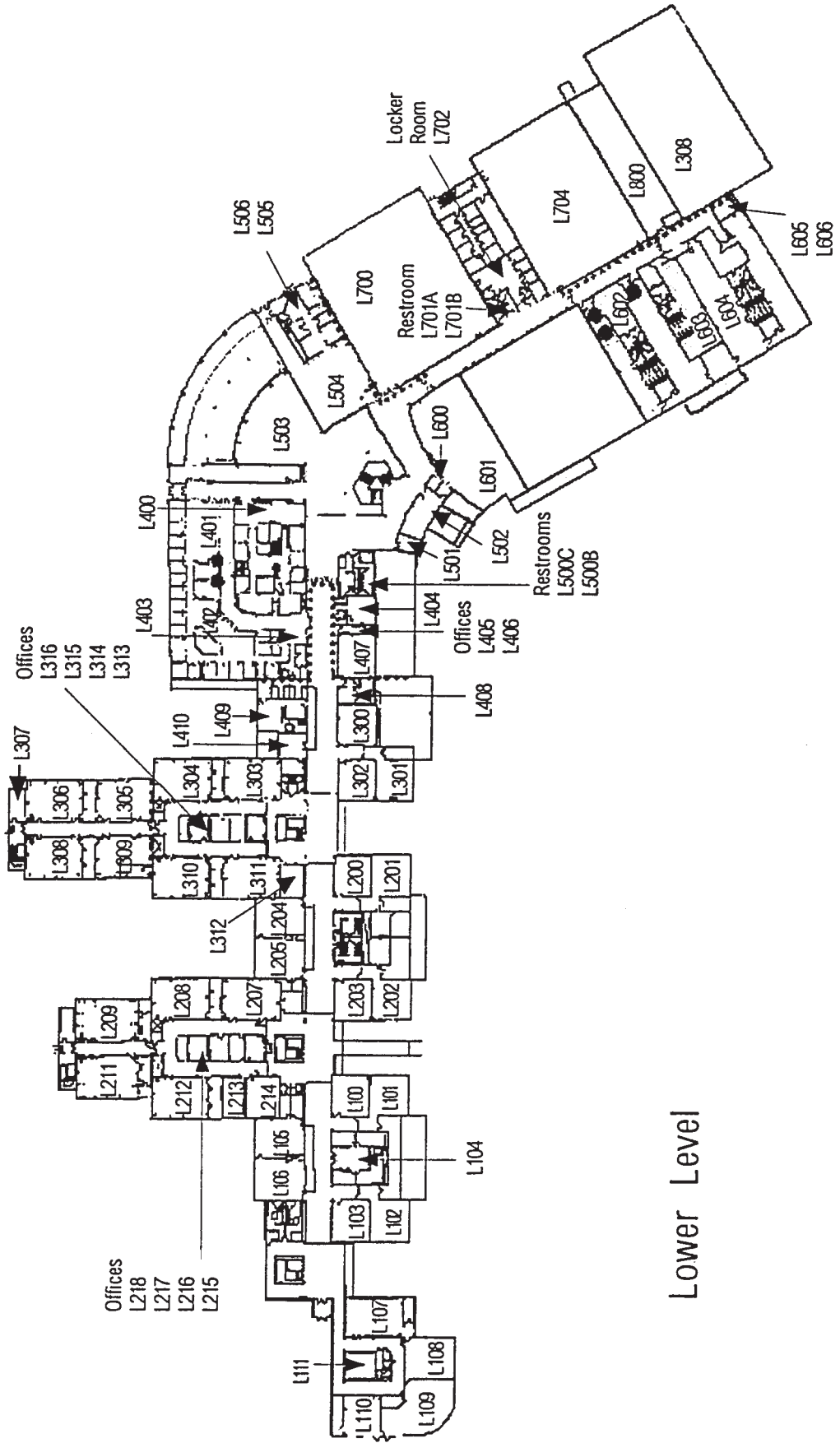
The following rules developed by the District Transportation Department are enforced to ensure the safety of student who ride buses to school:

1. follow the bus driver's directions the first time they are given.
2. be in your seat whenever the bus door is closed.
3. keep hands, feet, books, and objects to yourself.
4. no fighting.
5. no weapons or facsimiles of any kind.
6. no swearing, rude gestures, cruel teasing or put downs.
7. use classroom voices on the bus.
8. do not throw anything off the bus or have any part of you outside the bus.
9. do not smoke, chew tobacco, eat or drink while on the bus.
10. Do not bring anything alive or dangerous (i.e. glass containers, sharp objects) on the bus.
11. no skateboards or rollerblades allowed on the bus.

If a student's misbehavior cannot be corrected by a verbal reminder, the bus driver uses a "Misconduct Report" to communicate with the school and home. District procedure requires the administrator or designee to take appropriate disciplinary action depending on the seriousness of the incident. Action may range from assigned seating to a 5-day transportation suspension. If a student receives three (3) "Misconduct Reports," a 5-day suspension of bus privileges is automatic.

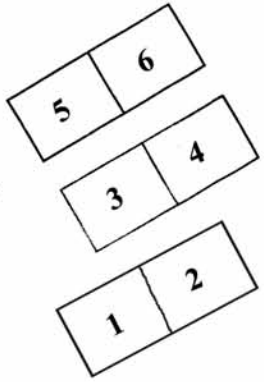
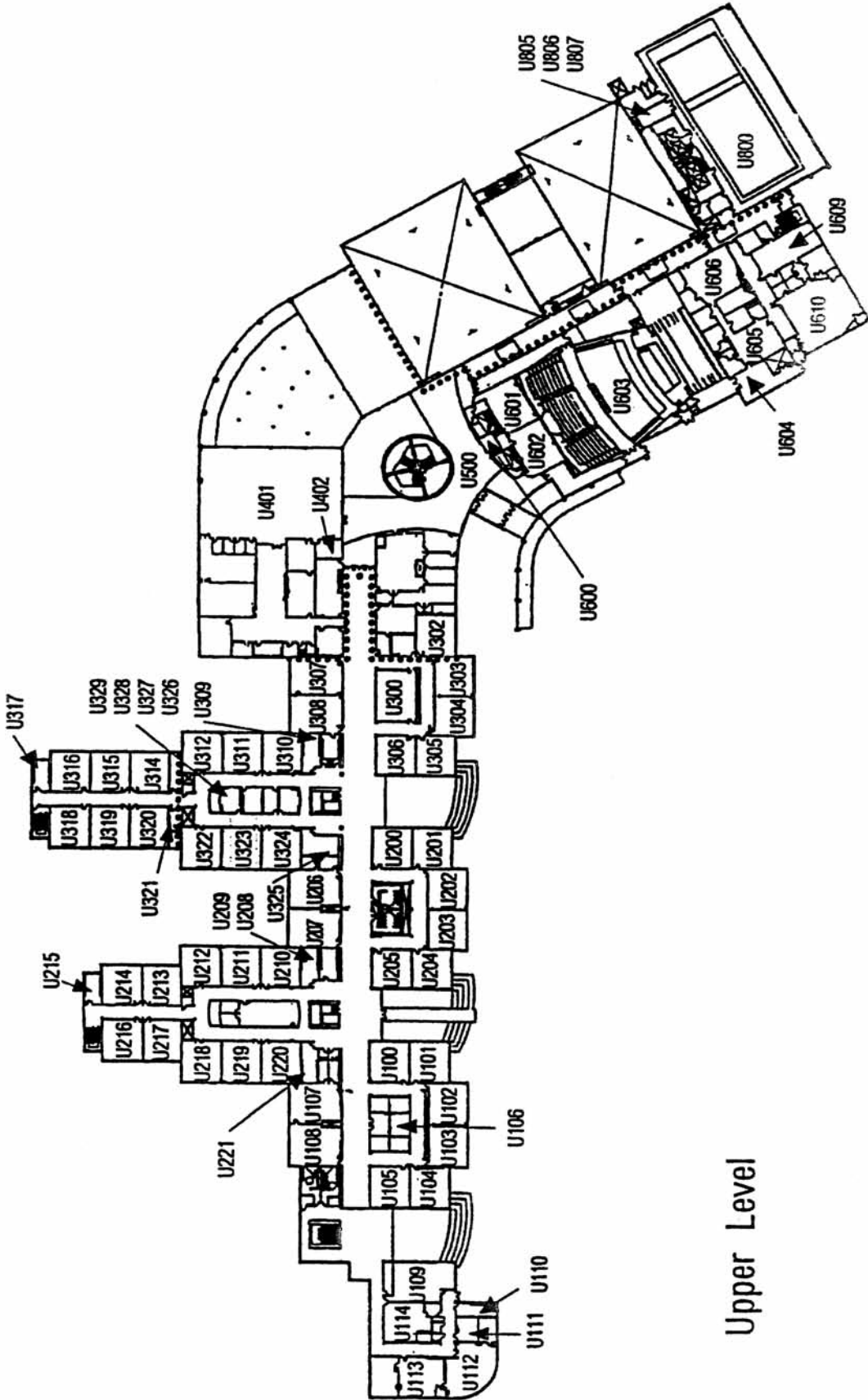
If you have any questions about District Bus Rules or disciplinary procedures, please call your student's dean or the District Transportation Department at 720-886-7430.

# GRANDVIEW HIGH SCHOOL



Lower Level

# GRANDVIEW HIGH SCHOOL



Upper Level

## Cherry Creek School District 2011-12 School Year Calendar Grandview High School

JULY 2011						
S	M	T	W	T	F	S
					1	2
3	<del>4</del>	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST						
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21	<span style="border: 1px solid black;">22</span>	23	24	25	26	27
28	29	30	31			

SEPTEMBER						
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OCTOBER						
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30	31					

NOVEMBER						
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DECEMBER						
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25	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>	<del>30</del>	31

JANUARY 2012						
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15	<del>16</del>	<span style="border: 1px solid black;">17</span>	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY						
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MARCH						
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APRIL						
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MAY						
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JUNE						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

X No School for Students and Staff  
 □ School Starts  
 ] Last day of School  
 / Final Exams

Days marked with symbols below are non-pupil contact days:  
 □ Teacher Work Days Prior to Start of School  
 ○ K-12 Non-contact/conferences  
 △ K-8 Non-contact/conferences  
 ◇ 9-12 Non-contact day

If for any reason the school district must close schools for more than two days, this adopted 2011-2012 calendar will be amended by the Board of Education to provide additional school days.

GHS Graduation, Friday, May 25, 2012, 12:00 p.m.

