



# **CAMPUS Middle School Student Handbook**

2021-2022

4785 S. Dayton Street Greenwood Village, Colorado 80111

720-554-2740

Charlotte Meade, Principal

## **IMPORTANT PHONE NUMBERS**

Activities/Athletics	720-554-2784
Attendance	720-554-2888
Counseling	720-554-2705
Dean of Students	720-554-2780
Library	720-554-2727
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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**Your Community.  
Your School.  
Your Friends.  
Your Call.**

**safe<sup>2</sup>tell<sup>™</sup>  
Colorado**

**1-877-542-7233  
safe2tellco.org**



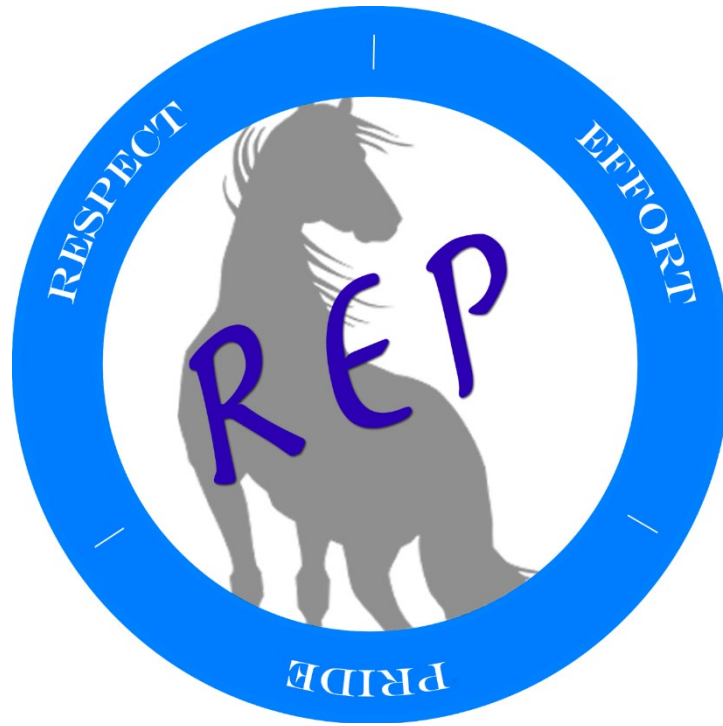
***Anonymously Report Concerns 24/7***



#### 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.



# **Campus Models Respect, Effort and Pride!**

# Parent Portal/Schoology

Schoology is a social networking service and virtual learning environment that allows users to create, manage, and share academic content.



## Accessing Schoology

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

Once logged into <http://my.cherrycreekschools.org>, parents will see several "tiles" that pertain to them. Clicking on the Schoology tile will take you directly into Schoology.

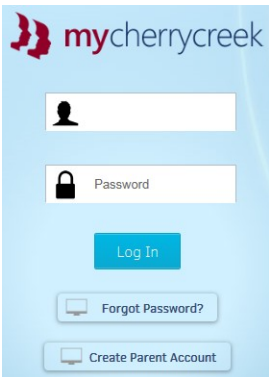


Parents should be automatically associated with their children, so they will not need to enroll in courses or groups. All children associated with the account can be selected using the pull-down arrow in the upper right-hand corner of the screen.



## Learning more about COLE 3.0/Schoology

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



## Need a New Parent Account?

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

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

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

## GENERAL INFORMATION

### Calendar Highlights 2021-2022

#### (Dates subject to change)

Aug. 16	First Day of School
Sept. 6	Labor Day - No School
Oct. 15	End of First Quarter
Oct. 18-22	Fall Break - No School
Nov. 12	Non-Contact day
Nov. 24-26	Thanksgiving - No School
Dec. 17	End of Second Quarter
Dec. 20 - Dec. 31	Winter Break - No School
Jan. 3	Non-Contact day
Jan. 17	MLK Day - No School
Feb. 21	Presidents' Day -No School
Feb. 22	Non-Contact day
Mar. 3 & 4	Non-Contact days
Mar. 11	End of Third Quarter
Mar. 14-18	Spring Break - No School
May 6	Non-Contact day
May 27	Last Day of School - End of Fourth Quarter

### Daily Time Schedules

#### 6th Grade

8:50 - 9:50	Core
9:55 - 10:55	Core
11 - 11:30/11:30 - 11:55	Lunch/Recess/Advisory
11 - 11:25/11:25 - 11:55	Advisory/Lunch/Recess
12:00 - 1:00	Core
1:05 - 2:05	Core
2:10 - 2:55	Elective
3:00 - 3:45	Elective

#### 7th Grade

8:50 - 9:50	Core
9:55 - 10:55	Core
11:00 - 11:45	Elective
11:50 - 12:20/12:20 - 12:40	Lunch/Recess/Advisory
11:50 - 12:10/12:15 - 12:40	Advisory/Lunch/Recess
12:45 - 1:30	Elective
1:35 - 2:35	Core
2:40 - 3:45	Core

#### 8th Grade

8:50 - 9:35	Elective
9:40 - 10:25	Elective
10:30 - 11:30	Core
11:35 - 12:35	Core
12:40 - 1:10/1:10 - 1:35	Lunch/Recess/Advisory
12:40 - 1:05/1:05 - 1:35	Advisory/Recess/ Lunch
1:40 - 2:40	Core
2:45 - 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 deemed serious enough to close school but are likely to cause delays, announcements will be made on radio and television stations and will be posted to the CCSD website.. 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 10:20 am.

#### Delayed Start Schedules

##### 6th Grade

10:20 - 11:10	Core
11:15 - 11:45/11:45 - 12:05	Lunch/Recess/Advisory
11:15 - 11:35/11:35 - 12:05	AdvisoryLunch/Recess
12:10 - 12:55	Core
1:00 - 1:45	Core
1:50 - 2:35	Core
2:40 - 3:10	Elective
3:15 - 3:45	Elective

### 7th Grade

10:20 - 11:10	Core
11:15 - 12:00	Core
12:05 - 12:35/12:35 - 12:55	Lunch/Recess/Advisory
12:05 - 12:25/12:25 - 12:55	Advisory/Lunch/Recess
1:00 - 1:30	Elective
1:35 - 2:05	Elective
2:10 - 2:55	Core
3:00 - 3:45	Core

### 8th Grade

10:20 - 10:55	Elective
11:00 - 11:30	Elective
11:35 - 12:20	Core
12:25 - 1:10	Core
1:15 - 1:45/1:45 - 2:05	Lunch/Recess/Advisory
1:15 - 1:35/1:35 - 2:05	Advisory/Lunch/Recess
2:10 - 2:55	Core
3:00 - 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. Office phones are used by students with the permission of staff for emergency calls only. In order to encourage student responsibility, 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 <sup>th</sup> Grade	2:10 - 3:45
7 <sup>th</sup> Grade	11:00 - 11:45 and 12:45 - 1:30
8 <sup>th</sup> Grade	8:50 - 10:25
Electives	11:45 - 12:45

### 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 are not claimed within a reasonable length of time, they 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.**

**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 unless there is an error. 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. Parents may request a District Withdrawal Form from the Registrar's Office.



## ATTENDANCE

### Attendance Policy

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

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

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

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

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

### Illness and Emergency Absence

On the morning that a student is absent due to illness or an emergency situation, **the parent or guardian should telephone the school at 720-554-2888.** 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. Exceptions require administrative approval.**

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

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

### 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 1<sup>st</sup> tardy, the teacher issues a warning to the student.
- After the 2<sup>nd</sup> tardy, the teacher calls parents.
- After the 3<sup>rd</sup> tardy, the teacher assigns one period of detention to be completed within two days of the assignment.
- After the 4<sup>th</sup> 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 10<sup>th</sup> excused full day of absence, 4<sup>th</sup> 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 20<sup>th</sup> excused full day of absence, 8<sup>th</sup> unexcused full day of absence, or the equivalent number of class periods, the parents will be notified that a doctor's excuse will be required for any and all further absences from school.
- A conference will be scheduled with parents to discuss the student's attendance issues and an "Attendance Improvement Plan" will be formulated.
- With persistent absences beyond 20, the student will receive a "Sanction Letter" from the District Law Office, a referral to the Student Attendance Review Board (SARB), or referral to Truancy Court.

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

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

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

permission.

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

## **STUDENT SERVICES**

### **Clinic**

Our school clinic is staffed with a registered nurse and trained health tech. We are committed to keeping students healthy and safe while following the guidance from the local and state health departments. For illness information and exclusion criteria, we use evidence-based infectious disease guidelines from Colorado Department of Public Health and Education (CDPHE). *If a student becomes ill while at school, the student must request a pass to come to the clinic and phone a parent.*

### **Check-out Procedure**

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.

**Immunization Record:** Colorado law requires all students attending Colorado schools and licensed childcare to be vaccinated against certain diseases, unless an exemption is filed (Board of Health rule 6 CCR 1009-2). One dose of Tdap is required for incoming 6<sup>th</sup> grade students. Contact your school nurse for questions related to immunizations.

**Hearing and Vision:** CCSD Health Services and CCSD Audiology completes vision and hearing screenings annually. Cherry Creek follows the Colorado Department of Education screening guidelines for grade level specific screenings. Any parent who wishes to opt out their student should contact the school clinic at the beginning of the school year.

**Health Conditions:** Many of our students have health conditions including asthma, allergies to foods or medications, diabetes, epilepsy/seizure disorders, or other chronic illnesses. When we know about these conditions, we can better help keep students safe and healthy while at school. If your student has any health issues, it is very important to note them during online registration and alert your student's school nurse by email, phone, or in person.

### **Concussions**

The CMS Health Clinic, school counselors and teachers will be working together to support your student during their concussion recovery. Typical recovery time for most students is 2 to 3 weeks. It is extremely important that parents notify the CMS Health Clinic of any concussion incident. Once informed, we will put into place a concussion protocol to support the student. This protocol is directed by the student's healthcare provider.

### **Nursing Procedures**

The school nurse will need written nursing procedure orders from the student's licensed health care provider with prescribing authority and the parent/guardian authorizes that the school nurse can confirm these orders with the provider. The parent/guardian must provide all equipment for the nursing procedure. Procedures requiring this form include but are not limited to tube feeding, tracheostomy care, suctioning and other medical treatments. All nursing procedure forms shall be renewed annually at the beginning of the school year and as needed in response to a change in student health status.

### **Individual Health Plans (IHP).**

The IHP is developed by the professional school nurse to address and communicate the health needs of the student to school personnel with an educational interest in the student. The IHP development and implementation by the RN allows sharing of necessary information and planning for student health needs to maximize student access and participation in their education. All IHPs are renewed annually at the beginning of the school year and as needed in response to a change in student health status.

### **Insurance Outreach**

Insurance Outreach is dedicated to connecting families with health care resources. We work closely with Colorado Access and will assist students and families finding resources for medical, dental, and vision care. We can also help families connect with other important resources including immunizations, well child and sports physicals, and daily living resources (food and shelter). Please contact Insurance Outreach at (720) 554-5063.

### **Medication Policy**

Medication will be administered by the school nurse or by delegated and trained school personnel. Medications are administered to students pursuant to school board policy JLCA, Student Health Services and Requirements. A parent is always welcome to come to the school and administer medication to his or her own child.

**Rescue/Prescription Medications:** Certain medications (e.g., inhalers or epinephrine) may be kept in the clinic unless written permission for a student to carry these prescription drugs has been agreed to by the physician, parent, and school nurse. Written orders for administration of the medication are required from the student's licensed health care practitioner with prescribing authority and signed by parent/guardian. It requires, in part, that the student has demonstrated the necessary maturity to keep it on their person. New medication forms must be submitted annually and are available on the Cherry Creek School District website under the Health Services Department.

**Over-the-counter medications:** If the student needs OTC medications on a regular basis, the school nurse will need written medication orders from the student's licensed health care provider with prescribing authority and the parent/guardian authorizes that the school nurse can confirm these medication orders with the provider. The OTC medication will be provided to the school in the original container with the manufacturer label. The school nurse can give selected medications found in parent forms if the parent/guardian completes permission during online registration. This is for emergent or occasional use. If the student needs OTC medications on a regular basis, they will need written permission from their prescribing healthcare provider.

**Prescription medications:** Prescription medications require written medication orders from the student's licensed health care provider with prescribing authority and the parent/guardian authorizes that the school nurse can confirm these medication orders with the provider. Medication should be in the original container with a pharmacy label that includes the student's name, prescribing provider's name, name of drug, dose, route, time and/or frequency. This label must match the order form. 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:** The school nurse will need written orders from the student's licensed health care provider with prescribing authority and the parent/guardian authorizes that the school nurse can confirm these orders with the provider. The homeopathic/supplement interventions will be provided to the school in the original container with the dose that matches the provider order. Homeopathic/supplements interventions may require approval by the CCSD Medical Advisory Board.

**Transportation of medication to school:** Parents/guardians are personally responsible for the delivery of student medications to and from school. All medications and equipment must be picked up by the last day of school by the parent/guardian. Medications that are not picked up will be discarded per Board of Health policy. (Medications acquired by the school or abandoned by parents shall be disposed of in accordance with 6 CCR 1007-2, Part 1, Regulations Pertaining to Solid Waste Sites and Facilities and 6 CCR 1007-3, Parts 260-268, and Parts 99 and 100.) Medications cannot be sent home with students.

*These procedures are for your student's protection and safety, as well as the safety of others. We appreciate your cooperation. If you have questions, feel free to contact your school nurse at 720-554-3907. Forms are available in the clinic and on the CCSD Health Services page <https://www.cherrycreekschools.org/Page/1743> to assist you with the medication process.*

## **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.

### **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 720-554-2727.

### **After School Library Use:**

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

### **After School Library Rules:**

1. Students must be in the library by 3:55 pm.
2. Students must have pass if entering library after 3:55 pm.
3. No snacks or drinks in library.
4. No computer games or puzzles after school.
5. Bus passes will not be issued until 4:30 pm.

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

### **Student Computer and Internet Use**

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

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

Cherry Creek Schools use Active Directory for user access authentication. This means that students use their Active Directory username and password to access a wide variety of district resources, such as PowerSchool, Schoology, servers and email. For questions about computer and Internet use at school, please contact the technology coordinator at 720-554-2736 or 720-554-2717.

## **ACADEMICS**

### **Homework Policy**

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

### **Hints for success:**

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

### **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 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 4:15 p.m.** Parents need to make arrangements to have the assignments picked up. Upon their return to school, students have one extra day for each day absent to complete assignments. Please notify your student's counselor with any information to be shared with teachers regarding your student's needs in the event of an extended absence.

### **Grading Periods:**

First quarter ends October 15, 2021  
Second quarter ends December 17, 2021  
Third quarter ends March 11, 2022  
Fourth quarter ends May 27, 2022

**[My.cherrycreekschools.org](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. User IDs and passwords for new students are distributed at the August check-in. Parents who already have codes from last year will continue to use the same codes. Printed grade progress reports are available by request to those parents and guardians without Internet access. End of year report cards for all students are mailed home. For PowerSchool questions and information, please contact our Technology Specialist at 720-554-2736.



### **Teacher Websites**

Campus Middle School teachers utilize 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.

### **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.

### **Report Cards**

Grades are finalized and available for viewing in PowerSchool within two weeks after the end of each quarter. Parents who would like a copy of their student's report card can contact the Registrar to request a copy. Final report cards will be mailed to the home address the week following the last day of school.

### **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 and credited on the student's high school transcript.

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

## **ACTIVITIES AND ATHLETICS**

### **Activities and Athletics Philosophy**

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

### **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 6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup> grade track. A \$60.00 athletic fee will be charged to an athlete for 8<sup>th</sup> grade basketball, 6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup> grade wrestling and 8<sup>th</sup> grade volleyball.
- A \$30.00 athletic fee will be charged to an athlete for 6<sup>th</sup>/7<sup>th</sup> grade basketball, and 6<sup>th</sup>/7<sup>th</sup> 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 720-554-2784 or email at nedwards7@cherrycreekschools.org

**Activities:** (subject to change)

**Art Club:** Learn a new skill or work independently on your own art projects. The Art/Crafts Club is an extension of the visual arts curriculum. Skills and projects will be reflective of the art curriculum. This club is not designed to replace elective art classes at CMS.

**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.

**Board Game Club:** Board Game Club is an opportunity for students to meet, connect and play games. This club is open to students from all grades and there are no requirements to belong, other than wanting to have fun while playing games with like-minded individuals.

**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 7:45 am 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 meeting.

**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 Feb/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 Monday and Thursday in the mornings starting at 8:00 a.m. The following instruments are included in Jazz Band: Trumpet, Saxophone, Trombone, Drum set, Piano, Electric Guitar, and Bass Guitar.

**Makerspace:** Makerspace is a destination for creating, designing, tinkering, inventing, and collaborating. Students can perform challenges tasks in art and crafts, robotics and coding, circuitry, fashion design, multimedia, or engineering. Students sew, work with robotics, make movies, create circuits, and use virtual reality. It is an amazing space!

**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.

**Math Counts:** The MathCounts Club is open to 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> 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.

**Minecraft Club:** Explore a world of endless possibilities, survive daring adventures, design and build your dream house, and have fun! Problem-solve with friends or set goals on your own; either way, join fellow gamers for a fast-paced hour after school.

**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. Please check CMS website for specific dates and times.

**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 as members-at-large.

## 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 assessments

### Student Dress Code

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 a quality 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, libelous, or vulgar
- Denote gang involvement
- Promote the use of drugs, tobacco, alcohol, or weapons
- Intimidate or threaten any individual or group
- Expose certain body parts (i.e. inappropriately sheer, tight, short, or low-cut clothing that bares or exposes traditionally private parts of the body including but not limited to: the stomach, shoulders, buttocks, upper thigh, back and breasts.)
- Disrupt the learning environment
- Promote any 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; house slippers are not to be worn at school.
- Head coverings are not to be worn except for religious or documented medical purposes.
- 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 is in the process of discussing the healthy use of electronic devices at school. At the time of printing, students may use their personal electronic devices at school, provided they are using them appropriately and during appropriate times. Phones should not be used in any capacity where privacy is a concern, such as the locker rooms, bathrooms, etc. Also, phone usage in the classroom is solely at the discretion of the teacher. 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 4:00 p.m. to leave the building. Please make arrangements to have your child picked up by 4:00 p.m. Supervision is not available unless students are with a specific teacher or participating in clubs or athletics. Any student in the building after 4:00 p.m. 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 sessions. A late bus pass from a teacher is required in order to ride the activity bus at 4:45 p.m. Monday – Thursday.

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

### **Bicycles, Skateboards, and Rollerblades**

Bicycles must be parked in the CMS racks provided. All bicycles should be locked. The school is not responsible for damage or theft while bicycles are on

school property. Bicycles, skateboards, and rollerblades are to be walked at all times while on campus.

### **Field Trips**

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

### **Lunch Time**

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

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

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

### **Closed Campus**

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

### **Bus Rules for Cherry Creek School District and Campus Middle School**

1. 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. When crossing street by school bus, always cross 10 feet in front of the bus. Wait for the driver's signal to cross.
6. Sit quickly and quietly in assigned seat. Remain seated facing forward in your assigned seat while the bus is moving. The aisle is not to be blocked at any time.
7. 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.
8. No eating, drinking or spitting inside the bus.
  9. Do not throw anything off the bus or have any part of you outside the bus.
  10. Talk in normal tones; loud, rude, vulgar or obscene language is prohibited.
  11. Cell phone usage limited to texting, video games, or listening to music (with earbuds).
  12. State law and/or District policy prohibits the following items on school buses:
    - Alcohol/drugs/tobacco
    - Glass items
    - Legally prohibited substances
    - Weapons or facsimiles Explosives
    - Fireworks (including smoke and stink bombs)
    - Animals, insects or reptiles
    - Other dangerous objects
  13. 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.
  14. Skateboards, scooters and roller blades are not allowed on the school bus.
  15. 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.
  16. 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.
  17. 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 or inappropriate.
11. Behavior on or off school grounds that is detrimental to the safety and welfare of other students or school personnel.

### **Enforcement of Student Behavior Rules**

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

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

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

**Detention:** Requiring a student to spend a specific amount of time in a restricted area 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 offenses (e.g., possession or use of weapons), a student may be expelled for up to one calendar year.

Every effort will be made to ensure that the corrective measures taken are appropriate to the specific misconduct of each individual student and that parental contact is made. Please remember that rules are for the

safety and welfare of the students and the enhancement of the education of each and every student. Parent reinforcement of the rules is necessary and helpful. Our goal in enforcement of rules is to help students develop a sound and safe decision-making process.

### **Habitually Disruptive Student Policy**

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

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

The goal of 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.

## **COPYRIGHT AND TECHNOLOGY LAWS**

Because electronic information is so abundantly available and very easily reproduced, respect for the work and personal expression of others is especially important in computer environments. Violations of authors’ integrity, including plagiarism, invasion of

privacy, unauthorized access, and copyright violations are grounds for disciplinary action.

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

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

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

- intentionally interfering with the work of other users
- violating confidentiality, copyrights or license agreements
- intentionally wasting computer resources
- attempting to bypass the system security or to use nonstandard means to perform a standard function using an unauthorized password and illegally copied software
- copying, renaming, changing, examining, or deleting files belonging to someone else without the owner's permission
- tampering with terminals, microcomputers, or any other associated equipment
- using personal copies of extraneous software in the microcomputer labs without permission of the lab supervisor (proof must be provided that the software is licensed to the user)
- copying or accessing the file of another user for the purposes of copying the contents and representing it as his or her own work (this is interpreted as plagiarism)
- 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)

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**

All student policies may be found online in the [Student Conduct and Discipline, Rights and Responsibilities handbook](#).

### **Family Educational Rights and Privacy Act**

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

1. The right to inspect and review the student's

- education records within three working days after the day the district receives a request for access.
2. The right to request the amendment of student's education records that the parent or eligible student believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

- Under FERPA, the school district may disclose directory information without the written consent of the parent/ guardian or eligible student. Directory information which may be released may include the student's name, date, and place of birth; major field of study; grade level; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degree and awards received; and the most recent and previous education agency or institution attended by the student. Telephone numbers and addresses of current students will not be disclosed pursuant to Colorado law.

- The parent/guardian or eligible student has the right to refuse to permit the designation of any or all of the categories of information provided if such refusal is received in writing in the office of the principal of the school where the student is in attendance no later than September 7 or the following Monday if September 7 is a Saturday or Sunday.

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

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

### **Nondiscrimination Equal Opportunity Interpersonal/Human Relations (Policy AC)**

The Board is committed to providing a safe learning

and work environment where all members of the school community are treated with dignity and respect. The schools in the district are subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of race, color, ancestry, creed, sex, gender, sexual orientation, religion, national origin, marital status, age, disability or need for special education services. Accordingly, no otherwise qualified student, employee, applicant for employment or member of the public shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any district program or activity on the basis of race, color, ancestry, creed, sex, gender, sexual orientation, religion, national origin, marital status, age, disability or need for special education services. Discrimination against employees and applicants for employment based on age is also prohibited in accordance with state and federal law. Click [here](#) for more information on Policy AC.

#### **Sexual Harassment of Students (Policy AC R-4)**

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

A learning environment that is free from sexual harassment shall be maintained. It shall be a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature. Click [here](#) for more information on Policy AC R-4.

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

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

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

#### **Alcohol and Other Drug Use by Students (Policy JICH)**

The Cherry Creek School District recognizes that abuse of alcohol and other drugs is a significant health problem. Further, the Board of Education recognizes that the use, possession, distribution, dispensing, selling, giving or exchanging illicit drugs and alcohol is illegal, constitutes a hazard

to students' health and is detrimental to a healthy learning environment. Therefore, the Board assumes its responsibility for adopting a policy that will minimize the hazard to students.

#### **Disciplinary Action**

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

Effective 8/13/15, changes to [Policy JICH-R](#) include an increase in suspension time after a first violation along with an opportunity for reduced suspension after participation in an alcohol or drug education program. After a second violation of the district's alcohol and drug use policy, a student will be recommended for expulsion, with a waiver of expulsion if the student participates in a substance use assessment/evaluation and provides evidence of an intended intervention plan.

#### **Weapons in School (Policy JIC1)**

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

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