



Student Handbook

CAMPUS

Middle School

2023-2024

4785 S. Dayton Street
Greenwood Village, Colorado 80111
720-554-2740

Important Phone Numbers

Activities/Athletics	720-554-2740
Attendance	720-554-2888
Counseling	720-554-2705
Dean of Students	720-554-2780
Library	720-554-2728
Main Office	720-554-2740
Mental Health	720-554-2751
Nurse/Clinic	720-554-2712
Principal's Office	720-554-2710
Registrar's Office	720-554-2709

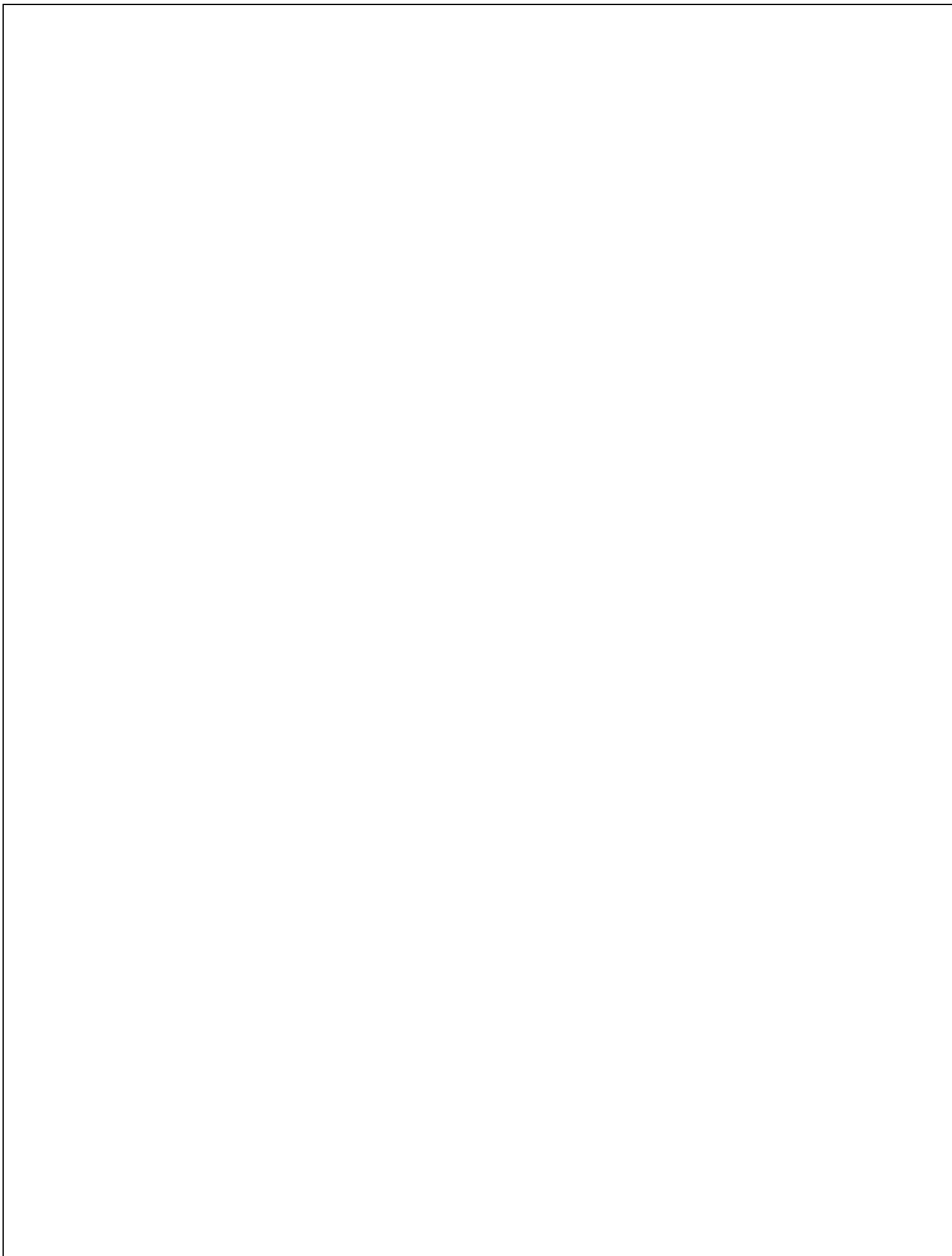


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1-877-542-7233

safe2tell.org

Notification of Nondiscrimination

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

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



Respect * Effort * Pride

**We show Respect,
Effort,
and Pride!**

GENERAL INFORMATION

Calendar Highlights 2023-2024

(Dates subject to change)

Aug. 14	First Day of School
Aug. 16	Back to School Night-6
Aug. 23	Back to School Night-7/8
Sept. 4	Labor Day - No School
Sept. 21	Parent/Teacher Conferences
Oct. 13	End of First Quarter
Oct. 16-20	Fall Break – No School
Nov. 9	Parent/Teacher Conferences
Nov. 10	Parent/Teacher Conferences
Nov. 22-24	Thanksgiving – No School
Dec. 22	End of Second Quarter
Dec. 25 – Jan 5	Winter Break – No School
Jan. 8	In-Service Day – No School
Jan. 15	MLK Day – No School
Jan. 25	Parent/Teacher Conferences
Feb. 19	Presidents' Day – No School
Feb. 20	In-Service Day – No School
Mar. 6	Parent/Teacher Conferences
Mar. 7	Parent/Teacher Conferences
Mar. 8	Non-Contact Day – No School
Mar. 15	End of Third Quarter
Mar. 18-22	Spring Break – No School
May 3	In-Service Day – No School
May 24	Last Day of School – End of Fourth Quarter

Daily Time Schedules

6th Grade

8:50 - 9:53	Core
9:57 – 11:00	Core
11:03 - 11:33/11:36 - 11:54	1 st Lunch/Advisory
11:03 - 11:21/11:24 - 11:54	Advisory/2 nd Lunch
11:57 – 12:41	Elective
12:46 – 1:30	Elective
1:35 - 2:38	Core
2:42 - 3:45	Core

7th Grade

8:50 - 9:53	Core
9:56 – 10:26/10:29 – 10:47	1 st Lunch/Advisory
9:56 -10:14/10:17 – 10:47	Advisory/2 nd Lunch
10:50 – 11:53	Core
11:57 – 1:00	Core
1:04 – 2:07	Core

2:12 - 2:56

3:01 - 3:45

Elective

Elective

8th Grade

8:50 - 9:34	Elective
9:39 - 10:23	Elective
10:28 - 11:31	Core
11:35 - 12:38	Core
12:41 - 1:11/1:14 - 1:32	1 st Lunch/Advisory
12:41 – 12:59/1:02 - 1:32	Advisory/2 nd Lunch
1:35 - 2:38	Core
2:42 - 3:45	Core

Storm/Emergency Information

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

Delayed Start

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

- **Elementary Schools:** Start time and morning bus pickup will be delayed 1 hour.
- **Middle and High Schools:** Start time and morning bus pickup will be delayed 90 minutes. Campus MS will begin the day at 10:20am.

Delayed Start Schedules

6th Grade

10:20 - 11:10	Core
11:13 – 11:58	Core
12:01 – 12:31/12:31 - 12:51	1 st Lunch/Advisory
12:01 – 12:21/12:21 - 12:51	Advisory/2 nd Lunch
12:55 – 1:30	Elective
1:34 – 2:19	Elective
2:23 - 2:57	Core
3:00 - 3:45	Core

7th Grade

10:20 - 11:10	Core
11:13 - 11:43/11:43 - 12:03	1 st Lunch/Advisory
11:13 - 11:33/11:33 - 12:03	Advisory/2 nd Lunch
12:06 - 12:51	Core
12:54 - 1:39	Core
1:42 - 2:27	Core
2:31 - 3:06	Elective
3:10 - 3:45	Elective

8th Grade

10:20 - 10:55	Elective
10:59 - 11:34	Elective
11:38 - 12:23	Core
12:26 - 1:11	Core
1:14 - 1:44/1:44 - 2:04	1 st Lunch/Advisory
1:14 - 1:34/1:34 - 2:04	Advisory/2 nd Lunch
2:07 - 2:55	Core
2:58 - 3:45	Core

School Closure

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

Telephone Policy

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

Telephone Messages

If an emergency occurs in your family, the CMS Main Office will assist you in every way possible. In an emergency, the Main Office will deliver messages to the classroom from a parent or guardian, or call students out of class. We are unable to deliver non-emergency individual messages to students or disrupt teachers and students by paging into classrooms. **Please make arrangements with your student prior to school in order to avoid disrupting the academic day.**

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

6 th Grade	11:57 - 1:30
7 th Grade	2:12 - 3:45
8 th Grade	8:50 - 10:23
Electives	10:26 - 11:57 & 1:30 - 2:12

Lost and Found

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

Visitor Policy

Adult and student visitors to CMS must check in at the Security Desk, present a government issued photo ID and receive a visitor's tag.

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

Schedule Changes

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

Withdrawal or Transfer

If a student wishes to withdraw or transfer from CMS at any time during the school year, the parent or guardian of that student must provide written notification to the Counseling Office prior to the last day of attendance. The student will be given a checkout form to be signed by appropriate teachers and staff, indicating that all textbooks/library books have been returned and all fines and fees are settled. Student records cannot be transferred to any persons or agencies outside the school district without the proper withdrawal procedure and the written permission of the student's parents or guardians.

ATTENDANCE

Attendance Policy

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

According to School Board [Policy JH](#), the following are "Excused" student absences:

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

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

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

Illness and Emergency Absence

On the morning that a student is absent due to illness or an emergency situation, **the parent or guardian should telephone the school at 720-554-2888.** Please leave a message on the recording before 10:00 a.m. If the absence continues for more than one day, parents are asked to call each morning until the student returns. Your call is important not only for the effectiveness of our attendance procedure, but for the safety and welfare of your student.

Dismissal During the School Day

If it is necessary that a student be excused during the school day, the parent/guardian must check-in at our front security desk. Once the parent/guardian is verified

with a photo ID, the student will be called down to meet the parent/guardian at the front security desk to be signed out.

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

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

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

Prearranged Absence

Certain types of absences are commonly excused: religious instruction; religious services and holidays; surgery; and medical or dental appointments (although these should be arranged outside of school hours when possible). When a parent is planning to take the student out of school for an extended trip, please, notify your grade level Administrator prior to the desired time off.

Tardy Policy

CMS teachers expect students to attend all classes on time. This means students are to be in their seats when class is scheduled to begin. Tardiness to class is inconvenient to the teacher and other students and disruptive to the learning process. In addition, tardiness fosters poor habits that impede a student's success in the adult working world. Any student not seated in class on time is considered tardy.

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

Attendance Review Process

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

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

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

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

1. Leave school for any reason without signing out in the main office or obtain a pass. Campus Middle School is a closed campus, and once students are on school grounds, they are required to stay unless signed out by parent/guardian.
2. Are absent from school without parent and school administration permission.
3. Are absent from class without teacher permission.

4. Obtain a pass to go to a certain place and do not report there.
5. Become ill and go home without authorization or stay in the restroom instead of reporting to the nurse's office.
6. Come to school, but do not attend classes.

STUDENT SERVICES

Locks/Lockers

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

At the end of a grading term students will be expected to clean out their lockers and at the end of the year all contents must be taken home.

Clinic

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

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

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

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

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

Concussions

With our increased awareness related to concussions and the effects of concussions on students, we are careful to make sure that we respond in a timely and effective manner to help students through concussion related symptoms until they have fully recovered. It is extremely important that parents notify the school of any concussion incident. Once informed, we will put into place a Temporary Mental and Physical Support Plan for the student. This plan will be in place until a student no longer experiences concussion related symptoms (typically one to three weeks).

Medication Policy

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

Over-the-counter medications: Electronic parental permission is required for nonprescription medication. Medication other than acetaminophen, ibuprofen,

antihistamine, and topical ointments must be provided from home in the original manufacturer's container with directions attached. A physician's authorization is required for dosages that are not within the manufacturer's directions. The exception is aspirin, because of its association with Reye's Syndrome. Aspirin may not be administered without a physician's authorization.

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

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

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

Counseling

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

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

Counselors meet often with teachers, deans, and grade level administration to discuss academic and social/emotional needs of students.

Library

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

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

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

To maintain a proper learning environment in the library, students are expected to behave in a courteous and respectful manner. All school rules apply to the library. Students may come to the library after school when in compliance with after-school rules. The library is open most days before school at 8:00am.

Library checkout rules:

1. Students may check out up to five items.
2. Charges will be incurred for damaged or lost materials.
3. Books are checked out for two weeks.
4. Fines may be assessed for overdue items.
5. Checkout privileges may be withheld for overdue or lost materials.
6. No food or drinks are allowed in the library at any time.

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

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

If you have any questions about books or online resources, please contact the library at 720-554-2728.

Student Computer and Internet Use

The Cherry Creek School District has provided all students with a computer to be used both at school and at home. Students are expected to bring their assigned computer and charger to school daily. Students will retain their assigned computers until they enter Cherry Creek High School or leave the district. Students may opt to bring a personal computer for school use. It is important to note that the Cherry Creek School District is not responsible for any loss or damage to personal computers. Students **must** use district-assigned computers for the school, district, or state assessments.

Students are expected to use Campus computing resources according to the NETWORKED ELECTRONIC INFORMATION RESOURCES (EHC) as seen in the district Student Conduct manual.

<https://www.cherrycreekschools.org/cms/lib/CO50000184/Centricity/Domain/1410/EnglishSCDG.pdf>

Students who violate the agreement may be subject to consequences such as fines for vandalism or revocation of computer privileges.

Cherry Creek Schools use Active Directory for user access authentication. This means that students use their Active Directory username and password to access a wide variety of district resources, such as PowerSchool, Schoology, computers, and email. Students should not share their passwords with anyone. Students are not permitted to download applications (e.g., games, music, videos) or other non-school-related files on the district computers.

For questions about computer and Internet use at school, please contact the technology office at 720-554-2736.

ACADEMICS

Homework Policy

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

Hints for success:

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

Make-Up Work

Students will have a reasonable length of time to prepare and submit make-up work. One day to make up work for each excused day of absence is the general rule. Work that has been assigned prior to and due during an absence must be submitted upon return; however, students should determine or check for specific guidelines from their teachers.

Homework Request

For assignments and homework while absent, students need to check their PowerSchool and Schoology accounts and/or contact the teachers via email. On the **third consecutive day** of a student's absence, a parent may request homework assignments by calling the main office at 720-554-2740.

Assignments will be compiled and left in the main office by 4:15pm. Parents need to make arrangements to have the assignments picked up. Upon their return to school, students have one extra day for each day absent to complete assignments. Please notify your student's counselor with any information to be shared with teachers regarding your student's needs in the event of an extended absence.

Grading Periods

First quarter ends October 13, 2023
Second quarter ends December 22, 2023
Third quarter ends March 15, 2024
Fourth quarter ends May 24, 2024

<http://my.cherrycreekschools.org>

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

PowerSchool

PowerSchool is a web-based and secure information system that provides information to school administrators, teachers, parents, and students. Parents can check their child's attendance and grade history by logging in to PowerSchool using their unique parent user ID and password. Parents can also view the school bulletin, fee balance information (when available), and read notes and comments from teachers. Printed grade progress reports are available by request to those parents and guardians without Internet access. For PowerSchool questions and information, please contact our technology office at 720-554-2736.

Schoology

Campus Middle School teachers utilize Schoology as an extension of the classroom experience. Students sign on to Schoology to view class updates, assignments, class calendars, assessments, discussion boards, etc. Parents can also access Schoology to view what their students are currently working on in their classes. Classroom teachers will inform students and parents about accessing Schoology at the beginning of the school year. For more information about Schoology, go to this website: <https://cole.cherrycreekschools.org/course/110714281/materials?f=5525107>

Parent/Teacher Conferences

Parent/teacher conferences are available for every parent during the school year. Parents are scheduled with individual teachers or teams of teachers to discuss their child's academic progress. Parents of students who are performing well may wish to decline the invitation to participate; however, all parent requests for a conference are honored. Parents may leave a voice message or email for any teacher and request a meeting. Parents and/or teachers may also schedule conferences throughout the year as needs arise.

Grade Reports

Report cards using letter grades are issued at the end of each quarter. Approximately one week after the end of the quarter, a link will be emailed to parents with a time sensitive passcode to access the report card. Grades are also available in PowerSchool under "Grade History."

Honor Roll

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

Cherry Creek High School Classes

Each year some Campus Middle School students enroll in classes at Cherry Creek High School. Please be aware that courses taken at the high school are included in the middle school grade report cards, but do not earn credit towards high school graduation.

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

ACTIVITIES AND ATHLETICS

Activities and Athletics Philosophy

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

Sports and Fees

- The following sports are offered at Campus Middle School: Track, Basketball, Wrestling, and Volleyball.
- A \$70.00 athletic fee will be charged to an athlete for 6th/7th/8th grade track. A \$60.00 athletic fee will be charged to an athlete for 8th grade basketball, 6th/7th/8th grade wrestling and 8th grade volleyball.
- A \$30.00 athletic fee will be charged to an athlete for 6th/7th grade basketball, and 6th/7th grade volleyball.
- The \$30.00/\$60.00/\$70.00 athletic fee per sport, for all participating athletes, must be collected PRIOR to an athlete's participation in the sport.
- Finances should not prevent a student from participating in the athletic program. An athlete who has a financial hardship may request a reduction of the athletic fee by requesting a *Scholarship Request Form* from the Head Coach or Athletic Director. After being submitted, a partial scholarship towards participation in any sport may be granted.
- A full refund can be made to an athlete who leaves the sport before the first competition of that sport. The athletic fee refund must be requested by the athlete and their parent/guardian in writing before the first competition.

- If the athlete does not request the refund by the first competition, no monies will be refunded.
- For further clarification, contact the Athletic Director's Office at 720-554-2740.

Activities: (subject to change)

Brain Bowl: This team-oriented trivia competition practices weekly to prepare for the regional and state Optimist Brain Bowl competitions. Five-person teams (organized by grade level) compete against other middle schools in the region. All students who enjoy fast-paced trivia are welcome to join! Brain Bowl begins in early October and runs through the state competition in February.

Chamber Orchestra: The Campus Chamber Orchestra is an auditioned group open to students who are enrolled in an Orchestra class. Students may audition for the group in early September. The ensemble rehearses on Thursday mornings at 7:45am and includes 3 required evening performances throughout the year.

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

Destination Imagination: This club is all about creativity and thinking outside the box. Students meet off campus with their team throughout the year on team building and problem solving to prepare for the regional tournament in February/March. Each team has a parent/guardian team manager.

Jazz Band: Jazz Band is an auditioned group open to 6th through 8th grade musicians who are enrolled in Band, Orchestra or Choir. Students can audition for this group at the beginning of the year. Jazz Band will meet on Thursday in the mornings starting at 7:35am and is open to all instruments including flute, clarinet, saxophone, trumpet, tuba, drum set, bass and piano.

Math Team: The Cherry Creek Math League Teams travel to compete against other Cherry Creek Middle Schools where they apply their mathematical knowledge and problem solving skills both individually and as part of a team. Sixth graders practice and

compete separately. Seventh and Eighth graders practice and compete together.

MathCounts: The MathCounts Club is open to 6th, 7th, and 8th graders who wish to learn new mathematical techniques and train for the rigorous timed MathCount Competition. MathCounts School Rounds are given during this club meeting. School Rounds will determine which ten students move forward to the MathCount Chapter Competition.

Musical/Drama Productions: CMS presents two productions each year. The fall play rehearses from September to November with performances at the end of November. The spring musical rehearses from January to April with performances at the end of April. These productions provide exceptional opportunities for learning acting skills, elements of theatre, and ensemble live performance. Auditions required.

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

Select Choir: Campus Select is the auditioned choir at Campus. Members are 6th, 7th, and 8th graders who are enrolled in Band, Orchestra, or Choir. Students can audition for this group at the beginning of the year. Campus Select meets before school 1-2 days a week from 7:30-8:40am. Contact Mrs. Masoero-Palmer, Choir Director, with any questions.

Spelling Bee: Top spellers from each grade level meet to practice and prepare for the District Spelling Bee. Top scorers in the district bee are selected to compete at the State Spelling Bee. This club meets after classroom spelling bees are held in late fall. This club meets November through January.

Student Council: This is a service organization open to all students at CMS. Each homeroom elects one representative, and any other students willing to devote time to the organization are welcomed.

STUDENT EXPECTATIONS

We believe that all students and staff have the right to attend school in a safe and caring environment. Our mission is to provide a climate that promotes students' ability "to think, to learn, to achieve and to care."

Academic Honesty

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

1. Plagiarizing any part of an assignment.
Plagiarism is defined as using someone else's words, ideas, or pictures as your own. These ideas may come from a book, magazine, or the internet. Students must give the source of the words, pictures, or ideas they use in order to avoid plagiarism. Plagiarism includes paraphrasing without giving the source and cutting and pasting from a source.
2. Copying from another student's classwork or homework.
3. Copying from another student's quiz or test.
4. Providing work to another student to claim as his/her own, whether in the form of classwork, homework or assessment.

Student Dress Code (Policy JICAB)

CCSD Middle Schools promote a positive dress code where students are encouraged to wear clothing that is comfortable and appropriate for an educational environment. A common dress code cultivates a safe and disciplined learning environment, which is essential to the educational program.

CCSD Policy JICAB on student attire is intended to help students concentrate on schoolwork, reduce discipline problems, and promote school order and safety. It is designed to ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size. Clothing, accessories, paraphernalia, or body adornments **may not**:

- Be profane, obscene, lewd, suggestive, or vulgar.
- Denote gang involvement.

- Promote the use of drugs, tobacco, alcohol, or weapons.
- Intimidate or threaten any individual or group.
- Disrupt the learning environment.
- Promote activity prohibited by the student code of conduct.

Additional Clothing Guidelines include:

- Clothing shall be sufficient to conceal all undergarments at all times (undergarments are any garments that are under the exterior layer of clothing).
- Shoes must be worn at all times. Slippers are not to be worn at school.
- Accessories that could be considered dangerous or could be used as a weapon may not be worn at school.
- Any item that obscures the face or ears (except as a religious observation) may not be worn at school.

If clothing or accessories are inappropriate, disruptive, or outside the expectations, students will be asked to change. Parents will be contacted and/or other disciplinary consequences may take place.

Electronic Devices

The Campus Middle School community believes in the healthy use of electronic devices at school. Students may use their personal electronic devices at school, provided they are using them appropriately and during appropriate times. Students are allowed to use their electronic devices during passing periods and recess only. Electronic devices (i.e. phones, AirPods, etc.) are not allowed during class or lunch. Phones should not be used in any capacity where privacy is a concern, such as the locker rooms, bathrooms, etc. Please be aware that students must take personal responsibility for their computers, tablets, phones, iPods, and electronic readers. Campus MS cannot be held responsible for the loss or damage of any personal electronic device.

After School Supervision

After school, students are given until 4:00pm to go to their lockers and leave the building. Please make arrangements to have your child picked up by 4:00pm. Supervision is not available unless students are with a specific teacher or participating in clubs or athletics.

Any student in the building after 4:00pm must be under the supervision of a teacher, coach, or sponsor. Activity buses will be available Monday, Tuesday, Wednesday and Thursday for students remaining after school to participate in a school-related activity, meeting, or work session. A late bus pass from a teacher is required in order to ride the activity bus at 4:45pm. The late bus runs Monday through Thursday most of the school year.

We expect that all students will leave the CMS campus by 4:45pm daily.

Bicycles, Skateboards, and Rollerblades

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

Field Trips

Students are expected to follow CMS rules and expectations on all field trips. District policy requires field trip forms with signed parental permission to be on file prior to student participation. The use of private vehicles on any trip requires the verification of appropriate insurance coverage and completed paperwork to Risk Assessment one month prior to the event.

Lunch Time

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

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

1. Food or drinks are permitted only in the cafeteria.
2. Running or horseplay in the cafeteria is not permitted.
3. Students are required to deposit their trash

properly, prior to dismissal from the cafeteria. No throwing food.

4. During lunch periods students should be only in the designated lunch activity areas: the cafeteria and CMS outdoor court blacktop areas.
5. Students are expected to participate in CMS lunchroom cleanup procedures when needed and requested. This includes times when students are outside during lunch recess.
6. Snacks can be purchased from the cafeteria before school and during lunch. Students will not be allowed to leave class to purchase snacks.

Closed Campus

The Cherry Creek School Board has determined that middle schools will operate as closed campuses. This means students must stay on the CMS grounds from the time they arrive, even if first period has not started, until dismissal. Students may not leave the middle school grounds even to go to one of the other schools, except for regularly scheduled classes or with permission of office personnel. Any other cafeteria or building on another campus is off limits. Any student off campus without permission will be considered truant. Students will only be allowed to go off campus for lunch with their parent or guardian. Students are not permitted to go off campus for lunch with the parent of a friend.

If a parent or guardian requests early dismissal of a student for any reason during the school day, that parent should come to the security desk to pick up the student rather than have the student leave the building alone. Students are to be signed in and out of school by a parent or guardian through the security desk.

Bus Regulations

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

Standard school rules and behavioral expectations as described apply to bus transportation.

Bus Rules for Cherry Creek School District and Campus Middle School

1. Follow the bus driver or assistant's instructions at all times.
2. Arrive at the bus stop 5 minutes prior to scheduled pick-up time in the morning.
3. Stand a safe distance from the curb or roadway.
4. Respect the driver/assistant and other bus passengers.
5. State law and/or District policy prohibits the following items on school buses:
 - Alcohol/drugs/tobacco
 - Cell phone usage limited to texting, video games, or listening to music (with earbuds)
 - Glass items
 - Legally prohibited substances
 - Weapons or facsimiles Explosives
 - Fireworks (including smoke and stink bombs)
 - Animals, insects or reptiles
 - Other dangerous objects
6. When crossing street by school bus, always cross 10 feet in front of the bus. Wait for the driver's signal to cross.
7. Sit quickly and quietly in assigned seat. Remain seated facing forward in your assigned seat while the bus is moving. The aisle is not to be blocked at any time.
8. Middle School and High School students are required to show student ID card to bus driver upon request. Coaches and sponsors are accountable for identification of students on field trips and athletic trips.
9. No eating, drinking or spitting inside the bus.
10. Do not throw anything off the bus or have any part of you outside the bus.
11. All items carried by students (i.e., band instruments, athletic equipment, backpacks, etc.) must be under their control at all times and must be carried in the lap, or properly secured in a vacant seat or under the seat. Instruments cannot occupy needed seating space or be placed in the driver's

compartment, aisle, or in the step well.

12. Skateboards, scooters and roller blades are not allowed on the school bus.
13. Students are permitted to leave the bus only at their designated stops. Any changes require a parent/legal guardian's written request, approved by a school administrator and by Transportation. Any change involving a student crossing a major thoroughfare will not be approved for any reason.
14. Students are permitted to ride only in their assigned bus. Exceptions (for emergencies only) must be requested in writing by the student's parent or legal guardian and be approved by a school administrator preferably on the approved "Permission to Ride" form.
15. Keep the bus clean and free of damage.

Bus Stop Times

Bus stop times are departure times. The bus is not required to wait for anyone not on board at this time. Please be sure your student is at the stop five minutes before the scheduled departure time. Late buses often do not have the same drop-off location as the regular buses. Any questions about regular or activity bus routes and stops should be directed to the District Transportation Department at 720-554-4664.

Student Behavior

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

Discipline is a dual responsibility. Mutual cooperation between staff and parents is necessary to encourage positive student behavior. It is our goal to have each student progress from the need for external controls to self-discipline. In every instance, all available resources, talents, and techniques shall be utilized to achieve this goal. Respect for authority, as well as each other, is an essential quality of acceptable student behavior. Individual student actions must not interfere with the rights or jeopardize the education of other students. Each student has the responsibility to know and to abide by the rules and regulations of this school. Rules and regulations apply to students in attendance at school, as well as any school-sponsored activity, including off campus activities.

Inappropriate behaviors include, but are not limited to:

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

Enforcement of Student Behavior Rules

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

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

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

Detention: Requiring a student to spend a specific amount of time in a restricted area during lunch or

after school. Detention takes precedence over after-school activities or athletics.

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

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

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

Habitually Disruptive Student Policy

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

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

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

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United States copyright and patent laws protect the interests of authors, inventors, and software developers in their products. Software license agreements serve to increase compliance with copyright and patent laws, and to help insure publishers, authors, and developers of return on their investments. It is against federal law and Cherry Creek School District policy to violate the copyrights or patents of computer software developers. It is against District policy and may be a violation of state or federal law to violate software license agreements. License agreements are negotiated between the schools and the software publishers. The agreements, unless otherwise stated, allow the use of software only by the staff and students of the licensed school within the facility. Use of licensed software does not extend to persons or places beyond the school site. Students, faculty, or staff may not use programs at school that were obtained from commercial sources or other computer installations unless written authority to use them has been obtained from the publisher, or unless the programs are within the public domain by the staff and students at the licensed school within the facility. Use of licensed software does not extend to persons or places beyond the school site. Students, faculty, or staff may not use programs at school that were obtained from commercial sources or other computer installations unless written authority to use them has been obtained from the publisher, or unless the programs are within the public domain.

Security systems for computers exist to ensure that the computers and systems are functional for all users. User responsibility is the only ultimate safeguard against misuse; however, when misuse is discovered, disciplinary measures will be taken against those who are guilty. Misuse includes, but is not limited to the following:

- Accessing or attempting to access computer files, computer systems, or computer networks without authorization.
- Attempting or succeeding in damaging, modifying, altering, destroying, or copying computer files. (Student files may be copied by the author.)
- Modifying or attempting to modify computer systems or facilities.
- Crashing or attempting to crash the system.
- Subverting or attempting to subvert the restrictions associated with the District's or the school's networks or computer files.
- Taking possession of a computer, peripheral device or any other property.
- Intentionally abusing and/or damaging computer resources.
- Intentionally interfering with the operation of computer resources.
- Intentionally interfering with the work of other users.
- Violating confidentiality, copyrights or license agreements.
- Intentionally wasting computer resources.
- Attempting to bypass the system security or to use nonstandard means to perform a standard function.
- Using an unauthorized password and illegally copied software.
- Copying, renaming, changing, examining, or deleting files belonging to someone else without the owner's permission.
- Tampering with terminals, microcomputers, or any other associated equipment.
- Copying or accessing the file of another user for the purposes of copying the contents and representing it as his or her own work (this is interpreted as plagiarism).

- Loading software to a computer without permission.

Abusers of computing privileges will be subject to disciplinary action by the school (including possible suspension) and possible legal actions by the appropriate law enforcement authorities. Loss of computing privileges may result. In addition, the school may require restitution for any equipment, supplies or services lost through abuse or misuse. The school reserves the right to examine all computer media (e.g. Solid State Drives (SSDs), NAS and cloud storage, disks, USB flash drives) and files.

CCSD SCHOOL BOARD POLICIES

[Family Educational Rights and Privacy Act](#)

[Nondiscrimination Equal Opportunity
Interpersonal/Human Relations \(Policy AC\)](#)

[Sexual Harassment of Students \(Policy AC R-4\)](#)

[Nondiscrimination on the Basis Ethnicity and Race
\(Policy AC R-6\)](#)

[Alcohol and Other Drug Use by Students
\(Policy JICH\)](#)

[Disciplinary Action \(Policy JICH-R\)](#)

[Weapons in School \(Policy JICI\)](#)

NOTES: