

Cherry Creek High School



Bear Facts 2018- 2019

Vision Statement

As members of the Cherry Creek High School community, we value scholarship, leadership, and citizenship. We respect the dignity of all cultures and honor every individual's passion and chosen path toward success.

Student Code of Ethics

As a Cherry Creek High School Student, I will not lie, cheat, or steal in any of my endeavors; I will respect school property and the property of others; I will respect the rights and opinions of students, faculty, and members of the community; I will promote ethical behavior within the school and the community.

Our Pledge

I pledge to oppose prejudice at Creek and to stop those who violate the civil rights of anyone. I pledge to speak out against anyone who intimidates or hurts those of a different race, religion, ethnic group, sexual orientation, or those with disabilities. I pledge to support those who are targets of harassment. I pledge to tolerate others and be aware of my own biases. I pledge to embrace rather than fear diversity.

Mission Statement

Cherry Creek High School is dedicated to:

- Igniting the intellect and imagination of all students through high expectations, challenging content, exemplary instruction.
- Developing lifelong learning skills.
- Valuing the dignity of all students with the expectation that all students will be responsible for their own learning, including making educational choices consistent with their interests, strengths and values.
- Nurturing core values- respect, responsibility, perseverance, empathy, service and effort.
- Providing a safe and civil learning environment that respects and tolerates differences.

Academic Expectations

Cherry Creek High School graduates will:

- Think critically and question presumed facts and opinions.
- Be able to communicate effectively within and across cultures.
- Preserve the academic freedom of students and teachers to seek and speak the truth.
- Be aware of their strengths and weaknesses and be able to formulate and pursue their goals.

Social Expectations

Cherry Creek High School Graduates:

- Understand and respect various cultures and subcultures; treat others with respect and dignity.
- Self-advocate and take responsibility for their actions and behaviors.
- Explore opportunities for individual interests and talents.

Civic Expectations

Cherry Creek High School graduates will:

- Be empowered and take action.
- Contribute to the school and larger community.
- Understand the rights and responsibilities of being a citizen in a democratic society and be thoughtful, reflective, active citizens in their family, community, country and world.

**Thank you to the Cherry Creek High School PTCO
for their financial contributions which help us provide
Bear Facts to the students at no charge. We believe
this publication- which includes an assignment calendar
and study tips- supports all students in their quest
for academic achievement.**

This agenda belongs to:

Name _____

Address _____

City/State/Zip _____

Phone# _____ ID# _____

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**ADMINISTRATIVE CHERRY CREEK HIGH
SCHOOL DIRECTORY 2018-2019**

BOARD OF EDUCATION

David Willman.....	President
Karen Fisher	Vice President
Janice McDonald	Secretary
Eric Parish.....	Treasurer
Kelly Bates.....	Asst. Secretary-Treasurer

DISTRICT ADMINISTRATIVE STAFF

Dr. Scott Siegfried	Superintendent
Brooke Gregory	Chief of Strategic Initiatives
Chris Smith.....	Chief of Staff
Jennifer Perry.....	Asst. Super., Educ. Operations
Mike Giles.....	Asst. Super., Perf. Improvement
Brenda Smith.....	Exec. Director, Employee Relations
Todd Fukai.....	Asst. Super., Human Resources
Abbe Smith.....	Director, Communications
Jason Koenig.....	Chief Information Officer
David Hart.....	CFO/COO, Finance & Operations
Sonja McKenzie.....	General Legal Counsel
Carla Stearns	Executive Director of High School Education

SCHOOL ADMINISTRATIVE STAFF

Ryan T. Silva, Principal	720-554-2286
Traci Dougherty, Asst. Principal.....	720-554-2343
Darren Knox, Asst. Principal	720-554-2285
Kevin Uhlig, Asst. Principal/Equity Officer ..	720-554-2222
Marcus McDavid, Asst. Principal	720-554-2308
Jessica Robinson, Asst.to Principal.....	720-554-2175
Jason Wilkins, Athletic Director	720-554-2461
Krista Keogh, Activities Director	720-554-2393
Michael Mazenko, Asst. to Principal	720-554-2185

IMPORTANT PHONE NUMBERS

Activities Office	720-554-2393
Art Department	720-554-2307
Attendance Office	720-554-2242
Athletic Department	720-554-2461
Bookkeeping Office	720-554-2396
Business Department.....	720-554-2412
Counseling Office.....	720-554-2250/2260
Post Graduate Center.....	720-554-2340
Deans' Offices:	
A-El.....	720-554-2378
Em-Hul.....	720-554-2328
Hum-Men.....	720-554-2208
Meo-Sch.....	720-554-2416
Sci-Z	720-554-2203
English Department.....	720-554-2333
Fine Arts Department.....	720-554-2307
Fine Arts Theater	720-554-2306
Foreign Language Dept.....	720-554-2296
Smith Library/Media Center	720-554-2398
Main Office (East).....	720-554-2222
Main Office (West)	720-554-2285
Math Department	720-554-2372
Nurse (East).....	720-554-2206
Nurse (West)	720-554-2220
Physical Education Department	720-554-2471
Registrar's Office	720-554-2343
School Resource Officers	720-554-2926/2215
Security	720-554-2287
Science Department	720-554-2372
Social Studies Dept.	720-554-2333
Special Ed Department.....	720-554-2219
C.A.R.E. Line.....	720-554-2273

**PARENT-TEACHER-COMMUNITY
ORGANIZATION (PTCO)**

Kacy Adams, Co-President	303-887-1346
Tessa Tarr, Co-President	303-591-8678
Andrea Davoll, President Elect	303-319-4530
Elise Marks, President Elect	303-947-0884
Tiffany Kerber, Secretary.....	720-530-3721
Yvette Watson, Treasurer	303-210-2362
Pam Lukes, Incoming Treasurer	303-995-6414
Nicol Ray, Fundraising Co-Chair	303-522-3848
Anne Egan, Past President	303-472-0500

HOURS OF OPERATION

Professional Learning Team Meetings .	7:35 a.m. – 8:15 a.m.
Faculty Hours.....	7:45 a.m. – 3:45 p.m.
Administrative Office Hours.....	7:30 a.m. – 4:15 p.m.
Campus Security/East Rm. 100.....	7:20 a.m. – 3:50 p.m.
Health Clinics/West & East	7:50 a.m. – 3:50 p.m.
Smith Library/Tech Center	8:00 a.m. – 5:30 p.m.
Cafeteria	7:45 a.m. – 9:12 a.m., 11:00a.m.-1:42 p.m.

SCHEDULES 2018-2019

REGULAR SCHOOL DAY SCHEDULES

8:20 a.m. – 3:30 p.m.

PERIODS	TIMES
1	8:20 – 9:12
2	9:19 – 10:06
3	10:13 – 11:00
4	11:07 – 11:54
5	12:01 – 12:48
6	12:55 – 1:42
7	1:49 – 2:36
8	2:43 – 3:30

BACK-TO-SCHOOL NIGHT SCHEDULE

6:30 p.m. – 9:00 p.m.

PERIODS	TIMES
1	6:30 – 6:40
2	6:50 – 7:00
3	7:10 – 7:20
4	7:30 – 7:40
5	7:50 – 8:00
6	8:10 – 8:20
7	8:30 – 8:40
8	8:50 – 9:00

ASSEMBLY SCHEDULE

1	8:20 – 9:01
2	9:08 – 9:49
ASSEMBLY	9:56-10:41
3	10:48 – 11:29
4	11:36 – 12:17
5	12:24 – 1:05
6	1:12 – 1:53
7	2:00 – 2:41
8	2:48 – 3:30

Snow Delay and Closure Information:

<http://www.cherrycreekschools.org>

Hotline: 720-554-4701

STORM DELAY SCHEDULE (IF NEEDED)

In the event of a delayed start (storm schedule), bus pick-up and school starting times will be delayed 90 minutes.

PERIODS	TIMES
1	9:50 – 10:29
2	10:36 – 11:12
3	11:19 – 11:55
4	12:02 – 12:38
5	12:45 – 1:21
6	1:28 – 2:04
7	2:11 – 2:47
8	2:54 – 3:30

STORM DELAY FINAL EXAM SCHEDULE

In the event a storm closes school during an exam schedule, exams will continue at the point at which they were interrupted, when school resumes.

8:20- 9:50 Delay

9:50-11:10 (Period 1 Day 1, Period 2 Day 2, Period 3 day 3)

11:25-12:45(Period 4 Day 1, Period 6 Day 2, Period 7 day 3)

1:15- 2:35 (Period 8 Day 1, Period 5 Day 2)

Final Exam Schedules for 2018-2019 (changes will be published in the Home Herald)

1 st Semester	December 18 , 2018	December 19, 2018	December 20,2018	
2 nd Semester	May 20, 2019	May 21, 2019	May 23, 2019	May 24, 2019
8:20-8:35	PREP*	PREP*	PREP*	Teachers submit grades
8:40-10:10	Period 1	Period 2	Period 3	
10:20-11:50	Period 4	Period 6	Period 7	
12:30-2:00	Period 8	Period 5	Make up Exams/Student Conferences	

2018-2019 IMPORTANT DATES*

August 6.....Senior Check In
August 7..... Junior Check In
August 8.....Sophomore Check In
August 9..... Freshman Check In
August 10.....Freshman Orientation
August 10..... New Student Orientation
August 13.....First Day of School
August 13.....New Student Parent Night, 6:30pm
August 23.....Back-to-School Night 6-9pm
August 31.....Club Fair
September 3.....Labor Day – No School
September 24-28.....Spirit Week
September 29.....Homecoming Dance, S. Gym. 9 p.m.
October 8-12.....Red Ribbon Week
October 10.....College Readiness Day
October 15-19.....Fall Break
November 12.....Veteran’s Day Celebration, 8:30 am
November 15.....Future Bruins Night, 6-9pm
November 21.....Non-Contact Day
November 22-23.....Thanksgiving Vacation
December 18-20.....Final Exams for 1st Semester
December 21.....Non-Contact Day
December 24-January 4.....Winter Break
January 7.....Non-Contact Day
January 21.....Martin Luther King Day – No School
February 4-8..... .. Power Week
February 12.....Academic Letter Night, 7pm
February 18.....President’s Day- No School
February 19.....Non-Contact Day
March 18-22.....Spring Break
April 29.....Bruin Choice Awards, 7pm
May 2.....Senior Awards Night, 6:30 pm
May 4..... Prom
May 6-17.....AP Testing
May 10.....Senior Check Out
May 20-21, 23.....Final Exams for 2nd Semester
May 21.....CCHS Graduation Rehearsal
May 22.....CCHS Graduation (8:00am Stutler Bowl)
May 23.....Final Exams
May 24.....Non-Contact Day

*Dates subject to change, please check with the Activities Office.

GRADING SYSTEM

- A – 90-100 (Excellent)
- B – 80-89 (Above Average)
- C – 70-79 (Average)
- D – 60-69 (Below Average)
- F – 0-59 (No Credit)
- E – Grants credit, indicates effort rather than mastery; calculates into GPA as a failing grade
- S – Pass (Pass/Fail)
- US – Fail (Pass/Fail)
- AU – Audit, No Credit
- I – Incomplete
- WD – Withdraw
- WF – Withdraw Fail
- WP – Withdraw Pass

GRADE POINT AVERAGE

1. All courses receiving a letter grade will be used in computing the student's grade point average (GPA).
2. The following point average will be used to compute grade point average:

<u>Weighted Classes</u>	<u>Unweighted Classes</u>
A – 5 points	4 points
B – 4 points	3 points
C – 3 points	2 points
D – 1 point	1 point
E – 0 points	0 points
F – 0 points	0 points

Pass/Fail courses will be graded by:

- S – Satisfactory (D or better work)
- US – Unsatisfactory

3. Pass/Fail courses will not be calculated as part of a student's GPA.
4. Honors and Advanced Placement (AP) courses are accelerated courses that are identified on the student's permanent record with an "*" and grades in these classes are weighted. Report cards and transcripts will reflect both weighted and unweighted GPAs for each semester of study.
5. Incomplete grades may be given at the discretion of the teacher if the student is unable to complete the course requirements by the end of the grading period due to extenuating circumstances. An incomplete grade will be recorded and calculated into the grade point average with zero grade points. Upon completion of the missing work, the incomplete will be changed to the corresponding letter grade and the cumulative information (GPA,etc.) updated accordingly. The student has

until the end of the next grading period to turn in any outstanding work; any incomplete grade that is not updated by that time will be recorded as an F (Fail/No Credit).

RECORDING GRADES/EARNING CREDIT

1. A grade for each course carried must be recorded on the student's permanent record and may not be changed without the request of the teacher.
2. Students wishing to audit a course must complete a "Permission to Audit" form and submit it to the Registrar's office for approval prior to the 5th week of the semester. Students entering after this period from another school district with no proof of prior enrollment in a similar class may also be placed on "Audit" status until withdrawal grades are received from the previous school. Courses taken on an audit basis do not earn credit; however, students must attend class and complete all assigned coursework. AP courses cannot be audited.
3. If a student repeats a course, the second grade the student earns will be used for credit and GPA purposes. This applies to **all** repeated courses, including failed courses. Students will not be permitted to repeat a course to improve the grade unless the initial grade earned was a D or F. Grades for courses that a student repeats will remain on the permanent record but will not be calculated into the GPA. The exception to this policy includes courses that may be taken more than once for credit (PE classes as well as other designated classes fall into this category – courses so designated are listed in the registration guide).

REPORT CARDS-PROGRESS REPORTS

Report cards are emailed home at the end of each semester. Progress grades are also emailed home at six week intervals during each semester. Progress grades are not part of a student's overall credits or GPA. Parents may view their students' academic progress at any time after PowerSchool is activated the first week of the new school year. Teachers are required to update grades in PowerSchool at least every two weeks. Throughout the year, parents are encouraged to contact teachers if they have questions or concerns about their students' progress.

PASS-FAIL COURSES

Students who wish to take a course on a pass/fail basis rather than for a letter grade must pick up the application from the Registrar's office and get permission from the teacher. Students must earn a D or better to receive a

passing or satisfactory grade (designated on the transcript as “S”) Students who fail the course will receive an unsatisfactory grade (designated as “US” on the transcript) Students will receive credit for “S” grades; no credit is granted for “US” grades.

1. Seniors may carry two (2) courses on a pass-fail basis. Students may not take more than one credit per academic area on a pass/fail basis.
2. Freshmen, sophomores, and juniors may take one course pass/fail.
3. The following courses cannot be taken pass/fail:
 - a. Any course required to fulfill graduation requirements.
 - b. Advanced Placement (AP) or Honors Courses
 - c. CCSD online courses
4. Students who enroll as teacher/office assistants will receive “S” and “US” grades.
5. Pass/Fail grades cannot replace nor be replaced by a letter grade in the same class.

PHYSICAL EDUCATION (PE) WAIVERS *

Per School Board Policy IKF-2, students are required to complete all course requirements for graduation. Students may apply for a waiver of .5 (one semester class) of PE if they meet the following criteria. **Please note that the maximum number of PE credits that can be waived is .5 credits regardless of the number of years and/or sports in which the student participates.** A PE waiver does not decrease the total number of credits required for graduation.

1. **Athletic Waiver:** If a student in grades 9-12 participates at any level for one full season in a Cherry Creek School District sanctioned sport, the student can apply for a .5 credit PE waiver.
2. **Marching Band Waiver:** Students who participate in Marching Band for **two** semesters may apply for a .5 PE waiver.

CONTRACT COURSE OF STUDY (Independent Study)

A Contract Course of Study (Independent Study) is an additional course not offered in the regular curriculum. This course of study must be arranged with the department coordinator and at the teacher’s discretion. The student and teacher can agree, within certain guidelines, to assign a letter grade or a pass/fail grade.

1. Student Responsibilities:

- a. Obtain and complete the Contract Course of Study petition. (These forms are available in the Registrar’s Office.)
- b. Obtain the department coordinator and teacher signatures. The forms must be completed and returned to the Registrar’s Office **within two weeks of the beginning of the semester**. All Contract Courses of Study must be completed during the regular school year (or current semester).
- c. A student may have only one independent study course per semester.

2. Teacher Responsibilities

- a. Meet with the student to discuss guidelines and course expectations prior to the student’s enrollment in the independent study.
- b. Meet with the student on an ongoing basis for instruction and evaluation.
- c. Assign a grade at the end of each grading period per the agreement on the Contract Course of Study petition.

All independent study courses must be taught by Cherry Creek High School faculty or certified personnel approved by the department coordinator and the Assistant Principal in the Registrar’s office. These courses will be approved only for students taking courses utilizing Cherry Creek High School facilities.

PLATO Computer Academy is an on-line computer program giving students an opportunity to retrieve credit for a class previously failed. Students will earn an “S” for Satisfactory or “US” for Unsatisfactory. PLATO courses are not NCAA approved. CCHS has limited spots available in the program and offers only certain classes. Please see your counselor for more information.

Student responsibilities:

1. Obtain and complete the PLATO contract (forms are available in the Counseling Office).
2. Obtain the counselor and teacher signatures. The forms must be completed and returned to the Registrar’s Office. All contract courses of study must be completed during the regular school year (or current semester). According to CCHS grading policy, a grade of Incomplete will be issued if a semester class is not completed within the assigned semester. Once the course is completed the grade will be updated. The student has until the end of the

next grading period to turn in any outstanding work; any incomplete grade that is not updated by that time will be recorded as an “US” (Unsatisfactory) with no credit.

3. Students may have only one independent study course per semester and must attend the class each day until the course is completed (or as specified by the contract).
4. If the Independent study course is dropped before 9/6/2017 (S1) or 1/31/2018 (S2) the class will not show on the student’s transcript. After these dates the transcript will show a WD.

SCHEDULE CHANGE POLICY

Event	Semester 1	Semester 2
Arena Schedule Changes	8/14/2018 (11 th & 12 th grades) 8/15/2018 (All grades)	1/8 /2019 (11 th & 12 th grades) 1/9/2019 (All grades)
Last day to drop a course with no record on transcript	8/20/2018	1/15/2019
<i>CCSD Online course</i>	8/27/2018	1/27/2019
* Last day to add a class	9/5/2018	1/29/2019
Last day to drop a course with a “WD” on transcript	9/5/2018	1/30/2019
<i>CCSD Online course</i>	9/12/2018	2/8/2019
Last day to submit Pass/Fail & Audit Applications to Registrar’s Office	9/17/2018	2/11/2019
Progress grades collected	9/21/2018	2/16/2019
*** Last day to level change for semester	9/24/2018	2/15/2019
Last day to level change a yearlong class		1/11/2019
** Last day to drop a course with a “WP” or “WF” on transcript	10/31/2018	4/3/2019
<i>CCSD Online course</i>	11/9/2018	4/12/2019
Semester grades collected	12/21/2018	5/24/2019

* Please note: Any course added after WP/WF deadline will be taken as an “audit” and will earn no credit.

** Please note: Any course dropped after WP/WF deadline will receive an automatic “F”.

*** Students wishing to change a yearlong class must either make the change by the Semester 1 date or wait until after the end of Semester 1.

TERM DATES

2018/2019 Terms	Start Date
Semester 1	8/13/2018
Semester 2	1/8/2019
Quarter 1	8/13/2018
Quarter 2	10/22/2018
Quarter 3	1/8/2019
Quarter 4	3/25/2019

Students may drop classes from their schedule **only** if this does not put them below the minimum number of classes required (5 for grades 11 and 12; 6 for grades 9 and 10) **and** does not affect the required number of 4 core classes. Students may add or change classes during arena schedule changes for the following reasons only:

Graduation requirement (grade 12 only)
Fewer than four core classes (must add a class)
Short the required number of classes (must add class)
College admissions requirement (grade 12 only)
Strengthening of schedule (adding a class to an open period only)
Level changes

Students may make a level change by working directly with the department coordinator prior to arena schedule changes. If the change involves moving multiple classes and/or class periods, the coordinator may direct the student to attend arena schedule changes. Students may move a core class to an open period with the permission of the department coordinator and there is room in the class.

A student may change semester long classes and/or elective classes **only** if the change does not impact other class periods **and** there is room in the class the student wishes to add.

After arena schedule changes, students may see an on call counselor during periods 4-6 to discuss schedule changes. Schedule changes due to medical or health concerns will require documentation from a medical provider. Changes will **only** be available for the reasons listed above. Students who want to make a level change may work directly with the respective department coordinators.

If a student wants to request a teacher change for any reason, the student should contact the department coordinator to discuss his/her concerns. Teacher changes will not be made without the opportunity for the student, parent, and teacher to discuss any concerns. The coordinator will only recommend a teacher change if she/he believes the change is in the best interest of all parties concerned.

A student who intends to drop a class must continue to attend the class until the drop/add paperwork has been signed and turned in to the Registrar's Office and the class no longer appears on the student's schedule. Students who do not attend all of the classes on their schedules will be referred to the Dean for appropriate disciplinary action.

FOUR CORE REQUIREMENT

1. School Board Policy IKF-1-E requires that all full time students carry a minimum of four core classes each semester (English, Social Studies, Math, Science, World Languages.). This policy is in support of the Colorado Commission of Higher Education requirements that regulate admission to Colorado universities and colleges.
2. Freshmen and sophomores must carry a minimum of three units of credit per semester (6classes) as listed in the Registration Guide. Juniors and seniors must carry a minimum of two and one-half units of credit per semester (5 classes) as listed in the Registration Guide.
3. Students may apply for a waiver of the four core requirements according to specific criteria listed in the policy.

OUTSIDE CREDITS

In limited circumstances, students may request that credit taken at an accredited academic institution that is not part of the Cherry Creek School District be added to their Cherry Creek High School records and transcript. These requests **must** be approved in advance by the Registrar's office; no credit will be granted retroactively. In most cases, these requests will be limited to elective courses that a student is unable to take due to scheduling conflicts during the regular school year or during the summer.

1. Any student who wishes to take coursework for CCHS credit at an institution that is not part of the Cherry Creek School District **must receive approval from the Assistant Principal in the Registrar's Office prior to enrolling in the course.**

2. Outside coursework will be awarded credit **only** if documentation is received on an official transcript from the accredited school.
3. A maximum of two units of outside credit may be applied toward graduation. However, if the student's class has graduated and the student is a continuing student, additional credit needed to complete graduation may be earned by a variety of means.
4. Transcripts for credit earned outside of Cherry Creek High School must be submitted prior to May 1st of the student's senior year to count towards graduation.

TRANSFER CREDITS

1. Students who transfer to Cherry Creek High School from outside the district will have their transcript evaluated by the Registrar's office. Although CCHS will accept all credits coming from another accredited district, the specific category in which these credits are applied is up to the discretion of the Registrar.
2. Honors credit (weighted grades) will only be given if CCHS offers the same class at the honors level; this applies to any student who transfers from another high school, including within the Cherry Creek School District.
3. 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 accredited programs will receive credit on a pass/fail basis.
4. Students who bring in transfer credits from a foreign school will receive pass/fail credit only.
5. Only grades of "D" and "F" may be replaced by completing courses in summer school. If a student wished to complete a summer school course to replace a "D" or "F", this course must be completed the summer immediately following the completion of academic year where the "D" or "F" was earned.

TRANSFER PROGRESS GRADES

1. Students who transfer to Cherry Creek High School within the first three weeks of the semester will be responsible for appropriate make-up work. Students who transfer from one CCH teacher to another in the same course will bring the progress grade with them to the new teacher. The grade will be calculated into the semester grade.
2. Students who transfer after the first three weeks of the semester must bring transfer grades with them or they

will be placed on audit status for the remainder of the semester and will not earn credit. Transfer grades will be applied to the corresponding courses at CCHS and will calculate into the semester grades for those courses.

3. Students who do a level change from an unweighted to a weighted course at CCHS will bring the progress grades to the new course. Students level changing from a weighted to an unweighted class will receive a transfer grade that will be increased by 10 (percentage points i.e.. 71% in English 9 Honors will transfer to CP English 9 as 81%).
4. In all of the above situations, the transfer grades will appear in the grade book. However, at the end of the grading period, the teacher may use professional judgment when calculating the final grade.

SUMMER SCHOOL

1. Advanced approval of the Registrar or a student's counselor is required before a student registers for summer school.
2. Courses taken for credit in an approved accredited summer school program will be recorded on the student's permanent record, and grades and credits received will apply toward graduation.
3. Only those students who have matriculated to high school may earn credit toward graduation in summer school. Students who have completed eighth grade, but have not yet begun ninth grade may not enroll in high school summer school courses and receive credit.
4. Summer school credits cannot fulfill specific graduation requirements (i.e., English, U.S. History, Math, etc.) unless the course is taken to replace a prior "D" or "F" grade. Health, PE, American Government and district online courses are the only exceptions to this rule. However, if the student's class has graduated, the student may take any necessary class to meet graduation requirements with prior approval.
5. Only grades of "D" and "F" may be replaced by completing courses in summer school. If a student wishes to complete a summer school course to replace a "D" or "F", this course must be completed the summer immediately following the completion of the academic year where the "D" or "F" was earned.
6. All letter grades earned in summer school classes approved by the Registrar will be calculated in the GPA. All CCSD summer school grades will automatically replace the previously earned grade.

GRADUATION

In order for a student to graduate from Cherry Creek High School, he/she must be a full-time student the full semester prior to graduating. Seniors may participate in the commencement ceremony only if they have completed all required credits and do not have any fines on their PowerSchool account. There are no exceptions to this requirement. Students will receive their diploma upon completion of all credit and payment of any outstanding fines or fees.

EARLY GRADUATION

A student who requests early graduation must meet all graduation requirements prior to terminating enrollment at CCHS. Students wishing to apply for early graduation must comply with the following:

1. Discuss the request with your counselor to discuss credits earned to meet graduation requirements as well as plans to meet any additional credits. If the counselor, student and parents/guardians feel that early graduation can be completed, the student must fill out an application with the Registrar's office.
2. Junior graduates may be considered for Senior Awards presented at Senior Awards Night in April.
3. If a junior graduate's cumulative weighted GPA after 6 semesters (the 6th semester is the last semester for a Junior Graduate) is 3.75-5.0, the junior grad will earn a gold cord to wear to graduation. If the junior graduate's 6th semester cumulative weighted GPA is 3.5-3.7499, they will earn a blue cord to wear at graduation.
4. Junior and early graduates will complete check out procedures on the same day that graduating seniors check out. This is the last day of classes for graduating students.
5. Junior graduates may participate in senior events in the spring (such as yearbook signing), but not in the fall (such as the senior photo)
6. Junior graduate names will be printed in the commencement program; junior graduates may participate in the graduation ceremony if they have earned the required number of credits by check out.
7. A junior who wishes to graduate early must be in attendance three full quarters prior to graduation.

HONOR ROLL

Students in grades 9-12 may qualify for Honor Roll following each semester. Students who earn a 3.75

(weighted or unweighted) qualify for High Honor Roll. Students who earn a 3.5 (weighted or unweighted) will be placed on Honor Roll. Transfer students must complete a full semester at Cherry Creek High School before being eligible for either honor roll.

CRITERIA FOR CCHS ACADEMIC LETTER

1. A student is eligible for receiving an academic letter after completing four semesters at CCHS. (Transfer students must complete four semesters of high school with a minimum of two full semesters at CCHS to be eligible for an academic letter.)
2. A student may obtain an academic letter if the student meets one of the following criteria:

Earned a cumulative 3.75 GPA, weighted or unweighted, and carried a full course load*

Carried a full course load and earned straight "A's" in the last semester. Eligibility starts second semester of the sophomore year based on this criteria.

3. Students will be awarded "bars" for:

Each additional semester in which the student carries a full course load and has an accumulative 3.75 GPA weighted or unweighted.

Each additional semester for which the student carried a full course load and earned straight "A's" in all classes.

*Full Course load means a student has carried five or more courses which receive academic letter grades (A,B,C,D,F).

Letters and or bars will be awarded for achievement based on sophomores' second semester, juniors' first and second semesters and seniors' first semester GPA. Academic letters will be awarded at an awards program.

CRITERIA FOR SENIORS EARNING HONOR CORDS

1. Seniors must have attended CCHS for two semesters in order to qualify for gold cords (high honors) or blue cords (honors). This includes Junior Escorts.
2. Seniors with a cumulative GPA of 3.75 -5.0 (weighted) after seven semesters of high school work qualify for a gold cord. Seniors with a cumulative GPA of 3.5-3.7499 will receive a blue cord. Honor cords and certificates will be presented to qualifying seniors at Senior Awards Night and will be noted in the graduation program.

3. Seniors may also qualify for honor cords after eight semesters; they will also be recognized in the graduation program.

WITHDRAWAL PROCEDURES

1. Students withdrawing from Cherry Creek High School must follow this procedure:

- a. The parent or guardian **must** sign a student withdrawal form and provide the reason for withdrawal and the name of the school to which the student is transferring. If this form is not completed, the student cannot be withdrawn and will be counted as absent until it is received.

- b. The student **must** obtain a check-out form from the Registrar's Office on their last day of school. He/she must obtain all required signatures, return all materials, and turn the completed form to the Registrar's Office. The student must pay all fines for lost materials, and turn in their student ID. If fees are owed to CCHS, a hold will be put on the student's record and no transcripts will be issued until the fees are paid (per CRS 22-32-110 (1)(jj)).

- c. The checkout form must be returned to the Registrar's Office. This form reflects withdrawal grades for the transcript.

- d. Students who withdraw before the end of a semester will receive progress grades only posted on the transcript. If a student withdraws between semesters, the transcript will show end of semester grades.

2. If this procedure is not followed to completion, the Registrar will do the following:

- a. Attempt, through contact with the parents, to obtain a signed withdrawal form and obtain any outstanding school materials as indicated by the teachers, coaches or club sponsors.

- b. Any materials not returned will show as "Fines due". Parents will be notified of these fines.

STUDENT RECORDS/RELEASE OF INFORMATION ON STUDENTS

According to School Board Policy JRC, parents, guardians or legal custodians of students have the following rights regarding student records and release of information on students.

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

Revised: November 12, 2007

Adopted: December 10, 2007

GUIDANCE AND COUNSELING

According to the American School Counselor Association, "High school is the final transition into adulthood and the world of work as students begin separating from parents and exploring and defining their independence. Students are deciding who they are, what they do well, and what they will do when they graduate." Cherry Creek High School counselors are available to all students as they make decisions regarding their academic experience, social behaviors, and future college and career plans. From the first day of freshman year to the final moments of graduation, Creek counselors enhance the learning process and help students achieve optimal personal growth, acquire positive social skills and values, set appropriate goals and realize full academic potential to become productive, contributing members of the world community.

During the 9th grade, each student is involved in a required course titled "Creek 101." Through this course, teacher

advisors and counselors provide information and support to freshmen on subjects like the transition to high school, study skills, making good decisions, and learning Creek systems. Students create a Four-Year Academic Plan, and meet with their counselor both in the classroom and individually.

In the sophomore year, counselors will work with students as they begin to explore career and college options. Sophomores will be required to complete a set of specific tasks, such as an interest inventory, career exploration, and meeting with their counselors, as part of "Creek 201."

Junior year signals the beginning of the college application process and "Creek 301." Counselors meet individually with students and families in the Junior Conference to guide and advise students as they face testing, competitive admissions, and the scholarship and financial aid process.

Finally, counselors work closely with seniors in "Creek 401," as they make post graduate plans, offering support and resources as they navigate the college process, and work toward meeting graduation requirements.

In addition, the Cherry Creek Counseling Department offers the following resources:

- Peer Ambassadors, a specially trained group of seniors who offer support to new and struggling students.
- School psychologists who work with the Counseling Department to help counselors and deans evaluate problems and seek solutions.
- The Post Grad Center and Counselor, which provide guidance in all matters related to college and careers.

As well, counselors have direct contact with and refer many students to community resources such as social workers, welfare agencies, health agencies, drug rehabilitation centers, courts, law enforcement agencies, private schools and other educational resources. The Counseling Department works closely with the Student Achievement Services Department in identifying students who may require additional programming and/or support through the Child Find Team process. If intensive assistance is needed and hospitalization may be required, we recommend that parents contact their student's counselor so that an educational plan can be developed for the time the student is out of school.

Each student is assigned alphabetically to a counselor who works with them and their families to make appropriate academic plans, handle social/emotional issues, to make and pursue post graduate plans, and to access additional resources if necessary. Because of fluctuations in school enrollment and in the number of counselors, the alphabetical assignments may change during a student's

four years at CCHS. Since all counselors work in similar ways and with similar goals in mind, students who are affected by a change are encouraged to get to know their new counselor as soon as possible.

COUNSELING ASSIGNMENTS by ALPHA **2018- 2019**

<u>Counselor</u>	<u>Grade 9-12</u>
Lisa Wiese	A-Bray
Deana Tucker	Braz-De
Katie Gallegos	Df-Geq
Christine Snow	Ger-Hum
Tyler Fischels	Hun-Lamb
Shelly Johnson	Lamc-Math
Craig Wittgrove	Mati-Noq
Chris Win	Nor-Ra
Wil Cooks	Re-So
Susan Swisher	Sob-Truo
Toni Cole	Trup-Z

POST GRADUATE PLANNING CENTER

www.cchspostgrad.com

As part of the Counseling Department, the Post Graduate Center is a resource center designed for the express purpose of helping students with their plans for “life after Creek.” Two full-time Post Graduate Specialists, one Post Graduate Coordinator, and the entire Counseling Department are available to help students utilize resources and formulate future plans. *Naviance Student*, a website that is customized to individual students and offers historical CCHS data pertaining to college admissions, as well as numerous other features, is available to students and parents on the Cherry Creek High School website under Resources. Information on how to utilize this website can be found in the Post Graduate Center.

Other resources available in the Post Graduate Center:

- College Materials: Reference books, college maps
- Testing Materials: ACT, SAT, Subject Test, and Test Preparation Information
- Financial Aid and Scholarship Information: FAFSA, CSS Profile, scholarship applications
- Athletic Information: NCAA Eligibility information, reference books
- Career Information: Military, vocational training programs, computer programs
- Computers with Internet access

COLLEGE STANDARDIZED TESTING **SCHEDULE FOR 2018 – 2019 SCHOOL YEAR**

For SAT Testing Registration:

www.sat.collegeboard.org/register

For ACT Testing Registration:

www.actstudent.org

Cherry Creek High School will serve as a test center for most test dates for the 2018-2019 school year. **The Cherry Creek High School Code Number is 060-515.** Standardized tests will no longer be reported on the transcript. Official scores will need to be sent directly from the testing agencies listed above.

2018 – 2019 TRANSCRIPT REQUEST DEADLINES **FOR COLLEGE/SCHOLARSHIP APPLICATIONS**

Request forms due in Post Grad by.....if college deadline is:

September 24	October 15
October 8.....	November 1
October 29.....	November 15
November 12.....	December 1
November 26.....	December 15
December 3	January 1
December 17	January 15
January 14.....	February 1
January 28.....	February 15
February 11	March 1
February 25	March 15
March 4.....	April 1

2018-2019 TESTING SCHEDULE

PSAT NMSQT: Wednesday, October 10, 2018

ACT Aspire: 9th Grade: Wednesday, October 10, 2018

Pre ACT: 10th Grade: Wednesday, October 10, 2018

Practice SAT: 11th Grade: Wednesday, October 10, 2018

State Testing: 9th Grade: PSAT 9: April 9, 2019

State Testing: 10th Grade: PSAT 10: April 9, 2019

State Testing: 11th Grade: CMAS Science/Social Studies:
Date: TBD

State Testing: 11th Grade: SAT: April 9, 2019

AP Exams: May 6-10, May 13-17, 2019

• **THE KATHLEEN D. SMITH
LIBRARY/TECHNOLOGY CENTER**

The Smith Library is open 8:00 AM to 5:30 PM Monday through Friday. We close at 3:30 PM on the day before non-contact days, holidays, and school-wide testing.

The Kathleen D. Smith Library is dedicated to accommodating the academic needs of all students. The team of teacher librarians, support staff, and volunteers are available throughout the school day and during extended hours to ensure that students and staff are effective and ethical users of ideas and information. We are committed to providing equitable access to information, resources, digital devices, special programming and collaborative spaces.

The library website is **creeklibrary.org**. Remote access to our proprietary academic databases is available on our website under the Research Resources drop-down menu. A majority of our databases can be accessed remotely with the username **creek** and password **bear**.

Services Available

Copying
Drop in Computer Access
Interlibrary Loans
Laminating
Laptops for lease
Peer tutoring and Silent Study
Printing
Studio B (provided by a grant from PTCO)
Video Editing

Circulation Information

Students must provide their CCHS I.D. to check out materials from the library.
Loan Periods:
Print materials – three weeks and may be renewed for additional time if needed.
AV equipment – ranges from overnight to semester.

**DISCIPLINE, ATTENDANCE & STUDENT
POLICIES**

At Cherry Creek High School, we believe that students should have the freedom to manage their personal and academic affairs. In return, we expect a high level of responsibility and accountability. The majority of our students act responsibly and conduct themselves in an appropriate manner on our campus and in the community. When a student does not demonstrate mature judgment or makes a poor decision, we employ a progressive and supportive disciplinary model. Our goal is to use the

appropriate disciplinary consequences to help guide the student toward more appropriate and responsible behavior.

Students remain with the same dean according to the following alphabetical division for their entire high school careers:

Mr. Craig Blaser (IC)..... A-El..... 4-2378
Ms. Brynn Thomas (West)..... Em-Hul..... 4-2328
Mr. Tom Doherty (East)..... Hum-Men... ..4-2208
Ms. Jamie Weber (West)..... Meo-Sch.....4-2416
Mr. Brock Felchle (F.A.)..... Sci-Z.....4-2203

**USE OF VIDEO CAMERAS TO MONITOR
STUDENT BEHAVIOR (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 will 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.

**NOTICE TO STUDENTS AND PARENTS
REGARDING THE USE OF VIDEO CAMERAS TO
MONITOR STUDENT BEHAVIOR (JICA-E)**

The district has installed video recording equipment on school buses to monitor school transportation and will be videotaping on bus routes/activities at random during the school year. Buses are equipped with a video monitor box in which a video recording device may be activated. Students will not be notified when a recording device has been activated on their bus. Additionally, video cameras will be in constant use at district high school facilities and may be used in other district schools and facilities.

Tapes will be reviewed and evidence of student misconduct will be documented. Students found to be in

violation of the district's conduct rules will be notified and disciplinary action will be initiated under the Board adopted rules and Student Conduct and Discipline Codes.

Videotapes will be treated as protected student records under the Family Educational Rights and Privacy Act. The following guidelines will apply:

1. Tapes will remain the property of the school district and in the custody of the appropriate school or district administrator.
2. Parents or students who wish to view a videotape in response to disciplinary action taken against a student may request such access under the procedures outlined in regulation JICA-R, Use of Video Cameras to Monitor Student Behavior.
3. Persons unrelated to a disciplinary incident will not be permitted to view bus videotapes.

Approved by Superintendent Robert Tschirki, Feb. 8, 1999.

USE OF VIDEO CAMERAS TO MONITOR STUDENT BEHAVIOR (JICA-R)

Student Records

1. The district will comply with provision of federal and state law regarding student records requirements as applicable in the district's use of video recordings. Video recordings considered for retention as part of a student's behavioral record will be maintained in accordance with established student record procedures governing access, review and release of student records.
2. The district will include a notice in parent/student handbooks that video cameras may be used on school vehicles transporting students to and from school, extracurricular activities, and in district schools. The district will include as a part of its notice to students and parents a copy of the Board's video camera policy and regulations.
3. Students may not be notified when a video camera is on board and in use on a district vehicle. Signs will be posted that indicate video equipment usage at all school facilities in which video camera equipment is operational.

Storage/Security

1. All video recordings will be stored and secured to insure confidentiality.
2. Video recordings will be stored for five days after the initial recording, whereupon such recordings will be erased.

3. Video recordings held for review of students' incidents will be maintained in their original form pending resolution. Tapes will then either be released for erasure or retained as necessary as part of the student's behavioral record in accordance with established, district procedures.

Use

1. Video cameras will be rotated on school vehicles transporting students to and from school or extracurricular activities at the discretion of the transportation supervisor. A notice will be posted on all school busses that video cameras may be used for student management purposes. Video cameras will be in constant use at high school facilities and may be used in other schools and buildings as deemed necessary by the district.
2. Staff and students are prohibited from tampering with or otherwise interfering with video equipment.

Viewing requests

1. Requests for viewing video recordings will be limited to the appropriate bus driver, transportation supervisor, school administrator, district insurers, law enforcement, parent/guardian of eligible student (18 years or older), or others as deemed appropriate by the principal, principal's designee, or deputy superintendent.
2. Request for viewing may be made to the transportation supervisor, school principal, principal's designee, or deputy superintendent within five school days of the recording.
3. Requests for viewing will be limited to those parent/guardians, students, driver and district officials within a direct interest in the proceedings as deemed appropriate by the principal, principal's designee, or deputy superintendent.
4. Only the portion of the video recording concerning a specific incident will be made available for viewing.
5. Approval/denial for viewing will be made within five school days of receipt of the request and so communicated to the requesting individual.
6. Video recordings will be made available for viewing within five school days of request approval.

Viewing

1. Actual viewing will be permitted only at school-related sites including the transportation office, school buildings, or central administration offices.

2. All viewing of videotapes will include appropriate district administrators.
3. A written log will be maintained of those viewing video recordings including the date of viewing, reasons for viewing, date the recording was made, vehicle videotaped, name of driver, and the signature of the viewer.
4. Video recordings will remain the property of the district and may be produced only in accordance with law and with the approval of the superintendent of schools.

Approved by Superintendent Robert Tschirki, Feb. 8, 1999.

STUDENT IDENTIFICATION CARDS

Each student will receive two free CCHS Identification Cards (I.D.) at the beginning of each school year. Students are only allowed to wear their I.D. for the specific school year. **Students are required to display their Cherry Creek High School Identification Card on the front of their person, above their waist, and in clear line of sight when on campus.** At school sponsored extracurricular events, students should be able to present their CCHS I.D. whenever requested by CCHS/CCSD personnel. Broken, lost, or stolen identification cards should be replaced immediately at the CCHS/Activities office, the West Main office, or the East Main office. The replacement cost for a broken, lost, or stolen CCHS I.D. is \$5.00. CCHS considers the use of another student's CCHS identification card as inappropriate behavior and subject to disciplinary consequences. A student not properly displaying their identification card while on campus is in violation of the student identification rule and will face consequences. Students are required to wear their I.D. between 7:30 a.m.-3:30 p.m. while on campus. If a student isn't displaying their student identification card they will immediately be sent to their dean.

- 1st infraction will result in a written warning from the Dean, and the student will get a temporary I.D. from their Dean for that school day.
- 2nd infraction will result in one week of supervised study for one off period to be served in the Dean's office during the student's off period, and the student will get a temporary I.D. from their Dean for that school day.

- 3rd infraction will result in one week of supervised study during all off periods to be served in the Dean's office during the student's off periods, and the student will get a temporary I.D. from their Dean for that school day.
- 4th infraction will result in a one day out of school suspension and the student will not be able to return to school without an I.D.
- 5th and subsequent infractions will be an additional progressive suspension up to five days out of school and the student will not be able to return to school without an I.D.

Student I.D.s are also required to check out books from the library and resource centers, for admission to all regularly scheduled home athletic events, for reduced priced tickets for away games and state play-off athletic events, for admittance to all school sponsored activities, to pre-register guests for dances and special events, to pick up yearbooks in the spring, and to vote in school elections.

CAMPUS SECURITY OFFICE

The Security Office, located in East 100 is open from 7:20am to 3:50pm

ATTENDANCE

Attendance is an integral part of the educational process. Students who are absent miss experiences that cannot be recreated through make-up work or short discussions with the teacher. Interactions between student and teacher and among students are critical to learning. Students who are absent sometimes find it difficult to catch up. The correlation between student performance and attendance is strong. Excused absences under School Board Policy JH are:

1. A student who is temporarily ill or injured.
2. A student who is absent for an extended period due to physical, mental, or emotional disability.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advanced approval by the administration.
5. A student who is absent in observance of an established religious holiday.
6. A student whose absence is approved by the building principal at the request of the parent of guardian.

7. A student who is suspended or expelled.

Absences due to bereavement, court appearance, immediate family member illness, and medical appointments are also considered excused.

ATTENDANCE PROCEDURES 2018-2019

1. If your student is absent from school, please call the attendance office at 720-554-2242 **within 24 hours** of the absence. You will need to give your student's name, the date(s) and/or the class periods missed and the reason(s) for the absence.
2. If you forget or do not have time to call the attendance office, you may send a note with your student the day he/she returns to school. The note should have the student's full name, dates and/or class periods missed, reason(s) for the absence(s) and your signature. The student should take the note to the attendance office in the East Building. Students can also drop notes off in any dean's office. A student's dean may require that a student bring a note directly to his/her office.
3. Forging a parent signature on an absence note is grounds for disciplinary consequences.

Missing work can be made up for full credit during the time granted by the teacher, with a two day grace period for each day of excused absence. Individual teachers may grant extra time for makeup work.

*Reference: Cherry Creek School District Policy #JH

GUIDELINES ON LATE WORK AND TESTS

All work missed due to an absence can be made up for full credit during the time granted by the teacher. A two (2) day minimum grace period will be allowed for each day of absence. The student and teacher may schedule a time prior to the end of the 2 day period. Additionally, teachers may require students to take a test or turn in an assignment the day they return if the test/assignment was previously scheduled and the student did not miss the full school day. Teachers will not enter zeros until the student has been given the opportunity to make up work. A long term absence will require planning with the counselor.

Homework handed in late by students in regular attendance will receive credit at the teacher's discretion. Teachers may, if they so desire, request this work be handed in even though no credit is granted. Major projects, themes, book reports, etc., for which due dates have been established well in advance, will receive credit if handed in late only at the discretion of the teacher.

These policies serve a three-fold purpose:

1. Permit students to operate under the same policies in all classes.
2. Permit teachers to more effectively handle the large load of written work which must be evaluated for students.
3. Give students valuable training in assuming responsibilities.

ATTENDANCE CONCERNS

We encourage parents to contact teachers directly with any attendance concerns. Teachers should refer students to their deans if the student accrues two (2) unexcused class absences in a semester.

If you believe your student was marked tardy or absent in error, we encourage the student or parent to communicate directly with their teacher regarding any discrepancy. If any correction needs to be made, the teacher will email the Attendance clerk. Due to call volume, the Attendance clerk cannot contact your student's teacher for you.

Students under the age of seventeen (17) years and whose record of attendance is in violation of the mandates of the Compulsory School Attendance Law will be served, through their parents, a properly executed notice of failure to comply with the Colorado Compulsory School Attendance Law.

TARDINESS

The deans' offices do not issue passes to class for tardies. If a student has a note from a parent explaining the reasons for the tardy, he/she should take the note directly to the class.

1. Teachers should report six or more classroom tardies to the dean's office
2. Tardies due to a late bus are excused.

EARLY DISMISSAL FROM CLASS

If your student needs to be released early from class, please provide a note signed by the parent that the student will give directly to their teacher in **ADVANCE** of the class period requiring early dismissal. In order for the student to be excused, the parent must also call the attendance line at 720-554-2242 stating the student's first and last name, class period that the student will need early dismissal from, and the reason for the early dismissal. If

calling with less than one hour advance notice of the early dismissal, please contact your student's Dean directly and a student assistant may be sent to notify your student and the teacher of the appointment. A student assistant will not be sent to notify your student unless a specific time is given and it is not guaranteed that a student assistant is available at all times.

DISMISSAL FROM CLASS

If a student's behavior becomes detrimental to the welfare of the class or is interfering with the learning environment, the teacher may instruct the student to leave the class and immediately report to the dean's office.

1. A student who is instructed to leave a class because of behavior or a conflict between that student and the teacher is to report directly to the dean. Under no circumstances is the student to make a decision contrary to this rule, such as to go home or report to his/her next class without having first reported to the dean.
2. The student will remain in the dean's office until the end of the class period. The teacher should send a written statement to the student's dean outlining the behavior as soon as possible. The dean will follow up with the student after discussing the incident with the teacher.
3. If a student becomes ill at school, he/she must report to the nurse's office with a note from the classroom teacher. If the nurse deems it necessary for the student to be dismissed from school, the nurse will contact the student's parent and make arrangements for the student's dismissal from school.

CONDUCT AND DISCIPLINE CODE: (JICDA)

The Board of Education seeks to maintain an environment in the schools, which is conducive to learning, protective of the safety and welfare of students and staff, and free from unnecessary disruption. Students are expected to pursue the educational program and to behave in such a way that their presence does not detract from their own education or the education of others. Students shall treat teachers, administrators, other district employees and fellow students with dignity and respect and shall behave in such a manner that their presence does not detract from a productive educational environment. Students shall be expected to comply with district, school and classroom rules. (Policy JIC)

The rules: (1) shall not infringe upon constitutionally protected rights, (2) shall be clearly and specifically

described, (3) shall be printed in a handbook or some other publication made available to students and parents, and (4) shall have an effective date subsequent to the dissemination of the published handbook. (Policy JIC)

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

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
4. Violation of criminal law, which has an immediate effect on the school or on the general safety or welfare of students or staff.
5. Violation of district policy or building regulations.
6. Violation of the district's policy on weapons in the schools. Expulsion shall be mandatory for using, or possessing a firearm without the authorization of the school or school district, in accordance with federal law
7. Violation of the district's alcohol use/drug abuse policy.
8. Violation of the district's violent and aggressive behavior policy.
9. Violation of the district's smoking and use of tobacco policy.
10. Violation of the district's policy on sexual harassment.
11. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.

12. Directing profanity, vulgar language, or obscene gestures toward other students, school personnel or visitors to the school.
13. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
14. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
15. Lying or giving false information either verbally or in writing to a school employee.
16. Scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
17. Continued willful disobedience or open and persistent defiance of proper authority, including deliberate refusal to obey a member of the school staff.
18. Repeated interference with the school's ability to provide educational opportunities to other students.
19. Behavior on or off school property that is detrimental to the welfare, safety, or morals of other students or school personnel.
20. Violation of the district's policy on intimidation, harassment and hazing, including but not limited to engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
21. Violation of the district's dress code policy.
22. Violation of the district's policy on student expression.
23. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
24. Violation of the district's policy on nondiscrimination.

25. Violation of the district's policy on bullying prevention and education.

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

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

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

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

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

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

Revised: August 13, 2012

Adopted: January 12, 2009

LEGAL REFS.: C.R.S. 12-22-303(7) (definition of controlled substance)

C.R.S. 18-3-202 et. seq. (offenses against person)

C.R.S. 18-4-301 et. seq. (offenses against property)

C.R.S. 18-9-124 (2)(a) (prohibition of hazing)

C.R.S. 22-12-105 (3) (authority to suspend or expel for false accusations)

C.R.S. 22-32-109.1 (2)(a)(I)(A) (duty to adopt policies on student conduct, safety and welfare)

C.R.S. 22-32-109.1(2)(a)(I)(policy required as part of safe schools plan)

C.R.S. 22-32-109.1(2)(a)(I)(A)(duty to adopt policies on student conduct, safety and welfare)

C.R.S. 22-32-109.1 (9) (immunity provisions in safe schools law)

C.R.S. 22-33-106(1)(a-g) (grounds for suspension, expulsion, denial of admission)

CROSS REFS.:AC, Nondiscrimination/Equal Opportunity
AC-R-2, Sexual Harassment

AC-R-4, Sexual Harassment of Students

ACC, Intimidation, Harassment and Hazing

ADC, Drug and Tobacco Free Schools

ADD, Safe Schools

JIC, Student Conduct, and subcodes

JICAB, Student Dress Code

JICDB, Violent and Aggressive Behavior

JICDE, Bullying Prevention and Education

JICED, Student Expression Rights

JICF, Secret Societies/Gang Activity

JICH, Drug and Alcohol Use by Students

JICI, Weapons in School

JK Student Discipline, and subcodes

JKD-1 Suspension/Expulsion of Students

DISCIPLINARY REMOVAL FROM CLASSROOM (JKBA)

It is the policy of the Board to maintain classrooms in which student behavior does not interfere with the ability of the teacher to teach effectively or the ability of other students to participate in classroom learning activities. Students shall be expected to abide by the code of conduct adopted by the Board and any other appropriate classroom rules of behavior established by the building principal and/or classroom teacher for the purpose of maintaining order and a favorable academic atmosphere.

Any student who violates the code of conduct or other classroom rules may be subject to removal from class and/or disciplinary action. Student removal from class is a serious measure and should not be imposed in an arbitrary, casual, or inconsistent manner.

Behavioral expectations are always more constructive and more likely to be followed when they are communicated as clearly as possible to students. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every circumstance that would justify removal from class under this policy.

Teachers are expected to exercise their best professional judgment in deciding whether it is appropriate to remove a

student from class in any particular circumstance. All instances of formal removal from class shall be documented.

A teacher is authorized to immediately remove a student from the teacher's classroom if the student's behavior:

1. Violates the code of conduct adopted by the Board of Education
2. Is dangerous, unruly, or disruptive; or
3. Seriously interferes with the ability of the teacher to teach the class or other students to learn.

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations. Removal from class under this policy does not prohibit the district from pursuing or implementing additional disciplinary measures, including but not limited to detentions, suspensions, or expulsions for the conduct or behavior for which the student was removed.

The superintendent is directed to establish procedures to implement this policy so that removals from a classroom occur in a consistent manner throughout the district. Parents/guardians shall be notified of the student's removal from class in accordance with established procedures.

Proposed: August 14, 2000

Adopted: September 11, 2000

Revised: September 10, 2012

LEGAL REF.: C.R.S., 22-32-109.1(2)(a)(I)(B) (policy required as part of safe school plan) CROSS REFS.: JIC, subcodes (all pertain to student conduct) JK, Student Discipline, and subcodes

DISCIPLINARY REMOVAL FROM CLASSROOM (JKBA-R)

Staff, including administrators and teachers, must use their training, experience, and authority to create schools and classes where effective learning is possible. Students should be able to attend school and classes as free as reasonably possible from unnecessary and unwarranted distraction and disruption. Such behavior interferes with the classroom environment and will not be tolerated.

A student who engages in classroom conduct or behavior prohibited by the code of conduct may be removed from class by a teacher and placed temporarily in an alternative

setting in accordance with these procedures and consistent with state and federal law.

For purposes of this policy and procedure, a “class” includes regular classes, special classes, resource room sessions, labs, study halls, library time, school assemblies, and other such learning opportunities taught or supervised by a teacher. “Teacher” means a person holding a license issued by the state who is employed to instruct, direct or supervise the instructional program.

Informal removal to the Principal’s office

An informal removal from class occurs when a student breaks one or several classroom rules in a class period or during the school day. The teacher may remove a student by using approved discipline management techniques or sending the student to the principal’s office, dean’s office, or some other safe, appropriately supervised location for a period of time. Generally, the student will be allowed to return to his or her classroom later the same day. The procedures set forth below do not apply to an informal removal from class.

Formal removal from class

A teacher may formally remove a student from class for no more than one full class period for the following conduct or behavior:

1. Conduct that is prohibited in the student code of conduct. It should be noted that building administrators make decisions regarding suspension and the superintendent makes recommendations for expulsion. Thus, a teacher’s decision to remove a student from class for behavior covered by district policies regarding suspension and expulsion may, but does not necessarily, mean that the student will also be suspended or expelled.
2. Disruptive, dangerous, or unruly behavior. The following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous, or unruly:
 - a. Inappropriate physical contact intended or likely to hurt, distract, or annoy others such as hitting, biting, pushing, shoving, poking, pinching, or grabbing;
 - b. Inappropriate verbal conduct intended or likely to upset, distract, or annoy others such as name calling, teasing, or baiting;

c. Behavior that may constitute sexual or other harassment;

d. Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g., lecture by teacher, response by other student, presentation by visitor) or during quiet study time;

e. Throwing any object, particularly one likely to cause harm or damage such as books, pencils, scissors, etc.;

f. Inciting other students to act inappropriately or to disobey the teacher or school or class rules, including without limitation, inciting others to walk out;

g. Destroying or damaging the property of the school, the teacher or another student; or

h. Loud, obnoxious, or outrageous behavior.

3. Conduct that otherwise interferes with the ability of the teacher to teach effectively. By way of example and without limitation, this behavior includes:

a. Open defiance of the teacher, manifest in words, gestures, or other overt behavior;

b. Open disrespect of the teacher, manifest in words, gestures, or other overt behavior; or

c. Other behavior likely or intended to sabotage or undermine classroom instruction.

Procedures to be followed for formally removing a student from class

Unless the behavior is extreme as determined by the teacher, a teacher shall warn a student that continued misbehavior may lead to removal from class. When the teacher determines that removal is appropriate and all due process requirements have been fulfilled, the teacher should take one of the following courses of action:

1. Seek assistance from the main school office, dean’s office, or other available staff. When assistance arrives, the teacher or the other staff member should accompany the student to the appropriate office. The principal or designee shall be informed of the reason for the student’s removal.
2. Obtain coverage for the class and escort the student to the main school office or dean’s office. The teacher

shall inform the building principal or designee of the reason for the student's removal from the class.

3. Instruct the student to go to the main office or dean's office. Unless prevented by the immediate circumstances, the teacher shall send a note with the student stating the reason for the student's removal and call the building principal's office.

Within 24 hours of the student's removal from class, the teacher shall submit to the building principal or designee a short and concise written explanation of the basis for the student's removal from class. The principal/designee shall review with the teacher the incident, the procedures followed, and the reasons for removal.

Notice to parent/guardian

As soon as practicable, the teacher shall notify the student's parent/guardian, that the student was removed from class. The notice shall specify the class from which the student was removed, the duration of the removal, and the basis for the removal as stated by the teacher. The notice shall provide an opportunity for the parent/guardian to attend a student-teacher conference regarding the removal. If the student's removal from class is also subject to disciplinary action (i.e., suspension or expulsion) for the particular classroom misconduct, the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

Placement procedures

Each building principal shall designate a room or other suitable place in the school with appropriate supervision to serve as the short-term removal area.

When the student arrives at the main office or dean's office, the building principal or designee shall give the student an opportunity to briefly explain the situation. If the building principal or designee is not available immediately upon the student's arrival, the student will be taken to the designated short-term removal area and the principal or designee will speak to the student as soon as practicable.

At the discretion of the building principal or designee, the student may be placed in another appropriate class, program or educational setting, provided students are supervised in such alternative setting.

Students placed in the short-term removal area shall be supervised. During their time of placement, students are expected to do work of an academic nature. If possible, such work shall be related to the work in the class from

which the student was removed or may be related to the student's misconduct. In no event shall a student's time in the short-term removal area be recreation or other free time.

In most cases, a student shall remain in the short-term removal area for the duration of the class from which he or she was removed. Prior to allowing the student to resume his or her normal schedule, the building principal or designee shall speak to the student to determine whether the student is, or appears to be, ready and able to return to class without recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to regular classes, the building principal or designee may consider a different placement option.

Behavior plan

The principal or designee and teacher shall consider whether a behavior plan should be developed for the student upon the student's first removal from class. The behavior plan will be similar, if not the same, as a remedial discipline plan developed for disruptive students in accordance with Policy JK. A behavior plan shall be developed and implemented after the teacher formally removes a student from class for the second time and must be developed and implemented before a student may be removed from class for the remainder of the term of the class.

Removal for remainder of term

Upon the third formal removal from the same class and review by the principal/designee of the circumstances of each removal, a student may be officially removed from the teacher's class for the remainder of the term. The principal shall be responsible for determining the appropriate educational placement of the student, which may or may not be another section of the same class, depending on a variety of circumstances. A principal's decision regarding the educational placement of the student may be subject to review by the principal's supervisor.

Once a student is officially removed from class, a loss of credit may occur if the principal determines that it would be too disruptive to enroll the student in another class after the start of the term.

Review by principal

A student may be removed from a classroom by a teacher only after affording the student all due process requirements in accordance with this policy and relevant state and federal law. All teacher actions under this policy shall be subject to evaluation and supervision by the

teacher's supervisor as provided in school district policies and procedures, including the evaluation policy.

The principal is required to collect data pertaining to the number of students who are removed from class during the year. This information will be reported to the public. While there are a variety of factors to consider when analyzing this data, an unusually high number of formal documented student removals from any one teacher may be cause for concern. The principal shall review this data with teachers at least annually.

Approved by Superintendent Monte C. Moses, September 11, 2000.

Revised: September 10, 2012

SUSPENSION OR EXPULSION OF STUDENTS

(JKD-1)

The Board of Education shall provide due process of law to students, parents and school personnel through written procedures consistent with law for the suspension or expulsion of students and the denial of admission.

The Board directs the superintendent to periodically review current procedures and, if necessary, develop new procedures consistent with this policy for approval by the Board.

The Board and its designee(s) may consider the following factors in determining whether to suspend or expel a student:

1. The student's age;
2. The student's disciplinary history;
3. The student's eligibility as a student with a disability;
4. The seriousness of the violation committed by the student;
5. The threat posed to any student or staff; and
6. The likelihood that a lesser intervention would properly address the violation

As an alternative to suspension, the principal or designee may permit the student to remain in school with the consent of the student's teachers if the parent/guardian attends class with the student for a period of time specified by the principal or designee. If the parent/guardian does not agree or fails to attend class with the student, the student shall be suspended in accordance with the applicable regulations.

This alternative to suspension shall not be used if expulsion proceedings have been or about to be initiated or if the principal or designee determines that the student's

presence in school, even if accompanied by a parent/guardian, would be disruptive to the operations of the school or be detrimental to the learning environment.

The superintendent shall arrange to make this policy and the accompanying procedures, along with grounds for which they may be suspended or expelled, distributed once to each student in elementary, middle and high school and once to each new student in the district. This policy and the accompanying procedures and grounds for suspension/expulsion shall be posted in each school of the district. In addition, any significant change in this policy and accompanying procedures shall be distributed to each student and posted in each school.

Delegation of Authority

1. The Board of Education delegates to the principals of the school district or to persons designated in writing by the principals the power to suspend a student in his school for not more than five school days on the grounds stated in §22-33-106(1)(a), (1)(b) or (1)(c), C.R.S., or not more than ten school days on the grounds stated in §22-33-106(1)(d), C.R.S. (See exhibit coded JKD-1-E.)

2. The Board of Education delegates to the superintendent of schools the authority to suspend a student, in accordance with §22-33-105, C.R.S., for an additional ten school days, plus up to and including an additional ten days, if necessary, in accordance with the provisions of §22-33-105(b), C.R.S. The total period of suspension shall not exceed twenty-five school days. In resolving problems of discipline and behavior which are adverse to the welfare and safety of other students and the school environment, the district reserves the right to re-open the investigation of a suspension if newly acquired information or evidence is discovered, and take whatever action is appropriate. Any such re-opening is subject to procedural due process requirements.

3. The Board of Education delegates to the superintendent of schools, in accordance with §22-33-105, C.R.S., the authority to deny admission to or expel for any period not extending beyond one year any student whom the superintendent, in accordance with the limitations imposed by Title 22, Article 33, of the Colorado Revised Statutes, and Board policy shall determine does not qualify for admission to or continued attendance at the public schools of the district.

Expulsion for unlawful sexual behavior or crime of violence

When a petition is filed in juvenile court or district court that alleges a student between the ages of 12 to 18 years has committed an offense that would constitute unlawful sexual behavior as defined in section 18-3-411, C.R.S., or a crime of violence, as defined in section 16-11-309, C.R.S., if committed by an adult, basic identification information, as defined in state law, along with the details of the alleged delinquent act or offense, is required by law to be provided immediately to the school district in which the juvenile is enrolled.

The information shall be used by the Board of Education or its designee to determine whether the student has exhibited behavior that is detrimental to the safety, welfare, and morals of the other students or school personnel and whether educating the student in the school may disrupt the learning environment in the school, provide a negative example for other students, or create a dangerous and unsafe environment for students, teachers, and other school personnel. The Board shall take appropriate disciplinary action, which may include suspension or expulsion in accordance with the student code of conduct and related policies.

The Board may determine to wait until the conclusion of court proceedings to consider expulsion, in which case it shall be the responsibility of the district to provide an alternative education program for the student as specified in state law.

Annual Reports

The Board annually shall report to the State Board of Education the number of students expelled from district schools for disciplinary reasons or for failure to submit certificates of immunization. Expelled students shall not be included in calculating the dropout rate for the school or the district.

Information to parents

Upon expelling a student, district personnel shall provide information to the student's parent or guardian concerning the educational alternatives available to the student during the period of expulsion, including the right of the parent/guardian to request that the district provide services during the expulsion. If the parent/guardian chooses to provide a home-based education program for the student, the parent/guardian may request to obtain appropriate curricula for the student from district personnel.

If a student is expelled for the remainder of the school year and is not receiving educational services through the

district, the school district shall contact the expelled student's parent/guardian at least once every 60 days until the beginning of the next school year to determine whether the child is receiving educational services from some other source.

Revised: August 13, 2012

Adopted: November 8, 2004

LEGAL REFS.

C.R.S. 16-11-309 (crime of violence)

C.R.S. 18-3-411 (unlawful sexual offense)

C.R.S. 22-33-106.3 (use of student's written statements in expulsion hearings)

C.R.S. 22-32-109.1 (2)(a) (adoption and enforcement of discipline code)

C.R.S. 22-32-109.1 (2)(a)(I)(E) (policy required as part of safe schools plan)

C.R.S. 22-32-109.1(3) (agreements with state agencies)

C.R.S. 22-33-105 (suspension, expulsion and denial of admission)

C.R.S. 22-33-106 (grounds for suspension, expulsion and denial of admission)

C.R.S. 22-33-106.5 (information concerning offenses committed by students)

C.R.S. 22-33-107 (compulsory student attendance law)

C.R.S. 22-33-107.5 (notice of failure to attend)

C.R.S. 22-33-108 (juvenile judicial proceedings)

C.R.S. 25-4-903(1) (immunization))

GROUND FOR SUSPENSION, EXPULSION, OR DENIAL OF ADMISSION (JKD-1-E)

According to Colorado Revised Statutes §§ 22-33-106

(1) (a-g) and 3(c, e, and f) and 22-12-105(3), the following may be grounds for suspension, expulsion or denial of admission from a public school:

1. Continued willful disobedience or open and persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel including behavior which creates a threat of physical harm to the child or to other children.
4. Repeated interference with a school's ability to provide educational opportunities to other students.

5. Making a false accusation of criminal activity against a District employee to law enforcement or to the District.

6. Having been expelled from any school district during the preceding twelve (12) months.

7. Behavior in another school district during the preceding twelve (12) months that is detrimental to the welfare or safety of other pupils or of school personnel.

8. The use, possession or sale of a drug or controlled substance as defined by state or federal law.

9. The commission of an act which if committed by an adult would be robbery pursuant C.R.S. § 18-4-301 et seq. or assault pursuant to C.R.S. § 18-3-202 et seq. other than the commission of an act that would be third degree assault under C.R.S. § 18-3-204 if committed by an adult

10. The carrying, bringing, using or possessing a dangerous or deadly weapon without the authorization of the District. NOTE: In accordance with federal law, expulsion shall be mandatory and for no less than one full calendar year for a student who is determined to have brought to or possessed a firearm at school. The Superintendent may modify the length of this federal requirement for expulsion on a case-by-case basis. Such modification shall be in writing.

For purposes of this paragraph, "DANGEROUS or DEADLY WEAPON" means:

a. A firearm, whether loaded or unloaded.

b. Any pellet gun, BB gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air;

c. A fixed blade knife with a blade that measures longer than three (3) inches in length or a spring loaded knife or a pocket knife with a blade longer than three and one-half (3 ½) inches. Knife blades are to be measured from the point where the metal touches the handle.

d. Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.

11. Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on District property.

12. Failure to comply with the provisions of C.R.S. § 25-4-901 et seq. (immunization requirements). Any suspension, expulsion or denial of admission for such failure to comply shall not be recorded as a disciplinary action but may be recorded with the student's immunization record with an appropriate explanation.

13. Declaration as a habitually disruptive student.

a. For purposes of this paragraph, "habitually disruptive student" means a child who has caused a material and substantial disruption three (3) times during the course of the school year, on school grounds, in school vehicles or at school activities or events. Any student who is enrolled in a public school may be subject to being declared a habitually disruptive student.

b. The student and the parent, legal guardian, or other legal custodian shall have been notified in writing of each disruption counted toward declaring the student as habitually disruptive and the student and parent, legal guardian, or legal custodian shall have been notified in writing and by telephone or other means at the home or the place of employment of the parent or legal guardian of the definition of "habitually disruptive student."

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

1. Physical or mental disability such that the child cannot reasonably benefit from the programs available.

2. Physical or mental disability or disease causing the attendance of the child suffering therefrom to be inimical to the welfare of other students.

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

First Revised: August 13, 2012

Current Revision February 8, 2016

LEGAL REF.: C.R.S. § 18-1-901(3)(e)

C.R.S. § 18-3-202 et seq.

C.R.S. § 18-4-301 et seq.

C.R.S. § 22-12-105(3)

C.R.S. § 22-33-106(1)(a – g)

C.R.S. § 22-33-106(2)

C.R.S. § 22-33-106(3)(c, e, and f)

C.R.S. § 25-4-901

SUSPENSION OR EXPULSION OF STUDENTS

(JKD-1-R)

A. Procedure for Suspension of 10 Days or Less

Through written policy the Board of Education has delegated to any school principal the power to suspend a student for not more than five days. The superintendent has been delegated the power to suspend a student for additional periods of time. (See accompanying policy.)

The school authority shall follow the procedures set forth below in any discipline involving suspension of a student. School authority shall mean the principal or designee, the Superintendent or the Board of Education as may be applicable under the circumstances.

1. Notice. The principal or his/her designee at the time of contemplated action shall give the student notice of the contemplated action.
2. Contents of Notice. The notice shall contain the following basic information:
 - a. A statement of what the student is accused of doing.
 - b. A statement of the basis of the accusation. Specific names may be withheld if necessary.

This information need not be set out formally but should sufficiently inform the student of the basis for the contemplated action.

3. Informal Hearing.
 - a. The student shall have an opportunity to explain his or her position regarding a disruption in the classroom or an incident constituting grounds for discipline.
 - b. The student shall be given an opportunity to admit or deny the accusation.
 - c. In the event of contradictory facts, the school authorities should attempt to ascertain the facts before disciplinary action is taken.

4. Timing. The notice and informal hearing should precede removal of the student from school. There need be no delay between the time notice is given and the time of the hearing.
5. If the student's presence in school presents a danger. Notice and an informal hearing need not be given prior to removal from school where a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In this case, an informal hearing will follow as soon after the student's removal as practicable.
6. Notification following suspension. If a student is suspended, the suspending authority shall immediately notify the parent, guardian, or legal custodian that the student has been suspended, the grounds for such suspension and the period of such suspension. The notification shall include the time and place for the parent, guardian, or legal custodian to meet with the suspending authority to review the suspension.
7. Removal from school grounds. A suspended pupil shall be required to leave the school building and the school grounds immediately following a determination by the parent, guardian, or legal custodian and the suspending authority of the best way to transfer custody of the pupil to the parent, guardian, or legal custodian.
8. Re-admittance. No student shall be readmitted to school until the meeting with the parent, guardian, or legal custodian has taken place or until, in the opinion of the suspending authority, the parent, guardian, or legal custodian has substantially agreed to review the suspension with the suspending authority. The meeting shall address whether there is a need to develop a remedial discipline plan for the pupil in an effort to prevent further disciplinary action. However, if the suspending authority cannot contact the parent, guardian, or legal custodian or if the parent, guardian, or legal custodian repeatedly fails to appear for scheduled meetings, the suspending authority may readmit the student.

The suspending authority shall:

- i. Make every reasonable effort to meet with the parent, guardian, or legal custodian of the pupil during the period of suspension;
- ii. Not extend a period of suspension because of the failure of the suspending authority to

meet with the parent, guardian, or legal custodian during the period of suspension;

- iii. Provide an opportunity for a pupil to make up school work during the period of suspension. The intent of this provision is to provide an opportunity for the pupil to reintegrate into the educational program of the district following the period of suspension. Students will receive full or partial academic credit to the extent possible for makeup work which is completed satisfactorily.

B. Procedure for Expulsion or Denial of Admission

In the event that the Superintendent contemplates action denying admission to any student or prospective student or expelling any student, the following procedures shall be followed:

1. Notice. The Board of Education or an appropriate administrative officer of the district will cause written notice of such proposed action to be delivered to the student and the student's parent/guardian no less than 5 days prior to the date of the contemplated action. Such delivery may be by United States mail addressed to the last known address of the student or the student's parent/guardian.
2. Emergency Notice. In the event it is determined that an emergency exists necessitating a shorter period of notice, the period of notice may be shortened provided that the student or the student's parent/guardian have actual notice of the hearing prior to the time it is held.
3. Contents of Notice. The notice will contain the following basic information:
 - a. A statement of the basic reasons alleged for the contemplated denial of admission or expulsion.
 - b. A statement that a hearing on the question of expulsion or denial of admission will be held.
 - c. A statement of the date, time and place of the hearing in the event one is requested.
 - d. A statement that the student may be present at the hearing and hear all information against him or her, that the student will have an opportunity to present such information as is relevant, and that the student may be accompanied and represented by a parent/guardian and an attorney.

e. A statement that failure to participate in such hearing constitutes a waiver of further rights in the matter.

4. Conduct of Review. A hearing may be requested by the parent/guardian. The expulsion/denial of admission hearing shall be conducted by the District's hearing officer. The hearing may be conducted in open session or may be closed except to those individuals deemed advisable by the superintendent but including in all events, the student, the parent/guardian and, if requested, the student's attorney. Such individuals as may have pertinent information may be permitted to a closed hearing to the extent necessary to provide such information. Testimony and information may be presented under oath. The student shall present his/her version of the events and relevant information. Technical rules of evidence shall not be applicable, and the hearing officer may consider and give appropriate weight to such information or evidence he/she deems appropriate. The student's written statement, if any, may be presented as evidence in accordance with applicable law. The student or his representative may question individuals presenting information.

A sufficient record of the proceedings shall be kept so as to enable a transcript to be prepared in the event either party so requests. Preparation of the transcript will be at the expense of the party requesting the same.

The hearing officer will make specific factual findings and submit those findings and a recommendation regarding expulsion to the superintendent. The superintendent will review the hearing officer's factual findings and recommendation and issue a written decision within five days of the hearing.

5. Appeal. Within 10 days after the decision of the superintendent, the student may appeal the decision to the Board of Education. Failure to request an appeal within 10 days will result in a waiver of the right to appeal and the superintendent's decision will become final.

If an appeal is properly requested, the Board will review the record concerning the expulsion or denial of admission. The record includes notices and other documents concerning the challenged action, the transcript of testimony, if any, the hearing exhibits, the findings and recommendation of the hearing officer, the hearing officer's written decision, and other documents concerning the challenged action. The student may be represented by counsel at the appeal. Representatives of the district and the parents may make brief statements to the Board, but no new evidence may be presented unless such evidence was not reasonably discoverable at the time

of the hearing. Members of the Board may ask questions for purposes of clarification of the record.

The Board will make final determination regarding the expulsion or denial of admission of the student and will inform the student and his parent/guardian of the right to judicial review.

6. Information to parents. Upon expelling a student, district personnel will provide information to the student's parent/guardian concerning the educational alternatives available to the student during the period of expulsion, including district-provided services. If the parent/guardian chooses to provide a home-based education program for the student, district personnel will assist the parent in obtaining appropriate curricula for the student if requested by the parent/guardian.

If the student is expelled, and is not receiving educational services through the district, the school district will contact the expelled student's parent/guardian at least once every 60 days until the student is eligible to re-enroll to determine whether the child is receiving educational services. District personnel need not contact the parent/guardian after the student is enrolled in another school district or in an independent or parochial school, or if the student is committed to the department of human services or sentenced through the juvenile justice system.

7. Re-admittance. In accordance with state law, an expelled student shall be prohibited from enrolling or re-enrolling in the same school in which the victim of the offense or member of the victim's immediate family is enrolled or employed when:

- a. the expelled student is convicted of a crime, adjudicated a juvenile delinquent, receives a deferred judgment or is placed in a diversion program as a result of committing the offense for which the student was expelled;
- b. there is an identifiable victim of the expelled student's offense and;
- c. the offense for which the student was expelled does not constitute a crime against property.

If the district has no actual knowledge of the name of the victim, this provision shall be implemented only upon request of the victim or a member of the victim's immediate family. This provision does not apply if the offense for which the student was expelled constitutes a crime against property.

C. Procedure for the expulsion for crimes of violence or unlawful sexual behavior

The following procedures will apply when the district receives notification that a student has been charged in juvenile or district court with a crime of violence or unlawful sexual behavior as those terms are defined by state law.

1. The Board or its designee will make a preliminary determination whether it will proceed with an expulsion hearing based on the following factors:
 - a. Whether the student has exhibited behavior that is detrimental to the safety or welfare of other students, or school personnel.
 - b. Whether educating the student in school may disrupt the learning environment, provide a negative example for other students or create a dangerous and unsafe environment for students, teachers and other school personnel.
2. If it is determined that the student should not be educated in the schools of the district and that grounds for expulsion exist, the district may suspend or expel the student in accordance with the procedures set forth above.
3. Alternatively, suspension or expulsion proceedings may be postponed pending the outcome of the court proceedings. If the suspension or expulsion proceedings are postponed, the student will not be permitted to return to school during that period. An appropriate alternative education program, including but not limited to, an online program authorized by state law or a home-based education program will be established for the student during the period pending the resolution of the juvenile proceedings. The time that a student spends on an alternative education program will not be considered a period of suspension or expulsion.
4. If the student pleads guilty to the charge, is found guilty or is adjudicated a delinquent juvenile, the Board or designee may proceed to expel the student following the procedures set forth in these regulations.
5. Information regarding the details of the alleged crime of violence will be used by the Board or its designee for the purposes set forth in this policy, but will remain confidential unless the information is otherwise available to the public by law.

DISCIPLINE OF STUDENTS WITH DISABILITIES (JKD-2)

Students with disabilities are neither immune from a school district's disciplinary process nor entitled to participate in programs when their behavior impairs the education of other students. Students with disabilities who engage in disruptive activities and/or actions dangerous to themselves or others will be disciplined in accordance with their Individualized Education Program (IEP), any behavioral intervention plan, and this policy.

Nothing in this policy shall prohibit an IEP team from establishing consequences for disruptive or unacceptable behavior as a part of the student's IEP and/or behavioral intervention plan.

Suspensions, expulsions and provision of services

Students with disabilities may be suspended for up to 10 school days in any given school year for violations of the student code of conduct. These 10 days need not be consecutive. During any such suspension, the student shall not receive educational services.

A disciplinary change of placement occurs when a student is removed for more than 10 consecutive school days or subjected to a series of removals that constitute a pattern of removal under governing law.

Upon the eleventh school day of suspension or removal when such suspension or removal does not result in a disciplinary change of placement, educational services shall be provided to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP. School personnel, in consultation with at least one of the student's teachers, shall determine the educational services to be provided to the student during this period of suspension or removal. When a student is expelled or subject to a removal that results in a disciplinary change of placement, educational services shall be provided as determined by the student's IEP team to enable the student to participate in the general education curriculum, although in another setting, and to progress toward meeting his or her IEP goals.

Prior to expulsion or other disciplinary change in placement, the student's parents shall be notified of the decision to take such disciplinary action and of their procedural safeguards. This notification shall occur not later than the date on which such decision is made.

Manifestation Determination

Within 10 school days from the date of the decision to take disciplinary action that will result in a disciplinary change of placement, school personnel, the parent and relevant members of the child's IEP Team (as determined by the parent and the school personnel), shall review all relevant information in the student's file, including the student's IEP, any teacher observations, and any relevant information provided by the parents, to determine whether the student's behavior was a manifestation of the student's disability.

The team shall determine: (1) whether the student's conduct in question was caused by, or had a direct and substantial relationship to, the student's disability; and (2) whether the student's conduct in question was the direct result of the school's failure to implement the student's IEP. If the answer to either of these two questions is "yes," the student's behavior shall be deemed to be a manifestation of the student's disability.

Disciplinary action and/or alternative placement for behavior that is a manifestation

If the team determines that the student's behavior is a manifestation of the student's disability, expulsion proceedings or other disciplinary change of placement will be discontinued. However, the student may be placed in an alternative setting for up to 45 school days as discussed below or the student's placement may be changed for educational reasons as determined by the IEP team or as otherwise permitted by law.

Within a reasonable amount of time after determining that the student's behavior is a manifestation of the student's disability, the student's IEP team shall: (1) conduct a Functional Behavior Assessment (FBA) of the student, unless an FBA has already been conducted; and (2) implement a Behavior Intervention Plan (BIP) for the student. If a BIP has already been developed, the IEP team shall review it and modify it as necessary to address the student's behavior.

Placement in an alternative setting for 45 school days

School personnel may remove a student with disabilities

to an interim alternative setting for not more than 45 school days without regard to the manifestation determination if:

1. The student carried a weapon to school or a school function;
2. The student possessed a weapon at school or a school function;
3. The student possessed or used illegal drugs at school or a school function;
4. The student sold or solicited the sale of a controlled substance at school or a school function;
5. The student inflicted serious bodily injury on another person while at school or a school function; or
6. A hearing officer or court of appropriate jurisdiction so orders. Such removal to an alternative setting is permissible even if the student's behavior is determined to be a manifestation of the student's disability. The student's IEP team shall determine the educational services to be provided to the student in the alternative setting.

Students not identified as disabled

Students who have not been identified as disabled shall be subjected to the same disciplinary measures applied to students with disabilities if the district had "knowledge" of the student's disability before the behavior that precipitated the disciplinary action occurred.

The district is deemed to have knowledge of the student's disability if:

1. The student's parent has expressed concern in writing to district supervisory or administrative personnel, or the student's teacher, that the student is in need of special education and related services;
2. The student's parent has requested an evaluation; or
3. The student's teacher or other district personnel have expressed specific concerns about the student's pattern of behavior directly to the director of special education or other district supervisory personnel.

If a request for an evaluation is made during the period the student is subject to disciplinary measures, the

evaluation will be expedited. Until the evaluation is completed, the student shall remain in the district's determined educational placement, which can include suspension or expulsion.

The district shall not be deemed to have knowledge that the student is a child with a disability if the parent has not allowed an evaluation of the student, or the student has been evaluated and it was determined that he or she is not a child with a disability, or the student was determined eligible for special education and related services, but the parent refused services.

Revised May 9, 2011 Adopted:

November 14, 2005

LEGAL REFS.: C.R.S. 22-33-106 (1) (c)

C.R.S. 22-20-101 et seq. (Exceptional Children's Education Act) 20 U.S.C. Section 1401 et seq. (Individuals with Disabilities Education Improvement Act of 2004) 34 C.F.R. 300.530-300.537 (IDEIA regulations)

CROSS REFS.: JIC, Student Conduct, and subcodes JK, Student Discipline, and subcodes JRC, Student Records/Release of Information on Students

SUSPENSION OR EXPULSION OF STUDENTS WITH DISABILITIES (JKD-2-R)

Students with disabilities are neither immune from a school district's disciplinary process nor entitled to participate in programs when their behavior impairs the education of other students.

Students with disabilities who engage in disruptive activities and/or actions dangerous to themselves or others will be disciplined in accordance with their IEP, any behavioral intervention plan and policy JKD-2.

Nothing in policy or regulation shall prohibit an IEP team from establishing consequences for disruptive or unacceptable behavior as a part of the student's IEP. The plan shall be subject to all procedural safeguards established by the IEP process.

Suspension for up to 10 school days

Students with disabilities may be suspended for up to 10 days in any given school year for violations of the student

code of conduct. These 10 days need not be consecutive. Such suspensions shall not be considered a change of the student's placement. During any such suspension, the student shall not receive services.

Such suspensions must be for a definite period of time, not longer than 10 days. Such suspensions shall not be considered a change of placement.

Repeated suspension may not be used as a device to change a student's placement without the procedural safeguards provided in federal law.

Suspension or change of placement beyond 10 school days
Manifestation determination

When a disciplinary change in placement is being considered beyond 10 days in a given school year related to the behavior of a student with disabilities, school personnel, the parent, and relevant members of the child's IEP Team (as determined by the parent and school personnel) shall review the relationship between the student's disability and the behavior. Such a review must take place immediately, if possible, but no later than 10 school days from the date of the decision to take disciplinary action.

To determine whether the student's behavior is a manifestation of the disability, the staffing team will review the appropriateness of the current IEP and services and determine whether the student's disability impaired his or her ability to control or understand the impact and consequences of the behavior.

Disciplinary action for behavior that is not a manifestation

Once the team determines that the behavior was not a manifestation of the disability, disciplinary procedures shall be applied to the student in the same manner as applied to nondisabled students.

During any period of suspension or change of placement beyond 10 days in any given school year, services shall be provided to the extent necessary to enable the student to continue to progress appropriately in the general curriculum and appropriately advance toward the goals of the IEP.

Disciplinary action and/or alternative placement for behavior that is a manifestation

A student with disabilities whose behavior is determined to be a manifestation of his or her disability may not be expelled but will be disciplined in accordance with his or

her IEP, any behavioral intervention plan, and Policy JKD-2.

Students with disabilities, as with nondisabled students, who carry weapons to school, or possess, sell, or solicit drugs, may be suspended or removed to an alternative setting. Students with disabilities may not be removed to an alternative setting for more than an additional 45 school days in any given school year, beyond any 10-day suspension already given in that year. A hearing officer may order removal to an alternative setting for 45 days, beyond any 10-day suspension already given in that year, when the district demonstrates by substantial evidence that maintaining the student's current placement is substantially likely to result in injury to the student or others.

Either before or within 10 days after any change in placement or suspension related to a disciplinary problem (beyond any 10-day suspension already given in that year), the IEP team must meet to conduct a manifestation determination, to determine an appropriate alternative setting, to develop a behavioral assessment plan or to review and modify an existing intervention plan, and to review and modify the IEP, where necessary. During any period of suspension or change of placement beyond 10 days in any given school year, services shall be provided to the extent necessary to enable the student to continue to progress appropriately in the general curriculum and appropriately advance toward the goals of the IEP.

Expedited due process hearings

An expedited due process hearing is available when:

1. The parent/guardian disagrees with the IEP team's determination regarding manifestation or with any decision regarding placement;
2. The parent/guardian disagrees with the proposed new placement following an interim alternative placement;
3. The district believes it is dangerous for the student to be returned to the previous placement.

During any challenge to placement, the student will remain in the alternative placement. The district will adhere to applicable state regulatory procedures regarding any expedited due process hearings.

In extreme cases in which the district and the parents disagree about the placement of a disruptive special education student, the Board of Education may seek a court injunction allowing the district to place the student over the parents' objection.

None of the above procedures shall prohibit an IEP team from establishing consequences for disruptive or unacceptable behavior as part of the student's IEP. The plan shall be subject to all procedural safeguards established by the IEP process.

Students not identified as disabled

Students who have not been identified as disabled may be subjected to the same disciplinary measures applied to children without disabilities if the district did not have knowledge of the disability.

Approved by Superintendent Mary Chesley, May 9, 2011

CHERRY CREEK SCHOOL DISTRICT #5 CIVIL RIGHTS AND ETHNIC INTIMIDATION GRIEVANCE PROCEDURE

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

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

STEP 1

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

An aggrieved person(s) may initiate the grievance procedure by meeting to discuss allegations or violations to the Civil Rights Laws or the state Ethnic Intimidation Act with a Building Administrator when there is an alleged building complaint, and with the

District Equity Compliance Officer when there is an alleged district complaint, or the complainant may meet and discuss the complaint with any other trusted adult employed by the district.

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

The Building Administrator will notify the District Equity Compliance Officer of all Title IX complaints made to them and provide the aggrieved person(s) with notification of their Title IX rights.

STEP 2

File an official grievance.

An official grievance with the district is an oral or written complaint by an aggrieved person(s), submitted to a Building Administrator or District Equity Compliance Officer (Ms. Kathy Vining, Office of Student Success & Legal Resources, 4700 S. Yosemite Street, Greenwood Village, CO 80111 720-554-4471 as soon as the alleged violation occurs. A written complaint should be filed with a Building Administrator when the activity complained of occurred at the local building level and with the District Equity Compliance Officer when the activity complained of was at the district level.

Complainants are encouraged to file grievances in a timely manner. Most civil rights laws require the complainant to file this document within 180 days of the last alleged offense. Cherry Creek School District encourages prompt and timely reporting of any complaint. Excessive delays may impair a full and accurate investigation. Complainants should be specific in stating that:

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

OR

The aggrieved person(s) has been a victim of any act prohibited by the applicable provisions of the Federal Civil Rights laws, acts or policies of the State Ethnic Intimidation Act, or the district nondiscrimination policies, regulations or specific school procedures, or treated inequitably by reason of any act or condition which is contrary to the established equity policies,

regulations or practices affecting students or employees. The complaint should include names, dates, places and a detailed description of the alleged violation.

STEP 3

Building or district will conduct a thorough investigation.

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

The Building Administrator or District Equity Compliance Officer will, within 10 working days from receipt of the grievance, acknowledge in writing, to the complainant, receipt of the grievance and advise the grievant of the investigative process. The district will have 45 working days from receipt of the grievance to complete its investigation and issue a receipt. The investigation may include interviews with witnesses, review of relevant district policies, procedures and regulations, as well as a review of all information submitted by the parties involved. Upon completion of the investigation, the district will advise the complainant in writing, of any corrections to any identified instance of non-compliance and appropriate remedies.

STEP 4

Complainant's right to appeal.

Either the complainant or any alleged perpetrator has the right to appeal any decision made by the Building Equity Coordinator to the District Equity Compliance Officer and any decision of the District Equity Compliance Officer to the superintendent or designee. An appeal shall be made within 10 days of the receipt of the district's findings. The appeal process shall be completed within 60 working days from the receipt of the appeal. The parties will be provided a written decision by the person to whom the appeal is directed. A Complainant may also file directly with the U.S. Department of Education Office for Civil Rights, as described below.

Civil Rights Agencies Grievance Process

While Cherry Creek School District encourages all persons to follow the above steps in filing grievances, this process does not have to be followed. Parents, acting as guardians for minor children, students, and employees who allege inequitable treatment or ethnic intimidation, or sexual harassment may initiate a

direct complaint to the federal or state civil rights agencies or local police departments for ethnic intimidation complaints (addresses listed below).

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

The Cherry Creek School District is an equal opportunity educational institution and does not discriminate on the basis of race, color, ancestry, creed, gender, sexual orientation, religion, national origin, marital status, age, disability, or need for special education services in admissions or access to, or treatment of, or employment in, educational programs or activities which it operates.

Revised September, 2009

In accordance with the provisions of Board of Education Policy AC, Nondiscrimination/Human Relations, and Board of Education Exhibit AC-E-1, the following individual has been identified as the district's Equity Compliance Officer responsible for coordinating compliance activities for the school district:

District Equity Compliance Officer:

Stephanie Davies

4700 S. Yosemite Street, Greenwood Village, CO 80111
720-554-4471

COLORADO DEPARTMENT OF EDUCATION

SECTION 504/ADA

OFFICE FOR CIVIL RIGHTS COMPLAINT PROCESS

An individual person or an organization may file a complaint with the Office for Civil Rights (OCR) of the United States Department of Education. An OCR complaint must be filed, in writing, within 180 days after the violation has occurred.

Anyone wishing to file a formal complaint with OCR should submit in writing the following information in a

letter or on the Discrimination Complaint Form available from OCR regional offices.

Name and address (a telephone number is helpful, but not required).

A general description of the person(s) or class of persons injured by the alleged discriminatory act(s) (names of the injured person(s) are not required).

The name and location of the institution that committed the alleged discriminatory act(s).

A description of the alleged discriminatory act(s) in sufficient detail to enable OCR to understand what occurred, when it occurred, and the basis for the alleged discrimination.

The above-referenced information shall be mailed to:

U.S. Department of Education
Office for Civil Rights, Region VIII
Federal Office Building
1244 Speer Blvd., Suite #310
Denver, CO 80204-3582

A recipient may not retaliate against any person who has made a complaint.⁶⁷

CHERRY CREEK SCHOOL DISTRICT #5
NOTICE OF NONDISCRIMINATION/EQUAL
OPPORTUNITY: AC-E-1

In compliance with Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq. and 42 U.S.C. § 2000e-2); Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 701 et seq.); the Age Discrimination in Employment Act of 1967 (29 U.S.C. § 621 et seq.); the Americans with Disabilities Act (42 U.S.C. § 1211 et seq.); and Colorado state law, Cherry Creek School District No. 5 does not unlawfully discriminate on the basis race, color, ancestry, creed, sex, gender, sexual orientation, religion, national origin, age, marital status, disability or need for special education services in admissions, access to, treatment or employment in educational programs or activities which it operates.

Complaint procedures for Title IX and Section 504 have been established for students, parents, employees and members of the public, as detailed in the Cherry Creek School District Section 504 Guidebook, Chapter IX, District Section 504 Grievance Procedures. The following person(s) have been identified as the designated employee(s) to coordinate compliance activities for the district:

Stephanie Davies
District Compliance Officer
Office of Legal Resources
4700 S. Yosemite St.
Greenwood Village, CO 80111
720-554-4471

The following person has been identified as the designated employee to coordinate compliance activities at the building level:

Kevin Uhlig
Assistant Principal
Cherry Creek High School
9300 E. Union Ave.
Greenwood Village, CO 80111
720-554-2222

Complaints regarding violations of Title VI (race and national origin), Title IX (sex/gender), Section 504/ADA (handicap or disability) may be filed with the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204. Complaints regarding violations of Title VII (discrimination in employment), the ADA (disability in employment), and the ADEA (prohibiting age discrimination in employment) may be filed with the Federal Office of the Equal Employment Opportunity Commission, 303 E. 17th Ave., Suite 510, Denver, CO 80202, or the Colorado Civil Rights Commission, 1560 Broadway, Suite 1050, Denver, CO 80202.

Originally Approved by Superintendent Mary F. Chesley, June 25, 2009.

Revised: June 16, 2014

Amended and Approved by Superintendent Dr. Harry C. Bull, Jr., June 15, 2016

INTIMIDATION, HARASSMENT AND HAZING
POLICY: ACC

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

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

Revised: October 11, 1999
Adopted: November 8, 1999
Effective: November 8, 1999

LEG. REFS

C.R.S. 18-9-111 (harassment)
C.R.S. 18090124(2)(a)(prohibition of hazing)

CROSS REFS.

AC Nondiscrimination/Equal Opportunity
Interpersonal/Human Relations

JK Student Discipline

JKD Suspension/Expulsion of Students

**INTIMIDATION, HARASSMENT AND HAZING
POLICY: ACC-R**

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

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

1. engages in physical contact that results in bodily harm (assault); or
2. subjects another person to physical contact, including but not limited to striking, shoving, or kicking, in a manner that constitutes a real or perceived threat of physical or emotional harm;
3. directs obscene comments or gestures at another person; or insults, taunts or challenges another person; or
4. follows a person in a manner which causes fear, concern or alarm; or
5. threatens another person with physical harm; or
6. engages in "hazing" activities, i.e. forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food or drink, or any other behavior which recklessly endangers the health or safety of an individual, including, but not limited to, for purposes of initiation into any student group.

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

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

Approved by Superintendent Monte C. Moses, November 8, 1999

VIOLENT AND AGGRESSIVE BEHAVIOR (JICDB)

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

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

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

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

The following behaviors are defined as violent and aggressive:

1. Physical assault: the act of striking or touching a person or that person's property with a part of the

body or with any object with the intent of causing hurt or harm;

2. Verbal abuse: includes, but is not limited to, swearing, screaming, or obscene gestures;
3. Threats: directed, either orally (including by telephone), by non-verbal gesture, or in writing, at an individual, his or her family or a group;
4. Intimidation: an act intended to frighten or coerce someone into submission or obedience.
5. Extortion: the use of verbal or physical coercion in order to obtain financial or material gain from others;
6. Stalking: the persistent following, contacting, watching or any other such threatening actions that compromise the peace of mind or the personal safety of an individual;
7. Defiance: a serious act or instance of defying or opposing legitimate authority;
8. Discriminatory slurs: insulting, disparaging, or derogatory comments made directly or by innuendo regarding a person's race, color, ancestry, creed, sex, sexual orientation, religion, national origin, disability or need for special education services;
9. Vandalism: damaging or defacing property owned by or in the rightful possession of another;
10. Terrorism: a threat to commit violence which is communicated with the intent to terrorize; or with reckless disregard for the risk of creating such terror; or to cause serious public inconvenience, such as the evacuation of a building;
11. Bullying: as described in the district's policy on bullying prevention and education.
12. Cyberbullying: the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form which disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying. Students shall refrain from using personal

communication devices or district property to harass or stalk another.

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

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

Revised: September 10, 2012

Approved: January 9, 2012

LEGAL REF.: C.R.S. 22-32-109.1 (1) (b)(definition of bullying)

CROSS REFS.: ACC, Intimidation Harassment and Hazing

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

JICDA, Code of Conduct

JICDE, Bullying Prevention and Education

JICF, Secret Societies/Gang Activity

JICI, Weapons in School

JICJ, Student Use of Electronic Communication Devices

JK, Student Discipline, and subcodes

INITIATIONS

The Cherry Creek High School administration recognizes any form of initiation that occurs on school district property and is not pre-approved by the sponsor and the principal or designee as a violation of School Board Policies ACC and JJAB. Appropriate disciplinary consequences will be imposed on any student who is a participant in any initiation activity that has not been pre-approved by the Principal or designee. Such consequences

may include, but are not limited to, a suspension of the privilege to participate in the athletics/activities program, or suspension from school. For the purposes of this policy, a "participant" in a non-approved initiation activity is considered to be both the student that is imposing his/her will on other students, as well as the student that is being expected to capitulate the will of others. If a student is asked to participate in a non-approved initiation activity, the student is expected not to participate and is to report the circumstances to an adult in proper authority as soon as possible. It is the student's responsibility to confirm that an activity has been pre-approved by the sponsor and the principal or designee prior to participating in the activity.

Parent permission to participate in a non-approved initiation activity will not exonerate the student from consequences for their participation. Parents are requested to report any information on initiations to a teacher/coach/sponsor, the activities director, athletic director, or principal.

SEXUAL HARASSMENT OF STUDENTS

(AC R-4)

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

A learning environment that is free from sexual harassment shall be maintained. It shall be a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature.

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

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

Sexual harassment as defined above may include but is not limited to:

1. Sex-oriented verbal "kidding," abuse or harassment
2. Pressure for sexual activity
3. Repeated remarks to a person with sexual or demeaning implications
4. Unwelcome touching, such as patting, pinching or constant brushing against another's body
5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or similar personal concerns

Students should report all incidents of sexual harassment to the building administrator, the building level compliance officer, or other trusted adult. Students may file an informal or formal grievance of sexual harassment through use of the accompanying grievance procedure. If the alleged harasser is the principal with whom a grievance routinely would be filed, the student may file the grievance with the principal's supervisor.

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

Filing of a grievance or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect grades. Notice of this policy shall be circulated to all district schools and departments and incorporated in student handbooks.

Approved by Superintendent Robert D. Tschirki, February 8, 1999

LEGAL REFS.: Title VII of the Civil Rights Act of 1964, 42

U.S.C. '2000e et seq.

Title IX of the Education Amendments of 1972,

U.S.C. '1681 et seq.

C.R.S. 24-34-401 et seq.

SEXUAL HARASSMENT OF STUDENTS **(GRIEVANCE PROCEDURE: AC R-5)**

1. Students who believe that they have been subjected to sexual harassment will report the incident to the principal, another building administrator, another trusted adult staff member, or the appropriate district level administrator who supervises the principal. Any report of sexual

harassment from a student received by any staff member will be forwarded to the building principal for investigation. If the alleged harasser is the building principal, an alternate administrator will be designated by a district level administrator to investigate the report.

2. Upon receiving a report, the principal/designee will confer with the student who has allegedly been harassed as soon as is reasonably possible, which shall not be any more than two business days from receiving the report, to obtain a clear understanding of the basis of the complaint and to discuss what action the student is seeking.

3. At the initial meeting with the student, the principal/designee will explain the avenues for informal and formal action and provide a description of the grievance procedure. The principal/designee will also explain that whether or not the student files a formal grievance or otherwise requests action, the district is required by law to take steps to correct the harassment and to prevent recurring harassment or retaliation against anyone who makes a harassment report or participates in an investigation. The principal/designee will also explain to the student that any request for confidentiality will be honored so long as doing so does not preclude the school from responding effectively to the harassment and preventing future harassment.

4. Following the initial meeting with the student, the principal/designee will attempt to meet with the alleged harasser to obtain a response to the reported harassment and will investigate the matter, including interviews with identified witnesses. The principal/designee will complete the investigation within fourteen (14) days of the initial meeting with the student, unless otherwise agreed.

5. Within seven (7) days of completing the investigation, the principal/designees will determine whether the matter should proceed formally or informally on the basis of the investigation. If the student requests that the matter be resolved in an informal manner, and the principal/designee agrees that the matter is suitable for such resolution, the principal/designee may attempt to resolve the matter informally through conciliation.

6. If the student requests a formal grievance process, the principal/designee will transfer the record to the Associate Superintendent of Educational Operations or his/ her designee, for formal resolution within seven (7) days of completing the investigation and so notify the parties of the commencement of the formal resolution process.

7. After reviewing the record made by the principal/designee, the Associate Superintendent of Educational Operations or designee may gather additional evidence necessary to decide the case. Unless otherwise agreed, within fourteen (14) days of receiving the record, the Associate Superintendent of Educational Operations or

designee will announce any sanctions or other action deemed appropriate.

8. Whether or not a formal grievance was filed, the district will take all steps necessary to end the harassment, to make the victim whole by restoring lost educational opportunities, to prevent harassment from recurring and to prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation.

9. Parties will be notified in writing by the Associate Superintendent of Educational Operations of the final outcome of the investigation and all steps taken by the district.

10. At any time, the student making a report of sexual harassment may request that the district conclude the informal process and begin the formal grievance process. Originally Approved by Superintendent Robert D. Tschirki, February 8, 1999.

Revised June 16, 2014

LEGAL REFS: 34 C.F.R. § 106.8

NONDISCRIMINATION ON THE BASIS OF ETHNICITY AND RACE (AC R-6)

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

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

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

1. Make demeaning remarks directly or indirectly, (whether written or oral), including epithets, slurs, insults, name-calling, and racial "jokes" based on a person's race, color, religion, ancestry, or national origin which are addressed to an individual or group of individuals.
2. Threaten with physical harm or actually harm a person on the basis of that person's race, color, religion, ancestry, or national origin.
3. Display written or visual material or deface school property or materials in such a manner as to demean the race, color, religion, ancestry, or national origin of an individual or group.
4. Damage, deface, or destroy private property of any person on the basis of that person's race, color, religion, ancestry or national origin.

5. Commit other acts of harassment or intimidation that may be in violation of the Colorado Ethnic Intimidation Act of 1991, if, with the intent to intimidate or harass, an individual engages in the following actions which shall include:

- a. Conduct which knowingly causes bodily injury to another person.
- b. Conduct or speech which knowingly places another person in fear of imminent lawless action directed at that person or his property.
- c. Conduct or speech which is likely to produce bodily injury to another person or damage to his property.
- d. Conduct which knowingly causes damage to or destruction of the property of another person.

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

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

Any student who is found to be in violation of Policy ACB by engaging in conduct described above will be required to attend a meeting with his/her parent(s) or guardian(s) and the school principal or designee to clarify school expectations of the student behavior. The student will be subject to appropriate disciplinary action.

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

Approved by Superintendent Monte C. Moses, Nov. 8, 1999.

NONDISCRIMINATION ON THE BASIS OF HANDICAP/DISABILITY: AC R-7

(Compliance with Section 504)

The Board is committed to a policy of nondiscrimination on the basis of disability under all applicable laws, including but not limited to Section 504 of the Rehabilitation Act of 1973 ("Section 504") and the Americans with Disabilities Act ("ADA"). Section 504 and the ADA provide that no otherwise qualified individual with a disability shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any district program or activity. The district does not unlawfully discriminate on the basis of disability in access or admission to, or treatment or employment in, its programs or activities.

The Board of Education shall designate an individual as the responsible employee to coordinate district compliance with Section 504 and the ADA. See AC-E-1.

The district's Section 504 and ADA compliance officer ("compliance officer") shall be responsible for carrying out the Section 504 and ADA Nondiscrimination/Equal Opportunity Complaint and Compliance Process and timeline. See AC-R. The compliance officer shall also be responsible for the continuing surveillance of district programs and activities with regard to compliance with Section 504 and the ADA and all pertinent regulations, including the development of all necessary procedures and regulations.

The compliance officer shall annually notify students, employees and members of the public regarding the district's policy and grievance procedures and of his/her name or title, office, address and telephone number. See AC-R and AC-E-1. Notification shall be by posting and/or other means sufficient to reasonably provide such notice.

The superintendent or designee shall notify applicants for admission, students, parent/guardians, sources of referral of applicants for admission, employees and applicants for employment, and members of the public that it does not discriminate on the basis of disability in the programs or activities which it operates and that it is required by Section 504 and the ADA not to discriminate in such a manner. The notification shall be

made in the form and manner required by law or regulation. See also AC-R and AC-E-1.

Originally Approved by Superintendent Mary F. Chesley, January 12, 2009

Revised by Superintendent Mary F. Chesley, November 14, 2011

Revised June 16, 2014

LEGAL REFS.: 29 U.S.C. Section 701 et seq. (Section 504 of the Rehabilitation Act)

42 U.S.C. Section 12101 et seq. (Americans with Disabilities Act)

OFF CAMPUS PASS

Only students whose parents/guardians have signed the Off Campus Privileges permission form are eligible to leave campus during the school day. Students may leave only during their free or unscheduled time. Students who do not have off campus privileges may not leave campus during the school day. Those who do leave without permission face disciplinary consequences.

Changes to a student's off campus privileges may be made by contacting the student's dean. An updated signed form must be submitted to the dean's office before the new I.D. will be issued.

When a parent signs the Off-Campus privileges form, he/she releases the school district from accountability for a student's action during the time the student is off campus. The signee further releases the School District from any liability in the event the student should be involved in any type of accident going to or from an off-campus destination. The signee accepts responsibility for student passengers that a son/daughter permits to ride in a vehicle owned by the parent.

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.

1. The Board supports the concept that parents, school and community have the responsibility to cooperate in

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

2. It shall be a violation of Board policy and considered to be behavior which is detrimental to the welfare or safety of an individual student, other students or school personnel for any student to use, possess, distribute, dispense, sell, procure, give or exchange or to be under the influence of alcohol, drugs or other controlled substances (as defined by state or federal law including, C.R.S. § 18-18-102(5) et seq.), or to have drug paraphernalia, including marijuana accessories, on Cherry Creek School District property.

3. For purposes of this policy, prohibited controlled substances include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined in state or federal law, or any prescription or nonprescription drug, medicine, vitamin or other chemical substances not taken in accordance with the Board policy and regulations on administering medication to students, including the Board's policy on administration of medical marijuana to qualified students.

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

5. This policy shall apply to any student on school property, in attendance at school, being transported in a school vehicle or in vehicles dispatched by the District or one of its schools, or taking part in any school-sponsored or District-sanctioned activity or event whose conduct at any time or place interferes with the operations of the District or the safety or welfare of students or employees.

6. Students violating this policy shall be subject to disciplinary sanctions which may include suspension and/or expulsion from school and referral for prosecution.

7. Situations in which a student seeks counseling or information from a professional staff member for the purpose of overcoming substance abuse shall be handled

on an individual basis depending upon the nature and particulars of the case. When appropriate, parents shall be involved and effort made to direct the substance abuser to sources of help.

8. The Board, in recognition that drug and alcohol abuse is a community problem, shall cooperate actively with law enforcement, social services or other agencies and organizations, parents and any other recognized community resources committed to reducing the incidents of illegal use of drugs and alcohol by school-aged youths.

9. Whenever possible in dealing with student problems associated with drug and alcohol abuse, school personnel shall provide parents/guardians and students with information concerning education and rehabilitation programs which are available.

10. Information provided to students and/or parents about community substance abuse treatment programs or other resources shall be accompanied by a disclaimer to clarify that the District assumes no financial responsibility for the expense of drug or alcohol assessment or treatment provided by other agencies or groups unless otherwise specified in the accompanying regulation or unless otherwise required.

11. The District shall provide all students and parents/guardians with a copy of this policy and its accompanying procedures on an annual basis.

12. The District shall conduct a periodic review of its drug prevention program to determine its effectiveness and to implement any necessary changes.

Revised: August 13, 2012 Adopted: March 10, 2003
Current Revision: February 13, 2017

LEGAL REFS.:

20 U.S.C. § 3221 (defines drug abuse education and prevention)

20 U.S.C. § 7116 (Safe & Drug Free Schools and Communities Act of 1994)

C.R.S. § 18-18-102(3), (5) (definition of “anabolic steroid and “controlled substance”)

C.R.S. § 18-18-407(2) (crime to sell, distribute or possess controlled substance on or near school grounds or school bus)

C.R.S. § 22-1-110 (instruction related to alcohol and drugs)

C.R.S. § 22-32-109.1 (2)(a)(I)(G) (policy required as part of safe schools plan)

C.R.S. § 22-33-106(l)(d) (suspension or expulsion discretionary for the sale of a drug or controlled substance)

CROSS REFS.:

IHAMA, Teaching about Drugs, Alcohol and Tobacco
JIH, Student Interrogations, Searches and Arrests JKD-1-E/JKE, Suspension/Expulsion of students JLCA, Student Health Services and Requirements

ALCOHOL AND OTHER DRUG USE BY STUDENTS REGULATION JICH-R

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

I. Introduction

In administering Policy JICH, the following procedures set forth below will be followed. These procedures will supplement and complement authority conferred elsewhere by Board policy and will not be deemed to limit or suspend such other authority. Students shall be disciplined as appropriate in accordance with applicable Board policy.

II. Definitions

A. Prohibited Substances

1. Prohibited substances shall include, but not be limited to, cocaine, heroin, alcohol, marijuana, inhalants and counterfeit drugs.

2. Prohibited substances shall also include those defined as controlled substances in federal and state law including C.R.S. §18-18-101, et seq.

B. Within School District Jurisdiction

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

C. Drug Paraphernalia

Drug paraphernalia shall be any machine, instrument, tool or device as defined in C.R.S. §18-18-426.

D. Marijuana Accessories

Any equipment, products, or materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, composting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, vaporizing, or containing marijuana, or for ingesting, inhaling, or otherwise introducing marijuana into the human body, as defined in the Colorado Constitution Art. XVIII sec. 16 (1)(g).

E. Counterfeit Drugs

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

F. Use of Prohibited Substances

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

G. Possession

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

H. Distributing, Dispensing, Selling, Giving or Exchanging

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

III. Transfer of Records

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

from student disciplinary records shall be in accordance with all applicable state and federal laws.

IV. Disciplinary Action

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

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

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

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

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

A. Use of Prohibited Substances

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

1. If a student appears to have used a prohibited substance within District jurisdiction, the staff member will notify the building principal, school nurse, or principals' designee who will observe the student. Notification must include reasons for such suspicion (observed use, unusual behavior, etc.). The principal or designee will conduct a check of the suspected student and collect data. This

action must comply with the Board policy on interrogations and searches.

2. When necessary, individual school emergency procedures will be followed.

3. If it is determined by the principal or principal's designee, that the unusual appearance or unusual, disruptive, or dangerous behavior may be due to the student's use of a prohibited substance, a parent will be contacted as soon as possible. The parent will be advised of the student's appearance and/or behavior.

4. The principal or designee will attempt to obtain evidence by directly requesting it from the student or through search procedures that are outlined in Section V of this School Board Regulation (Searches).

5. While waiting for the parent or for medical aid, the student will not be left alone but will be placed in a quiet situation where the student will remain under observation.

6. Contact with legal authorities may result, and the parent and student will be notified of this contact.

7. If it is determined that the student has used a prohibited substance as defined above, the student will be subject to the disciplinary provisions below.

B. First Offense for Use of Prohibited Substances

1. The student may be suspended for five (5) school days with a request by the principal to the Superintendent to extend the suspension an additional five (5) days for a total of ten (10) school days.

2. The ten (10) school day period of suspension may be reduced to three (3) school days provided the student agrees to complete:

a. A full District sponsored substance abuse evaluation (Evaluation); and

b. The Cherry Creek School District Alcohol and/or Drug Education/ Intervention Program (Program).

Responsibility for initiating and completing the intervention program rests with the student and his/her parent(s)/guardian(s).

Fees and Costs associated with the District Program and District Evaluation are subsidized by the District. The

student and his or her parent(s)/guardian(s) are responsible for the following fees:

i. Substance Abuse Evaluation: \$25/student

ii. Program: \$10 for each ninety (90) minute session in which the student participates.

Evaluation and Program must be provided within a time frame specified by the District. Failure to provide this documentation within the specified time frame will result in the imposition of the full ten (10) school day suspension.

3. The student and his/her parent(s)/guardian(s) may choose to complete an alcohol or drug education/intervention program and evaluation other than the District program. This alternate program and evaluation must be equivalent in content and length to the District program and must be agreed to by the student, his/her parent(s)/guardian(s) and the building administration. Any fees or costs associated with the alternate program and evaluation shall be the sole responsibility of the student and his/her parent(s)/guardian(s). Evidence of completion of the alternate program and evaluation must be provided within a time frame specified by the District. Failure to provide this documentation within the specified time frame will result in the imposition of the full ten (10) day school suspension.

4. A parent conference will be held before the student is readmitted to school. If the student has indicated he/she is electing to participate in an appropriate agreed upon education/intervention program and evaluation, the student will be eligible to have an early re-entry conference to school after the third day of the ten (10) day suspension period. The student must provide documentation of his/her involvement and attendance in the program and evaluation as part of the early re-entry process. Production of this documentation at the early readmit conference will allow the student to be re-enrolled in school and will allow for the remaining seven (7) school days of suspension to be expunged from his/her disciplinary record. Also, during the re-entry conference, a school official will develop with the parent and the student a written agreement that will outline the responsibilities of the parent, the student, and the school in an effort to keep any further offenses from occurring which will include, but not be limited to, statements regarding the requirements for the student to receive a reduced suspension and a statement that the additional seven (7) school days of suspension will be reinstated if the student fails to complete the intervention program and

evaluation within the specified time frame. During the re-entry conference the student or his/her parent(s)/guardian(s) may be asked to provide a written release of information to the building principal or his/her designee in order for him/her to access information from the education/ intervention program and evaluation provider in order to verify the student's participation in, and completion of, the intervention program and evaluation. Additionally, this written agreement will specifically state consequences of a second offense.

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

C. Second Offense for Use of Prohibited Substances

1. The student may be suspended for five (5) school days with a request by the principal to the Superintendent to extend the suspension an additional five (5) school days for a total of ten (10) school days of suspension for serious violation of school board policy and may be recommended for expulsion.

a. The ten (10) school day period of suspension may be reduced to five (5) school days and, if applicable, the recommendation for expulsion waived if, after the first five (5) school days of suspension, the student and his/her parent(s)/guardian(s) provide evidence that the student has elected to complete:

1. A full District sponsored substance abuse evaluation (Evaluation); and

2. The Cherry Creek School District Alcohol and/or Drug Education Intervention Program (Program). Responsibility for initiating and completing the assessment and treatment plan, and for participating in a treatment program is solely that of the student and his/her parent(s)/guardian(s).

Fees and Costs associated with the District Program and District Evaluation are subsidized by the District. The student and his/her parent(s)/guardian(s) are responsible for the following fees:

i. Substance Abuse Evaluation: \$25/student

ii. Program: \$10 for each ninety (90) minute session in which the student participates.

Evaluation and Program must be provided within a time frame specified by the District. Failure to provide this documentation within the specified time frame will result in the imposition of the full ten (10) school day suspension.

The student and his/her parent(s)/guardian(s) may choose to complete an alcohol or drug education/intervention program and evaluation other than the District program. This alternate program and evaluation must be equivalent in content and length to the District program and must be agreed to by the student, his/her parent(s)/guardian(s) and the building administrator.

b. A resource list of alcohol and drug intervention, counseling and/or treatment options will be provided to the student and his/her parent(s)/guardian(s) upon request. Provision of a list of providers is not an endorsement by the school or the District of the background, preparation, training or services offered by the provider. Neither the school nor the District is responsible for any agreement entered into by an individual student and treatment provider.

2. A parent conference will be held before the student is readmitted to school, regardless of whether or not the student chooses to participate in the early re-entry process. If the student elects to participate in the early re-entry and waiver process, he/she will have a re-entry conference after completion of the first five (5) school days of suspension. At the early re-entry conference, the student and his/her parent(s)/guardian(s) shall provide evidence of a completed individual alcohol and/or drug evaluation assessment and that he/she will be participating in an alcohol and/or drug treatment program and provide an outline of the recommended treatment plan. Any fees or costs associated with the evaluation/assessment, treatment plan or treatment program will be the sole responsibility of the student and his/her parent(s)/guardian(s). Production of this documentation at the early re-entry conference will allow the student to be re-enrolled in school and will allow for a waiver of the remaining five (5) school days of suspension and a waiver of the recommendation to expel. In the event the student chooses not to participate in the early re-entry process, he/she will have a re-entry conference upon completion of the designated expulsion period for purposes of review of this policy and regulation and to inform the student of consequences for any future offenses.

3. A written agreement will be completed with a school official, the student and a parent. If the student chooses to participate in the early re-entry process, he/she will complete an agreement to reduce the remaining five (5) school days of suspension and waive the recommendation to expel. The agreement must contain a provision that the remaining five (5) school days of suspension and recommendation to expel will be reinstated for the alcohol or drug offense if the student fails to complete the proposed treatment program. The student's parent(s)/guardian(s) may be asked to provide a written release of information to the building principal or his/her designee in order for him/her to access information from the intervention/treatment program provider in order to verify the student's participation in the intervention/treatment program.

4. Where circumstances warrant, special consideration for an in-district transfer will be considered as well as other educational alternatives. An in-district transfer will require the mutual agreement of the administrators of the two schools involved. Transportation to the new school will be the responsibility of the student and parent.

D. Third and Subsequent Offenses for Use of Prohibited Substance

1. The student may be suspended as outlined in School Board Regulation: JKD-1-R and may be recommended for expulsion from school.

2. Procedures to be followed recommending expulsion from school are outlined in School Board Regulation JKD-1-R.

E. Possession of Prohibited Substances

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

1. A school staff member who comes in contact with a student suspected of possessing a prohibited substance, marijuana accessory, or drug paraphernalia will notify the principal or principal's designee immediately.

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

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

3. The principal or designee will attempt to obtain evidence by directly requesting it from the student or through search procedures that are outlined in Section V of this School Board Regulation (Searches).

4. If a student possesses any prohibited substance, marijuana accessory, or drug paraphernalia, the principal or designee will place the evidence in an envelope or alternative container as necessary. The envelope or alternative container will be sealed, dated and initialed by the individual who originally obtained the evidence and the principal or designee and then placed in a secure place. Photographs may also be taken of the evidence.

5. The principal or his designee may call the appropriate law enforcement agency in each instance of possession or sale of controlled substances by a student. A mutual decision will be made as to retention of the contraband by the school or testing by the authorities.

6. If the student is found to possess any prohibited substance, marijuana accessory, or drug paraphernalia, or if the student admits to possessing any prohibited substance or drug paraphernalia, the student may be subject to the disciplinary procedure below:

F. First Offense for Possession of Prohibited Substances

1. The student may be suspended for five (5) school days with a request by the principal to the Superintendent to extend the suspension an additional five (5) days for a total of ten (10) school days. The parent/guardian will be notified. If information warrants, the parent/guardian will be requested to attend a conference at school. The conference may include sharing the data collected, explaining consequences of involvement with drugs/alcohol, developing a plan of action, and offering the parent or guardian general information and resources related to substance abuse.

a. The ten (10) school day period of suspension may be reduced to three (3) school days provided the student agrees to complete:

1. A full District sponsored substance abuse evaluation (Evaluation); and

2. The Cherry Creek School District Alcohol and/or Drug Education/Intervention Program (Program). Responsibility for initiating and completing the intervention program rests with the student and his/her parent(s)/guardian(s).

Fees and costs associated with the District Program and District Evaluation are subsidized by the District. The student and his/her parent(s)/guardian(s) are responsible for the following fees:

i. Substance Abuse Evaluation: \$25/student

ii. Program: \$10 for each ninety (90) minute session in which the student participates. Evidence of completion of the District education/intervention program must be provided within a time frame specified by the District. Failure to provide this documentation within the specified time frame will result in the imposition of the full ten (10) school day suspension.

b. The student and his/her parent(s)/guardian(s) may choose to complete an alcohol or drug education/intervention program other than the District program. This alternate program must be equivalent in content and length to the District program and must be agreed to by the student, his parent(s)/guardian(s) and the building administration. Any fees or costs associated with the alternate program shall be the sole responsibility of the student and his/her parent(s)/guardian(s). Evidence of completion of the alternate program must be provided within a time frame specified by the District. Failure to provide this documentation within the specified time frame will result in the imposition of the full ten (10) day school suspension.

2. A parent conference will be held before the student is readmitted to school. If the student has indicated he/she will participate in an appropriate agreed upon education/intervention program, the student will be eligible to have an early re-entry conference to school after the third day of the ten (10) day suspension period. The student must provide documentation of his/her involvement and attendance in the program as part of the early re-entry process. Production of this documentation at the early re-entry conference will allow the student to be re-enrolled in school and will allow for the remaining seven (7) school days of suspension to be expunged from his/her disciplinary record. Also, during the re-entry conference, a school official will develop with the parent and the student a written agreement that will outline the responsibilities of the parent, the student,

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

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

G. Second Offense for Possession of Prohibited Substances

1. The student may be suspended for five (5) school days with a request by the principal to the Superintendent to extend the suspension an additional five (5) school days for a total of ten (10) school days of suspension for serious violation of school board policy and may be recommended for expulsion.

a. The ten (10) school day period of suspension may be reduced to five (5) school days and the recommendation for expulsion waived if, after the first five (5) school days of suspension, the student and his/her parent(s)/guardian(s) provide evidence that the student has elected to participate in:

1. A full District sponsored substance abuse evaluation (Evaluation); and

2. The Cherry Creek School District Alcohol and/or Drug Education/Intervention Program. Responsibility for initiating and completing the assessment and treatment plan, and for participating in a treatment program is solely that of the student and his/her parent(s)/guardian(s).

Fees and costs associated with the District Program and District Evaluation are subsidized by the District. The student and his/her parent(s)/guardian(s) are responsible for the following fees:

i. Substance Abuse Evaluation: \$25/student

ii. Program: \$10 for each ninety (90) minute session in which the student participates.

2. The student and his/her parent(s)/guardian(s) may choose to complete an alcohol or drug education/intervention program and evaluation other than the District program. The alternate program and evaluation must be equivalent in content and length to the District program and must be agreed to by the student, his/her parent(s)/guardian(s) and the building administration. Any fees associated with the alternate program and evaluation shall be the sole responsibility of the student and his/her parent(s)/guardian(s). Evidence of completion of the alternate program and evaluation must be provided within a time frame specified by the District. Failure to provide this documentation within the specified time frame will result in the imposition of the full ten (10) school day suspension.

a. A resource list of alcohol and drug intervention, counseling and/or treatment options will be provided to the student and his/her parent(s)/guardian(s) upon request. Provision of a list of providers is not an endorsement by the school or the District of the background, preparation, training or services offered by the provider. Neither the school nor the District is responsible for any agreement entered into by an individual student and treatment provider.

3. A parent conference will be held before the student is readmitted to school, regardless of whether or not the student chooses to participate in the early re-entry process. If the student elects to participate in the early re-entry and waiver process, he/she will have a re-entry conference after completion of the first five (5) school days of suspension. At the early re-entry conference, the student and his/her parent(s)/guardian(s) shall provide evidence of a completed individual alcohol and/or drug evaluation assessment and that he/she will be participating in an alcohol and/or drug treatment program and provide an outline of the recommended treatment plan. Any fees or costs associated with the evaluation/assessment, treatment plan or treatment program will be the sole responsibility of the student and his/her parent(s)/guardian(s). Production of this documentation at the early re-entry conference will allow the student to be re-enrolled in

school and will allow for a waiver of the remaining five (5) school days of suspension and a waiver of the recommendation to expel. In the event the student chooses not to participate in the early re-entry process, he/she will have a re-entry conference upon completion of the expulsion period for purposes of review of this policy and regulation and to inform the student of consequences for any future offenses.

4. A written agreement will be completed with a school official, the student and a parent. If the student chooses to participate in the early re-entry process, he/she will complete an agreement to reduce the remaining five (5) school day suspension and waive the recommendation to expel. The agreement must contain a provision that the remaining five (5) school days of suspension and recommendation to expel will be reinstated for the alcohol or drug offense if the student fails to complete the proposed treatment program. The student's parent(s)/guardian(s) may be asked to provide a written release of information to the building principal or his/her designee in order for him/her to access information from the intervention treatment program provider in order to verify the student's participation in, and completion of, the intervention treatment program.

5. Where circumstances warrant, special consideration for an in-district transfer will be considered, as well as other educational alternatives. An in-district transfer requires the mutual agreement of the administration of the two schools involved. Transportation to the new school will be the responsibility of the students and parents.

H. Third and Subsequent Offenses for Possession of Prohibited Substances

a. The student may be suspended as outlined in School Board Regulation JKD-I-R until an expulsion review is held.

b. Procedures to be followed for requesting an expulsion from school are outlined in School Board Regulation JKD-I-R.

I. Distributing, Dispensing, Selling, Giving or Exchanging

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

1. If a staff member witnesses, or has reasonable cause to suspect, or an investigation determines an act in which

alcohol, drugs, other prohibited or controlled substances, any marijuana accessory, or drug-containing or drug-related paraphernalia are being transferred from one student to another, the staff member or investigator will immediately attempt to detain the student and request that the student accompany him to the principal or principal's designee. If the student refuses, the staff member or investigator will notify the principal or designee immediately. If this occurs, the staff member or investigator should make reasonable effort to remain with the student, while using other means to contact the principal of principal's designee.

2. The principal or his designee will attempt to obtain evidence by directly requesting it from the student or through search procedures outlined in Section V of this School Board Regulation (Searches).

3. If at the time, the student possesses any prohibited substance, marijuana accessory, or drug paraphernalia, the principal or designee will place the evidence in an envelope. The envelope will be sealed, dated, and initialed by the principal or designee, and then placed in a secure place. Photographs may also be taken of the evidence.

4. The principal or his designee may call the appropriate law enforcement agency and request that an officer pick up the sealed envelope for testing.

5. The student may be suspended from school for five (5) school days and may be recommended for expulsion. The principal or designee may call appropriate law enforcement officials in each instance of possession or sale of controlled substances by a student. A mutual decision will be made as to retention of the contraband by the school or testing by the authorities.

6. The principal or his designee will conduct a conference with the parent and student prior to the student's being readmitted to school, and upon completion of the expulsion period, if applicable.

V. Searches

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

VI. Duty to Supervise

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

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

Revised: August 13, 2012

Current Revision: February 13, 2017

USE OF TOBACCO BY STUDENTS (POLICY: JICHA)

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

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

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

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

Proposed: May 14, 2001

Adopted: June 11, 2001

LEGAL REFS.

C.R.S. 18-13-121

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

C.R.S. 25-14-103.5

6 CCR 1010-6, Rule 5-306

CROSS REFS.:

ADC, Drug and Tobacco Free Schools

IHAMA, Teaching about drugs, Alcohol and Tobacco

JKD/JKE, Suspension, Expulsion of Students

STUDENT INTERROGATIONS, SEARCHES AND ARRESTS (JIH)

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

Interviews or Interrogations of Students by School Administrators

When a violation of Board policy or school rules occurs, the principal or designee may question potential student victims and witnesses without prior consent of the student's parent/guardian. If a school official is investigating a report of child abuse and the suspected perpetrator is a member of the student's family, no contact with the student's family will be made.

In situations where a student is suspected of violating Board policies or school rules, the principal or designee may interrogate the suspected student if the school official has reasonable grounds to suspect that such a violation has occurred. The nature and extent of the questioning must be reasonably related to the objectives of the questioning. If the student denies any involvement or culpability, the student will have the opportunity to present his or her side of the story, orally or in writing.

Searches Conducted by School Personnel

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

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

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

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

Definitions

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

Search of School Property

School lockers, desks and other storage areas are school property and remain at all times under the control of the school. All such lockers, desks and other storage areas, as well as their contents, are subject to inspection at any time, with or without notice. School property provided for the use of students is subject to clean-outs, access for maintenance and search pursuant to this policy.

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

No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or

approved by the principal of the school in which the locker or storage area is located. Unapproved locks shall be removed.

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

Parking Lot/Vehicle Searches

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

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

Search of the Student's Person or Personal Effects

The principal or his designee may search the person of a student or a student's personal effects such as a purse, backpack, book bag, or briefcase on school property or at school-sponsored events or activities if the school official has reasonable grounds to believe that the search will uncover:

- a. Evidence of a violation of Board and/or district policies, school rules, or federal, state, or local laws.
- b. Anything which, because of its presence, presents an immediate danger of physical harm or illness to any person.
- c. Search of the person shall be limited to the student's pockets, any object in the student's possession such as a purse, briefcase, or backpack and/or a "pat down" of the exterior of the student's clothing.

The extent of the search of a student's person or personal effects, as well as the means to conduct the search, must be reasonably related to the objectives of the search and the nature of the suspected violation.

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

Searches of a student's person and/or personal effects may be conducted without the prior consent of the student's parent/guardian. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.

Searches of the person which may require removal of clothing other than a coat or jacket or shoes, shall be referred to a law enforcement officer. School personnel shall not participate in such searches.

Law Enforcement Officers' Involvement

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

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

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

1. Conduct a search of school property including lockers, desks and other storage areas;
2. Conduct a search of any motor vehicle or any object in the possession of the student such as a purse, briefcase or backpack if the student refused to permit school authorities to conduct such a search; In the case of such refusal, the principal or his designee may, but shall not be obligated to, first attempt to contact and secure assistance of the student's parent before involving a law enforcement officer; or
3. Identify or take possession of prohibited items found in the course of a search conducted in accordance with this section.

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

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

Interrogation

When law enforcement officials request permission to question students when students are in school or participating in school activities, the principal or his designee shall be present unless a court order provides otherwise. It is the responsibility of the law enforcement officer interviewing student witnesses or interrogating student suspects to assure compliance with all applicable procedural safeguards. The principal or designee shall ascertain that the law enforcement officer has proper identification. Except when law enforcement officers have a warrant or other court order, or when an emergency, or other exigent circumstances exist, such interrogations and interviews are discouraged during students' class time. If the student is under 18, his parent(s) or legal guardian also shall be present unless the juvenile is emancipated as that term is defined in state law.

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

Upon request by law enforcement to interview a student witness or interrogate a student suspect, school officials shall notify the student's parent/guardian, except in cases involving investigation of reported child abuse where the suspected perpetrator is a member of the student's family, when law enforcement has a court order directing that the student's parent/guardian not be notified, or when an emergency or other exigent circumstances exist.

If the student is under 18, the student's parent/guardian also shall be present during the law enforcement interrogation or interview unless:

- (1) the juvenile is emancipated as that term is defined in state law;
- (2) the student's parent/guardian has not been notified pursuant to this policy; or
- (3) the student's parent/guardian agrees to the interrogation or interview without being present.

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

Search and Seizure

The principal or designee may request a search on school premises be conducted by a law enforcement officer. When law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in the search. It is expected that searches by law enforcement will be conducted in accordance with the requirements of applicable law.

Custody and/or Arrest

Students will be released to law enforcement officers if the student has been placed under arrest or if the student's parent/guardian and the student consent to such release. When a student is removed from school by law enforcement officers for any reason, school officials will make reasonable efforts to notify the student's parent/guardian.

When custody and/or arrest by the police is involved, the principal shall request that all procedural safeguards as prescribed by law be observed by the law enforcement officers. This includes all due process procedures including but not limited to obtaining proper arrest warrants where required. District staff is not responsible for an officer's legal compliance when arresting a student.

Seizure of Items

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

1. Seized, tested and/or offered as evidence in any suspension or expulsion proceeding.

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

2. Turned over to any law enforcement officer in accordance with this policy. Any law enforcement records, testing or reports relative to the seized item may also be used as evidence in any suspension or expulsion proceeding.

Appeals

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

Adopted: May 10, 1999

Revised: September 10, 2012

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

C.R.S. 22-32-109.1 (2)(a)(I)(II)(policy required as part of safe schools plan).

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

HALLWAY BEHAVIOR

1. Students' behavior and language should be appropriate to the learning environment. Students who are disrupting the learning environment will be required to move to a cafeteria or outside at minimum.
2. Students must wear shoes at all times on the school campus.
3. Physical demonstrations of affection are not acceptable hallway behavior.
4. Students may not sit in the hallways in a way that blocks traffic flow or interferes with academic activity in classrooms.
5. Students may not eat in the hallways. Food should be eaten in the IC Lounge, West Cafe or outside unless given permission by a staff member.
6. Students must WALK in the hallways during the school day. Running and other forms of physical activity will not be tolerated

CAFETERIA

Students who violate the following behavior expectations may be restricted from using the cafeteria for an arranged period of time.

1. Students shall clean up any spilled food or drink.

2. Food or drink is to be consumed in the cafeterias or the designated outside eating areas. No food or drink may be consumed in the hallways. Opened food/containers may not be carried through the hallways.
3. A teacher may give permission for food and/or drinks to be consumed in his/her classroom. That teacher assumes the responsibility to insure cleanliness of the area.
4. Tables and chairs are to remain in place in the cafeteria at all times.
5. Throwing food and/or drink is immediate grounds for suspension from school and for the forfeiture of a student's privilege to eat in the cafeteria.
6. Complaints about the quality of food and service are to be filed with the cafeteria manager, and not with the personnel hired to serve the food.

CELLULAR PHONES

The use of cell phones on the campus of Cherry Creek High School during the school day is only permitted outside the building or in the IC and West Cafes. The term "use" refers to any student who is observed talking on their cell phone. Cell phones, for any use, are not permitted in a classroom unless the teacher gives permission to a student or the class as a whole. A student talking on the phone in the building during the school day is in violation of the cell phone school policy and will face consequences. The school day begins with the first class of the day (period 0-1) and is over at the end of the last class of the day (period 8). **Students are expected to give their phone and name to the faculty or staff member requesting it.**

- 1st infraction will result in a written warning from the Dean.
- 2nd infraction will result in supervised study to be served in the Dean's office during the student's off periods.
- 3rd infraction will result in a one day out of school suspension.
- Every infraction after the 3rd infraction will result in a one day suspension.

DEVIATION FROM ACCEPTABLE SCHOOL BEHAVIOR

Any deviation from acceptable school behavior that is serious enough to warrant disciplinary action may result in a student's suspension from classes according to School Board Policy JKD-1. Such behaviors include but are not limited to misconduct in class, use of profanity, fighting, theft, **possessing any type of pocket knife**, wallet chains longer than four inches, Vapor, Hookah pens, juuls, e-cigs, extreme defiance or disobedience, intentional damage to school property, "pranks" of any type, pantsing, mooning, streaking, possessing continuous laser light pointers, external speakers to radios, skateboards, rollerblades, hoverboards, card playing, gambling in any form, hazing, unauthorized initiation, inappropriate scripted behavior, unauthorized entry or loitering after school hours (3:35 p.m.), i.e., offices, vehicles, classrooms, theatre, gymnasiums, cafeterias, concession area, storage rooms, and stadium.

Further, any violation to school board policies which address weapons or drug and alcohol use shall result in an immediate suspension and/or expulsion from school.

CCHS STUDENT COMPUTER NETWORK GUIDELINES

A computer network is available for student use at Cherry Creek High School. The computer network is to be used for educational purposes related to the Cherry Creek School District educational mission. It is expected that use of the computer network will conform to local, state, and federal law and all applicable CCSD policies, including CCSD Board Policy EHC. Copies of EHC are available in administrative offices. Students may be granted access to the District's networked electronic resources only after signing the Cherry Creek School District networked Resources Acceptable Use Agreement.

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

1. Use of CCSD net must be consistent with the educational objectives of the Cherry Creek School District. Transmission of any material in violation of any federal or state law or regulation is prohibited. Use for commercial activities is prohibited unless prior written consent from the Cherry Creek School District has been granted.
2. The 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 students 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. Disciplinary action for students will be in accordance with existing policies and may include suspension and/or expulsion. Appropriate legal authorities will be contacted if there is any suspicion of illegal activity. Users must specifically agree not to access, submit, publish or display over CCSD Net any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material. Users must further agree 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 shall not be responsible for any material or information accessed on the Internet by any user and shall not be responsible for the impact/effect of the information on the user. Use of information obtained via CCSD Net is at the user's own risk. Files stored on district servers, electronic mail and the 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 in accordance with existing discipline policies and may include suspension and/or expulsion.

Electronic mail is an electronic message sent from one user to another via the network. Users should not expect that files stored on district servers, including electronic mail, will be private.

Using the computer network allows one to access a variety of information. Inappropriate use of the computer network will result in disciplinary action.

STUDENT USE OF PERSONAL LAPTOPS and/or ELECTRONIC DEVICES AT CHERRY CREEK HIGH SCHOOL

Effective January 19, 2010, students will be allowed to access the wireless network at Cherry Creek High School with their personally owned laptops and/or electronic devices. For this policy, a laptop and/or electronic device is defined as an electronic communication device capable of internet access, word processing, and other school related applications. This may include but is not limited to small internet devices such as MP3 players, ipods, tablets, and/or phones (see the cellular phone policy on p. 53). The use of a laptop and/or electronic device for non-scholastic communication during the school day is prohibited.

Management and Supervision of Laptops

- There will be no expectation that every student will have a laptop and/or electronic device.
- Permission to use laptops and/or electronic devices and charging of such devices in any instructional area, including but not limited to classrooms, will be at the sole discretion of the supervising adult and/or classroom teacher.
- Use of laptops and/or electronic devices in the common areas will be allowed but subject to the restrictions stated in the district policies. If a student appears to be in violation of any district policy, staff members should refer the student to a dean.
- Safeguarding laptops and/or electronic devices is the sole responsibility of the user.
- A limited number of access points for charging will be made available in the resource centers and in the library and tech center.

CHERRY CREEK HIGH SCHOOL CHEATING POLICY

Cherry Creek High School does not tolerate cheating. Cheating is defined as dishonesty on homework or in test taking, including the attempt to get credit for another's work, assisting another student in such an attempt or otherwise obtaining answers illicitly or illegally. Teachers will define and enforce department policy determining consequences for cheating. School administrators will address legal issues of theft associated with cheating.

CHERRY CREEK HIGH SCHOOL ACADEMIC DISHONESTY POLICY

Student Code of Ethics:

As a CCHS student, **I will not lie, cheat or steal in any of my endeavors**; I will respect school property and the property (including intellectual property) of others; I will respect the rights and opinions of students, faculty, and members of the community; I will promote **ethical behavior** within the school and the community.

Definitions: Academic dishonesty or cheating is unethical behavior and is a violation of School Board Policy JICDA, Student Conduct and Discipline Code. JICDA states specifically that "scholastic dishonesty...includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work."

Plagiarism is copying or accepting another person's work without acknowledging it, whether the work is published or unpublished, professional or amateur. If a student uses another's words, ideas, opinions, studies and/or facts, she/he must document or cite them. Paraphrasing another's words is not enough to avoid plagiarism. Additionally, any student who provides information (either verbally or in writing) to another student for use on any assignment, unless directed to do so by the teacher, also engages in academic dishonesty.

Consequences for Academic Dishonesty:

NOTE: Instances of academic dishonesty shall be cumulative and across all disciplines during the student's tenure at Cherry Creek High School. The school administration may assign additional disciplinary consequences in a given situation depending upon the individual circumstances of the incident. These additional consequences are not intended to preclude the consequences assigned in accordance with the academic dishonesty policies.

First Offense:

The teacher will have a conference with the student and ask the student to complete a written statement about the incident. The student will receive no credit for the assignment, and/or test, as applicable. The teacher will contact the student's parent or guardian to discuss the incident and inform the parent or guardian about the student's loss of credit. Written documentation of the incident will be forwarded to the department coordinator. The department coordinator will disseminate the information to the student's counselor and to the dean. The student's dean will meet with the student and give

notice that subsequent offenses will result in disciplinary action from the dean's office.

Second Offense:

The teacher will have a conference with the student and ask the student to complete a written statement about the incident. The student will receive no credit for the assignment. The teacher will contact the student's parent or guardian to discuss the incident and inform the parent or guardian about the student's loss of credit. Written documentation of the incident will be forwarded to the department coordinator, the student's counselor, and the student's dean. The student's dean will meet with the student and the student will be placed on supervised study.

Third Offense:

The teacher will have a conference with the student. The student will receive no credit for the assignment. The teacher will contact the student's parent or guardian to discuss the incident and inform the parent or guardian about the student's loss of credit. Written documentation of the incident will be forwarded to the department coordinator, the student's counselor, and the student's dean. The dean will then investigate the incident further and interview the student. If the dean's investigation determines that, in fact, the student has engaged in a third violation of the academic dishonesty policy, the student will be suspended from school for one day (the suspension may be longer depending on the circumstances of the incident- i.e., if theft or any other violations of the student code of conduct (School Board Policy JICDA) have occurred in connection with the incident).

Subsequent Offenses:

Any subsequent offenses will be handled as described above. Subsequent violations will result in additional suspensions in one day increments with the possibility of additional days of suspension depending on the circumstances of the incident (i.e. theft or other violations of School Board Policy JICDA).

Please note that state law requires that a student's teacher be notified about any disciplinary issues involving a student with whom they have contact. In cases of academic dishonesty or cheating, the student's other teachers will be notified about the behavior and any disciplinary consequences.

WEAPONS IN SCHOOL (JICD)

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 personnel 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.

Dangerous Weapons

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

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

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

The building principal may initiate expulsion proceedings for students who carry, bring, use or possess a dangerous weapon in violation of this policy.

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

Discretionary discipline in accordance with state law

As used in this policy, "weapon" means any object which is generally used for nonviolent or non-dangerous purposes, but which can be considered a weapon under this policy as a result of its use or intended or threatened

use. For example, a baseball bat is ordinarily not considered a weapon; however, when used or threatened to be used to strike the head of another person in a fight, it will be considered a weapon under this policy. Examples of objects which may, under given circumstances, be weapons include, but are not limited to, rocks, bottles and cans, chains, shoes, especially military style boots, bats, ropes, mace or similar noxious chemical substances used in a threatening or improper manner.

Firearm facsimiles

Additionally, the carrying, using, actively displaying or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school sponsored or district-sponsored activity or event, and off school property when such conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or school district is prohibited. Students who violate this policy provision may be subject to disciplinary action including but not limited to suspension and/or expulsion.

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

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

Other local restrictions invoking discretionary suspension or expulsion for a weapon

The Board of Education determines that extra precautions are important and necessary to provide for student safety. Therefore, the carrying, bringing, using or possessing of any knife, regardless of the length of the blade, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when the conduct has a reasonable

connection to school or any district curricular or non-curricular event without express authorization is considered to be behavior detrimental to the safety and welfare of the student, other students and school personnel and is therefore prohibited. Students who violate this policy shall be referred for appropriate disciplinary proceedings.

Recordkeeping

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

Referral to law enforcement

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

Revised: August 13, 2012

Adopted: December 8, 2003

LEGAL REFS.: C.R.S. 22-33-106 (1) (grounds for suspension and expulsion and denial of admission)

18 U.S.C. 18-1-901(3)(h)(state law definition of "firearm")

18 U.S.C. Section 921 (a)(3) (federal definition of "firearm")

C.R.S. 22-32-109.1 (2)(a) (I)(G) (policy required as part of safe schools plan)

20 U.S.C. Section 7151(Gun Free Schools Act)

20 U.S.C. Section 7151(h)(requiring schools to have policies requiring referral to law enforcement)

C.R.S. 22-33-102(4) (definition of dangerous weapon)

C.R.S. 22-33-106(1) (grounds for suspension, expulsion and denial of admission)

C.R.S. 22-33-106(1)(f) (must adopt policy regarding firearm facsimiles)

CROSS REFS.: JKD, Suspension/Expulsion of Students

JKD-2, Discipline of Students with Disabilities

KFA, Public Conduct on School Property

STUDENT VEHICLE REGISTRATION, OPERATION AND PARKING

Parking on the CCHS campus is restricted to eligible students who:

- ✓ Register their vehicle(s) with campus security. Only students with a valid driver's license may apply for a parking permit {decal}. Learner's permits will not be accepted.
- ✓ Complete the CCHS Parking Application (available in

the security office or on the CCHS website > Students > Parking Application). Include a copy of your current valid driver's license and a copy of the vehicle registration. The student and parent must sign and date the application.

- ✓ Pay for and obtain a parking decal. The cost of a parking permit is \$50 for the school year and is reduced to \$25 at the beginning of the second semester. The cost for a permit after January will be prorated (February= \$20, March= \$15, April= \$10, May=\$5). Payment will be accepted at the bookkeeping office.

Information about decals:

- Affix the decal to the lower right (passenger side) front windshield of the vehicle. The decal may not be taped onto the windshield or affixed in any manner other than with the decal adherent.
- **All seniors and juniors (sophomores after the first semester) without previous parking restrictions or any outstanding school fines are eligible to obtain a parking decal.**
Parking is available to sophomores after all eligible upperclassman have had an opportunity to purchase decals. After the first semester, parking for eligible sophomores will be released based on the contingency of parking spaces available.
- Parking decals are non-transferable. Each decal is issued to an individual student for a specific vehicle. If a student who has received a parking decal drives any vehicle other than the vehicle to which the decal is registered, he/she must obtain a temporary decal from the security office. **The temporary decal must be placed in the lower right hand corner of the windshield prior to the beginning of the student's school day**

Loss of parking privileges:

- ◆ Any student who obtains a parking decal, whether temporary or permanent, and transfers it to another student will lose his/her parking privileges for the remainder of the school year. The student who received the transferred decal(s) will receive consequences for dishonesty. Any vehicle parked on campus without a valid parking decal is subject to a parking boot, fine, and/or towing at the owner's expense.
- ◆ Students who falsify any information on their applications will have their applications withdrawn and will be referred to their dean. Parking on campus is a privilege. In order to maintain the privilege and ensure we have adequate parking spaces for those students who have purchased parking permits, our parking policies will be strictly enforced.

- ◆ In the event siblings are involved with a parking or moving violation, the sibling operating the vehicle will receive consequences. The vehicle may be subject to being booted and/or towed. During the time of revocation the registered vehicle cannot be on campus.

Parking expectations:

- ◆ Students may only park in the lots designated for student parking. Students must always park between the two white lines. Students can never park in faculty or visitor areas. Students must not park on sidewalks, grass, dirt, "snow mountains" during the winter or next to curbs designated "no parking" zones. Students are not allowed to drive on sidewalks on campus unless authorized to do so.
- ◆ Student operated vehicles are subject to visual inspection and may be subject to search by school security personnel, school administration and/or police.
- ◆ Students may not remain in any vehicles that are parked on campus during the school day
- ◆ Parking is available on a first come, first serve basis. Students are not guaranteed a parking space in a specific location.
- ◆ Students who drive multiple vehicles throughout the year will be required to adhere to parking regulations and expectations regardless of vehicle driven and parked on campus. Student parking and moving violations are cumulative and based on the student, not on separate vehicles.
- ◆ **Available parking includes designated areas to the west of the Stutler Bowl.**

Loss of parking privileges:

The following parking policy will be enforced for those students who **do not** have a parking decal and park illegally on the CCHS campus.

- ◆ **First offense:** Vehicle will be ticketed and student will receive a warning letter from the dean. Student will meet with the dean.
- ◆ **Second offense:** Vehicle will be ticketed and a \$20 fine will be assessed. Student will meet with the dean.
- ◆ **Third offense:** Vehicle will be ticketed and a \$30 fine will be assessed. Vehicle may be booted and/or towed at the owner's expense. This process will repeat for subsequent offenses.

The following parking policy will be enforced for those students with a valid parking decal who park illegally on the CCHS campus.

- ◆ **First offense:** Vehicle will be ticketed and student will receive a warning letter from the dean. Student will meet with the dean.
- ◆ **Second offense:** Vehicle will be ticketed and a \$20 fine will be assessed. Student will meet with the dean. Student's parking privileges will be revoked for 10 school days. During the period of time in which a student's parking has been revoked any vehicle driven by that student will be booted, fined, and/or towed at the owner's expense.
- ◆ **Third offense:** Vehicle will be ticketed and a \$30 fine will be assessed. Student will meet with the dean. Student's parking privileges will be revoked for 20 school days. During the period of time in which a student's parking has been revoked any vehicle driven by that student will be booted, fined, and/or towed at the owner's expense.
- ◆ **Additional offenses:** Vehicle will be ticketed and a \$30 fine will be assessed. Vehicle may be booted and towed at the owner's expense.

Any student who operates his/her vehicle in a reckless or unsafe manner is subject to civil (GVPD) sanctions in addition to school consequences. Serious moving violations such as speeding or operating a vehicle in any manner that presents imminent danger to the student or others may result in immediate revocation of parking privileges.

MOTORCYCLES/MOTORIZED SCOOTERS

All of the rules regarding student vehicles above also pertain to motorcycles. Students who have questions about decals for motorcycles without windshields should consult the Security Office for guidance.

BICYCLES/ELECTRIC BICYCLES

Student bicycles must be secured in designated bicycle racks **only**. Any bicycle not stored in the designated rack will be confiscated and any lock used to secure it will be cut. Bicycles must not be ridden on sidewalks or pedestrian areas on the campus.

LOCKERS AND LOCKS

Each student is provided a locker and lock for individual use only. Students may not use any lock other than the one issued by the school. The school is not responsible for thefts that occur from unlocked lockers or because students share lockers and/or lock combinations with other students. Security personnel are available to assist students who have trouble getting access to their lockers. A lost or forgotten combination will only be provided to a student who presents a valid school ID.

School lockers are property of the school. The school administration reserves the right to inspect and search the locker and contents of the locker at any time.

PARKING LOT/VEHICLE SEARCHES

If a school official has a reasonable suspicion that a student vehicle parked on campus contains contraband, he/she will request permission to conduct a search of the vehicle. Refusal to grant access to the vehicle will result in a permanent revocation of the student's privilege to park any vehicle on campus for the remainder of the student's tenure at Cherry Creek High School. A parent, as the legal owner of the vehicle, may grant permission for a search of the vehicle even if the student driver refuses. Security officials routinely patrol student lots and may conduct a visual inspection of any vehicle at any time.

STUDENT DRESS CODE

Cherry Creek High School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

1. Basic Principle: Certain body parts must be covered for all students at all times.

Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. All items listed in the "must wear" category below must meet this basic principle.

2. Students Must Wear*, while following the basic principle of Section 1 above:

- A **Shirt** (with fabric in the front, back, and on the sides under the arms), **AND**

- **Pants/jeans or the equivalent** (for example, a skirt, sweatpants, leggings, a dress or shorts), **AND**
- **Shoes**

*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoe requirements are permitted (for example, athletic shoes for PE).

3. Students Cannot Wear:

- Clothes with violent language or images.
- Clothes with images or language depicting drugs, weapons or alcohol (or any illegal item or activity).
- Clothes that contain hate speech, profanity, or pornography.
- Clothes with images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed as long as this is done in a way that does not violate Section 1 above).
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face (except as a religious observation).

4. Dress Code Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined above. Students in violation of the dress code will be provided three (3) options to be dressed more to code during the school day:

- Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
- Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
- If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.

School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming student than other students.

Student should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:

- Kneeling or bending over to check attire fit;
- Measuring straps or skirt length;
- Asking students to account for their attire in the classroom or in hallways in front of others;
- Calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; in particular, directing students to correct sagged pants that do not expose the entire undergarment, or confronting students about visible bra straps, since visible waistbands and straps on undergarments are permitted; and,
- Accusing students of "distracting" other students with their clothing.

These dress code guidelines shall apply to regular school days, as well as any school-related events and activities, such as graduation ceremonies, dances and prom.

Students who feel they have been subject to discriminatory enforcement of the dress code should contact their Dean.

DISASTER DRILLS

Cherry Creek High School is committed to providing a learning environment where students, staff, and community members feel safe. This includes attention to both physical and psychological school safety. Each year, we revise our Readiness and Emergency Management for Schools (REMS) Template, which outlines important safety procedures we follow. This includes items such as our drill schedules and plans for preparation and response to potential school emergencies. On a regular basis we conduct Fire, Secure Perimeter, and Lockdown drills, and continuously revisit and revise all safety procedures. All of our procedures are designed in accordance with recommendations of best practice made from both external agencies and the Cherry Creek School District. By establishing such proactive measures, and continually reflecting upon and adjusting our plans as needed, Cherry Creek High School strives to promote and maintain a safe learning environment.

VISITORS TO SCHOOLS (KI)

The Board of Education encourages parents/guardians and other citizens of the district to visit classrooms, activities and functions to observe the work of the schools. The Board believes that there is no better way for the public to learn what the schools are actually involved in and doing.

Visits by persons interested in the schools who do not reside within the district shall be permissible. In order to ensure that no unauthorized persons enter buildings with wrongful intent, all visitors to the schools shall report to the school office when entering, shall show proper identification and indicate the reason for being at the school. Visitors shall sign in and wear name tags or be issued a pass to carry which will identify them as visitors.

To promote the general health, welfare and wellbeing of all who enter school property, and pursuant to state law, smoking, chewing or any use of tobacco products by staff, students, or visitors is prohibited on all school property.

The district shall notify the public in an appropriate manner that persons violating the criminal law by using, selling or distributing any controlled substance on school grounds, on school buses transporting students or within 1,000 feet of the perimeter of the school ground shall be subject to enhanced criminal penalties.

Revised: September 11, 2000 Adopted: October 10, 2000

LEGAL REF.:

C.R.S 18-9-112, as amended
C.R.S. 18-112-105.5
C.R.S. 18-18-407(2)
C.R.S. 22-32-109.1(7)(open school policy is a required part of school safety plan)

CROSS REF.:

ADC, Tobacco-Free Schools
ECA, Security/Access to Building
KFA, Public Conduct on School Property

SECURITY KIOSKS

Visitors to Cherry Creek High School are expected to check in at one of the three Security Kiosks where a Visitor ID will be issued and is to be worn at all times. The REGISTRAR'S KIOSK is located on the Northwest perimeter of campus between the West and IC buildings across from the Registrar's office; the SOUTH LOT KIOSK is located on the Southwest perimeter of campus between the West building and the tennis courts by the Sough gym; the EAST KIOSK is located on the Northeast perimeter of campus between the East and Fine Arts buildings near the East Main Office. Other locations suitable for check in as a visitor will be designated with a "Welcome Visitors" sign.

Student Visitors

The primary function of Cherry Creek High School is to provide and maintain a suitable educational environment. Therefore, certain limitations, restrictions and guidelines are established to maintain order, protect the health, safety and welfare of students, and to insure minimum disruption of the educational process and function of the schools. No visits will be allowed during the last ten school days of the semester.

Cherry Creek High School students may host a student visitor for a maximum of one school day at the discretion of the respective Dean of Students. Student visitors must reside outside of the Denver Metropolitan area. To ensure the least disruption to the educational process the following procedures apply:

1. The parents of the host family must make arrangement with the Dean's office in advance of the visitation. The host student's Dean will be responsible for approving the visit and issuing a visitors pass.

2. The host student and guest must present a letter of request from the host parent stating the reason for the visit, a local address, and an emergency phone number. The host parent by virtue of this request assumes the same responsibility for the visitor as he/she would for his/her own child attending Cherry Creek High School.
3. The visiting student must accompany his/her host to all classes and activities throughout the school day. The host student will introduce the guest to each teacher at the beginning of the class to be visited.
4. The guest student will be responsible for complying with all rules and regulations of Cherry Creek High School. Any deviation from these regulations will result in immediate dismissal from the campus.
5. Students from other schools in the Denver metropolitan area will only be allowed to visit when they are prospective students. See below.

Prospective students:

1. Must be currently enrolled in grades 8 – 12, must live in the Cherry Creek High School feeder area and/or with interest in attending CCHS. Prospective students may not currently attend CCHS feeder middle schools West, Campus, Cherry Creek Academy or Challenge School.
2. A parent must contact Program Assistant, Michael Mazenko's office at 720-554-2185 to request a visit.
3. The prospective student's parent(s) must meet with Mr. Mazenko prior to the visit.
4. Mr. Mazenko will assign a Cherry Creek High School student host.
5. The prospective student will accompany the student host at all times.
6. A prospective student may visit Cherry Creek High School for only one day.

STUDENT DISTRIBUTION OF NONCURRICULAR MATERIALS – (JICE-C)

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

It is the goal of this policy to strike a necessary balance between a student's right of free speech and the school's

responsibility to maintain an orderly and safe school environment which respects the rights of all students on school grounds and during school-sponsored activities.

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

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

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

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

This policy and the accompanying regulations shall be included in all student handbooks.

Revised: September 11, 2000

Adopted: October 10, 2000

LEGAL REFS.:

C.R.S. 22-1-120 (rights of free expression for public school students)

C.R.S. 22-32-110 (1)® (power to exclude materials that are immoral or pernicious)

CROSS REFS.:

JICEA, School-Related Student Publications

JICED, Student Expression Rights

JK, Student Discipline, and sub-codes

KHC, Distribution/Posting of Promotional Material

STUDENT DISTRIBUTION OF NONCURRICULAR MATERIALS (JICEC-R)

Students who wish to distribute non-curricular printed materials on school property or in conjunction with a school activity must notify the principal a minimum of one day in advance so that details may be worked out regarding the time, place and manner of distribution.

Students do not have to produce an advance copy of the materials that will be distributed for the principal's review. However, materials which are distributed on

school grounds containing information prohibited by Board policy and/or materials that create a significant or substantial disruption or damage to persons or property in the judgment of school officials may subject the responsible students to disciplinary action following distribution.

The following restrictions will apply to all requests for distribution of non-curricular materials by students:

1. Place

Distribution of printed materials must be made at places within the school or on school grounds as designated by the principal except that in no event may such materials be distributed in any classroom of any building then being occupied by a regularly-scheduled class.

2. Time

Distribution may be made one-half hour before school and/or during regularly scheduled lunch periods and/or 15 minutes after the close of school. Any other times during the school day are considered to be disruptive of normal school activities.

3. Littering

All distributed items discarded in school or on school grounds must be removed by the persons distributing such materials.

4. Manner

No student may in any way be compelled or coerced to accept any materials being distributed by any person distributing such material or by any school official. In the alternative, no school official or student may interfere with the distribution of approved materials.

Violation of any of these regulations will be sufficient cause for denial of the privilege to distribute material at future dates and for disciplinary action.

Approved by Superintendent Monte C. Moses, October 10, 2000

STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES (JIIR)

Definitions

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

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

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

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

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

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

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

Miscellaneous provisions

1. No reprisal will be taken by a party in interest against any other party in interest or any person involved in any way in the grievance procedure by reason of such participation.
2. If requested, the Board, grievant or respondent will make available to the other parties in interest all information permitted by law which is in their possession or control which is relevant to the issues raised by the grievance.
3. Failure at any level of this procedure to appeal a decision in writing within the specified time limits or to make a written request for time extension will constitute a forfeiture of the right of the party to proceed further in the grievance procedure, and the grievance will be considered settled and finally resolved based upon the decision as stated in the previous level of the procedure.

4. The maximum time allowed to file a grievance after the individual knew or should have known of the violation of the Board policy or regulation or school procedure or the inequitable act will be 30 student-teacher contact days.
5. Any grievant may request support of his grievance from student government or parent organizations.
6. This procedure will not abrogate, modify, extend, limit or delegate the rights and responsibilities of the Board under the provisions of applicable state or federal laws.

Grievance procedure

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

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

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

1. Preconditions to Level 1

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

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

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

2. Level 1

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

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

3. Level 2

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

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

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

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

4. Level 3

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

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

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

Advisory resolutions

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

Issued September 6, 1988

Approved: date of manual adoption

ATHLETICS

Interscholastic athletics for boys and girls have an important place in the modern secondary school and are a vital part of the overall education program. Athletic participation has value to the participants, the student body, and our community.

The values to participants are many. The student who desires to excel in sports is provided the opportunity for advanced study and participation under expert guidance in an environment conducive to learning. This is highly essential from an emotional and social standpoint as well as physical development.

We believe that the experience of playing athletic games should be a part of the education for all students who

attend Cherry Creek High School. ATHLETICS/ACTIVITIES are the other half of the high school experience. Cherry Creek High School is a member of the 5A Centennial League.

Athletic Director

Please contact the Athletic Director in all matters relating to the Cherry Creek High School athletic program. The office is room 89A in the West Building. Telephone number: 720-554-2461. FAX: 720-554-2463. Specific information concerning daily game schedules can be obtained by visiting the CCHS web site.

The following sports are offered at Cherry Creek High School during the 2018-2019 school year. Note: Cut/No Cut policies may change due to future legislative and/or budget decisions.

FALL (AUG. 6)CUT POLICIES
*Cheerleading.....Coed – cut (9-12)
Cross Country.....Coed – no cut
Field Hockey Girls – cut
FootballCoed – no cut
GolfBoys – cut
Gymnastics..... Girls – cut
*Pom Pons.....Coed – cut (9-12)
Soccer.....Boys – cut
Softball..... Girls – cut
Tennis.....Boys – no cut
(Not all participants get a P.E. waiver)
Volleyball..... Girls – cut
WINTER (NOV 9).....CUT POLICIES
Basketball.....Boys – cut
Basketball..... Girls – cut
Cheerleading.....Coed – cut (9-12)
Ice Hockey Coed-cut
Pom Pons.....Coed – cut (9-12)
Swimming/Diving..... Girls – cut
Wrestling.....Coed – no cut
SPRING (FEB 25).....CUT POLICIES
Baseball.....Boys – cut
Golf Girls – cut
LacrosseBoys – cut
Lacrosse Girls – cut
Soccer..... Girls – cut
Swimming/Diving.....Boys – cut
Tennis..... Girls – no cut
(Not all participants get a P.E. waiver)
Track and FieldBoys/Girls – no cut
(Not all participants get a P.E. waiver)

*Fall and Winter Seasons

Note: Coed = Boys and girls competing on same team

Cherry Creek High School offers the most complete athletic program in the State of Colorado. It also enjoys one of the most successful programs in the United States.

GENERAL ATHLETIC PROCEDURES

1. Reporting for a Sport

Students are expected to report for practice at the beginning of each season. Unless they have made prior arrangements with the coach, those who report late will jeopardize their chances for participation. Students who are barred sports for reporting late may use the appeals procedure in school board policy JJI and regulation JJI-R.

2. Attending Practices

Team members of all sports are expected to attend all scheduled practices and meetings. Those who miss a practice or a meeting may jeopardize their chances for participation. If circumstances should prevent a student from attending a practice or meeting, the validity of the reason will be judged by his/her individual coach. Whenever possible the coach should be notified prior to the practice or meeting by personal contact, phone call, or written statement from the parent or guardian.

3. Being Cut from One Sport

In some sports, facilities and team size limit the number of students who can participate. Any student who does not make the squad in one of these sports remains eligible for other sports offered in the same season. Furthermore, he/she is encouraged to go out for another sport.

4. Dropping a Sport

- A. A student may drop a sport in good standing prior to the first contest by making his/ her intentions known to the coach.
- B. The student must make his/her reasons known to the coach personally, on or before the day on which he/she intends to quit.
- C. A student who quits one sport following the first league contest of the season will be permitted to participate in another sport that season with the approval of the athletic director and the coaches involved.

5. Student Responsibility for Athletic Equipment

When equipment has not been checked in or accounted for between the end of one season and the beginning of

the next, the student may jeopardize his/her eligibility until the problem has been resolved with the athletic office. Student athletes are responsible for payment for lost or stolen equipment.

6. Adequate Physical Examination/Medical Re-evaluation—Parental/Guardian Consent

Any student expecting to participate in athletic competition must have satisfactorily completed the online athletic registration process. The District Registration forms require parent, student, and physician signatures to be complete. These forms are obtained through the Cherry Creek High School web site at my.cherrycreekschools.org. This must be complete before any boy or girl will be permitted to practice or compete. (Physicals are typically good for one calendar year).

7. Athletic Injury

If at any time during participation, a doctor removes an athlete from participation because of an illness or injury, the athlete must have a written release from a doctor before participating again. The written release must be given to the Athletic Trainer. The Athletic Trainer will notify the athlete's coach in writing that the athlete is physically fit and able to resume participation and/or competition.

Note: The release may be satisfied if upon removal the doctor specifies the duration of the student's restriction from participation and/or competition.

8. Athletic Insurance

- A. The school district is relieved of any and all liability for accidents or injuries connected in any way with the competitive athletic program
- B. It is the responsibility of the parent or guardian to provide insurance protection for the athlete while he/she is participating in competitive athletics
- C. The school district makes available a student accident insurance plan through an authorized agent which offers coverage for injury resulting from participation in competitive athletics. Information will be made available prior to each sport season and at fall registration.

- D. If the student does not choose to buy the school-offered insurance, parents will be required to sign a waiver, indicating they have their own personal insurance which covers the student, or that they do not carry accident or health insurance on the student and that they are fully responsible for any medical bills related to his/her participation in competitive interscholastic athletics/activities. Forms are available in the office of the Athletic Director. Parents and students are encouraged to retain the benefit schedule of any insurance purchased.

9. Initiations-Hazing

The Cherry Creek Public School District recognizes any form of initiation that occurs on school district property and is not preapproved by the sponsor and the principal or designee as a violation of School Board Policies "ACC, Intimidation, Harassment and Hazing" and JJAB, Student Organizations (High Schools)". Appropriate disciplinary consequences will be imposed on any student who is a participant in an initiation activity that has not been preapproved by the Principal or designee. Such consequences may include, but are not limited to, a suspension of the privilege to participate in athletics/activities program, or suspension from school. For the purposes of this policy, a "participant" in a non-approved initiation activity is considered to be both the student that is imposing his/her will on other students, as well as the student that is being expected to capitulate to the will of others. If a student is asked to participate in a non-approved initiation activity, the student is expected not to participate and is to report the circumstances to an adult in proper authority as soon as possible. It is the student's responsibility to confirm that an activity has been pre-approved by the sponsor and the principal or designee prior to participating in the activity. Parent permission to participate in a non-approved initiation activity will not exonerate the student from consequences for their participation. Parents are requested to report any information on initiations to a teacher/coach/sponsor, the activities director, athletic director, or principal.

10. Appeals

Any appeals for imposed athletic sanctions will be handled in accordance with policy JJI and regulation JJI-R (below).

Visit Colorado High School Activities Association at www.CHSAANow.com to view CHSAA Handbook Constitution and By-laws for further detail

ATHLETIC PARTICIPATION

No boy or girl will be permitted to practice or compete on any athletic team during the official sports season until he/she has satisfactorily completed the online Athletic registration process. The District Registration Forms requires parent, student, and physician signatures to be satisfactorily complete. These forms are to be obtained through the Cherry Creek High School Web site at my.cherrycreekschools.org.

CCHS ATHLETIC ELIGIBILITY

Every athlete at Cherry Creek High School will have his/her academic performance and citizenship monitored on a weekly basis during his/her sport(s) season(s). Grades of "D" or "F" as well as a citizenship grade will be turned into the Athletic Office by our teaching staff. If an athlete has two failing/unsatisfactory citizenship grades reported to the Athletic Office, that athlete will be declared ineligible to represent Cherry Creek High School in any interscholastic competition or scrimmages the following school week. Make-up work will not be accepted for eligibility purposes after 3:30 p.m. on Fridays. Exceptions: medical or emergency absence approved by the teacher in writing. NOTE: Individual sport coaches may establish higher academic standards.

To be eligible to represent Cherry Creek High School in athletic activities, a student must:

1. Not be failing more than one class.

NOTE: For the purpose of athletic eligibility – "I" (incomplete); "WF" (withdrawal failing); or "U" (unsatisfactory) are considered "F" (Failing).

2. Be enrolled in and attending five classes during the semester in which he/she is competing and must have taken five classes the previous semester. (Five classes or a program equivalent to five classes that meets on a daily basis.) If an athlete drops his/her course load to less than five classes, he/she immediately becomes ineligible.
3. Have had a physical examination from a medical doctor within the last calendar year.
4. Have a signed parent permit, insurance waiver, emergency card, and transportation awareness form completed on-line.

5. Have not changed schools (transferred) unless there is an accompanying change of domicile by the parents or legal guardian.
6. Have not turned 19 before August 1.
7. Not have dropped out of school.
8. Not play more than four seasons in any sport during high school (three seasons in a 3-year high school).
9. Not compete in any non-school events in his/her sport once he/she has reported for the Cherry Creek High School team, unless he/she has received the express written permission of the principal.
10. Not practice with a non-school team in his/her sport while he/she is a member of a Cherry Creek High School team unless he/she has received prior written consent from the Cherry Creek High School principal/designee.

NOTE: A student becomes subject to the outside competition rules when he/she reports out for practice and is in contention for a berth on the team.

If you are not in compliance with any of the 10 items mentioned above, see the Athletic Director or Principal immediately.

If an ineligible player participates on a Cherry Creek High School team in any athletic contest(s), the contest(s) must be forfeited according to League and Association rules.

CLASS ATTENDANCE

As with all students at Cherry Creek High School, athletes are expected to establish regular and punctual patterns of attendance while attending Cherry Creek High School.

Student athletes must be in attendance for at least one-half of their daily classes in order to compete or practice that day, unless an advance approval for absence is on file in the Attendance Office.

ATHLETIC FEES

2018 – 2019 Athletic Fees for High School

1. A \$90.00 athletic fee will be charged an athlete for each sport that the athlete participates in. There is no family maximum.
2. The \$90.00 athletic fee for all participating athletes for each sport must be collected **PRIOR** to an athlete's participation in any sport.
3. Athletes who have a financial hardship may apply for a waiver of this fee by submitting a request to officials at their school. At each district high school,

the Athletic Director will present alternatives to the fee schedule after reviewing the individual circumstances. **Finances should not prevent a student from participating in the athletic program.**

4. REFUND POLICY - A full refund will be made to the athlete who is cut or leaves the sport on or before the fifteenth (15th) calendar day from the starting date of that sport.

2018 -2019 Last Refund Dates*

Fall Sports.....August 21, 2018
 Winter Sports..... November 24, 2018
 Spring Sports..... March 12, 2019

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

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

2018-2019 Last Closing Dates

Fall Sports.....December 1, 2018
 Winter SportsMarch 9, 2019
 Spring Sports.....May 24, 2019

DUAL SPORT PARTICIPATION IN SAME SEASON

A student may participate in two sports during the same season provided the parents, coaches and school athletic director approve. Requirements for dual participation include the following:

- The student must register and pay for both sports. The athletic director and head coaches will determine how to proceed.
- The same process will be used for students choosing to participate in a sport and activity in same season and/ or multiple activities.

INTERSCHOLASTIC ATHLETIC/ ACTIVITIES

2018-2019

SPECIAL NOTE TO STUDENTS AND PARENTS: Your son or daughter may get off to a good start in more than one sport or activity and enjoy participation in all. It is the Cherry Creek School District philosophy to encourage our students to participate in a variety of activities/athletics and not limit themselves in their

potential growth through experiences. Specialization is not encouraged at our high schools. It may occur through the student's choice, but it is not encouraged.

It is a violation of the Colorado High School Activities Association rules for a high school coach to coerce or attempt in any way to influence a student, who would otherwise go out for another sport, or participate in an activity in their sport after their high school sport season is completed. Students should not be made to believe that summer camps and off-season work in one coach's sport is the only way to make their varsity team. Occasionally, activity and athletic participation does conflict in their respective times or dates. Our staff members are encouraged to resolve any conflict of this nature without penalty to the participant.

CENTENNIAL LEAGUE

Cherry Creek School District No. 5

CHEROKEE TRAIL
CHERRY CREEK
EAGLECREST
GRANDVIEW
OVERLAND
SMOKY HILL

Additional Members of the Centennial League Are:

ARAPAHOE
MULLEN

CHERRY CREEK SCHOOLS ATHLETIC/ACTIVITY CODE OF ETHICS

It is the duty of all concerned with high school athletic/activities:

1. To emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
2. To eliminate all possibilities which tend to destroy the best values of the game.
3. To stress the values derived from playing the game fairly.
4. To show cordial courtesy to visiting teams and officials.
5. To establish a happy relationship between visitors and hosts.
6. To respect the integrity and judgment of sports officials.
7. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.

8. To encourage leadership, use of initiative, and good judgment by the players on a team.
9. To recognize that the purpose of athletic is to promote the physical, mental, moral, social and emotional well-being of the individual players.
10. To remember that an athletic contest is only a game – not a matter of life and death for player, coach, school, officials, fan community, state or nation.

SPORTSMANSHIP

An entire community takes pride in the success of a local sports program. All persons-coaches, players, parents, school personnel and fans – recognize that such success results from a lot of hard work and a commitment to a number of goals.

Primary among those goals has to be the development of good sportsmanship amongst all people involved. Schools can take justifiable pride in the fact that few coaches or players lose sight of good sportsmanship even during the stress of a hard-fought game.

Fans, however, are often another issue. Few, if any, fans would dare admit they didn't support good sportsmanship as a concept. It is in practicing that concept that the sportsmanship goal sometimes leaves much to be desired. Good sportsmanship is not an inborn quality, but it can be developed by following just a few simple guidelines. The basic fundamentals of good sportsmanship include:

1. Knowing and understanding the rules of contest.
2. Showing respect for the officials, including accepting their decisions.
3. Showing respect for the opponents at all times.
4. Recognizing and appreciating the skills of all students participating in the contest.
5. Maintaining self-control at all times.
6. Showing a positive attitude in cheering.
7. Censure those whose behavior is unbecoming.

Perhaps the most common type of inappropriate behavior shown by fans is trying to intimidate the opposing team. Unfortunately, college and professional game crowds lead the way in this area. In high school athletics, however, any means in which spectators make fun of or disrupt the other team or officials has no place. The coaches and/or players get fouls called on them for such actions.

In the event of inappropriate behavior, the fans will receive a warning by the school administration or the officials responsible for the game. Continued inappropriate behavior will result in disciplinary action.

WARNING: Discriminatory remarks, sexual harassment and/or inflammatory remarks or signs will result in swift and appropriate disciplinary action.

BOOSTER CLUBS 1640.12

Booster clubs, athletic/activity foundations, or similar named outside organizations may be formed for the purpose of providing additional financial assistance to specific teams or general athletic/activity programs. Any benefits provided by the outside organizations which can include monetary contributions, facility improvements, equipment, transportation, awards, additional team support, etc., are subject to applicable State/Federal Regulations. All booster club or similar donations to sport specific teams or general athletic/activity funds by outside organizations must be approved by school and/or district administration. Each member school is responsible for the activities of its booster clubs and any violations and penalties that result from lack of oversight.

CCHS recognized booster clubs as of May 2018:

Cross-Country	Tennis (Boys & Girls)
Field Hockey	Volleyball
Football	Basketball(Boys & Girls)
Gymnastics	Swimming(Boys & Girls)
Soccer (Boys & Girls)	Wrestling
Softball	Lacrosse (Boys & Girls)
Baseball	Track (Boys & Girls)
Cheers	Poms

ATHLETICS

Students who desire the opportunity to challenge their interests and skills are encouraged to participate. There is no discovery for the student unwilling to say, “I will try.” The Cherry Creek Board of Education has made a broad variety of athletic/activities available to allow students the opportunity of experimentation, the heart of secondary education. Students are encouraged to explore their potential, for without the experience of trial, one will never know, ultimately limiting their growth experiences.

Participation in activities and athletics has proven to be a major contributor to wholesome lifetime values, a step toward achieving successful adulthood, but never without self-discipline. Those who participate are representing not only themselves but also their student body, faculty, family and parents of their school. Where else can individual identity equal this opportunity when shared with a common knowledge that individual responsibilities go hand in hand as related to voluntary participation? Commit to prepare for life rather than repair.

The interscholastic athletic and activity program may benefit the entire student body and community in the following way:

1. by developing an understanding and appreciation of the values which interscholastic athletic/activities occupy in the American culture, and developing sound educational attitudes toward them;
2. by educating the student body, as participants, in their appreciation of the athletic/activity opportunities at the high school level;
3. by serving as a focal point for the morale, spirit, and loyalty of students and parents by providing a common meeting ground and enthusiasm which is shared by all;
4. by providing a wholesome program of interscholastic athletic/activities in which students, parents, patrons, and friends of the school may share, to the end that the loyalty of these groups to the school may be constantly renewed and strengthened;
5. by extending the opportunity for emotional, social and physical development with guidelines established for the supervision of the same;
6. by providing the best known means for predicting student success in later life through successful participation in high school athletic and activity programs.

General expectations for students participating in athletics-activities and representing their school.

1. A student is expected to abstain from being under the influence of, using, possessing, distributing, selling, giving, or exchanging alcohol, tobacco, marijuana, anabolic steroids, other controlled substances or counterfeit drugs. Furthermore, the student is expected to abstain from using, possessing, distributing, selling, giving, or exchanging any drug paraphernalia. Peer pressure and media coverage of how many young adults have ruined their career have diminished the expectation that high school students will abstain from substance abuse. Our expectation has not changed and the Cherry Creek Schools will remain firm in our desires to establish student leadership that rejects substance use or abuse.
2. All participating students are expected to place their academic school day above all else and devote their attention to achieving in the classroom. Activities/athletics are considered a supplement to their overall education.

3. As a representative of a Cherry Creek District school, a participating student is expected to act on, as well as off campus, in a way which will not bring discredit upon himself/herself or the school.
4. The participating student's personal appearance should reflect cleanliness and concern for his/her well-being, as well as concern for those with whom he/she is associated.
5. All participating students are expected to set a positive example for the total student body, conducting him/herself always as a prudent human being, and endeavoring to be a leader regarding all school policies governing student behavior.

The above information will be perceived as a strength or weakness by each student depending on their willingness to escape from being mediocre to truly wanting to be the best they can achieve.

Student Activities (Co-curricular/Extracurricular Policy JJ)

The goal of the Cherry Creek School District educational program shall be to develop to the highest level possible the individual potential of each student. One important method which should be employed by staff in achieving this goal is to provide opportunities at all levels, but particularly at the high school level, for constructive opportunities on an intra- and inter-school basis. However, participation in such activities shall be a privilege-not a right. The high school interscholastic athletic/activity program shall be one part of this total staff effort.

This policy shall provide general guidance to staff and participants in the organization and implementation of the athletic/activity program.

Overall supervision and direction of the high school interscholastic athletic/activity program shall come under executive director of secondary education. The principal of each building shall appoint an athletic/activity director to serve the school and to work in close cooperation with the office of the executive director of secondary education and league affiliates to promote the betterment of athletics/activities within the school district.

Each building athletic/activity director shall:

1. Periodically evaluate the nature, procedures and regulations of the interscholastic athletic/activity program.
2. Interpret district, league and state policies and enforce

procedures and regulations concerning the athletic/activity programs.

3. Inform parents, students and teachers of athletic/activity procedures and regulations.
4. Make available to interested individuals an up-to-date copy of the Cherry Creek School District Interscholastic Athletic/ Activity Handbook.

Cherry Creek high schools as members of the Colorado High School Activities Association (CHS AA) shall support the concept, constitution and by-laws of this organization as they pertain to high school athletic/activity policies. Athletic/activity procedures and regulations shall be governed by the Interscholastic Activity Handbook, Centennial League policies and the CHSAA Handbook.

Athletic/activity programs shall be considered for addition to present programs upon acceptance by the Centennial League and CHSAA as an approved interscholastic sport or activity.

All provisions of this policy shall be communicated appropriately to staff, students and parents.

Adopted August 8, 1966

Latest revision August 9, 1982

Revised to conform with practice: date of manual adoption

Note: See the Cherry Creek School District Interscholastic Athletic/ Activity Handbook for further details.

Interscholastic Program

The Cherry Creek District High Schools, Cherokee Trail, Cherry Creek, Eaglecrest, Grandview, Overland and Smoky Hill, being members of the Colorado High School Activities Association, support the concept, Constitution and Bylaws of this organization as it pertains to high school athletic policy. Athletic procedures and regulations will be governed by Cherry Creek School District, Cherry Creek Schools Interscholastic Athletic Handbook, Centennial League Policies and the Colorado High School Activities Association Handbook.

CHSAA Administrative Procedures—Athletics-Activities

1. **General Eligibility Rules** for All Athletes and Activities as a student shall be eligible to represent his/her school in an interscholastic activity sanctioned by the

Colorado High School Activities Association if such student meets the following specific requirements:

- A. The student is a bonafide undergraduate member of his/her high school.
- B. In the judgment of the principal of the student's school he/she is representative of the school's ideals in matters of citizenship, conduct and sportsmanship.
- C. **EXPULSIONS** - A student who would be ineligible in any school because of expulsion, denial of admission or negotiated withdrawal may not become eligible for competition at any level by transferring. The period of ineligibility is determined by the school at which the ineligibility occurred. A transfer at the beginning of the school year does not decrease or eliminate the period of ineligibility caused by the expulsion. A student may not transfer schools to avoid expulsion time periods.
- D. During the period of participation, the student must be enrolled in courses which offer, in aggregate, a minimum of 2 1/2 Carnegie units of credit per semester and must not be failing more than the equivalent of one-half Carnegie unit of credit.
- E. (For purposes of this paragraph, academic eligibility shall be determined by the student's grade in progress from the beginning of the grading period of each class, as determined by the policy of the student's school, to the close of the certification day for the interscholastic activity in question. In all cases, the periods of eligibility and ineligibility must be equal and at no time may the two groups be eligible on the same day.)
- F. He/she must have been eligible in accordance with paragraph "D" above at the close of his/her last prior semester of attendance.
- G. During the semester preceding the semester in which the student wished to participate in any

interscholastic activity, the student must not have failed more than the equivalent of one-half Carnegie unit of credit. (Note: For purposes of eligibility, a semester is considered to begin on the first pupil contact day, as defined by the Department of Education, following the completion of the preceding semester.)

- H. **Regaining Eligibility**—Students who have not met the general eligibility requirements at the close of a semester may regain academic eligibility on the sixth Thursday following Labor Day for the first semester and on the Friday immediately prior to March 10th for the second semester.
- I. **In-season student athletes** must be in attendance for at least one-half of their daily classes in order to be eligible to compete or practice on that day, unless an advanced approval for absence is on file in the Attendance office.
 - 1) The number of credits failed or passed during a semester shall be determined from the student's school transcript and shall include all classes taken during the semester. Fractional credits awarded or not awarded by the school shall be arithmetically added at the end of each semester to determine eligibility for the succeeding semester. If, after credits are totaled and failing credits total more than 1/2 credit, (.50), students will not be eligible according to Paragraphs (d) or (e) of Article 16- General Eligibility. For the purpose of athletic eligibility, an 'I' (Incomplete) is considered an 'F' (Failing).
 - 2) A student who drops out of school after having been enrolled and in attendance fifteen days will not be eligible for the following semester of his/her attendance. If the student attends fifteen days or more during the semester he/she must complete the required number of credits for the whole of that semester to be considered for eligibility during the next semester.

- 3) Summer school courses completed after the close of the second semester may be used to replace any Carnegie units failed. Equivalent courses taken must be accepted by the school toward graduation. The equivalent credits must be completed by the Thursday prior to Labor Day. Credits made up through summer school must be in the same curricular area, be accepted to meet graduation requirements of classes previously failed and be recorded on the student's transcript. A class in an area required for graduation may be taken to replace Carnegie units failed in an elective class. Written notification of a student(s) regaining eligibility, through summer school, must be included with the first semester eligibility report.

No make-up work shall be permitted after the close of the semester and/or the designated periodic eligibility check for the purpose of becoming eligible; and a "condition" (incomplete, unfulfilled outcome, etc.) shall, for the purpose of becoming eligible; and a "condition" (incomplete, unfulfilled outcome, etc.) shall, for the purpose of determine eligibility, count as a failure.

MANIFEST HARDSHIP FOR INCOMPLETE - A student failing to complete work during the normal semester because of a manifest hardship (injury, illness, or other circumstances beyond his/her control) may be permitted, at the discretion of his/her high school principal, to make up the work within a reasonable time following the student's recovery. A "reasonable time" in most cases would be a like number of days which the student was absent from school. Notification must be filed with CHSAA.

Dropping out of school for work or financial reasons does not constitute manifest hardship.

Note: Before enrolling in summer school classes, CONTACT the Registrar's office to verify that the courses you are taking will be accepted by your school.

2. High School Weekly Eligibility for All Athletes

Teachers are required, through the guidance of the athletic office, to provide a weekly summary of all athletic participants who are doing failing work. Two

failing grades during any reporting period constitute ineligibility for the following week and/or until at least one failure has been removed following a one week ineligibility. Also, two unsatisfactory behavior grades during any reporting period constitute ineligibility for the following week. .

3. Age and Attendance Requirements for Athletes

- A. You are eligible to enter interscholastic competition if your nineteenth birthday falls on or after August 1st.
- B. In a three year high school, you are eligible to compete for six consecutive semesters; in a four year school, you are allowed eight consecutive semesters. (Cases involving unusual circumstances should be submitted to your building athletic director)

4. See Athletic Director for Transfer Rule. and visit www.CHSAANow.com for transfer rules

Eligibility below the Varsity Level

A student declared ineligible based on "E", may be granted Restricted Eligibility following the approval of a Restricted Residence Waiver by the CHSAA Commissioner. The waiver must be signed by the principals of the sending and receiving schools.

Undue Influence—Recruited Students

A student who transfers schools because of the recruiting efforts of school athletic staff members and/or school representatives of athletic interests (as defined in Article 18 of the CHSAA by-laws) shall be declared ineligible for a period of time to be determined by the commissioner. Such period may exceed one year.

- A. **HARDSHIP:** If questions arise or you are in doubt, consult your building Athletic Administrator. Exception: The Commissioner, after receiving the recommendation of the school, the league and the losing school may grant eligibility for transfer due to hardship. A hardship is an unforeseeable, unavoidable AND uncorrectable act, condition or event which

causes the imposition of severe and nonathletic burden upon the student or his/her family.

1) This is to include the case of orphans, children of overseas military transfers, foreign exchange students, children who are wards of the state or of a court and children from broken homes.

2) No consideration for waiver may be granted if by doing so the action will result in a student who was ineligible in the sending school becoming eligible in the receiving school.

3) Hardship appeals must be processed by the principal of the receiving school on the appropriate CHSAA form and in concert with the specific guidelines.

B. Check with your building athletic director for CHSAA Transfer rule updates.

C. All foreign students need to check in with the athletic director before going out for a sport. This includes Foreign Exchange Students.

5. Definitions

Specialized Sports Camps (9-12)

A. A sports camp is defined as an instructional class limited to one sport involving physical participation by the individual student.

B. No coach or school representative may directly, or by implication, direct a student to attend said camp/camps as a condition to practicing, participating, or otherwise influencing a student's opportunity to participate in any school sport/activity.

C. All registration, fees, and scheduling are to be coordinated through Cherry Creek Schools Summer Recreation Program.

D. All winter or spring sport activity must conclude by the ending date of Summer School. In addition, proper maintenance cannot occur unless this time frame is maintained. Legion Baseball is an exception (grandfather clause.)

Use of School District Athletic Equipment

School district-owned athletic equipment is not to be issued to individuals or groups outside the date of the formal practice season of each respective sport during the school year unless school-owned athletic equipment related to the function of the Cherry Creek Schools Summer School Recreation Programs or American Legion Baseball has been approved for use by the local building Principal and Athletic Director. Exception is made for athletes traveling to commercial football camps.

Competitive Season

The competitive season is that time designated in the CHSAA Bylaws for each sport during which interscholastic games may be held. There may be no sanctioned inter-school competition except during the competitive season.

Practice Season

The season designated in each sport Bylaws of the CHSAA is the sports season during which formal practice sessions may be held. Practice is defined as that period of time during which FORMAL PRACTICE is authorized by CHSAA bylaws and the school administration during which an assigned coach is instructing one or more of his/her team members.

Fall Sports August 6

Winter Sports November 9

Spring Sports February 25

Outside Competition

Sports Season Defined: A sports season begins with the first formal practice session as established in the CHSAA bylaws and ends with the final state championships in that sport.

EXCEPTION: The sport season ends for a member of a high school athletic team on the day following the completion of his or her school's competition at the level which the student competes.

NOTE: Players certified to participate as members of any high school sport team may compete on any other team in any non-school activity or event in the sport during that sports season with the express written

permission of the principal; which permission shall be granted if:

- A. The student's class attendance is not compromised; and
- B. The student is in good academic standing under the school's activities policy applicable to all students:

*Section B) includes team rules and other school policies that are applied and adhered to by all students. The principal may deny permission only when the student fails to meet the requirements of (A) and (B) above.

Members of any high school sport may not practice with any individual or non-school group without prior written permission of the high school principal. NOTE: This is not to be construed to allow non-school people to participate in school practices or scrimmages.

CHSAA VIOLATION OF OUTSIDE COMPETITION/PRACTICE RULE

Any student who does so participate in violation of CHSAA Bylaws 2100.2 and/or 2110 shall be ineligible to participate in a specific or all interscholastic athletic activity for a period of time to be determined by the CHSAA Commissioner.

Scrimmage

All sports may conduct interscholastic scrimmages on two dates between the tenth day (including the first day of practice, but not including Sundays) after the start of formal practice in fall sports and may be held on the 6th day (including the first day of practice, but not including Sundays) after the start of formal practice in a winter and spring sport until the conclusion of the sport season.

EXCEPTION — Golf, softball and tennis scrimmages may be conducted from the start of the competitive season until the final state championship. A sophomore, junior varsity and varsity may all scrimmage on the same date. This will count as one scrimmage.

All participants in interscholastic scrimmages must have complete nine/five days of formal practice in the sport they are representing. Scrimmages may not be held with non-high school teams or individuals.

PARENTAL ADVISEMENT—WARNING OF RISK

Serious catastrophic and perhaps fatal injury may result from athletic participation

Many forms of athletic competition result in violent physical contact among players, the use of equipment which may result in accidents, strenuous physical exertion and numerous other exposures to risk of injury. Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution or supervision will totally eliminate all risk of injury. Just as driving an automobile involves chance of risk, athletic obligation of parents and students in making this choice to participate cannot be over-stated. There have been accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment as a result of athletic competition.

By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists. Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition.

Students must adhere to that instruction and utilization and must refrain from improper uses and techniques. As previously stated, no amount of instruction, precaution and supervision will totally eliminate all risk of serious, catastrophic or even fatal injury. If any of the foregoing is not completely understood, please contact your school principal or athletic director for further information.

ATHLETIC SUSPENSION – VIOLATIONS OF ATHLETIC POLICIES (JJI-R)

Eligibility

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

Interscholastic Athletic Code

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

1. A student shall be deemed eligible to represent a school in an inter-school activity if such student meets the following specific requirements:

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

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

1. Participants at the high school level must pass a physical examination as requested, and the examination must be consented to by the participant's parents/guardians. It is strongly recommended students at the middle school level pass a physical examination before participating in interscholastic athletic activities.

2. Participants at the high school level must maintain school athletic insurance or family insurance coverage in an amount required by the school district and certified to by the participant's parents/guardians. It is strongly recommended students at the middle school level maintain school athletic insurance or family insurance coverage before participating in interscholastic athletic activities.
3. The following activities are expressly prohibited by students participating in interscholastic athletics on or off school district premises:
 - a. Use, possession, sale, distribution or exchange of alcohol, tobacco, marijuana, or other illegal drugs, counterfeit drugs or drug paraphernalia.
 - b. Continued willful disobedience or open and persistent defiance of proper authority.
 - c. Willful destruction or defacing of school property.
 - d. Behavior which is detrimental to the welfare, safety or morals of other people or of school personnel.
 - e. Conviction of any criminal offense in the municipal, county or district courts other than minor traffic violations.
4. Participants shall maintain appropriate standards of academic performance and class attendance.
5. Participants will abide by general school and community principles of good sportsmanship and conduct.

Disciplinary Procedures and Athletic Sanctions

Students determined to be in violation of any of the foregoing shall be subject to appropriate disciplinary sanctions. The determination to impose sanctions related to participation in interscholastic athletics and the nature

of the sanctions to be imposed shall be made by the principal or his or her designee.

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

Investigation of Alleged Violation(s)

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

Notification

- a. Any student athlete alleged to be involved in misconduct relating to the rules of the Interscholastic Athletic Code will be notified as soon as possible of the allegation of misconduct. Upon receipt of the allegation, or as soon as possible thereafter, an investigation will be conducted by the coach in conjunction with athletic and administrative personnel.
- b. As part of the investigation, the student athlete will be provided an opportunity to present his side of the story. This does not include the right to secure counsel, to confront and cross-examine witnesses, or to call his own witness to verify his version of the incident. If the student denies the charge(s), he will be given an explanation of the evidence the principal or designee has received.
- c. A reasonable effort will be made to contact the parents and give them an opportunity for input.

- d. During the time of the investigation, the athletic director and/or administrator may impose restrictions on the participation of the student athlete in question.
- e. Upon conclusion of the investigation, and prior to the imposition of a disciplinary sanction, it is recommended the principal, or his or her designee, should notify the student and his or her parents/guardians of the outcome of the investigation and the sanctions which will be imposed. The principal or designee may provide an opportunity to the student and his or her parents/guardians to answer questions about the action taken. However, the principal or designee may, where he or she determines it to be appropriate and in the best interests of the school and/or the athletic activity, impose sanctions prior to or without such discussion.

Athletic Sanctions

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

1. All school suspensions will result in an athletic suspension, regardless of the reason. If the athlete is not currently in a sport they will be suspended the appropriate number of days from the immediate next sport they are registered in. Athletes may not register for a new sport they have not previously participated in, in an effort to avoid suspension from their "primary" sport. The participation agreement for athletics outlines in detail the rules for participation which are to be followed year round, 365 days a year.
2. Referral to the appropriate coach for disciplinary action.
3. Placement on probation for a number of days and/or upon such conditions as may be determined to be appropriate, including consideration of probation guidelines as provided in the High School Interscholastic Participant Card.

4. Suspension from participation in a specific number of athletic events, including consideration of the number of prohibited events as provided in the High School Interscholastic Participant Card.
5. Suspension from the athletic team for the remainder of the season.
6. Denial of the opportunity to obtain school awards in the sport in which the student was participating when the violation of rules occurred. (Athletic awards require not only participation, but also completion of the season in good standing.)
7. Suspension from athletic competition for the remainder of the school year and/or extending into succeeding school years.

Disposition

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

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

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

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

Cherry Creek School District#5 High School Interscholastic Participation Card

SIGNING DAY

Cherry Creek High School recognizes all student athletes that have participated in a CHSAA sanctioned sport and have signed to play at the collegiate level. This includes Division 1, 2, and 3 as well as junior college and preferred walk-ons. We also recognize anyone that will be participating at the collegiate level whether that means it is a sport that is not offered such as rowing or the student-athlete played a sport, just not at Cherry Creek, such as soccer. We do require documentation from the future school/athletic program and we require a student finish the athletic season in good standing.

We do not recognize individuals who are playing a "club" sport at the collegiate level. Also note it is the student's responsibility to notify the athletic office of the signing. Please reach out to our athletic department with any questions or concerns.

ATHLETIC LETTER AWARDS

I. All awards will be in accordance with the requirements set forth by the Centennial League in addition to the scholastic and training rules as set for the by each respective high school. NOTE: An athlete must complete a sport's season in good standing in order to receive an Athletic letter and/or other awards for that sport.

II. The letter award is purchased and presented by the school.

No award of any kind other than awards by the school, the State Association or a group approved by the school or the Association, and limited in value to \$50.00 per award plus engraving shall be made to participants in any inter-school activity. If unapproved awards are offered and accepted by participants, such participants shall jeopardize their eligibility to represent their school in any inter-school activity, and further, such acceptance shall jeopardize standing of the school in the Association, and may result in the suspension of the school.

III. Centennial League regulations regarding letter, jackets and sweaters:

A. Stripes on a sweater or bars on the letters are to be the official means of showing numbers of years of participation. Both stripes and bars are NOT to be used.

1. Sweaters-one stripe of contrasting school color on left sleeve for each year lettered.

Letter to have only insignia of sport in which letter was earned.

2. Jackets-no stripes or chevrons on sleeve. Letter may have insignia of sport in which letter was earned plus one bar for each year earned.

- B. There shall be no recognition other than the above worn on the letter jacket or sweater (Example: multicolored stripes, bars, stars, name plates, medals, etc.)
- C. It is possible to win four letter awards in a four-year high school.
- D. Letters or numerals shall not be awarded for junior varsity or sophomore squads.
- E. Each manager's letter shall be a six-inch letter with "MGR" printed thereon.
- F. A letter may be a maximum of six inches, to be worn on jackets or sweaters.

IV. General Centennial League Rules

- A. A player must be eligible under the rules of the Colorado High School Activities Association and the Centennial League, in addition to the scholastic, citizenship, and training rules as set forth by his/her own school.
- B. A varsity letter may be awarded to seniors who have been regular members of a squad for three years, and who have fulfilled other requirements, providing he/she has not previously been awarded a letter in that sport.
- C. A student must be eligible by the Colorado High School Activities Association rules at the time the award is made. Awards should be made at the completion of the respective sport season.
- D. In addition to the above requirements, the player must fulfill specific requirements under each varsity sport as listed:
 1. Football
 - a. Play in one-third (1/3) of the total quarters of all games scheduled, or
 - b. Play in a state play-off game, from state quarterfinals on.
 2. Basketball
 - a. Play in one-third (1/3) of the total quarters of all games scheduled, or
 - b. Play in a state tournament game.
(This includes league tournament for state qualifying.)

3. Wrestling
 - a. Wrestle in two-thirds (2/3) of the varsity dates scheduled, or
 - b. Wrestle in the regional meet or state meet.
4. (Ice) Hockey
 - a. Must play in one-half (1/2) of total periods of all league and non-league games.
5. Track
 - a. Earn an average of at least one point for each regularly scheduled meet during the season, or
 - b. Score in a major meet (any meet where six or more schools are competing).
 - c. Participate in the state meet.
6. Baseball
 - a. Play in 33% of the innings of games scheduled, or
 - b. Play in a state play-off game.
 - c. Pitchers are to pitch in 23% of the innings of all scheduled games.
 - d. Play in game beyond sub-district level.
7. Golf
 - a. Play in at least two-thirds (2/3) of the varsity meets scheduled, or
 - b. Participate in the state tournament.
8. Tennis
 - a. Play in at least two-thirds (2/3) of the varsity meets scheduled, or
 - b. Participate in the state tournament.
9. Gymnastics
 - a. Participate in two-thirds (2/3) of the scheduled varsity meets, or
 - b. Participate in the state tournament.
10. Swimming
 - a. Earn an average of at least three points for each regularly scheduled varsity meet during the season, or
 - b. Individually score in a major meet where six or more schools are competing, or

- c. Be a member of the relay team which places in the top four, where six or more schools are competing, or
- d. Participate in 65% of the varsity meets scheduled, swim a state qualifying time, or
- e. Participate in the state meet.

11. Cross Country

- a. Participate in two-thirds (2/3) of the scheduled meets, or
- b. Place individually in the top ten in any major meet where six or more schools are competing, conference meet or state meet, or
- c. As a team member, place in the top three of any major conference or state meet.
- d. As a "B" or "C" runner, run a time that would have placed in the top 50% of the varsity competition that day. This meet would then count as participation in a varsity race for lettering purposes.

12. Soccer

- a. Participate in 50% of the total quarters played during the regular varsity season, or
- b. Participate in a state play-off game.
- c. Play in a game beyond sub-district level.

13. Softball

- a. Play in 33% of the innings of games scheduled, or
- b. Play in a state play-off game.
- c. Pitchers are to pitch in 23% of the innings of all scheduled games.
- d. Play in game beyond sub-district level.

14. Lacrosse

- a. Must play in one-half (1/2) of total periods of all league and non-league games.

15. Field Hockey

- a. Must play in one-half (1/2) of total periods of all league and non-league games.

16. Volley ball

- a. Must play in two-thirds (2/3) of the matches scheduled for one season.
- b. Play in a game beyond sub-district level.

17. Cheerleading

- a. Must make the squad through a tryout procedure that is set up by the cheerleading coaches.
- b. Participate in more than $\frac{3}{4}$ of all schedule games.
- c. Attend more than $\frac{3}{4}$ of all scheduled practices.
- d. Maintain the required academic eligibility each season.

18. Pom Pons

- a. Must make the squad through a tryout procedure that is set up by the pom pons coaches.
- b. Participate in more than $\frac{3}{4}$ of all scheduled games,
- c. Attend more than $\frac{3}{4}$ of all scheduled practices.
- d. Maintain the required academic eligibility each season.

19. Managers

- a. Managers will letter upon recommendation of the coaches. First year or assistant managers should serve one year of apprenticeship before the letter is awarded. The head coach may recommend a letter for outstanding service the first year.

20. Other

- a. A letter may also be awarded to an athlete at the discretion of the coach, Athletic Director, and school administration.
- b. Athletes must also finish the season in good standing to receive a letter award.

INFORMATION FOR PROSPECTIVE COLLEGE ATHLETES

Students who wish to participate in collegiate athletics at the Division I or II level must apply for certification with the National Collegiate Athletic Association (NCAA) Eligibility Center after their junior year in high school. Cherry Creek High School counselors can assist students

in completing the necessary application. The website is www.ncaaeligibilitycenter.org.

The most comprehensive guide for athletes is the **NCAA Guide for the College Bound Student Athlete** produced by the NCAA.

This Guide has been designed to help you and your family understand the NCAA initial-eligibility process and to prepare you for transitioning from high school to becoming an NC AA Division I or II student-athlete. With more than 1,000 colleges and universities across three divisions, NCAA schools offer a variety of academic and athletic programs to meet your needs. The NCAA Eligibility Center encourages you, the student, to take an active role in this process. Take time to complete registration yourself or jointly with your parents. As a future student-athlete, it is important that you become personally involved.

Download the comprehensive guide for free at:
<https://www.ncaapublications.com/p-4354-2015-16-necaa-guide-for-the-college-bound-student-athlete-sold-as-a-package-of-25.aspx>

List of NCAA Approved Core Courses (formerly 48H)

The NCAA Initial Eligibility Center has approved courses for use in establishing the certification status of student athletes from Cherry Creek High School. If you intend to participate in college athletics, please see your counselor concerning how this list affects your registration for classes.

To access Cherry Creek's List of Approved Core courses:

- Go to www.ncaaeligibilitycenter.org.
- Click on "General information"
- Click on "List of Approved Core Courses" on left hand side.
- Enter our high school code 060515 in the box and click "Submit"
- Click on the "All Subject Areas" box and then click "Continue"
- You now have the most up to date list of our approved Core courses.

Be aware that not all CCHS Core Courses are approved by the NCAA Eligibility Center.

We strongly encourage student-athletes and parents to consult the list of approved Core Courses early in their academic planning to ensure that approved courses are selected.

STUDENT ACTIVITIES

Student Activities Director

The Activities Director is in the Activities office located in the I.C. Building. The Activities Director oversees student activities and leadership, schedules facilities for activity use, and establishes guidelines for the entire activities program at Cherry Creek High School. In order to schedule an activity, each club or service organization must adhere to the following process:

1. For any event which takes place on the CCHS campus, club sponsors must submit scheduling requests on the Facilities Scheduling system (online scheduling system). This includes all regular club meetings or any event, before or after school. In addition, all fundraisers or off-site club activities must be indicated on the scheduling system. All scheduling requests must be approved by the Activities Director before an event can take place. **Scheduling requests must be completed by the sponsor.** Students may not create a schedule request on the scheduling system.
2. Depending on the scope of the activity, specific club members and/or sponsors will work with the Activities Director on an overall plan to ensure a successful project.
3. The sponsors of events are the adults responsible for attending and supervising the events. It is the responsibility of the sponsor and students to verify that the facilities and event have been scheduled.

GENERAL ACTIVITY PROCEDURES

Each high school has numerous activities encouraging student participation throughout the school year. Information is available in the school Activities Office at any time and on the school website.

Certain activities fall under the guidelines of the Colorado High School Activities Association constitution and bylaws, the same as our athletic programs.

The General Eligibility Rules listed in this handbook apply to the following:

1. Vocal Music
2. Marching Bands
3. All-State Symphony Orchestra
4. All-State Choirs
5. Honor Band
6. Speech/Debate

Each school may establish their own guidelines to govern their activities beyond the CHSAA Bylaws as listed in General Eligibility.

At Cherry Creek every club or group that travels or attends competition is subject to eligibility rules per Activity Director and the club Sponsor's discretion.

SCHOOL ANNOUNCEMENTS

All school announcements are read on Mondays and Athletic announcements are read on Wednesdays over the school P.A. system. On Fridays video announcements will be shown in classrooms during 1st period. Student announcements are also on the Creek App. All information on class rings, graduation announcements and commencement is available in the Activities Office and school website.

Formation of a School Club

The formation of a new club is authorized by the Activities Director. Any group wishing to organize a club should plan the following:

1. Have aims, ideals, goals, and activities to add to general constructive value of the school.
2. Have a member or members of the Cherry Creek High School faculty as the sponsor.
3. Have equal opportunity for all eligible Cherry Creek High School students who might desire membership.
4. Develop a constitution, attach a roster with a minimum of ten students and present application for approval to the Activities Center.

USE OF POSTERS AND OTHER MEANS OF COMMUNICATION

To help communicate with the student body more effectively, the following policies have been established:

1. **All** posters, signs, and announcements of any kind must be approved and stamped in the Activities Office.
2. Only posters advertising school-sponsored activities will be approved and displayed throughout the school
3. The Activities office will provide both paper and masking tape for club/activities only. There shall be NO glitter on posters.
4. All communications shall be **removed by the sponsoring group** immediately after the event.
5. Masking tape is the **only** material that may be used to attach posters or other communications.
6. The masking tape as well as the posters must be removed from the surface to which it was attached. If damage to walls occurs due to use of anything other

than ordinary masking tape, the group hanging the posters will be financially responsible for the repair.

7. **No** posters are permitted outside. No posters may be hung from the roof of any school building.
8. **No** poster or communication of any kind may be attached to any **glass surface** (windows, doors, showcases) or insulated tile. Communications attached to bulletin boards must be stapled.
9. **No** ladders or other devices may be used to hang posters. Absolutely no climbing is allowed to hang posters.
10. **No** posters may be hung in the tunnel connecting the IC and Fine Arts buildings.
11. Announcements sized 8 x 11 inches are limited to 50 copies throughout campus.
12. Posters are limited to a total of eight posters through the campus. No more than one poster may be hung per wall. We recommend 2 posters per building, with
13. There is a Community Board located by the west door of the I.C. Building where notices of non-school events may be posted.
14. There is a Job Board for job postings for students by the west door of the IC Building.
15. **No** "commercial" communication may be displayed on the Cherry Creek campus, except on the Community Board. Questions regarding "commercial" communications should be directed to the Activities Director.

SPIRIT WEEK/HOMECOMING 2018

Spirit Week, September 24-28, is a week of diverse, fun activities for all CCHS students and alumni. Spirit Week activities include the Movie on Baseball Field, Jazz on the Green, Dodgeball, the Homecoming Carnival and the Homecoming Game. The Homecoming Dance will be held on Saturday, September 29th, from 8:30 p.m. to 11:30p.m., in the South Gym. All non-CCHS guests must be pre-registered in the Activities office by Thursday prior to the dance.

POWER WEEK 2019

February 4 – 8th will mark the 10th annual Power Week, where the school unites to raise money to support the Gabby Krause Foundation. During the course of the week, the students host several daytime events for all students to participate in, including penny wars, dress-up days, breakfast burrito sales and a school wide pep assembly. Night time events include Bucket Ball, the

Brain Bowl, Mr. Creek, the Talent Show and several restaurant fundraisers.

The Cherry Creek High School App, Twitter, and Web Page will provide updates and notifications about Power Week, including ways to donate directly to the Gabby Krause Foundation.

JUNIOR/SENIOR PROM

Each spring, the Junior Class senators organize the Junior/Senior Prom. Prom is scheduled for Saturday, May 4th, from 9:00- midnight. Any senior that has fines on their PowerSchool account will not be allowed to attend Prom or After Prom.

CLUB FAIR

The all school Club Fair gives students a glimpse of Creeks' varied clubs. The Club Fair also provides students with the opportunity to sign up for the clubs in which they want to participate. Date: August 31, 2018, 11:00 a.m. to 2:00 p.m. on the Quad.

STUDENT SENATE 2018-2019

Below is a list of the elected members of student government.

Student Body Officers

President	Emmett Miller
Vice President	Alex Shoflick
Secretary	Molly Widoff
Treasurer	Sophie Shepard
Activities Coordinator	Carson Creech

Senior Class Officers

President	Mable Miao
Vice President	Brooke Schmidt
Senator	Nick Fairbairn
Senator	Elle Gill
Senator	Michael Gromyko
Senator	Maxine Kugelmas
Senator	Ari Levine
Senator	Blake Miller
Senator	Hannah Jung

Junior Class Officers

President	Melanie Gong
Vice President	Abby Malloy
Senator	Katie Casey
Senator	Joel Douglas
Senator	Libby Fish
Senator	Josh Honig-Frand
Senator	Caroline Gruber

Senator
Senator

Kyle Rewerts
Sophia Stone

Sophomore Class Officers

President	Peyton Sax
Vice President	Ryan Zurcher
Senator	Braden Mayer
Senator	Aydan Metsch
Senator	Lindsey O'Brien
Senator	Ellen Roberts
Senator	Samantha Shoflick
Senator	Victor Stamenkovic
Senator	Ben Stroehrer
Senator	Jake Topalian
Senator	Lauren Vives

Freshman Class Officers

Senator	Lana Ades
Senator	Yvonne Cheng
Senator	Thomas Fischer
Senator	Ally Henry
Senator	Delaney Kerber
Senator	Kel McDavid

CCHS "ACTIVITIES" CODE OF CONDUCT

The Cherry Creek High School administration, faculty, and staff view student activities as an extension of the classroom and educational experience. As such, students are encouraged to participate actively in various clubs, organizations, and activities. Cherry Creek High School students have a long tradition of excellence, integrity, and respect within the school and in our community. It is assumed and expected CCHS students will be a positive representative of Cherry Creek High School and the Cherry Creek School District on and off campus. Any Cherry Creek High School student involved in a school sponsored activity and/or representing CCHS off school grounds, which includes all volunteer and travel activities, is expected to follow all team/club/performing group, school, and district policies. Any actions or behaviors that jeopardize the safety and/or integrity of a performing group/team/club member or of the performing group/team/club is grounds for dismissal from the competition/activity/event, and may warrant additional disciplinary action.

PARTICIPATION AGREEMENT

All participants in Activities must sign the CCSD Participation Agreement. Copies may be found in the Activities Office. Consequences for failure to abide by the rules listed under the Participation Agreement will be enforced as is outlined in the Athletic section.

ADDITIONAL STUDENT INFORMATION

HEALTH SERVICES

CREEK has two health clinics staffed by registered nurses and trained health techs; one in room West 101 and one in room East 108. Both clinics are open from 7:50 am to 3:50 pm daily to assist students with general health concerns, acute illness, and emergency first aid as well as counseling and health education. Please feel free to contact the school nurses with any health related issue.

East Clinic

Kathleen Cline & Kim Mitchell 720-554-2206

The East Clinic is responsible for the health records of students with the last letter beginning with A-J and all ILC students.

West Clinic

Darcy Micco-Pace 720-554-2220

The West Clinic is responsible for the health records of students with the last letter beginning with K-Z.

All students may access both clinics during the school day.

IMMUNIZATION RECORDS

Colorado state law requires each student to have an up-to-date record of specific immunizations on file at school. Students new to district are required to submit their immunization record to the school nurse at check-in. Parent who choose to exempt their children from specific immunizations will be required to submit a signed exemption form at the start of every school year, as outlined by Colorado Department of Education. Seniors are given their certificate of immunization during check-out in May.

MEDICATIONS

High school students and their parents may choose to have over the counter and prescription medication dispensed by a school nurse in one of the clinics or may choose to take their medication on their own. (See School Board Policy JLCA)

Over the Counter Medications (OTC):

Students are allowed to carry their own over the counter medication at CCHS. Students should carry only a single dose in the original manufacturer's container. This is preferred so valuable class time is not interrupted. To be given occasional OTC medications in the clinics, the OTC online form is part of the student check in packet and must be completed. Medications listed on the permission form

are the only OTC meds dispensed. Permission forms must be completed every school year. ^h.

Prescription Medications:

All prescription medication taken at school must be in the original student specific pharmacy labeled container. Students should carry one dose only. To be given prescription medication in the clinics, a permission form signed by the prescribing physician and parent is required before the medication can be given to the student. Forms are available in the clinics and on the district website under "Health Services". A 30-day supply of medication may be kept in the clinic. Permission forms must be completed each school year.

Homeopathic Medications:

These medications require written permission for administration in the school setting signed by both a healthcare provider and the student's parent/guardian. Some homeopathic preparations may require a review from the Cherry Creek School District Medical Advisory Board.

Under no circumstances shall any students share any medications. They will be subject to disciplinary action if this occurs, per policy JLCA.

Illness/Injury and Early Dismissal From School:

The student should report to one of the clinics **with a note from their teacher**. If the student cannot report to the clinic the nurse will be called to the student's location.

Students unable to return to classes will be required to contact a parent or other adult designated on their Student Emergency Information to get permission to go home. Parents/Guardians are responsible for calling the Attendance Line at 720-554-2242 if their student goes home with an illness. Student may rest in the clinics on their off periods and with written permission of that period's teacher if during class time. Student with a 504 Plan have access to clinic as specified in their plans. The school nurse does not issue excuses for P.E.

LOST AND FOUND

The lost and found department will be maintained in the Security Office of the East Building.

CAFETERIAS

Cherry Creek High School operates a food court-style cafeteria in the West Building to meet the dining needs of our students. CCSD Food & Nutrition Services provides breakfast and lunch during periods 1, 4, 5, and 6. Pricing and menus are available online at the CCSD website under

Food & Nutrition Services. The information can be accessed directly at ccsdcafe.org. *Free and Reduced* meals are available to all students who qualify and are funded for a full meal. An application for free/reduced meals can be submitted online at ccsdcafe.org, or a written application can be obtained from the Food Service Manager in the cafeteria.

All students are assigned a PIN number to access their personal food service account, and money can be loaded onto this account for daily use. To load money onto student accounts, cash or a check may be submitted directly to the Food Service Manager in the cafeteria or parents may load money via the PAY PAMS system on the district website. A picture ID may be requested at time of purchase to confirm PIN number ownership. For any question regarding PIN usage, please contact the Food Service Manager at 720-554-2368. For any question regarding the food service program in general, please contact Erika Edwards, Director of Food & Nutrition Services at 720-886-7173.

Details:

- Hours of operation – 7:45 a.m. – 9:12 a.m., and 11:00 a.m. – 1:42 p.m.
- The cafeteria features standard American cuisine including pizza, burgers, fries, pastas, and other fare.
- A student lounge is available in the IC Building, and students are allowed to eat and drink in that area, as well as in the cafeteria.

DISPOSING OF LITTER

One of the main detractions on any campus, park or public place is usually the littered, grassed areas surrounding the buildings. This is a direct reflection on all the people using the facilities. No amount of supervision will improve a messy campus or change the attitude of those littering. Each must care about his own action and behavior before any progress will be seen. How do you regard yourself?

PETS AND ANIMALS

Students are not permitted to bring animals or pets to school. If, however, it does become necessary to do this for a special project or class, written permission must be obtained from the teacher involved.

REDUCTION OR REMOVAL OF TRANSPORTATION SERVICES

- I. Transportation services may be reduced or removed when in the evaluation of the Supervisor of

Transportation such services no longer are needed. Review by the Supervisor of Transportation include but are not limited to:

- A. Determination that eligibility no longer exists.
- B. Safety hazards have not been rectified.
 - 1. Route identification by route number and time.
 - 2. Number of students affected.
 - 3. Reasons for the reduction or removal.
- II. Individual schools are to assist in the forwarding of any or all the above information to affected parents and students.

TEMPORARY TRANSPORTATION SERVICES

- I. The requirement for providing transportation may be modified if safety or other conditions warrant. Such deviations from normal procedure /practice shall be temporary and shall be terminated when safety and/or contributing conditions are rectified.

The conditions for temporary transportation services must be reviewed as conditions exist or change, but at least on a semi-annual basis. Attempts to correct the problem shall be made as soon as possible.

- II. Non-transported students may be provided temporary services:
 - A. If the student is temporarily residing at an address outside the walking distance of his/her assigned school and is still within the school attendance boundary, temporary service may be provided if the following conditions are met.
 - 1. The temporary address is on an established route. The route will not be changed or a stop added.
 - 2. The student will ride the bus not less than one full day, i.e., ride both from home-to-school and school-to-home.
 - 3. If the bus capacity of the assigned student passengers permits (space is available).
 - 4. Requests are normally to be submitted to the Pupil Transportation Division not less than two school days prior to the requested date. Authorization must be approved by the Pupil Transportation Division.
 - B. A student who resides within the established walking distance of a transported school may receive temporary services for medical reasons. Provisions are not made for students of non-

transported schools. The following procedure shall be followed:

1. Send to the Transportation Department a doctor's note stating that transportation is necessary due to a medical condition.

III. Severe thunder-electrical storm or probable tornado.

- A. If students are already on the buses and into the route, the Pupil Transportation office will coordinate with each individual route driver whether to hold up the unloading of students. Drivers will follow established procedures to assure that students, while on the bus, are safe. Once the driver determines it is safe to resume running the route and unload the students, the driver will remind the students to go straight home.
- B. At dismissal time when students are still at school, students should remain at the school until the principal has determined that conditions are adequate for sending the buses out. (Guidelines for what is adequate should be further developed. In the meantime, the best judgment of the Principal, Transportation Department and Assistant Superintendent of Auxiliary Services should be used).
 1. When students are kept at school, the school should follow its own plan for severe electrical-thunder storms or probably tornado.
 2. Once released by the Principal, the driver will follow established procedures for severe thunder-electrical storm or probable tornado.
- C. Monitoring the severe thunder-electrical storms or probable tornados will be the responsibility of the Pupil Transportation office which will attempt to act as an information center for the schools and the Superintendent of Auxiliary Services.
 1. Commercial Radio Station KDEN, one of several FCC assigned emergency radio stations and an all news-weather radio station will be monitored by the Transportation Department. Suggestion – schools should do the same.
 2. Buses in affected areas will be (radio) checked to give actual weather or emergency conditions in their area.
 3. Telephone lines to the office of the Assistant Superintendent of Auxiliary Services will be available for immediate use to relay information.

4. First bus to arrive at an affected school will act as a relay to the Principal. A driver will normally stay with the bus. Principal or appointee will go to the bus to relay information to the driver.

IV. Evacuation of school (partial or total)

If it becomes necessary to evacuate a school, all available drivers will be assigned by the Transportation Department to effect this evacuation. In this instance, available drivers will be those assigned by the Transportation Department from whatever personnel (School District/non-School District).

- A. Overall coordination to be via two-way radio from the Assistant Superintendent of Auxiliary Services.
- B. Local organization to be conducted by the school Principal. Basically follow guidelines of Situation Two and keep the Office of Assistant Superintendent of Auxiliary Services informed.

STUDENT CONDUCT IN SCHOOL VEHICLES: POLICY JICC

The privilege of riding in a school vehicle is contingent upon a student's good behavior and observance of the Student Conduct and Discipline, Rights & Responsibilities and established rules and regulations for student conduct both at designated school vehicles stops and on-board school vehicles.

The operator of a school vehicle shall be responsible for safety of the students in the vehicle, both during the ride and shall students are entering or leaving the vehicle, Students shall be require to conform to all rules concerning discipline, safety and behavior while riding in school vehicle. It is vehicle operator's duty to notify the supervisor of transportation and the principal of the school involved if any student persists in violating the established rules of conduct.

The building principal may withhold from the student the privilege of riding in the school vehicle. Violations of district policies and regulations while in a school vehicle may also result in the student's suspension or expulsion and other disciplinary interventions.

Original Adoption: Policy: EEAEC, 1991

Retired from E-series Policies; Revised and Adopted: August 11, 2014

LEGAL REFS:

C.R.S. 22-32-109.1 (2)(a)(1)(B) (discipline code to address conduct in school vehicles)

C.R.S. 42-1-102 (88.2) (definition of school vehicle which includes a school bus)

CROSS REFS:

EEA, Student Transportations and subcodes

JIC, Student Conduct, and subcodes

JK, Student Discipline, and subcodes

SCHOOL CLOSURES AND STORM SCHEDULES

In the event of a weather delay or closure, parents will be notified via the Blackboard Connect phone message system. We also will post the notification on our district and school websites, Facebook, Twitter and notify the news media.

Parents can also call the Weather Delay and Closure Line or check the website:

- 720-554-4701
- <http://www.cherrycreekschools.org>

WHEN A SCHOOL IS CLOSED:

- All activities scheduled in District facilities are canceled.
- In-District sports events and team practices are postponed. If a league sports event is scheduled in another district, the host district determines whether it is postponed.

WHEN A SCHOOL IS ON DELAYED START:

- High School bus pickup and school start times are delayed 1 1/2 hours (90 minutes).
- Afternoon dismissal times will be the same as usual for all schools unless otherwise announced.

EARLY DISMISSAL:

If serious storm conditions or other emergency situations develop during the day, the district will monitor the situation and advise affected schools and the transportation department as soon as possible, of a decision to dismiss school early. When this decision is

made, this information will be posted on this website, recorded on the applicable area hotline and sent to the media as soon as possible.

LATE DISMISSAL:

In case of dangerous weather warnings or other dangerous conditions, a school may hold students past their dismissal time for safety reasons. This information will be posted on this web site, recorded on the applicable hotline, and sent to the radio and television stations as soon as possible.

IMPORTANT:

Parents are urged to make contingency plans for their child(ren) in the event of an emergency. Arrangements should be made for the child(ren) to go to a neighbor's house, or to have access to the home with directions for contacting a parent.

We understand that some parents may make a different decision for their families. If you feel the weather is too severe to send your child to school, please call your school's attendance line and let them know your child will be staying home. The absence will be excused.

CCHS PTCO (PARENT, TEACHER, COMMUNITY ORGANIZATION)

Established in 1975, the PTCO is the parent support group organized to promote better communication between parents, students, faculty, and administration. PTCO also provides volunteer assistance within the school. All parents and guardians of Cherry Creek HS students are welcome to attend the PTCO meetings on the second Thursday of each month and are encouraged to become active members at-large by receiving the monthly meeting minutes. (Please see September Home Herald for exact dates).

Being a liaison between parents and CCHS, the PTCO publishes Bear Tracks, the student directory, and the Home Herald, the parent newsletter; hosts the After Prom Party; sponsors teacher appreciation events and represents CCHS parents in numerous school and district groups. Please join us!

West Building Map

#1

CHERRY CREEK HIGH SCHOOL

WEST BUILDING

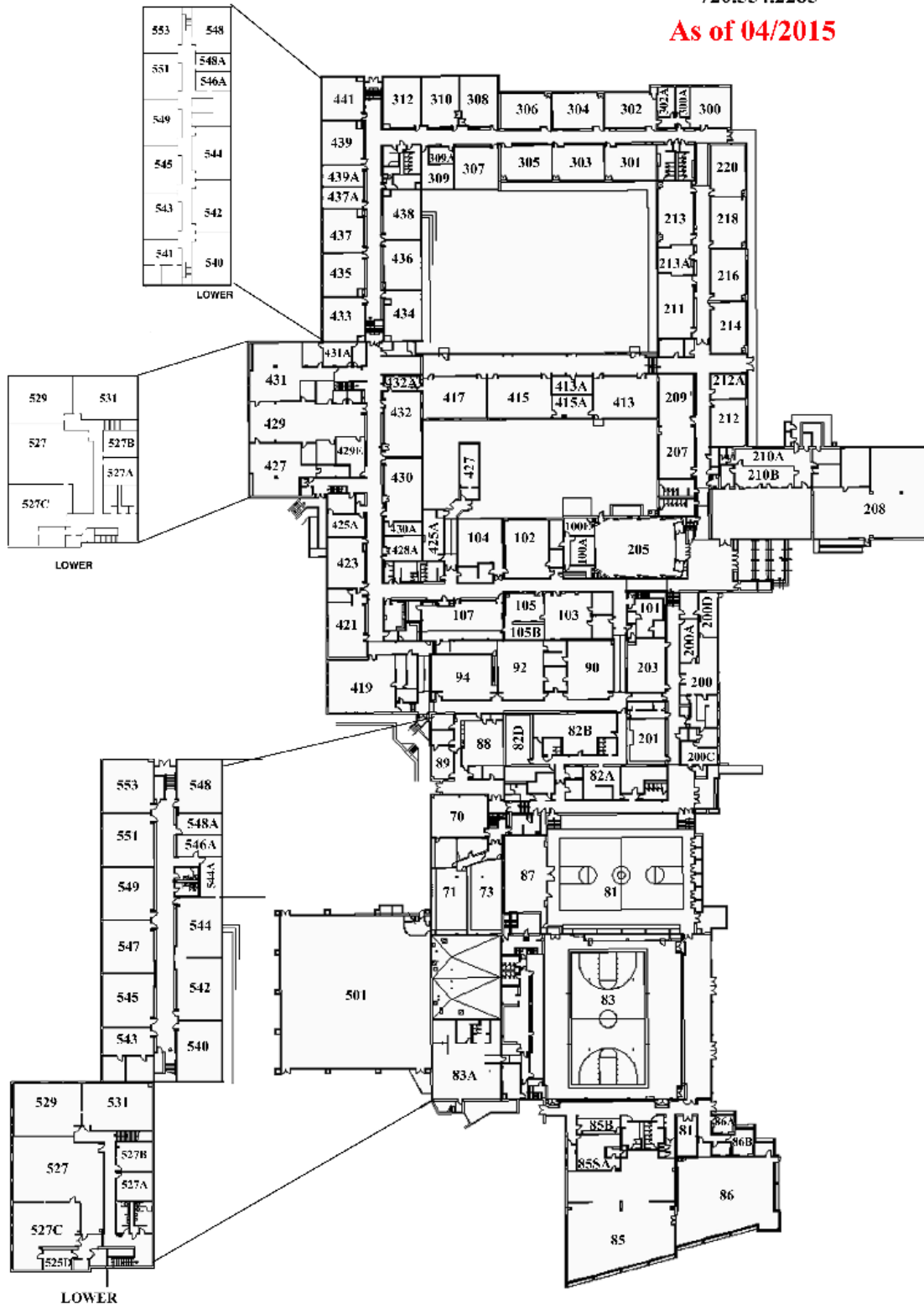
9300 E Union Ave

Greenwood Village, CO 80111

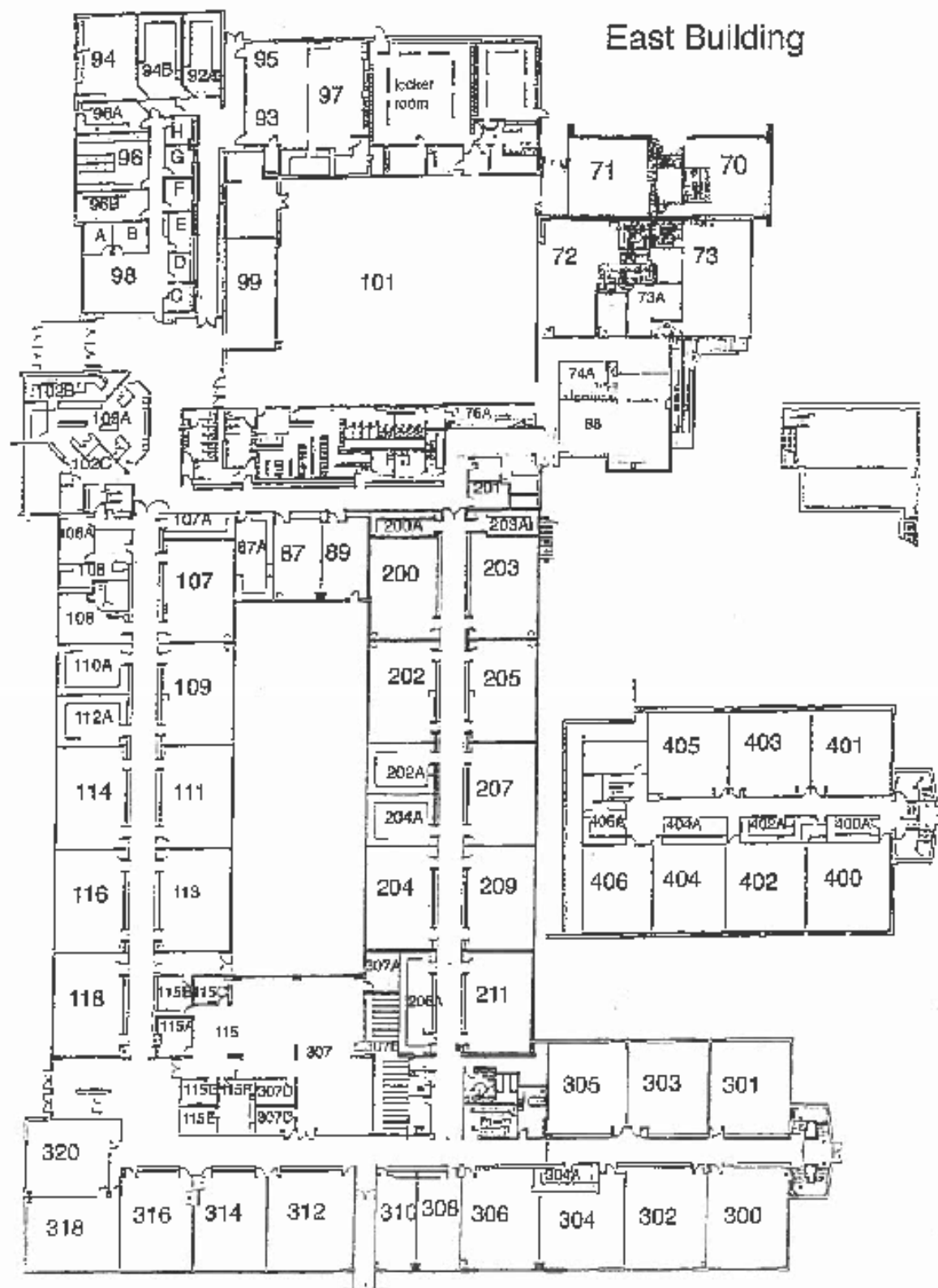
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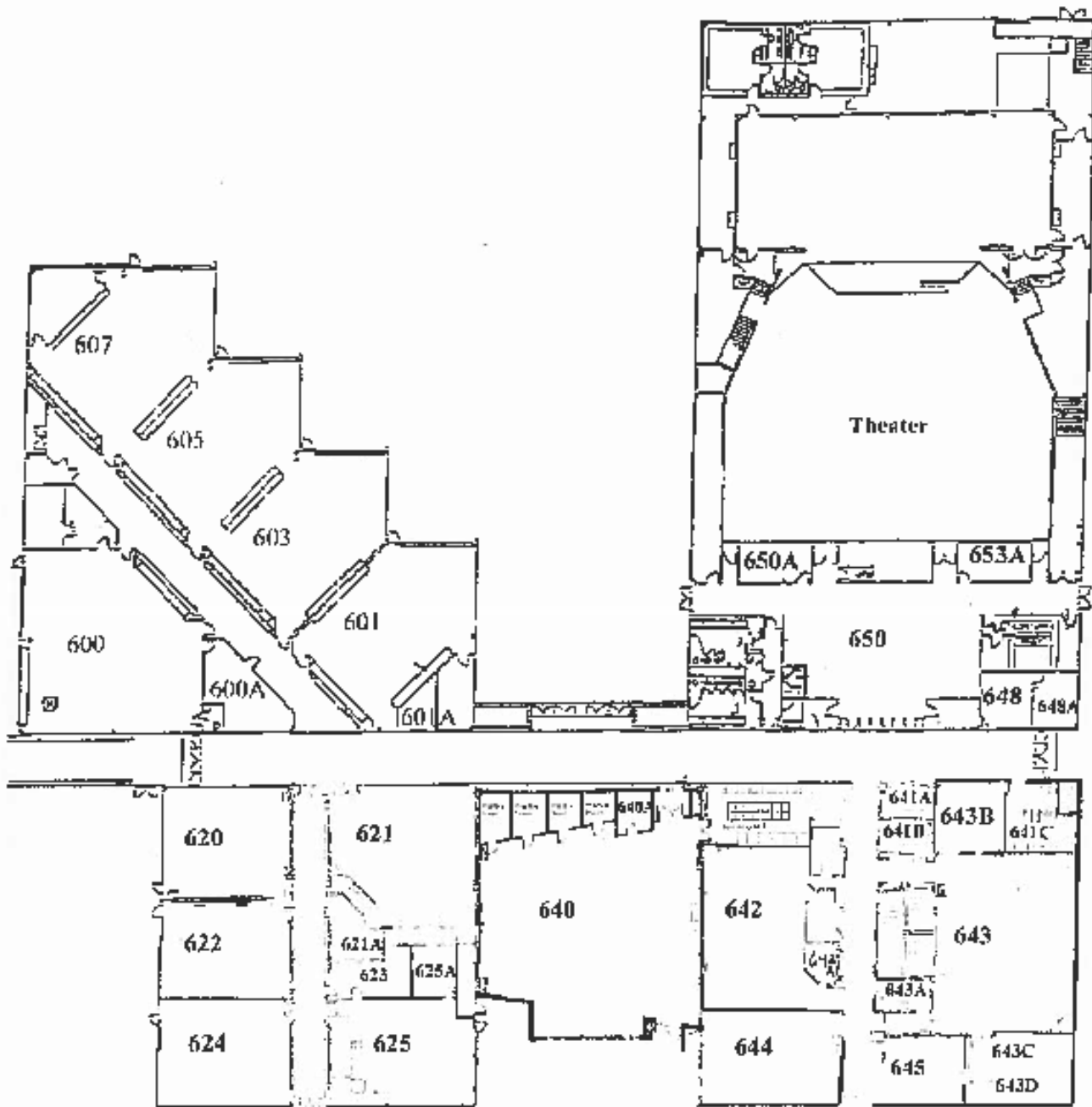
As of 04/2015



East Building Map



Fine Arts Map



Fine Arts Center

Information Center Map

INFO. CENTER - LOWER LEVEL

