Table of Contents

Welcome and Introduction
Principal's Note
Introduction/Mission Statement
Vision Statement:
School Expectations

Attendance
Attendance

Transportation and Parking
Bus Schedule
Parking information
Student Drivers: Parking on School Property

Academic Policies
Pledge of Allegiance
Notification of Non Discrimination

School Calendar
Important Dates
Weekly Schedule

Snow Days and Emergency Schedule
Snow Days and Storm/Emergency Schedule
Website
Television & Radio Stations
In The Event Of School Closure

Additional Information and Policies
Bookkeeping
Student IDs

Reference Documents
Cherry Creek Schools Student Conduct and Discipline Rights and Responsibilities
Cherry Creek School District Networked Resources Acceptable Use Agreement (EHC-E)
Networked Electronic Information Resources (EHC)
Student Use Of The Internet And Electronic Communications (JS)
Cherry Creek Schools Web And Internet Publishing Policy Regulations
Technology Home Use Agreement
Welcome!

As principal of Cherry Creek Elevation, it is my pleasure to welcome you to our learning community. I am honored to serve our diverse student population and know you will find our mission woven into every facet of our school culture:

To Embrace, To Empower, To Excel

At Cherry Creek Elevation, we embrace the whole child and we work to help students embrace their education. We take a holistic approach to student programming and support that takes into consideration the student’s strengths as well as the areas they may need added support. Students partner with us to design a customized plan to help them grow as learners and citizens.

Empowering students to take charge of their learning is more than just a possibility. It is our expectation. Online and blended learning through Cherry Creek Elevation offers a solution for students who need to balance their traditional school course loads, athletic or activities participation, job or internship, learning needs, as well as many other personalized learning considerations. Our school strives to empower students so they may succeed.

We all have a different pathway for learning. The end goal for each of us is different. Cherry Creek Elevation helps a student define what success looks like, both in high school and after. When the needs of the whole child are supported and students are empowered, they will excel. The staff at Cherry Creek Elevation hope to ignite the passion in each student so they can reach their goals.

In this handbook, you will find some tools you need to take the first steps. If you have questions, please contact us.

Sincerely,
Kristy Hart
Principal
Mission Statement: To Embrace. To Empower. To Excel.

**To Embrace:** I can be my authentic self.
**To Empower:** I am a confident and resilient learner.
**To Excel:** I will thrive as a result of personal and academic growth.

Vision Statement: Ignite Excellence

School Colors | Mascot:
Carolina Blue, Grey, Navy, and White
The Phoenix

Code of Conduct:
We are a caring community that strives for academic excellence while celebrating our diversity, personal integrity, and mutual respect. We promote a safe and positive learning environment where we take responsibility for our growth. We trust that we can challenge ourselves to reach our highest goals.

- Attend class
- Be on time
- Come prepared to learn
- Value academics
- Show respect
- Be accountable

Make Learning The Top Priority:
Each student is expected to give his or her personal best effort each day. Helping students to maximize their academic achievement and individual development will be the top priorities of the Cherry Creek Elevation staff. Students are responsible for coming to school with an attitude that places learning and making the most of their talents and abilities as their top priorities.

Respect People:
As a community of learners, staff and students, every student is entitled to learn in a safe environment, and every teacher is entitled to teach in a safe environment. Everyone at Cherry Creek Elevation is expected to treat others with dignity and respect.

Respect The Facility:
To maintain our beautiful environment that is both online and in person, each student should adopt an attitude of care and respect for Cherry Creek Elevation.

**Attendance:**
Students show attendance by submitting one assignment per week in Canvas. This includes but is not limited to one assignment, participation in a discussion group, an assessment or quiz.

**Due dates for assignments:** Course units begin on Tuesday morning and end at midnight on Monday. Students will receive a 20% reduction in grade for late work for application assignments.

**Click Days:** These days are defined as online learning days. Students complete online lessons and projects.

**Brick Days:** These days are defined as face-to-face attendance at Cherry Creek Elevation located in the Cherry Creek Schools Fremont Building.

**Weekly Schedule:**
- **Tuesday:** Students begin their assigned work, weekly modules, and virtual classes.
- **Monday:** Last day of the weekly course module. All work for the week is due at 11:59PM MST.

**Personalized Learning Plans:**
Each student will develop a personalized learning plan tailored to their learning needs with an Elevation learning team. The learning team consists of the counselor, teachers, parent or guardian, and the student. This plan will help each student meet graduation requirements and prepare them for college and career success.

Within the first week of courses starting, we will hold orientation required for all new students that ensures they can log in to all systems, email, submit assignments, and use the proper tools. New students must complete system orientation.

*Orientation for students starting on time is on August 17, 2020, and regular course work begins on August 18, 2020.*

- Weekly schedule submission due to assigned mentor by Tuesday at 8 am if you are behind in your classes.
- The student may be required (or choose) to attend additional in-person tutoring based on performance or need.
Important Dates:

August
17 First Day Virtual for ALL
   - Virtual Advisory Check-Ins
   - New student technology orientation
   - Returning student technology refresher
   - Computer check out (Students)
20 Back To School Night

September
14-18 Parent-Teacher Conferences
14 Parent-Teacher Conferences (9-3)

October
5 Last day for Q1 coursework
6-8 Q1 Finals
9 End of Q1
12-16 Fall Break
23 Q2 Application Deadline
28 College and Career Readiness Day
28 HS Q1 Student Awards
29 MS Q1 Student Awards

November
6 K-8 No Contact
9-13 Veterans Week
25 No School
26-27 Thanksgiving Break

December
14 Course work for Q2 Due
15-17 Q2 finals
18- End of Q2
21- Jan 4 Winter Break

January
Dec 21-4 Winter Break
4 No school for Students
5 Start of Q3
13 HS Q2 Student Awards
14 MS Q2 Student Awards
February
8-12 Parent-Teacher Conferences
8 Parent-Teacher Conferences
15 No School- Presidents Day

March
4-5 K-8 No School
8 Regular coursework due for Q3
9-11 Q3 Finals
12 No School- Teacher Work Day
15-19 Spring Break
22 First Day of Q4
31 HS Q3 Student Awards

April
1 MS Q3 Student Awards

May
10 Last Day for Senior Work
17 Senior Check Out
19 HS Q4 Student Awards
20 MS Q4 Student Awards
24 Regular Course Work Due for Q4
24 Senior Awards, Graduation Rehearsal, Senior BBQ
24 Graduation Rehearsal
25 Graduation
25-27 Q4 Finals
27-28 Computer Return
28 No School- Teacher Work Day
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.

Notification of Non Discrimination:
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. Cherry Creek Elevation 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 North, 1244 Speer Blvd., Suite 310, Denver, CO 80204.

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 website, and conveyed to a number of radio and TV stations for broadcasting.

Website:
Any weather-related schedule changes will be posted to a link on the district’s website at http://www.cherrycreekschools.org. You may want to bookmark this address for easy access.

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

In The Event Of School Closure
• All activities scheduled in district facilities are canceled.
The next school day will resume as the next scheduled school day.

Academic Policies:

**Weighted Grades and Transcripts:**
The Cherry Creek School District offers students and parents the opportunity for an official transcript that reflects a weighted grade point average for grades 9-12. Weighted grades are given in those courses designated as honors and Advanced Placement. The difference between weighted and unweighted grades in terms of grade point value is as follows:

<table>
<thead>
<tr>
<th>Grade Percent</th>
<th>Un-weighted</th>
<th>Weighted</th>
</tr>
</thead>
<tbody>
<tr>
<td>A 90-100</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>B 80-89</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>C 70-79</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>D 60-69</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>F 59 and below</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Early Final Exam Requests:** Early exam requests may be made to an administrator.

**Student Checkout:** students leaving Elevation must return all equipment and pay any accrued fines. Students must also provide information about where they will continue their education.

**Honor Roll:** Students are recognized each quarter for the following achievement.
- **Honors:** Students earning a 3.5 - 3.74 unweighted GPA
- **High Honors:** Students earning a 3.75 - 4.0 unweighted GPA

**Graduation Requirements:**
Participation in the Elevation 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
4. Have attended Elevation for the final semester of the senior year
There is a summer commencement ceremony for those students who complete the graduation requirements during the summer months.

Cherry Creek School District Graduation Requirements:
Beginning with the graduating class of 2022, students must meet or exceed the following graduation requirements to receive a diploma from the Cherry Creek School District. Board Policy IKF.

Starting with the graduating class of 2021, students must meet or exceed the following graduation requirements to receive a diploma from the Cherry Creek School District. The Cherry Creek School District engaged community stakeholders (parents, students, staff, graduates, local business owners) in the process of updating graduation requirements effective for the class of 2021. The next iteration of excellence in Cherry Creek requires a focus on innovative teaching, thinking and learning in a systemic manner for all students in every school - every day!

1. Course Requirements
   Board Policy IKF
   A minimum of 22 units of credit shall be necessary for high school graduation.
   - English: 4.0 units
   - Mathematics: 3.0 units
   - Science: 3.0 units
   - Social Studies: 3.0 units
   - Physical Education: 2.0 units
   - Fine Arts or CTE: 1.5 units
   - Elective Offerings: 5.5 units

2. College and Career Ready Demonstration Requirement for Graduation in Cherry Creek and all Other Colorado Schools
   Regulation IKF-E
   In addition to required coursework, all students must demonstrate career or college readiness in mathematics and English/Language Arts through at least one menu option below.

<table>
<thead>
<tr>
<th></th>
<th>English/Lang. Arts</th>
<th>Mathematics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Next Generation Accuplacer</td>
<td>241 on Reading OR 236 on Writing</td>
<td>255 on Arithmetic (AR) OR 230 on Quantitative Reasoning, Algebra and Statistics (QAS)</td>
</tr>
<tr>
<td>Accuplacer</td>
<td>62 Reading Comprehension OR 70 Sentence Skills</td>
<td>61 on Elementary Algebra</td>
</tr>
</tbody>
</table>

   - ACT: 18 19
   - ACT WorkKeys: Bronze or higher Bronze or higher
   - Advanced Placement: 2 2
   - ASVAB (AFQT score): 31st percentile 31st percentile
   - Concurrent Enrollment: Passing Grade Passing Grade
   - International Baccalaureate: 4 4
   - SAT: 470 500
   - District Capstone: Secondary Literacy Assessment Portfolio of Skills Exams
   - Industry Certificate: District determined District Determined

3. Essential Skills for Success
   The following skills are critical to success in College and Career.
   - Innovation
   - Critical thinking skills
   - Real world experiences
   - Problem solving
   - Curiosity / Inquiry
   - Relevancy
   - Working in teams
   - Communication skills
   - Project based learning
   - Flexibility / Adaptability
Diplomas and Recognition:
Elevation Diploma: Cherry Creek School District Graduation Requirements — Class of 2020: The following describes the minimum requirements needed for a standard Cherry Creek high school diploma.

Courses Credits:

English ................................................................................................................................................................................. 4.0
Social Studies (Must include 1 credit of U.S. History and .5 credit of Government)....... 3.0
Mathematics (Recommended courses are Algebra 1, Geometry, and Algebra 2)........... 3.0
Science ............................................................................................................................................................................ 3.0
Physical Education....................................................................................................................................................... 1.5
Health ............................................................................................................................................................................. 0.5
Fine Arts/Technology Education/Business or Vocational Education ......................... 1.5
Required ........................................................................................................................................................................... 16.5
Electives ........................................................................................................................................................................... 5.5
Minimum Total Requirements ................................................................................................................ 22.0

Elevation Achievement Diploma - Commitment to the Core:
The purpose of this diploma is to recognize students who demonstrate levels of performance that allows a greater opportunity in post-secondary choices. Commitment to Core Enrollment prepares students for a successful post-secondary educational and work experience, the Cherry Creek 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, 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, and a technology class.

Criteria for Achievement Diploma:

● Average (unweighted) G.P.A. of 3.5
● 24.5 total credit requirement — examples consisting of:
  ● 4 credits of English
  ● 4 credits of Mathematics
  ● 4 credits of Science
  ● 4 credits of Social Studies
  ● 2 credits or more of World Language (Completion of level 3 in a World Language is required for admission to most University programs.)
● 20 Community Service Hours

*Students who successfully complete these diplomas and achievement recognitions will be specifically recognized at graduation.
**Course Load Requirements:** All full-time students at Elevation must be enrolled in 6 classes each semester.

**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, 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, and a technology class.

*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.*

**Advanced Placement Program:**
Cherry Creek Elevation offers Advanced Placement courses. These rigorous courses prepare students for college level courses. In most cases, students who successfully pass the AP test receive college credit or advanced standing. For specific college requirements of AP course and exam score acceptance please visit www.collegeboard.com.

**AP Exam Policy:**
Students who take AP courses are required to take the corresponding AP exam. Requests for exemption to this policy must be reviewed by the AP coordinator. AP exams cost approximately $95.00 per exam and there are late fees associated with each late exam registration. Financial assistance is available.

**AP Drop Policy:**
Students must stay in an assigned AP class through the first quarter of the school year. At that time students who still need to drop will place a request through the administration to be placed in a lower level course.

**Concurrent Enrollment (CE Program):** Concurrent enrollment provides high school students the opportunity to take college-credit bearing courses taught at the community college. Students build their college transcript while finishing their high school credits.

**Career and Technical Education (CTE) Program:** CTE provides quality educational programs emphasizing core academic content, Postsecondary & Workforce Readiness (PWR) competencies, technical skills, and seamless transition to further education or employment and better prepare students, including special populations to meet the challenges of the workforce, economic development, and emerging occupations. The
mission of Career and Technical Education (CTE) is to empower students for effective participation in an international economy as world-class workers and citizens. Colorado Career and Technical Education (CTE) provides quality educational programs emphasizing core academic content, postsecondary and workforce readiness (PWR) competencies, technical skills, and seamless transition to further education or employment. CTE ensures a thriving Colorado economy by providing relevant and rigorous education that is connected, responsive and real. Contact your counselor for CTE courses offered in the Cherry Creek School District.

**Full time enrollment vs Part time enrollment:**

**Full time:** Students who enroll for full-time programming at Cherry Creek Elevation will maintain a full-time course load. This programming option focuses on promoting growth for students who have demonstrated previous academic success (in online or traditional settings) and provides targeted and personalized support for all students, including those who may have struggled in the past. Students who meet the CCSD graduation requirements will receive a diploma from our school.

**Part time:** Our hybrid model allows students to take up to 2 classes per semester through our school while maintaining a full-time schedule at their neighborhood CCSD school.

**Enrollment:** Enrolling and Withdrawing from Classes

Cherry Creek Elevation has rolling enrollment until November 11th. Students enrolling on or before November 11th will have the opportunity to complete courses by the end of the 2nd quarter with modified due dates.

**The following deadlines apply:**

- During the first 10 days of class, students may drop a course without penalty.
- After day 10, students who drop a course will receive a W/F.

**Credits Earned Outside Cherry Creek School District:**

Credit from Other Institutions and Home-Based Education Programs (Policy IKF). All students entering from outside the district must meet the district graduation requirements. The principal shall determine whether credit toward graduation requirements shall be granted for courses taken outside the district. Students who are currently enrolled in the district and wish to obtain credit from outside institutions or through “on-line” programs, must have prior approval from the principal. Credits will be accepted from accredited institutions or as evaluated by principals. The district shall accept the transcripts from a home-based educational program. In order to determine whether the courses and grades earned are consistent with district requirements and district
academic standards, the district shall require submission of the student’s work or other proof of academic performance for each course for which credit toward graduation is sought. All students from home-based programs must demonstrate proficiency in the district-adopted content standards at their appropriate placement level before being placed in that particular grade. The district may test the student to determine placement.

Revised: March 20, 2006
Adopted: April 10, 2006
LEGAL REF.: C.R.S. 22-33-104.5 (home-based education law)
CROSS REF.: IHCDA, Post-secondary Options/Concurrent Enrollment
AE, Accountability/Commitment to Accomplishment
IGBH, Home Schooling

Transfer Credits:
1. Students who transfer to Cherry Creek Elevation from outside the district will have their transcripts evaluated by the Records Office. Although Cherry Creek Elevation 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 Elevation 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. As of the fall of 2015, any course, whether taken in CCSD or out of district, will be placed on the transcript without a grade and will not be calculated into the student’s GPA. The comment on the transcript will include “course taken in middle school.” No grade will be recorded on the transcript. The incoming transcript will be stored in the student's school cumulative records file.
4. Students who bring in transfer credits from a school outside the United States will receive pass/fail credit only.
5. Students who wish to take coursework for credit outside of the Cherry Creek School District must first meet with their counselor and assistant principal to gain prior approval.

Student Records:
It is extremely important that we are able to communicate with you. If you move or change your telephone number, address, or email address, please update your information on the parent portal at my.cherrycreekschools.org.

Elevation complies with the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment). Essentially, the Act permits parents to access most school records
that 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 Cherry Creek Elevation. Questions about transcripts may be arranged through Post Grad.

**Transcripts:**
Students may request an unofficial copy of their transcripts from the registrar. 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 coursework attempted by each student. Students who entered Cherry Creek Elevation from a 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 Elevation during their senior year to receive an Elevation diploma.

**Cost:**
There is no charge for the first two official senior transcripts to be sent to colleges/universities and a $5 charge for each additional transcript. There is no charge for transcripts needed for scholarship applications.

**Academic Integrity**
Students at Cherry Creek Elevation are expected to act with academic honesty. Any form or degree of academic dishonesty compromises student learning and is a serious violation of trust. Students found to be acting in an academically dishonest manner will receive consequences.

Acts that will be considered to be academic dishonesty include but are not limited to the following:

1. **Cheating on exams or quizzes.**
   a. Taking or giving answers between students.
   b. If a student is caught looking at another student’s paper or talking during an exam (whether or not he or she has an exam/quiz at his/her desk) will be considered to be cheating regardless of the reason for the behavior.
c. Using cheat sheets or having any sort of test aid with information regarding the exam/quiz in their possession at the time of the test.
d. Sharing answers or test questions or discussing the exam/quiz with students in another class who have not taken the test yet.

2. Plagiarism
   a. You are plagiarizing when you give the impression that you have written or thought something that you have in fact borrowed or copied from someone else.
   b. Every assignment should be the original work of the student who turns it in and appropriate credit should be given to all sources used.
   c. You will be working in groups in class. Even though you may work together on assignments, you may not copy directly from another student. All work must be done by you and all answers should be written by you.
   d. Assignments where answers are not written in your own words or are found to be the same as another student in the class will be considered to be plagiarized.
   e. It is equally dishonest to share your answers as it is to copy them from someone.

CONSEQUENCES FOR ACADEMIC DISHONESTY:

First Offense of the School Year
   1. The teacher will make contact with parents.
   2. The student may redo the assignment for a maximum score of 50%.
      a. - Timeline for makeup assignment at the discretion of the teacher.
      b. - Grade will be recorded as a zero until the student re-submits assignment.

Second Offense of the School Year
   1. The teacher will make contact with parents.
   2. The student will receive a zero for the assignment without the opportunity to make up the assignment for credit.

Third Offense and All Subsequent Offenses of the School Year
   1. The teacher will make contact with parents.
   2. The student will receive a zero for the assignment without the opportunity to make up the assignment for credit.
   3. Academic Dishonesty referral to administrator.

Bookkeeping
The preferred method of conducting transactions with the bookkeeper is through RevTrak, located on our website. Here you may purchase merchandise, settle student fines, pay for AP Exam fees and
order transcripts. If you need to speak to the Bookkeeper, please call 720-554-5777. It is important to note that unpaid student fines, including fines from the student’s home school, may result in the loss of certain privileges at Cherry Creek Elevation.

**Student ID Cards**
A student ID card serves as identification for each Elevation student. Each student is required to have an ID card and carry it at all times when they are on campus or at another district building or school campus. Students are expected to provide the card upon request from a staff member.

The ID card is required for:
- Entry into the Cherry Creek Elevation building
- Entry into the student’s home school building or the CCIC.
- Admission to the neighborhood school when attending activities or athletic events.

Broken, lost, or stolen I.D. cards should be replaced immediately at the main office of Cherry Creek Elevation.
- The replacement cost for any additional I.D. cards is $2.00.

**Student Drivers: Parking on School Property**
- Students with a valid, state issued, driver’s license may drive to school, provided they obtain an Elevation 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 Elevation 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.
- The speed limit on campus is 10 mph. Anyone who operates a motor vehicle in excess of this limit may lose their privileges to drive/park on campus and may receive a citation from Centennial Police.
- Loitering in parking lots or socializing in vehicles during school hours is not permitted.
- Vehicles should be locked at all times.
● Students must park in the designated student parking spaces ONLY. There is no student parking in the faculty parking area. Students found parking in the staff lot will be assessed a $30 fine.
● Student parking is located directly south of the main Overland building.
● Students must park in legal parking spots in the surrounding areas of campus. Please be considerate of our neighbors at all times.
● Students may not park in faculty, visitor or reserved spaces, as well as other areas designated as “no parking.”
● Elevation is not responsible for loss or damage in the school parking lot.
● 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:

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
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 required to enter Cherry Creek Elevation through the main entrance during the day.
• All visitors are expected to report to the desk at the main entrance of Elevation.
• 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 Overland.
• Students are not allowed to bring visitors to school.
• Anyone interested in shadowing a student must have prior approval through the Dean’s office. In order to properly accommodate shadowing requests, 24 hour notice is required.
• Unauthorized visitors will receive a trespass notification. A Trespassing Ticket could be issued by the Centennial Police Department.

Messages and Deliveries to Students
• Elevation does not allow the use of food delivery services, such as, but not limited to DoorDash, Grubhub, Uber Eats, or local restaurants.

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 (cell phones, iPods, MP3 Players, etc.) to Elevation, unless they are being used for educational purposes as approved by a teacher.
  ○ -Cell phone use is not allowed in any classroom, unless specified by a teacher.
  ○ -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.

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 Cherry Creek Elevation.

Electronic Smoking Devices
• Electronic smoking devices such as electronic cigarettes, hookah pens, and vaporizer pens are strictly prohibited at Cherry Creek Elevation.
• These devices may be considered drug paraphernalia, and students found to be in possession of or using such devices may receive consequences accordingly.
Student Discipline
Students are assigned by grade level to an administrator at Cherry Creek Elevation. Our goal is to make Elevation 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 result 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 administrator at any time by calling or emailing the administrator.

Loss of Privilege:
- Attendance at extracurricular activities and athletic events as a spectator is considered a privilege for Cherry Creek Elevation students.
- Students demonstrating concerning behavior, tardiness, and/or truancy and students who fail to serve assigned consequences in a timely manner may lose their privilege to attend these events.
  - Such events may include dances, such as Homecoming and Prom, and other extracurricular events such as concerts, plays, and sporting events.

Suspension:
- More severe offenses may result in in-school or out-of-school suspension 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.
  - Student’s assigned out-of-school suspension cannot be present on school or district property or in attendance at school or district functions.
  - Violations of these terms could result in referral to law enforcement authorities for trespassing.

Complaint Filed with Legal Authorities:
- Any violation of Colorado law or Centennial 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, possession or use of weapons) may result in police contact and/or appropriate legal action.

Recommendation for Expulsion:
• 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.

Elevation Unexcused Absence Policy
In accordance with the law, Cherry Creek Elevation may impose appropriate penalties that relate directly to classes missed while truant. Penalties may include a warning, detention, loss of privilege, or other alternatives to suspension that meet the educational needs of the student.

Discipline Non-Negotiable:
1) Fighting: Students who fight, regardless of who started the fight, may be suspended for 5 days and each person may receive a ticket from the Arapahoe County Sheriff's Department.
2) Weapons: Students found with weapons (guns, knives, gun facsimiles, etc.) may be suspended for 5 days and referred to the Arapahoe County Sheriff. Expulsion may be recommended.
3) Drugs/Alcohol: Students under the influence and/or in possession of paraphernalia, drugs and/or alcohol will be suspended in accordance with School Board Policy and referred to the Arapahoe County Sheriff.
4) Distribution of alcohol and/or drugs, or a 3rd violation may result in a recommendation for expulsion.
5) All School Board Policies are available online at cherrycreekschools.org

District Expectations:
The link below is a copy of the Student Conduct and Discipline Rights and Responsibilities booklet. Please read this carefully and keep it for reference. It is particularly important that your student understand the weapons policy and Internet access policy. You will be asked to sign documents indicating that you have read, understood, and discussed these policies with your student.

Cherry Creek Schools Student Conduct and Discipline Rights and Responsibilities
The Student Conduct and Discipline, Rights and Responsibilities guide is provided for purposes of notice and information of policies that have been implemented to
ensure a safe educational environment. Use the above link provided above to access the complete guide.

FOR YOUR REFERENCE:
This page is a copy of the agreement that students complete online.

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

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 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 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.
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 are 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 worldwide 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 Acceptable Use Agreement. The agreement contains acceptable use policies and guidelines 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 District electronic communication systems 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 District electronic communication systems:

**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. Blocking or filtering software may be enabled or disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational purpose being conducted by staff members over the age of 18.
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 District’s electronic communication systems 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 District’s electronic communication systems, 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 District’s electronic systems are not private, and may be subject to inspection and/or monitoring.

No expectation of privacy
District computers and the District’s electronic communication systems 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 District electronic communication 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 District’s electronic communication 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 District’s electronic communication systems, 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 District electronic communication systems 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 or from the District electronic communication systems, 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 on District computer systems is a high priority. Staff members, students or other authorized users who identify a security problem while using the Internet, or the District’s electronic communication systems 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 District electronic communication systems.

Electronic Communications for a Public Audience
The use of District electronic communication systems 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 communication systems.
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 District electronic communication systems.
2. Instruct students on safety issues and appropriate use of these types of District electronic communications systems.
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 District’s electronic communication systems, or to improperly restrict or inhibit other members from using District computers or the District’s electronic systems 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 District electronic systems 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 District electronic communication systems 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 District electronic communication systems 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 District’s electronic communication systems, 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, including knowledge of and compliance with, applicable copyright laws. 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.

The Board of Education shall require that all communications between its employees and students be appropriate and in accordance with state law. All electronic or any other communications by employees to students at any time shall be expected to be professional, acceptable in content to any reasonable person, and limited to information that is school-related or is acceptable to both student and parent.

The Board is aware that the reputations and careers of students and educators have been damaged due to inappropriate communications between parties. Therefore, it is the intent of the Board to make all employees and students aware of the expectations and procedures of the school District in regard to proper use of all electronic communication devices and computers if used to communicate with one another. This requirement is not intended to limit the use of technology as an effective teaching tool.

Employees shall be required to comply with all policies, procedures, and practices established by the Board and administration regarding direct communications with a student, and any failure to do so may result in disciplinary action, up to and including termination of employment. Extreme circumstances may constitute willful neglect of duty. Should an employee’s failure to comply also violate state or federal law, the Superintendent or his/her designee shall report such violation to the proper authorities.

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 systems, 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 District electronic communications systems. This includes loss of data and service interruptions. Use of any information obtained via the Internet and District electronic communications systems is at the user’s own risk.

Proposed: June 9, 1997
Adopted: August 11, 1997
Revised: January 9, 2012

LEGAL REFS.: 47 U.S.C. 254(h) (Children’s Internet Protection Act of 2000)
20 U.S.C. 6801 et. seq. (Elementary and Secondary Education Act)
C.R.S. 22-87-101, et. seq. (Children’s Internet Protection 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 and electronic communications (including but not limited to email, 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 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. While it is impossible to predict with certainty what information students might locate or come into contact with, the district shall take reasonable steps to protect students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, as defined by the Board. Students shall take responsibility for
their own use of district technology devices to avoid contact with material or information that may be harmful to minors.

**Blocking or filtering obscene, pornographic and harmful information**
Technology that blocks or filters material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board, shall be implemented or installed on each technology device provided by the district that allows for access to the Internet by a minor, from any location. Students shall report access to material and information that is obscene, pornographic, harmful to minors or otherwise 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 technology devices 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 technology devices, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through district technology devices shall remain the property of the school district.

**Unauthorized and unacceptable uses**
Students shall use district technology in a responsible, efficient, ethical, and legal manner. Because technology and ways of using technology are constantly evolving, every unacceptable use of district technology devices 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, or district policy, 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”

Security

Security on district technology devices 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 staff member is prohibited.

Students shall not:

- Use another person’s password or any other identifier
- Gain or attempt to gain unauthorized access to district technology or computer devices
- 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 technology devices may be denied access to the Internet and electronic communications.

Use of Personal Computers
Students may be allowed to connect their own personal computers and/or electronic
communication devices to the CCSD Network at any time or through any means, including
wireless or telecommunications, for legitimate educational or other purposes deemed
appropriate by the district.

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 Internet 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 technology devices, 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: December 12, 2011
Adopted: January 9, 2012
LEGAL REFS.: 47 U.S.C. 254(h) (Children’s Internet Protection Act of 2000)
47 C.F.R. Part 54, Subpart F (Universal Support for Schools and Libraries)
20 U.S.C. 6751 et seq. (Enhancing Education Through Technology Act of 2001)
C.R.S. 22-87-101 et. seq. (Children’s Internet Protection 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
JICJ, Student Use of Electronic Communication Devices

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 Website that goes through central
  review by the Office of Technology

Non-permissible

• 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 Website). 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
Technology Home Use Agreement

Cherry Creek School District
Information Systems

Thank you for participating in the Cherry Creek Schools Technology Home Use Program. The computer and/or peripherals assigned to you are the property of Cherry Creek School District and are for your use while enrolled at Cherry Creek during the 2019 – 2020 school year. The parent or legal guardian of the enrolled student must accept the terms and conditions listed below in order to participate. To indicate that you understand the computer use terms and conditions, please initial each item and provide your signature at the end of the agreement.

Student’s Name: [Name] Asset Tag: [Tag]

(Please print)

Student ID number: Service/Serial Tag: [Tag]

Terms

Terms: The Parent/Guardian agrees to the following terms:

● Students may use this laptop computer during the school year while enrolled in the program. Upon termination of a student’s enrollment, the Parent/Guardian and Student’s rights to use and/or possess the laptop expires. Cherry Creek Elevation or Information Systems reserves the right to terminate use, remotely disable and or retain possession if the Parent/Guardian and/or student are believed to have violated any part of this agreement.

● Upon termination of the student enrollment, the Parent/Guardian shall return the laptop as instructed within 5 business days of notification and in the same condition as delivered. Failure to return the laptop will result in the Parent/Guardian being liable to for the full value of the laptop or for any required repairs, and for attorney fees and related costs incurred in recovering the laptop.

● Items that need to be returned are: Laptop and Power Adapter. Devices shall be returned to the school where the student received the device or at the following address: CCSD Information Systems, 5416 South Riviera Way, Centennial, CO 80015.

● Conditions

Ownership: The Parent/Guardian agrees to the following:
Use of Technology: The Parent/Guardian agrees to the following:

- Each software application provided shall be subject to, and used in accordance with, the license and/or use agreement that accompanies that software application.
- All usage of the laptop shall be subject to Cherry Creek School District Information Systems Guidelines, Cherry Creek Board Policies, JS, JIC, JICJ and the Cherry Creek School District “Student Conduct and Discipline, Rights and Responsibilities”.
- The Parent/Guardian is solely responsible for ensuring that the software settings, default configurations, and administrative privileges are maintained at the original specified settings that the laptop had upon delivery and will be liable for any resulting damage to the laptop.
- The Parent/Guardian is solely responsible for keeping User IDs and passwords confidential to prevent unauthorized usage.

Firewall/Filtering statement: The Parent/Guardian is aware and agrees to the following:

- The laptop is to be used for the education of the student while enrolled at Cherry Creek School District.
- The laptop does not contain filtering and/or firewall restrictions that limits access to the internet. The Parent/Guardian agrees to monitor and ensure that students do not misuse the device by visiting inappropriate websites that are not in alignment with the student’s curriculum, education or training. Violation of these conditions may result in the immediate cessation of use of the device, device disablement and/or immediate revocation of the equipment.

Maintenance and Repair: The Parent/Guardian agrees to the following:

- The Parent/Guardian is responsible for requesting maintenance and repair of the laptop while in his or her possession. Requests for maintenance and repair should be directed to the Cherry Creek School District Help Desk. That phone number is 720-554-4357.
- Each laptop possesses a minimal warranty that covers manufacturer defects. This coverage does NOT include negligence or abuse (i.e., water damage, impact damage, etc.) All repair costs deemed to be a result of negligence or abuse will be the responsibility of the Parent/Guardian up to a maximum replacement value of $338.73
- The Parent/Guardian agrees to report a loss or damage that may occur to the laptop within 24 hours of the occurrence to the Help Desk at 720-554-4357. The Parent/Guardian is solely liable for any loss or damage that occurs to the laptop.

<table>
<thead>
<tr>
<th>Student Contact Information (please print clearly)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Parent/Legal Guardian:</td>
</tr>
<tr>
<td>Home Address:</td>
</tr>
<tr>
<td>Telephone:</td>
</tr>
<tr>
<td>City:</td>
</tr>
<tr>
<td>e-mail:</td>
</tr>
<tr>
<td>Zip:</td>
</tr>
</tbody>
</table>
Signature of Parent or Legal Guardian: ___________________________ Date: __________

Signature of Student: ___________________________ Date: __________

School Name: Cherry Creek Elevation

School Representative: ______________________________________________
(Please Print)

Representative Signature: ___________________________ Date: __________