

Clear Creek Middle & High School



**2024-2025
Student/Parent/Guardian
Handbook**

CLEAR CREEK HIGH SCHOOL & MIDDLE SCHOOL

185 Beaver Brook Canyon Road Evergreen, CO 80439

303-679-4600

WEB SITE: <http://cchs.ccsdre1.org> | <http://ccms.ccsdre1.org>

24 Hour ATTENDANCE LINE

303-679-4680

CLEAR CREEK SCHOOL DISTRICT OFFICE

303-567-3850

BUS TRANSPORTATION

303-567-3865

High School

SCHOOL MASCOT: GUS the GOLDDIGGER

SCHOOL COLORS: ROYAL BLUE AND GOLD

SCHOOL SONG

FIGHT, FIGHT, FIGHT FOR CCHS!
WIN, WIN, WIN, AND BRING HOME A VICTORY!
WIN OR LOSE WE'LL ALWAYS
BE TRUE
G-O-L-D-D-I-G-G-E-R-S
BRING HOME A VICTORY!
RAH, RAH, RAH!
HAIL OUR COLORS ROYAL AND GOLD!
GLORY WILL FOREVER BE TOLD!
AND WIN OR LOSE WE WILL LOYALLY SING.
G-O-L-D-D-I-G-G-E-R-S
FIGHT ON FOR VICTORY!
RAH! RAH! RAH!

Middle School

SCHOOL MASCOT: GOLD DUSTER

SCHOOL COLORS: ROYAL BLUE AND GOLD

SCHOOL SONG

FIGHT, FIGHT, FIGHT FOR CCMS!
WIN, WIN, WIN, AND BRING HOME A VICTORY!
WIN OR LOSE WE'LL ALWAYS
BE TRUE
G-O-L-D-D-U-S-T-E-R-S
BRING HOME A VICTORY!
RAH, RAH, RAH!
HAIL OUR COLORS ROYAL AND GOLD!
GLORY WILL FOREVER BE TOLD!
AND WIN OR LOSE WE WILL LOYALLY SING.
G-O-L-D-D-U-S-T-E-R-S
FIGHT ON FOR VICTORY!
RAH! RAH! RAH!

CCMS/HS VISION STATEMENT

"Growing into a fulfilling future as we learn together through connection, empowerment, perseverance and passion."

PARENTS/GUARDIANS/STUDENTS RESPONSIBILITY REGARDING INFORMATION IN THE HANDBOOK

It is the responsibility of parents/guardians and students to review, understand, and abide by the information contained within this handbook/planner. Students are required by teachers to use this planner and school district policies on a daily basis.

Information within this handbook is intended only as a guide for Clear Creek High School and Middle School parents/guardians and students, and may not completely address all issues that may arise.

Board policies quoted here do not overrule any revised or new Board policy.

District policies referenced in this handbook/planner are available online at: <http://www.ccsdre1.org>.

TABLE OF CONTENTS

Academic Dishonesty & Plagiarism	6
Accident Insurance	6
Activity Buses	7
Assembly & Evening Behavior	7
Athletic Equipment	7
Attendance Policy and Procedures	7
BAAC	9
Bell Schedules	10
Booster Club	12
Cafeteria/Commons Behavior	12
Concurrent Enrollment Post-Secondary Classes	13
Consequences for Unacceptable Conduct	13
Custodial & Non-Custodial parent/guardian Rights	14
Cyberbullying	14
DAAC	14
Dances	14
Discipline for Engaging in Discrimination or Harassment	15
Disciplinary Removal From the Classroom	15
Discipline of Students with Disabilities	15
District Student Conduct Expectations	15
Dismissal of Students	15
Early Dismissal/Sign Out	16
Dress Code	16
Due Process	17
E-Cigarettes/Vapor Pens	17
Electronic Devices	17
Elevator Use	17

Eligibility (CHSAA)	18
Emergency Cards/Forms	19
Emergency Procedures	20
Lock Down Procedure	21
Emergency School Closing	21
Fees (Board Policy JQ)	21
Equal Educational Opportunity	22
Exemptions from Health Education	22
Final Exams	22
Food Service	22
Foreign Exchange Students	22
Fundraising	23
Gang Activity	23
Gifted Education Program	23
Graduation Requirements	24
Community Service Graduation Requirements	24
Graduation Participation Requirements	24
2021 Graduation Guidelines	25
Early Graduation Status	25
Graduation Cap and Gown	25
Growth Over Time	25
Habitually Disruptive Students	25
Health Services & Records	26
Homework	26
Honor Roll	27
Honors Diploma	27
Immunization	27
Infinite Campus	27
Interrogations by School Administrators	27
Interview by School Administrators	28
Lockers	28

Media Center	28
Medication	28
Messages	29
Middle School Students Taking High School Level Courses (IKF)	29
Military Opt Out Form	29
MTSS	29
NCAA, NJCAA, NAIA	30
Educere Online Program	30
Off-Limit Areas	30
Online Courses	30
parent/guardian/Public Conduct	30
Parking Lots	31
PE Credit for Participation in Athletics	31
Purpose of Athletics	31
Privacy Act	31
Public Display of Affection (PDA)	32
Quarter Grades and Deficiency	32
Reporting Child Abuse	32
Retention Policy	32
Safe Schools/Bullying Prevention	32
Safe2Tell	33
School Based Therapist	33
School Bus Conduct Policy	33
School Hours/student supervision	33
School Pictures	33
School-Related Student Publications	33
School Resource Officer (SRO)	34
Searches	34
Seizure of Items	35

Skateboards & Rollerblades	35
Student Concerns, Complaints, and Grievances	35
Student Conduct and Discipline Code	36
Hall Pass	37
Substance Abuse Policy	37
Suspension & Expulsion	39
Teacher Contract	40
Theft	40
Tobacco Free School	40
Transfer Students	40
Valedictorian/Salutatorian Criteria	40
Violent & Aggressive Behavior	41
Visitor Passes	41
Weapons	42
Work Study/Internship	42
1. GENERAL INFORMATION	43
1.1 Receiving Your Chromebook	43
1.2 Chromebook Check-in	43
1.3 Check-in Fines	43
2. TAKING CARE OF YOUR CHROMEBOOK	45
2.1 General Precautions	45
2.2 Carrying Chromebooks	45
2.3 Screen Care	45
3. USING YOUR CHROMEBOOK AT SCHOOL	46
3.1 Chromebooks Left at Home	46
3.2 Chromebook Undergoing Repair	46
3.3 Charging Your Chromebooks Battery	46
3.4 Photo Library/Screensavers/Background photos	46
3.5 Sound, Music, Games, or Programs	47
3.6 Printing	47
3.7 Home Internet Access	47
4. MANAGING YOUR FILES & SAVING YOUR WORK	47
4.1 Saving to the Chromebook	47
4.2 Network Connectivity	47

5. SOFTWARE ON CHROMEBOOKS	47
5.1 Originally Installed Software	47
5.2 Additional Software	47
5.3 Inspection	48
5.4 Procedure for Re-loading Software	48
5.5 Software Upgrades	48
6. ADDITIONAL RESPONSIBILITIES AND EXPECTATIONS	48
6.1 parent/guardian/Guardian Responsibilities	48
6.5 Chromebook Care	50
6.7 Student Discipline	50
7. PROTECTING & STORING YOUR CHROMEBOOK	50
7.1 Chromebook Identification	50
7.2 Storing Your Chromebook	50
7.3 Chromebooks Left in Unsupervised Areas	51
8. REPAIRING OR REPLACING YOUR CHROMEBOOK	51
8.1 Personal Home or Homeowners coverage	51
8.2 Claims	51
9. ACTIONS REQUIRING DISCIPLINARY ACTIONS	51
Chromebook Student & parent/guardian Agreement	52

Academic Dishonesty & Plagiarism

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

Plagiarism:

Plagiarism is the use of another writer’s words or ideas without acknowledging the source and is akin to theft. Simply put, *Plagiarism is the theft of intellectual property belonging to someone else. This could include the copying and passing of information from other sources or students and failing to give recognition to the original source.*

Academic Dishonesty/Plagiarism Consequences:

The student(s) will receive a zero on the assignment, paper, or exam. Cases of cheating or plagiarism will be forwarded to the principal/principal designee and parents/guardians will be notified by the classroom teacher. More than one act of academic dishonesty and plagiarism could result in the failure of a class or other disciplinary actions.

Accident Insurance

As a service to students, the school provides information on an accidental insurance policy available for the school year. Brochures containing information on these policies are available at the beginning of the school year from the High School office.

Activity Buses

The school District provides buses for activities, going east and west from CCHS. The bus will leave at approximately 6:15PM. Bus Schedules with times and stops are located on the Clear Creek School District website at ccsdre1.org as well as the CCHS website cchs.ccsdre1.org. Only those students who are involved in school sponsored activities, after school learning, or detention will be allowed to ride the activity bus.

Announcements

Announcements will be read daily to keep students informed of things happening in the building and community. Teachers and sponsors are the only ones to be submitting announcements. Handwritten notes will not be accepted. HS announcements will be read during MS lunch/MS announcements during HS lunch by student government members.

Assembly & Evening Behavior

At all times, the student's behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of the student body at an assembly or an evening performance. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for clapping, boisterousness and talking during the program. Students are to walk to and from assemblies and are to sit with their class in assigned areas. Students who misbehave during assemblies/evening performances may lose the privilege of attending future activities, in addition to being subject to discipline.

Athletic Equipment

Athletic equipment must be stored in designated areas during the school day, such as lockers and/or athletic lockers. The front lobby is not an acceptable location to store athletic equipment.

Attendance Policy and Procedures

(Board Policy JH, JEA, JE) Refer to Board Policy JH: Student Absences and Excuses

It is required by the State of Colorado that each student be accounted for every day that the student is registered in a public school in this state. This record is the basis for determining the amount of state and federal funding granted the District. We are required to report excused and unexcused absences in our End of Year report to the Colorado Department of Education. A record of each students' attendance can be helpful in determining the cause of his/her success or failure and in conferencing with parents/guardians.

- Students who have been absent, **must bring a written excuse from their parents/guardians or have their parents/guardians call the attendance office within 24 hours stating the dates absent and the reason for the absence.** Absences that have not been called in or explained in a note are considered unexcused.
- When students must leave school early for doctor, dentist appointments, etc.; the main office will call or send a pass for students when it is time for them to leave.
- A student who is sick should be given a pass from their teacher to go to the clinic. If it appears the student cannot make it through the rest of the school day, we will contact parents/guardians.
- Students are not to leave the school building during the school day (illness, appointments, etc.) before first checking out through the main office. Students are NOT to check themselves out of school without parent/guardian and office permission.
- Students who arrive late to the building must first sign-in at the office. Students are then given a tardy pass to class.

Excused absences

- A student who is temporarily ill or injured, or whose absence is approved by the administrator of the school for attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a *serious nature only* which cannot be taken care of outside of school hours.
- A student who is absent for an extended period due to physical, mental, or emotional disability.
- A student who is pursuing a work-study program under the supervision of the school.
- A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
- A student who is suspended or expelled.
- As otherwise approved by the building Principal.

As applicable, the District may require suitable proof regarding the above exceptions, including written statements from medical sources. If a student is in out-of-home placement (as that term is defined by C.R.S. [22-32-138](#) (1)(e)), absences due to court appearances and/or participation in court-ordered activities shall be excused. The student's assigned social worker shall verify the student's absence for a court appearance and/or court-ordered activity.

Unexcused absences

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving the unexcused absence shall be notified orally or in writing by the District. In accordance with law, the District may impose appropriate penalties that relate directly to classes missed while unexcused. Penalties may include a warning, school detention, or in-school suspension. Academic penalties, out-of-school suspensions, or expulsion, shall not be imposed for any unexcused absence. The administration shall develop regulations to implement appropriate penalties. Students and parents/guardians may petition the Board of Education for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception. The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance are four days in one month or 10 days during any calendar year or school year.

Make-up work (course syllabi) BOE policy: JH

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator or unless the absence is due to the student's expulsion from school. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. There shall be two school days allowed for make-up work for each day of absence.

Make-up work shall be allowed following an unexcused absence or following a student's suspension from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. This work may receive full or partial credit to the extent possible as determined by the building administrator or teacher.

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

TARDY POLICY

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

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter the next class. Teachers shall honor passes presented in accordance with this policy. Notes explaining the reason for tardiness from a teacher or administrator must be presented to the attendance secretary. The attendance secretary will issue a tardy pass to the student to present to the next class teacher.

The provisions of this policy shall be applicable to all students in the district, including those above and below the age for compulsory attendance as required by law. When students arrive late to class, they miss introductory comments and instruction necessary for the smooth operation of class.

Any student arriving late to school shall first sign in at the Main Office. If a student misses more than half of a class, they will be marked as absent. Students without a pass from the main office (trying to enter the classroom), shall be sent to the front office where the attendance will be updated by the attendance secretary from an absence to a tardy.

Every week, the attendance secretary will run a tardy report:

After 1 unexcused tardy, the teacher will communicate with the student.

After 2 unexcused tardies, the teacher will communicate with parent/guardian and student. The teacher will explain that the next unexcused tardy will result in an after school detention.

After 3 unexcused tardies, the student will be assigned an automatic after school detention.

After 4 unexcused tardies, the administration will communicate with the student.

After 5 unexcused tardies, the administration will communicate with the parent/guardian.

Administration will explain to the student and parent/guardian that the next unexcused tardy will result in one day of In-School Suspension.

After 6 unexcused tardies, the student will be assigned one day of In-School Suspension.

After 7 unexcused tardies, a parent/guardian meeting will be held with parent/guardian and student.

After 8 unexcused tardies, the student will be assigned one day of In-School Suspension.

Subsequent unexcused tardies will incur consequences appropriate to the student and circumstances, which may include additional detentions, suspensions, and/or court proceedings for truancy. Teachers may have additional classroom consequences for unexcused tardies. Teachers and administration must communicate with parents/guardians when students are chronically tardy, whether those tardies are excused or unexcused.

BAAC

(Board policy KB) The Building Advisory Accountability Committee is the formal organization that presents site based decisions to the District Advisory Accountability Committee for consideration. This committee gives parents/guardians an opportunity to be part of the decision making process at the High School and Middle School level. The BAAC meets once a month and is always in need of parents/guardians and interested community members to be active participants. Membership is the appropriate vehicle to help make a difference. Please contact the Main Office if you are interested in becoming a member.

Bell Schedules

MIDDLE SCHOOL

2023-24 Middle School Bell Schedule				Start	End	Duration
Mon	Tue	Wed	Thu			
First Bell				7:56		
1	2	3	4	8:00	9:07	67
						0:04
Connect				9:11	9:35	24
						0:04
2	3	4	1	9:39	10:46	67
						0:04
MS Lunch				10:46	11:16	30
						0:04
3	4	1	2	11:20	12:27	67
						0:04
5	6	7	8	12:31	1:38	67
						0:04
6	7	8	5	1:42	2:49	67
						0:04
7	8	5	6	2:53	4:00	67

Late Start 2023-24 Middle School Bell Schedule				Start	End	Duration
Mon	Tue	Wed	Thu			
First Bell				9:56		
1	2	3	4	10:00	10:47	47
						0:04
Connect				10:51	11:15	24
						0:04
MS Lunch				11:15	11:45	30
						0:04
2	3	4	1	11:49	12:36	47
						0:04
3	4	1	2	12:40	1:27	47
						0:04
5	6	7	8	1:31	2:18	47
						0:04
6	7	8	5	2:22	3:09	47
						0:04
7	8	5	6	3:13	4:00	47

HIGH SCHOOL

2023-24 High School Bell Schedule				Start	End	Duration
Mon	Tue	Wed	Thu			
First Bell				7:56		
1	2	3	4	8:00	9:07	67
						0:04
Connect				9:11	9:35	24
						0:04
2	3	4	1	9:39	10:46	67
						0:04
3	4	1	2	10:50	11:57	67
						0:04
HS Lunch				11:57	12:27	30
						0:04
5	6	7	8	12:31	1:38	67
						0:04
6	7	8	5	1:42	2:49	67
						0:04
7	8	5	6	2:53	4:00	67
						0:04
Late Start 2023-24 High School Bell Schedule				Start	End	Duration
Mon	Tue	Wed	Thu			
First Bell				9:56		
1	2	3	4	10:00	10:47	47
						0:04
Connect				10:51	11:15	24
						0:04
2	3	4	1	11:19	12:06	47
						0:04
HS Lunch				12:06	12:36	30
						0:04
3	4	1	2	12:40	1:27	47
						0:04
5	6	7	8	1:31	2:18	47
						0:04
6	7	8	5	2:22	3:09	47
						0:04
7	8	5	6	3:13	4:00	47
						0:04

Booster Club

The mission of the Clear Creek Booster Club is to support all CCHS and CCMS teams and organizations in a collaborative, cooperative manner that affords all teams and organizations the ability to generate funds necessary to support their individual teams and organizations under one school wide organization dedicated to supporting all Clear Creek athletics and activities. Persons interested in becoming part of this committee should contact the Athletic Director at 303-679-4600.

Cafeteria/Commons Behavior

Clear Creek High School & Middle School are closed campus schools. Food is available for purchase before school and during the lunch period. Students may purchase a school prepared meal or bring lunch from home. All students are expected to exhibit responsible behavior in the Commons/Patio areas.

Students shall:

- I. Eat lunch in the commons and/or patio area and remain visible to lunchroom supervisors.
- II. Dispose of litter and garbage in the trash barrels provided.
- III. Confine eating to the table area of the commons and/or the outdoor patio.
- IV. Notify the staff supervisor or custodian of spilled food/beverages and participate in clean-up.
- V. Refrain from removing open food and/or drink containers from the commons/ patio area.
- VI. Refrain from throwing food and/or drink. Throwing food or drink is grounds for disciplinary action.
- VII. Refrain from activities regarded as "horseplay" or "roughhousing".
- VIII. Comply with reasonable requests by staff supervisors and/or custodians with regard to behavior in the commons area.
- IX. Refrain from sitting or standing on the eating surface of dining tables or on the floor. Students are to eat at the tables.
- X. Refrain from playing hacky sack inside the building – the patio is the designated area for this activity.
- XI. Teachers who request a student to eat lunch with them in the classroom must provide adequate supervision.
- XII. Any food deliveries must not interfere with class time.

Cameras

To aid in the security and safety of students and staff, surveillance cameras are in use in the interior and exterior of the building at all times.

Chromebooks

All Clear Creek High School and Middle School students will receive a Chromebook to use for educational and instructional purposes for use at school and at home. This opportunity will create a collaborative learning environment for all learners. It will enable and support students and teachers to implement transformative uses of technology while enhancing student's engagement with content while promoting the development of self-directed lifelong learning.

Concurrent Enrollment | Post-Secondary Classes

Colorado state law provides the opportunity for qualified secondary students to enroll, under certain circumstances, in state institutions of higher education. Enrollment can be for high school credit, college credit, or both. Credits earned will be included in student transcripts. Clear Creek School District will reimburse tuition for two classes not to exceed 6 college credits per semester and not to exceed 18 college credits total with a final grade of C or higher. Contact the HS counselor for more information. Pre-approval must be obtained. This policy is not intended to limit college level courses for students on an advanced track or limit the opportunity to concurrent enroll. Parent/guardian(s)/students shall meet with the school counselor and Principal to have additional courses/credits pre-approved.

Consequences for Unacceptable Conduct

In order to ensure the best possible educational environment for all students at Clear Creek High School and Middle School, unacceptable behavior shall be prohibited and subject to disciplinary action (whether as a participant or spectator). Students who exhibit inappropriate or unacceptable behavior understand that there will be consequences for their actions. The following are definitions of consequences for inappropriate conduct at school, school-sanctioned activities, and on the school bus:

- I. **Mediation (with Peers and/or Principal):** A conference with a student(s) involved to collectively develop a solution to a problem between peers.
- II. **Reprimand:** A warning given to the student in a conference with a teacher and/or administrator; inappropriate behaviors, alternatives for appropriate actions and possible consequences will also be discussed.
- III. **Parent/Guardian Contact:** Communication with parents/guardians via telephone, letter, or in-person conference at the school to discuss any concerns.
- IV. **Discipline Referral:** A conference between the student and administrator. The purpose of this conference is to discuss inappropriate behavior, and the possible consequences. A disciplinary referral results from repeated offenses or actions that are serious in nature.
- V. **Work Detail:** Students are assigned to work duties on the school campus during the school day. Duties such as washing tables, cleaning student desks, and busing cafeteria tables during lunch are typical examples of work detail.
- VI. **Detention:** After-school detention is held between 4:00 and 6:00 p.m. It is used for less serious offenses to school rules and regulations. Detentions can be assigned from one hour to the full two hours. Students receive at least a 24 hour notice. Students are encouraged to work on the homework of their choice or read approved materials. Students in detention are not allowed to practice, rehearse, or participate in any school activities until the detention has been successfully completed. Students serving detention may request a one-day activity bus pass for transportation home on the regularly scheduled activity bus.
- VII. **In-School Suspension:** A student placed on in-school suspension (ISS) will be removed from their normal classes to a semi-isolated area for the purpose of modifying their behavior. Regular classroom assignments may be done in ISS. Credit will be given for all assignments completed and returned to the teacher on time. Failure to report to ISS will result in out-of-school suspension.
- VIII. **Restitution:** Students are required to reimburse the school for damages caused to school property due to inappropriate actions.
- IX. **Suspension:** Students are removed from school for one half day to five full days and are not permitted to attend activities or be on campus during this time. Partial credit is granted for class work that is completed when a student is assigned an out-of-school suspension.
- X. **Involvement of Law Enforcement/Legal Action:** Contact with the Clear Creek Sheriff's Department or appropriate law enforcement agency to pursue assistance, press charges, help investigate school-related matters, which warrant their involvement and legal process involving attendance.
- XI. **Expulsion:** The suspension of a student from attending all classes for the remainder of a

semester or school year. The Superintendent makes a recommendation for expulsion to the Board of Education. The Board of Education then rules on the situation. Parents/Guardians are notified of the proceedings. *NOTE: The Safe Schools Legislation Act of Colorado mandates expulsion for certain infractions including: WEAPONS, DRUGS, and/or CHRONIC DISRUPTION.*

Custodial & Non-Custodial parent/guardian Rights

(Board Policy KBBA) The Board presumes that the person who enrolls a student in school is the student's custodial parent/guardian. Unless a Colorado court specifies otherwise, the custodial parent/guardian shall be the one whom the School District holds responsible for the education and welfare of that child. Parents/Guardians shall have the right to receive information contained in school records concerning their minor child and to forbid or permit the disclosure of such information to others unless authorized by the custodial parent/guardian. A signed document that is notarized is not sufficient enough for custodial rights. The District, unless directed otherwise by specific order of a court, assumes that there are no restrictions regarding the non-custodial parent/guardian's right to be kept informed of the student's school progress and activities. If restrictions are made relative to the rights of the non-custodial parent/guardian, the custodial parent/guardian shall have the responsibility to submit a certified copy of the court order which curtails these specific rights.

Unless there are specific court-imposed restrictions, the non-custodial parent/guardian, upon request shall be given access to all of the student's educational records including, but not limited to, the student's cumulative file and the student's special education file, if applicable.

The student shall not be permitted to visit with or be released to anyone, including the non-custodial parent/guardian, without the approval of the custodial parent/guardian.

Cyberbullying

"Cyberbullying" is when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another child, preteen, or teen using the Internet, interactive and digital technologies or mobile phones. CCHS/CCMS has the right to discipline a student for actions taken off-campus if they are intended to have an effect on another student or they adversely affect the safety and well-being of the student while in school.

The use of district Wi-Fi is for educational purposes only. Misuse will result in disciplinary action.

DAAC

(Board policy KB) By law the local board appoints a District Advisory Accountability Committee (DAAC) to advise the board. The DAAC is required to compile and review the school levels goals, objectives and plans, and make recommendations to the local Board of Education. Persons interested in becoming part of this committee should contact the District Office at (303)567-3850.

Dances

Dances and other social functions are held to provide an enjoyable form of entertainment for the students at Clear Creek High School and Middle School. Those who are not current CCHS/CCMS students must have a signed permission form in order to attend. The school must receive permission forms on the assigned date. All guests must provide a picture ID. Middle school students and adults, age 21 and older may not attend High School dances. All school and district rules will be enforced at school functions. Entry will not be permitted to students if it is determined they have been drinking alcohol or using drugs and disciplinary action will be taken. Inappropriate behavior at school events may result in loss of the privilege to attend future games/activities and could result in suspension and/or expulsion. Students who leave a social event will not be permitted re-entry. Students are expected to be picked up by parents/guardians at the end of the event. Principal or principal designee, has final guest approval. No student may attend the dance if they were not present in school that day.

Discipline for Engaging in Discrimination or Harassment

(Board Policy JBB-P1) Any student who engages in conduct that directly or indirectly causes discrimination or harassment to another student or staff member will be subject to all of the disciplinary actions as outlined in Board Policy JBB-P1, unless resolved informally.

Disciplinary Removal From the Classroom

(Board Policy 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. A student that is removed from the classroom must report directly to the front office. They are not to stop in the restroom, library, or their lockers. Failure to report immediately to the main office could result in further disciplinary action. Any student who violates the student code of conduct or other rules may be subject to removal from class and/or other disciplinary action.

Discipline of Students with Disabilities

(Board Policy JK-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 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.

District Student Conduct Expectations

(Board Policies JIC/JK) The Board of Education of Clear Creek School District RE-1, in support of the aims, goals, and objectives of public education, believes that the behavior of students attending public schools should reflect standards of good citizenship demanded of members of a democratic society. The maintenance of discipline is essential to the educational process and is the dual responsibility of the home and school. Mutual cooperation among teachers, administrators, and parents/guardians is necessary to encourage acceptable student behavior. To ensure maximum educational benefits for all students, each student has the responsibility to know and abide by the discipline code of the District.

Students are expected to maintain standards of behavior that are acceptable to the majority of their peers, school personnel, parents/guardians, and community. The rules of conduct outlined in this handbook are to be used as a guide and should not be interpreted as a complete document of unacceptable behavior resulting in disciplinary action. Any unacceptable pattern of conduct not referred to in this handbook will be dealt with in a manner similar to what is outlined. One of the most important lessons is self-discipline. Self-discipline does not appear as a subject, it underlies the whole education structure. It is the training that develops self-control, character, orderliness, and efficiency.

Dismissal of Students

(Board Policy JL1B) No student may be permitted to leave the school prior to the dismissal hour at the request of, nor in the company of anyone other than a school employee, a police officer, parent/guardian of the child, unless the permission of the parent/guardian has been secured first. Dismissal of students must be accompanied by a reason deemed appropriate to constitute an unexcused absence.

Early Dismissal/Sign Out

Students must never leave during the school day without parent/guardian sign-out through the office. If you know in advance you will be picking your child up, please send a note or call 20 minutes prior to

arrival indicating the time and the nature of the appointment. The student will be provided with an early dismissal slip to present to their teacher at the time of dismissal. Parents/Guardians must come into the office and may be asked to show identification at the designated time in order to sign out the student.

Dress Code

(Board Policy JICA, revised 10.18.22) A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty. Failure to comply with dress code requirements may result in student disciplinary action.

If the student cannot promptly obtain appropriate clothing, on the first offense, the student shall be given a written warning and an administrator shall notify the student's parents/guardians. On the second offense, the student shall remain under administrative responsibility until appropriate clothing can be obtained and worn. On this second offense, a conference shall be held with the parents/guardians. On the third offense, the student may be subject to suspension or other disciplinary action in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

Hats are allowed to be worn at all schools during school hours. Hats must follow the same guidelines as listed in this policy and may have additional restrictions detailed in a school handbook. Head coverings of religious and cultural significance are allowed.

Unacceptable Items

The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds, or at school activities:

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length.
2. Hoods over a student's head are not allowed for safety reasons.
3. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts.
4. Any clothing, hats, paraphernalia, grooming, jewelry, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
 - Refer to drugs, tobacco, alcohol or weapons
 - Are of a sexual nature
 - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
 - Are obscene, profane, vulgar, lewd or legally libelous
 - Threaten the safety or welfare of any person

- Promote any sort of "hate" group/s (expressed or implied)
- Include chains, spikes, etc. (spike collars, wrist bands, chain belts, or wallet chains)
- Promote any activity prohibited by the student code of conduct
- Otherwise disrupt the teaching-learning process

Exceptions

Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school-sponsored extracurricular or sports activities (such as cheerleading uniforms and the like) may be worn to school when approved by the sponsor or coach.

Building principals, in conjunction with the school accountability committee, may develop and adopt school-specific dress codes that are consistent with this policy.

Due Process

Due Process is guaranteed for students in suspension or expulsion situations. Under the law, students and parent/guardians/guardians have the right to review reasons for the action and to discuss the situation with school administration.

E-Cigarettes/Vapor Pens

According to the FDA, electronic cigarettes, or e-cigarettes, are devices that allow users to inhale a vapor that may contain nicotine or other substances possibly including illicit drugs. The use of e-cigarettes or vapor pens by students on school property or at any school-related event is strictly prohibited. Clear Creek Middle School and High School has adopted a Restorative Justice practice for students who are caught using Tobacco or Vaping products. This procedure will be handled on a case by case basis and only by administration. Vaping devices will not be returned to the student or family if confiscated.

Electronic Devices

Cell phones, digital cameras, Bluetooth-enabled devices, MP3 players, email messaging devices or any other electronic or communication devices with headphones, should not be used during instructional time unless approved by the classroom teacher. Any device that interrupts educational instruction will be confiscated.

First violation - Students will pick up their cell phone from the school office at the end of the school day.

Second violation – parent/guardian/Guardian will pick up the cell phone from the school office.

Third and subsequent violations - End of year parent/guardian pick up phone and/or potential suspension for next violation.

This school and its employees are not liable or responsible for any item(s) brought to school. Use of any electronic devices that are detrimental to the health, welfare and safety of others will result in disciplinary action.

Elevator Use

Students may use the elevator during school hours only if injured or disabled with an appropriate doctor's note on file with the nurse. One additional student may accompany the injured student to carry books. All students must receive permission from the office before elevator usage.

Eligibility (CHSAA)

- I. **ELIGIBILITY:** (Board Policy JJJ) Students will need to comply with academic eligibility rules in order to be excused from school to participate in ANY school activity which takes a student out of the classroom. Eligibility rules apply to all participants in extra-curricular activities; CHSAA and/or league sponsored events; and vocational organizations. Rules of eligibility will be held in accordance with the above-mentioned associations as well as those set by activity sponsors at CCHS.
- II. **FEES:** Students must pay the appropriate participation fees to be declared eligible to participate in extracurricular activities - \$120 first sport, \$120 second sport, \$90 for each additional sport and \$480 family limit. (Family limit includes both MS and HS)
- III. **REQUIREMENTS:**
 - A. All paperwork must be turned in and signed including; a physical form, parent/guardian permission form, a warning form, and an emergency card form.
 - B. All gear/uniforms must be turned in and any fees paid from any previous activity participated in at CCHS or CCMS.
 - C. Any student quitting an activity/sport after the first mandatory practice can't participate in another activity/sport that season without the approval of both Head Coaches and the Athletic Director.
 - D. If a student athlete ends a semester without passing 2.5 Carnegie units, the student is required to sit-out of competition/activities until the CHSAA regains eligibility date. If the student is passing 2.5 Carnegie units at this date they may regain their eligibility. All freshmen are eligible for their 1st semester.
 - E. A participant must attend scheduled classes for a minimum of three classes in order to play or practice on any given day or to attend any school sponsored activity that takes them out of classes. The Athletic Director and or the Principal MUST approve any exceptions to this rule on an individual basis.
 - F. The eligibility week begins on Wednesday and goes through, and includes the following Tuesday. Any student appearing on the list with one or two "F's" will be put on athletic probation for one (1) week. The student will remain eligible during this first week. If the student appears the following week on the eligibility list with an "F" in any class, the student will become ineligible. If the student receives 3 or more "F's" on the weekly eligibility list, they will become ineligible with no probation.
 - G. The Head Coach may require study hall while an athlete is ineligible. If a student drops a class with an "F", that grade will exist for two weeks on the eligibility report, which includes the week the drop fail was reported and one week after.
- IV. **INELIGIBLE STUDENTS:** The student must attend practices while ineligible if physically able to or attend a study hall unless suspended from school. The student will not be excused from school to attend away events.
- V. **VIOLATIONS & CONSEQUENCES**
 - A. Violation of State CHSAA or School Rules - Determined by the Coach and Athletic Director
 - B. Unexcused absence from a class or practice - Miss the next competition or event
 - C. Failing 1 or more classes during Eligibility Period - Listed above
 - D. Possession/Use of Any Tobacco Product
 1. 1st Offense - Loss of next competition/event (probation)

2. 2nd Offense - Loss of $\frac{1}{3}$ of the season
 3. 3rd Offense - Loss of full season
- E. Illegal Possession/Use of Alcohol/Drugs
1. 1st Offense - Loss of $\frac{1}{2}$ season (loss of $\frac{1}{4}$ season with honor clause). In addition, there will be a referral to the school counselor and the parent/guardian/guardian, and a mandatory police referral. Note that an MIP ticket may be issued for being present where underage consumption occurs.
 2. 2nd Offense - Loss of eligibility for an entire calendar year from the date of the suspension.
 3. 3rd Offense (of career) Referral to the Athletic Council for penalty.
 4. Honor Clause: A student admitting guilt of the above mentioned violations, before knowledge of the offense is obtained by reliable or legal sources, to the Head Coach, Athletic Director, or Principal shall be considered by the Athletic Council for a lesser penalty on the first offense. Admitting guilt after a ticket has been issued would not be considered as part of the Honor Clause.
 5. MIP (Minor in Possession): Students receiving a MIP with a BAC of 0.00 may go before the Athletic Council to appeal their suspension.
 6. Conduct: Any action deemed by the Athletic Director, Coaches, or Administration as detrimental to the team and/or the school in general will be subject to consequences as determined by the Coaches, Athletic Director and/or Administration. These actions may include, but are not limited to, hazing, fighting, vandalism, racial slurs or participation in inappropriate activities in or outside the school setting. ***Coaches may institute rules that are more strict but not less so than those of CHSAA, The Frontier League, or CCSD.
 7. Carry over: Violations of the Athletic Contract will carry over to the next athletic season of participation. A percentage of the games/events left on the consequence will be figured and applied to the next season. If a student does not complete the season with their team once they are suspended, (i.e. attend practices and games) the remaining suspension will carry over to their next activity.
 8. Due Process: Decisions by the Athletic Director and the Athletic Council may be appealed by the athlete to the Principal, Superintendent, and the School Board in that order.

The contract is valid for any and all activities the student/athlete participates in during the student/athlete's entire career at CCHS/CCMS, including summer breaks.

All sports equipment needs to be in a secured location during the school day. The Lost & Found, hallways, teachers classrooms, and the lobby are not acceptable locations.

Emergency Cards/Forms

(Board Policies ADD/JLCE) (Board policies ADD/JLCE) **THIS IS A REQUIRED REGISTRATION FORM.** Students will be required to have a signed emergency card each year. It is essential that this card be filled out legibly, completely and accurately. This form gives the school directions for emergency medical care as well as telephone numbers where parent/guardians/guardians can be contacted. At the time of emergency, the school will make every attempt to notify the parent/guardian or guardian. If contact cannot be made, directions on the emergency card will be followed. In extreme emergencies, the student

will be put under professional care with or without family permission. Those students who do not have an emergency card on file will be handled in the following manner. No treatment of injuries except first aid shall be permitted in the schools. First aid is that immediate help given by the best qualified person at hand in case of an accident or sudden illness.

During the school day and during school sponsored events, including those off-site, when possible, a staff person shall be on duty who has a current certification from a nationally recognized course in standard first aid and CPR. First aid kits shall be stored and properly maintained in each school in accordance with applicable school health rules.

Any person who in good faith provides emergency care or assistance without compensation at the place of the emergency or accident shall not be liable for any civil damages for acts or omissions in good faith. State law also exempts from civil liability certain health care providers who render emergency assistance in good faith and without compensation to persons injured in a competitive sport activity.

Treatment of injuries occurring outside school jurisdiction are not the responsibility of school employees.

The school's obligation continues after the injury until the injured student has been placed in the care of the parent/guardian/Guardian or emergency health personnel. Therefore, the parent/guardians/guardians/Guardians of all students shall be asked to sign and submit an emergency medical authorization form which shall indicate the procedure they wish the school to follow in the event of a medical emergency involving their child.

In all cases where the nature of an illness or an injury appears serious, the parent/guardian/Guardian shall be contacted if possible and the instructions on the student's emergency card followed. In extreme emergencies, where there is a potential threat to life, limb or digit, school personnel shall immediately call emergency health personnel to arrange for transporting the student to an emergency facility on the advice of emergency health personnel.

No elementary student who is ill or injured shall be sent home alone nor shall a secondary student be sent home alone unless the illness is minor and the parent/guardian/guardian has consented in advance.

I. MEDICAL EMERGENCIES

- A. An ambulance will be called for immediate transport to a medical facility according to procedure set up by the ambulance crew.
- B. In cases where an ambulance is not available, the student will be transported to the nearest medical facility.

II. DISCIPLINARY EMERGENCIES

- A. Minor problems will be handled on a case by case basis. Phone contact may not be provided. A written report will be mailed to the parent/guardians/guardians /Guardians as soon as possible.
- B. Serious problems will be immediately turned over to the appropriate Law Enforcement or government agency. Phone contact will be attempted by the school. A written report will be mailed to parent/guardians/guardians/Guardians. Clear Creek School District and its employees assume no financial responsibility.

Emergency Procedures

Emergency drills are required by law and are held at regular intervals as an important safety precaution. It is essential that when the first signal is given, everyone obeys promptly and follows emergency procedures as directed.

Lock Down Procedure

Lockdown procedures will be practiced occasionally during the school year and students will be educated about what to do in a lock down circumstance. Whenever an emergency procedure is in effect, students are not to leave school grounds unless otherwise directed to.

Emergency School Closing

Under normal circumstances, school closings are announced before the first scheduled school bus pick-up between 5:30 a.m. and 6:00 a.m. The school district uses electronic messaging to notify families of school closings and/or emergencies. These closings are also reported on local radio and television stations.

Fees (Board Policy JQ)

STUDENT FEES

Fees must be collected prior to school activities (field trips, dances) in order for a student to attend. Online payments are accepted through the Infinite Campus Portal. The school gladly accepts checks or cash for all fees. Any refund checks are made payable to the parent/guardians/guardians.

COURSE FEES

Students are charged fees for classes that involve extra projects and extra materials such as art clay, industrial arts lumber, locks for PE lockers, and AP testing. Several classes may have additional fees. All fees are to be paid at the beginning of each semester by the end of the first week of classes.

TEXTBOOK FEE

Students are responsible for all textbooks and other learning materials issued to them. If books or materials are lost or damaged, students will be assessed charges at current replacement value. All students are required to check out with their teacher before the student leaves CCHS/CCMS.

PARKING FEE

Parking permits are required for all student vehicles in order to park on school property during school hours. Students will be charged \$45.00 (per school year) to park on school property. There are no refunds. Fines will be imposed for parking without a permit or parked in areas not designated for student parking. The permit must be turned in when the student leaves Clear Creek High School or checks out of school at the end of the year. An additional fee of \$45.00 will be assessed for lost or damaged permits, or permits not turned in when a student checks out. To obtain a permit, students must submit a *copy of their driver's license, proof of insurance, car registration and parking permission form.* Vehicles on school property are subject to search if there is reasonable suspicion. Refer to Board Policy JIHB concerning searching student vehicles on school property.

EXTRA-CURRICULAR FEES

(Ref: Board Policies JQ/JJD) \$120.00 for the first sport/activity; \$120.00 for 2nd sport/activity and \$90 for each additional sport/activity. Band and Choir courses may have additional fees as well.

Extra-curricular fees are charged up to \$480.00 maximum per family per year. Extra-Curricular fees **MUST** be paid before the student is declared eligible to participate. Boxing fees are an exception due to insurance and year-round participation.

Equal Educational Opportunity

(Board Policy AC, AC-E, JB) Every student of this school district shall have equal educational opportunities regardless of race, color, sex, religion, national background, marital status or disability. No student shall on the basis of sex be excluded from participating in, be denied the benefits of, or be subject to discrimination under any educational program or activity conducted by the district, including access to and participation in course offerings, athletics, counseling, employment assistance, and extracurricular activities. Specific complaints of alleged discrimination under Title IX of the Education Amendment of 1972, addressing equal educational opportunities for male and female students, should be referred to the Principal.

Exemptions from Health Education

(Board Policy IHAM-R) Exemption will be granted from any portion of the health education curriculum upon the request of the student's parent/guardian/guardian. A request for exemption must be submitted in writing to the principal or teacher prior to instruction in that portion of the curriculum for which the exemption is requested. The principal will confer with the teacher to determine the length of time a student will be exempt. The teacher will develop an alternative activity for which the student will receive credit.

Field Trips

(Bus conduct/policy IJOA) Field trips are a school-sponsored event. Students are expected to follow all district policies and procedures. If a student needs to arrive or leave from a school-sponsored field trip in a private vehicle, a permission slip stating exactly who the student will arrive/depart with is to be filled out and on file prior to the trip. Students failing two or more classes may be deemed ineligible and will not normally be allowed to participate in off-campus field trips during the school day. **Field trips MUST be paid for PRIOR to student attending.**

Final Exams

Final exams may be comprehensive in nature and certain concepts and principles may cover an entire semester or longer periods of time. NO EARLY FINALS ARE GIVEN AT CCHS & CCMS WITHOUT APPROVAL FROM ADMINISTRATION.

Food Service

(Board Policy EFC, EF-E-1, EF-E-2,) Lunch menus are included each month on the school's homepage. Breakfast and lunch meals will be served daily; A la Carte items are also available at extra cost. The scanner system requires students to make prepayments. Cash may also be used. Students are not allowed to order lunch from outside vendors. Students will not be allowed to use their accounts if they have a negative balance. Students must eat their sack lunches in the lunchroom. All trash must be thrown away in the cans provided. Students are expected to clean up after themselves at lunch time. Students must stay in the cafeteria area during lunch and breakfast. No food is to be taken out of the cafeteria. Breakfast will be served from 8:00 a.m. to 8:20 a.m. Free and Reduced Price Food Service Programs are available to ensure that all students in the District receive proper nourishment. Please contact the Principal's office regarding eligibility.

Foreign Exchange Students

Clear Creek High School does not offer a graduation diploma for exchange students. Because these students may only attend one year at CCHS and transfer classes and grades differ so greatly in translation from country to country, we will provide each student with documentation verifying completion of study

at CCHS.

Fundraising

Students participating in fundraising activities do so as voluntary participants. Any funds raised by students are the property of the clubs for which the funds are raised. It is contrary to law to use funds raised for self-enrichment by either students or teachers. All fundraising forms and money collected are to be handled by the high school bookkeeper.

Gang Activity

(Board Policy JICF) Students shall not engage in any actions that are intended to encourage or facilitate, or that have the effect of encouraging or facilitating, gang or gang-related activities or purposes. Without limiting the generality of the foregoing, students or non-students may not recruit or aid in the recruitment of gang members; may not wear or display any clothing, accessories, symbols or signs which indicate membership in or affiliation with any gang; may not threaten or intimidate students, school personnel, or others lawfully on school premises or attending school functions or engage in behavior intended to threaten or intimidate those individuals; and may not engage in any actions that aid or further gang or gang-related activities or purposes. Non-student gang members shall not be allowed on school premises at any time or in any place not open to the general public, unless their presence is invited by appropriate school officials for legitimate school or educational purposes.

Displaying any of the above behavior or otherwise attempting to disrupt school operations shall result in disciplinary action and/or other preventive or corrective measures in accordance with the Student Conduct and Discipline Code.

The Board of Education does not permit students to participate in any secret type organization, fraternity, or sorority within the public schools of Clear Creek School District RE-1.

Gifted Education Program

The Clear Creek School District's Gifted Education Program strives to provide each gifted student with a differentiated educational experience in order to meet each of their individual needs. Gifted students receive services within the general education classroom through ongoing and explicit support from their classroom teachers and the Gifted Education Coordinator. The program has a very comprehensive referral process to find and evaluate all students who may need gifted services. Once a student is referred, the gifted education team will determine whether the team moves to evaluation, declines to evaluate, or recommends that the student is placed on a strengths based intervention plan. All gifted students meet and help develop their Advanced Learning Plan (ALP) annually. With the help of their teachers, counselor, =parent/guardians/guardians and the Gifted Education Coordinator they develop relevant academic and affective goals. The teacher and Gifted Coordinator work together to progress monitor each student who is a part of the Gifted Program quarters 2,3, & 4. Students are also provided with pull-out groups to help address their affective needs and to meet and work with other gifted students within the school.

Contact the Gifted Education Coordinator for referral documents or other gifted resources at any time throughout the school year. Deadline for gifted education referrals is April 1st annually.

Graduation Requirements

(Board Policy IKF) Students who wish to receive a diploma from Clear Creek High School must meet the following minimum standards:

- I. Student must complete at least 6 semesters (3 years) of high school (grades 9-12) to be considered for early graduation status
- II. Students must meet all graduation credit standards of completion. This includes 26 required credits
- III. Student must attend their final semester at CCHS
- IV. Students transferring in must earn a minimum of 3.5 credits from CCHS during their final semester
- V. Student's transcripts will be reviewed annually.
- VI. A student must have earned a minimum of 18.5 credits to be classified as a senior.
- VII. A student must have earned a minimum of 11 credits to be classified as a junior.
- VIII. A student must have earned a minimum of 4 credits to be classified as a sophomore.

See Board Policy IKF for more specific information regarding graduation requirements.

Community Service Graduation Requirements

Community Service is service without pay to a non-profit agency/organization, an individual, or a group in need.

- I. Students must complete their hours of service, including necessary paperwork for their records, **before the second semester** of their senior year.
 - A. Class of 2024: 20 hours
 - B. Class of 2025: 30 hours
 - C. Class of 2026+: 40 hours
- II. Service may begin the summer prior to a student's freshman year.
- III. For students enrolled after the first semester of their freshman year, the requirement will be prorated to equal five hours' times the number of semesters enrolled in Clear Creek High School.
- IV. Service must be performed outside of school hours unless under the supervision of a classroom teacher or staff member.
- V. Students may earn .5 credit if they complete 75 hours of community service beyond the 40 hours already earned, and complete a written evaluation of their experience.
- VI. You do not earn community service hours for being a sports team manager.
- VII. You may earn up to 10 hours for internal babysitting services.
- VIII. School tutors may earn community service hours.
- IX. All paperwork can be obtained on the school web site or from the counseling office. An update of hours will be kept on file.

Graduation Participation Requirements

(Board Policy IKF) No student will be allowed to participate in Graduation Ceremonies at Clear Creek High School unless:

- I. Student has received all 26 Clear Creek High School required credits
- II. Community service hours completed
- III. Student passes all required Clear Creek High School classes by the date set by the building Principal
- IV. Student has paid all required fees prior to graduation
- V. Student attends mandatory graduation practice on date set by the building Principal

2021 Graduation Guidelines

Beginning with the Class of 2021, Colorado school districts have implemented local high school graduation requirements that meet or exceed the Colorado Graduation Guidelines. This includes offering a list of options that students may use to demonstrate their readiness for careers and college. For more information, go to the websites linked below.

- [CCHS Graduation Requirements](#)
- www.cde.state.co.us/postsecondary/graduationguidelines

Early Graduation Status

Students who opt for "early grad" status their junior year:

- I. Will continue to be classified as a junior for the entire school year
- II. Are subject to any requirements based on their junior status (community service hours, etc.)
- III. Are not entitled to participate in "senior" events such as the fall senior sleepover/activity, senior trip, senior related yearbook events, etc.
- IV. Will be included in the yearbook as a junior
- V. May not be included in the senior montage normally presented as a part of the Senior Recognition & Community Awards Night
- VI. Understand that eligibility for Valedictorian or Salutatorian is forfeited

Graduation Cap and Gown

All seniors must have the cap and gown \$50 fee paid to the school by October 4, 2023.

Growth Over Time

In an attempt to raise student awareness regarding their own academic performance, students will be monitoring their academic performance on standardized assessments throughout the year. Students will become familiar with NWEA, PSAT, SAT, and CMAS data and how this information can be used to help them achieve growth during the school year.

Habitually Disruptive Students

(Board Policies JK, JKR, JK-2) After a student has been suspended for the second time for a material and substantial disruption in the classroom, on school grounds, in school vehicles, or at school activities or events, an individual remedial discipline plan may be developed for the student. No student shall be declared habitually disruptive prior to the development and implementation of a remedial discipline plan as provided by law.

The student and the parent/guardian/guardian shall be notified in writing of each suspension that will count towards the student being declared habitually disruptive. Students who, through willful and overt behavior, are suspended three (3) times during the school year for causing a material and substantial disruption in the classroom, on school grounds, in school vehicles, or at school activities or events, and who violate their individual remedial discipline plans may be declared habitually disruptive students, for which expulsion is mandatory pursuant to state law.

Health Services & Records

The school nurse is at Clear Creek High School/ Middle School on a limited basis. Select staff are delegated annually per state licensure requirements. If a student becomes ill at school, the student should obtain a pass from the classroom teacher and report to the main office health room. Students are not to use their cell phone to call or text their parent/guardian/guardian if they are ill. Students will be assessed in the health room and parent/guardians/guardians will be notified. Arrangements must be made by parent/guardians/guardians to pick up their sick child. School personnel will not dispense medication without a doctor's written permission. These policies will be strictly followed for the safety of our students and staff.

The sight and hearing of all students in seventh grade or students in comparable age groups referred for testing shall be tested during the school year. The parent/guardian/guardian will be informed when a deficiency is found. This provision shall not apply to any student whose parent/guardian/guardian objects on religious or personal grounds. Health records shall be maintained by the nursing staff and kept in a separate and secure health file in the school health office.

Homework

Homework, work that is assigned during class to be done outside the regular class meeting time (at home, during academic prep time or at some other location and time), is an integral part of the educational program. Homework should be meaningful and relevant both to the class work and to the student. It should help the student develop useful skills and gain increased insight into class work. All homework should contribute directly as well as indirectly to the student's performance evaluation. Although regular homework requires self-discipline and individual commitment on the part of the student, the best results occur when homework is a collaborative effort between school, teachers, students, and parent/guardians/guardians. Yet it is recognized that some time in a student's out of school life must be devoted to physical, social, religious, and other activities. Homework is an education tool, not a disciplinary measure.

A student's responsibilities:

- I. To know what the assignment is before leaving the classroom
- II. To make a written note of the assignment for later reference
- III. To complete the assignment on time
- IV. To seek help when "stuck" on a problem or assignment
- V. To do his/her own work
- VI. To use time wisely
- VII. To recognize that for some students some assignments will take more than the same assignment will take for other students

A teacher's responsibilities:

- I. To make the assignment clear
- II. To show the relevance of the assignment to the class work
- III. To be available to help students with assignment problems
- IV. To collect, grade, and return the assignment quickly
- V. To be aware of the recommended time limits for homework
- VI. To recognize that for some students some assignments will take more time than the same assignment will take for other students
- VII. To be aware that students have activities outside of school which provide valuable and necessary life lessons for them
- VIII. To use homework to reinforce and practice, to expand and extend, to create and apply,

- to prepare and gain background, etc., but not to teach anew.
- IX. To be sensitive to the unique factors inherent in group assignments.

A parent/guardian's responsibilities:

- I. To provide a place for a student to do his/her homework
- II. To monitor that homework is done
- III. To organize activities (social, athletic, occupational, etc.) so that they do not interfere with the completion of homework
- IV. To recognize that for some students some assignments will take more time than the same assignment will take for other students
- V. To know that a student always has homework - i.e. formal assignments, practice work, material to read, getting ready for a test, general study and review of the material presented in class.

Honor Roll

To be eligible for the Honor Roll a student must be enrolled in at least four academic classes each semester. Honor Roll criteria is: Principal's Honor Roll: 4.00 or higher GPA. Honor Roll: 3.5-3.99 GPA.

Honors Diploma

Students may earn an honors diploma according to the following requirements:

- I. Students must have at least a 3.25 cumulative GPA
- II. Students must take at least 1 Honors English class (full year, 2 semesters) in grades 9-10
- III. Students must take and pass with at least a 75% grade (each semester):
 - A. 2 Advanced Placement courses (and take the corresponding AP test) and/or
 - B. 2 (full year, 2 semesters) CU Succeed classes for college credit or
 - C. Or 1 AP course/exam (1 full year, 2 semesters) and 1 (1 full year, 2 semesters) CU Succeed class for college credit
- IV. Students must take 4 science courses
- V. Students must take 2 fine or practical arts classes or a combination of the two.
- VI. Students must take 4 math classes (4.0 credits) during grades 9-12 (not including Trans Math) or 3 math classes during grades 9-12 if one is Calculus.
- VII. Transfer students must complete both semesters of their senior year at Clear Creek High School and complete all of the above requirements.

Immunization

(Board Policy JLCB, JLCB-R) No student is permitted to attend or continue to attend any school in this district without meeting the legal requirements of immunization against disease unless the student has a valid exemption for health, religious, personal, or other reasons as provided by law.

Infinite Campus

Clear Creek School District provides individual login access to parent/guardians/guardians/guardians and students to access student attendance, grades, health, immunization records, course requirements and fees. In addition, to be more user and paper friendly, paper reports will not be generated unless specifically requested.

Interrogations by School Administrators

(Board Policy JIH) 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. In all cases, students' rights to due process will be

honored. 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/her side of the story, orally or in writing.

Interview by School Administrators

(Board Policy JIH) When a violation of Board policy or school rules occurs, the principal or designee will follow all legal requirements with regard to all students' right to due process. The principal or designee may question potential student victims and witnesses without prior consent of the student's parent/guardian/guardian only when the situation mandates it. 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.

Lockers

(Board Policy JIH) Lockers will be issued to students at the beginning of the year. Each student will be responsible for his/her own locker. Students having problems with theft from their lockers must report the problem to the School Resource Officer as soon as possible. The administration reserves the right to cut off locks not registered with the office. Lockers are not theft proof! Money or other valuables should not be kept in lockers. Lockers are the property of Clear Creek High School & Middle School and are available for the convenience of the students; therefore, lockers are subject to search by administration at any time. Writing on or defacing lockers is not acceptable and students will be billed for damages.

Make-Up Work

It is the responsibility of the student and/or parent/guardian to contact the teacher directly to request make-up work. Teachers may be reached by email using firstname.lastname@ccsdre1.org.

Media Center

Due to cuts in staffing, the Media Center will be open on a limited basis during the 2023-24 school year. Hours of operation will be communicated to students as we develop strategies for supervision of the space. Please note that the function of a school library has shifted in the 21st Century to be more of a collaborative space rather than a depository of information due to access to the internet through district-issued Chromebooks. There will still be books available to check out.

Medication

(Board Policy JLCD) It is recommended that every possible means be taken to give students medication(s) at home. Parents/guardians/guardians may come to school to give medication(s) to the student at the appropriate time.

Medications (prescription and non-prescription) are to be given at school only under the following conditions:

- I. Written Documentation Required
- II. Medication permission form signed by parent/guardian or legal guardian AND physician
- III. Physician documenting name of medication, dosage, purpose of medication, time of day the medication is to be given, possible side effects, and anticipated number of days medication will be given at school
- IV. Medication supplied to school in a pharmacy labeled bottle
- V. Medication to be stored in a clean, locked cabinet or container
- VI. Students who are deemed responsible may carry medication on their person if the above documentation is complete and approved by the school nurse. Students may not carry any Schedule II or narcotic drugs on their person. These must remain locked in the office and given as scheduled by school personnel who are authorized to administer medications.

- VII. NO verbal requests for medication/treatments for students by parent/guardians/guardians/guardians will be accepted.
- VIII. parent/guardians/guardians/guardians are to bring all medication to the nurse. In the event an adult is not able to bring medication to school, the parent/guardian/guardian will need to make arrangements with the nurse or secretary. These arrangements are to include:
 - IX. A call to the nurse or secretary the day the medication is being sent
 - X. Notification of the type of medication being sent
 - XI. It must arrive in the original container (manufacturer or pharmacy) labeled with the student's name, dosage, time to be administered, and number of pills written on a sealed envelope.

Messages

The High School and Middle School office will take messages from parents/guardians to be given to their child on request. However, due to varying circumstances, we cannot always guarantee that we will be able to reach the student in a timely manner. PLEASE MAKE ARRANGEMENTS WITH YOUR CHILDREN BEFORE THEY COME TO SCHOOL.

Middle School Students Taking High School Level Courses (IKF)

A middle school student who takes a high school level course in order to accelerate his/her learning will receive high school credit at the discretion of the high school principal. This high school level course will also count for both middle school and high school GPA calculations. Both the middle school and high school principal will determine if a middle school student is eligible to take a high school level course.

This policy means that middle school students attending and successfully completing a high school class will receive high school credit for that course.

Military Opt Out Form

(Board Policies JRA/JRC-E2) This form is available on the CCHS website (>> School Forms >> Documents to Sign). Students in Grades 11 and 12 who want to opt out of any contact with military recruiting officers must fill out the form and return it to the Registrar by September 18, 2023.

MTSS

A safe and orderly learning environment is a necessity. Clear Creek High and Middle School behavior management system is designed to provide an optimum environment for all student learners. We assume that students want and are able to assume responsibility for their conduct. Please make sure you comply with the following additional school expectations:

Guiding Expectations of Students:

- I. Treat staff members and peers with respect.
- II. Come to class prepared and with the necessary materials.
- III. Arrive to class on time.
- IV. Respect school property and the property of others.
- V. Move through the building in an appropriate manner.
- VI. Use appropriate language at all school activities.

Other Expectations:

- I. Carry a hall pass when out of class.
- II. Waste material should be disposed of properly.
- III. Lunch areas are in the cafeteria. The rest of the building is off limits.

- IV. Students are not allowed to bring skateboards, rollerblades, water guns, toys, and the like into the building.
- V. Shoes must be worn at all times.
- VI. No lighters, knives or weapons of any kind including box cutters, razor blades or other similar devices deemed inappropriate are to be brought on campus.
- VII. If students leave the campus during school hours without permission, it will be considered truancy.

NCAA, NJCAA, NAIA

Student athletes are encouraged to access the following web sites at: ncaa.org, njcaa.org, naia.org, for complete information and guidelines pertaining collegiate sport eligibility. Students must register during their junior year of high school. More information can be found on the high school website under the counseling tab.

Educere Online Program

This software program is used to provide online education opportunities for students either for credit recovery or for enrichment. Classes are delivered in an environment where students can work at their own pace. Classes taken for recovery credit are weighted at a 3.5 grade point average. See High School Counselor for Educere course offerings.

Off-Limit Areas

Due to the legal responsibilities for adequate supervision and the difficulty in supervising some areas of the campus, students are not allowed in the following areas unless under the direct supervision of a teacher or with the specific permission of an administrator;

- I. The lower practice fields, retention pond area and water treatment building
- II. All areas east of the baseball field
- III. Academic areas during lunch, or outside of the patio during lunch that has students out of the line of sight by administration and staff,
- IV. Greenhouse/compost area
- V. Elmgreen Park
- VI. The track
- VII. Classrooms and lockers during lunch
- VIII. Teacher's Lounge & Copy Rooms
- IX. Gyms

Online Courses

The High School curriculum required for graduation is provided through a variety of courses taught by teachers at Clear Creek High School. However, some students may elect to take additional courses as electives that are not regularly offered at our school. Students *may* take courses that are *not* offered at CCHS through other venues and can be reimbursed by the District if their final grade is a 'C' or higher. Official transcripts will indicate the online school; the *letter grade* will be reflected in the overall GPA. Students must schedule an appointment with the School Counselor prior to registration to get pre-approval for credit upon successful completion of the course. A maximum of one block per day will be allotted for this coursework **IF** the student registers for the course before each semester and makes appropriate arrangements through the School Counselor's office with proper documentation. Schedule changes will not be made to accommodate online courses after the semester begins at CCHS.

Students may elect to take required courses that are offered at CCHS through online venues. In these

cases the coursework may not be reimbursed, no matter what the final grade is, and pre-approval must be received before a student registers for the course. *Students may not receive credit if the course is not pre-approved by the School Counselor and Administration.*

parent/guardian/Public Conduct

(Board Policy parent/guardian Involvement in Education KFA) Any conduct intended to obstruct, disrupt or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board, will not be allowed to continue. parent/guardians/guardians and visitors may be removed from campus or asked not to return if they interfere with school events and operations.

Parking Lots

(Board Policy JIHB) Students are to park in their designated parking lot. Students are not allowed to park in the faculty lot at any time. The fire lane in front of the school is off limits at all times. No parking will be allowed on roadways. Tickets will be issued to students without permits. Habitual violators of parking lot rules or permits not visible will lose their permit. Refer to the contract you signed. The school is NOT responsible for damage or vandalism done to a vehicle while parked in the school parking lot.

PE Credit for Participation in Athletics

A high school student athlete can earn a .25 credit for each JV/Varsity/Club sport season that is completed during the course of the regular school year. Must meet CHSAA regulated activities or otherwise school approved club sports. A maximum 1.0 credit in PE can be earned. Student athletes must meet the expectations of the head coach to earn a minimum of a JV letter. Team managers do not earn credit.

Purpose of Athletics

(Board policy JJ/JJA) Students are encouraged to participate in extracurricular activities at Clear Creek Middle School and High School. Some of the activities for this year for middle school are as follows: cross country, volleyball, football, basketball, skiing, wrestling, baseball, track, girls soccer, We the People, Science Olympiad, robotics and Student Council. Some of the activities for this year for high school are: cross country, volleyball, football, poms, cheerleading, basketball, skiing, wrestling, baseball, track, girls soccer, lacrosse, robotics, student government, NHS, and Interact. All student organizations are required to have open membership to all interested and/or eligible students.

All forms of hazing in initiations shall be prohibited in a student organization. No initiation shall be held for a student organization which will bring criticism to the school system or be degrading to the student. The faculty adviser must attend every meeting of the student organization whether conducted on school premises or at another location.

The purpose of athletics is to develop a winning attitude in the student/athlete. Winning is an attitude that must be promoted in all aspects of one's life, not only on the athletic field, court, slopes. Student/athletes conduct on and off the athletic field/court/slopes and in and out of school is critical to this purpose. During both their on and off season(s) our student athletes are expected to refrain from any and all actions that would discredit themselves, their team or Clear Creek High School. The actions of student athletes need to support our core values (Diggers) in all endeavors throughout the school year.

Privacy Act

(Board Policies JLCD-P1, JRA/JRC, JRCA, KLMA) The Family Educational Rights and Privacy Act and Colorado law gives parent/guardians/guardians certain rights with respect to their children's education

records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- I. parent/guardians/guardians have the right to see their children's school records
- II. Allows parent/guardians/guardians to correct any errors through request or formal hearing if necessary
- III. Limits access to school records by outsiders
- IV. Requires that parent/guardians/guardians be informed of the school's record keeping policy. In order to protect a student's privacy and rights, names and addresses of students shall not be provided for commercial purposes

Public Display of Affection (PDA)

Although students do engage in appropriate types of brief hugs to greet their friends, behavior such as hugging that includes groping, prolonged kissing, and other inappropriate types of PDA can result in discipline. Clear Creek High and Middle School and its staff work hard to instruct students in a variety of ways, including helping them understand that there is a time and place for certain types of behavior. NO PDA OF ANY KIND IS ALLOWED BETWEEN MIDDLE SCHOOL AND HIGH SCHOOL STUDENTS. In addition, high school and middle school students attempting to contact each other during the school day may result in disciplinary action. Repeated offenses can result in disciplinary action.

Quarter Grades and Deficiency

(Board Policy IKA) At the high school level, quarter grades are PROGRESS REPORTS of the student's progress for the semester. Progress reports are available on Infinite Campus. parent/guardians/guardians/guardians are encouraged to monitor Infinite Campus throughout the semester and specifically at midterms, quarters and semester end. The semester grade is the only final grade kept on the student's record. Behavior is not a part of the academic grade. However, inattentiveness and disruptive behavior does have its natural consequences of not mastering the material and possibly affecting the participation grade given by the teacher.

Reporting Child Abuse

(Board Policy JLF) Any school official or employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect shall immediately upon receiving such information, report or cause a report to be made to the appropriate county department of social services or local law enforcement agency.

The District, unless directed otherwise by specific order of a court, assumes that there are no restrictions regarding the non-custodial parent/guardians/guardians' right to be kept informed of the student's school progress and activities. The student shall not be permitted to visit with or be released to anyone, including the non-custodial parent/guardian, without the approval of the custodial parent/guardian.

Retention Policy

(Board Policy IKE and IKE-R) Full promotion will be granted to Middle School students passing all core classes with a minimum of 60% in each class at the end of the school year indicating successful completion of the content standards. Middle School core classes are English, Social Studies, Science, and Math. An average of all quarter grade percent will determine the final grade for the year. Students failing any course subject for the year must make up the work through summer school options at the parent/guardian's expense in order to be promoted to the next grade level. Students who fail three or more core courses during a school year will be referred to the Principal for possible retention. Grades: Grade rating scale for classes includes the following: 90-100%= A 80-89%=B 70-79%=C 60-69%=D Below 60%=F

Safe Schools/Bullying Prevention

(Board Policies ADD/JICDE) The Board of Education recognizes that effective learning and teaching takes place in a safe, secure, and welcoming environment, and that safe schools contribute to improved attendance, increased student achievement and community support. The Board declares that bullying disrupts a school's ability to educate students and threatens public safety by creating an atmosphere in which such behavior can escalate into violence. Bullying is defined as any written or verbal expression, or physical act or gesture, or a pattern thereof that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated school bus stop, or at school activities or sanctioned events.

It is important that students understand that all students (male and female) feel physically and emotionally safe within the learning environment. Harassment that interferes with a student's work or the educational environment of the school will be dealt with promptly and firmly with the appropriate level of consequences.

Safe2Tell

If you have information about Bullying, Child Abuse, Dangerous Behavior, Drugs/Alcohol, Gangs, Weapons, Fights, Internet Safety, Sexual Abuse, Suicide Threats, Vandalism, Violence or Animal Cruelty, CALL 1-877-542-SAFE (7233) OR VISIT www.safe2tell.org . You will not be asked your name. You can choose to stay anonymous. **MAKE A DIFFERENCE!**

School Based Therapist

(Board Policy JLDAC) In addition to the services offered in the school, children and their families may take advantage of the wide range of services offered by Jefferson Center of Mental Health. These services range from psychiatric and emergency care to the Families Together Program, which helps families with at-risk youth stay together. Services are available for children and their families at the Clear Creek High School. Referrals for services can be made by parent/guardians/guardians, teachers, and children. Families are encouraged to be active participants in treatment.

School Bus Conduct Policy

(Board Policy EEAE) The Rules of Conduct are to be followed by students while riding a school bus. These Rules of Conduct are submitted to the parent/guardians/guardians of bus students to be read. parent/guardians/guardians must agree to do their part in enforcing these rules. Agreement is indicated when they sign a Permission Slip for their child to ride on a school bus. No student shall be eligible to utilize school bus transportation unless a current, signed permission slip is on file with the School District. Rules of Conduct will be posted in each school bus and in each school. Assigned seating may be enacted at any time if Rules of Conduct are broken.

School Hours/student supervision

School hours are from 7:30 to 4:00 p.m. If students are required to be at school outside of normal school hours they must be supervised by an adult. Students that stay after school should be participating or attending athletics and activities which are supervised by appropriate staff.

School Pictures

(Board Policy JRCB) Both individual student and sports pictures are taken during the school year. Pictures may be purchased at the time pictures are taken. You are under no obligation to purchase pictures. There is no cost for having student pictures taken to be in the yearbook only or for the original I.D. card photo. All published pictures must comply with dress code requirements.

Students who do not have senior status (earned a minimum of 18.5 credits) by the end of fall semester will not be pictured in the senior portion of the yearbook. Senior photo specifications can be directed to the yearbook advisor, Ms. Tina Matthew.

School-Related Student Publications

(Board Policy JICEC) School-sponsored publications are a public forum for students as well as an educational activity through which students can gain experience in reporting, writing, editing, and understanding responsible journalism.

Because the Board recognizes creative student expression as an educational benefit of the school experience, it encourages freedom of comment, both oral and written, in a school setting with a degree of order in which proper learning can take place. The Board encourages students to express their views in school-sponsored publications and to observe rules for responsible journalism. This means expression which is false or obscene, libelous, slanderous, or defamatory under state law; presents a clear and present danger of the commission of unlawful acts, violation of school rules, or material and substantial disruption of the orderly operation of the school; violates the privacy rights of others; or threatens violence to property of persons shall not be permitted. All publications must be approved by the principal before being hung on school property.

School Resource Officer (SRO)

The Clear Creek School District and the Clear Creek County Sheriff's Office work cooperatively to provide an SRO to both Clear Creek High and Middle School. The duties of the School Resource Officer are to enforce county, state and federal laws, monitor the activities of students, and provide a positive police visibility and presence at our school. Please feel free to call Deputy Beau Campbell at 303-679-4605 if you have questions.

Searches

Student Searches & Interrogation

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

Searches Conducted by School Personnel

When reasonable suspicion arises, school personnel may search a student and/or the student's personal property, including student vehicles while on school premises or during a school activity in accordance with this policy and may seize any illegal, unauthorized or contraband materials. Whenever possible, the student shall be informed of the reason(s) for conducting the search. 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 to the search.

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. 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.

The principal or 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 suspect that the search will uncover:

- I. Evidence of a violation of Board and/or district policies, school rules, or federal, state, or local laws.

- II. Anything which, because of its presence, presents an immediate danger of physical harm or illness to any person.

Search of the person shall be limited to the student's pockets, any object in the student's possession such as a purse, backpack, book bag, or briefcase, and 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. Additionally, school officials conducting the search shall be respectful of privacy considerations, in light of the sex and age of the student. Searches of the person shall be conducted out of the presence of other students and as privately as possible by a person of the same sex as the student being searched. At least one person 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/Guardian. However, the parent/guardian/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, shoes, socks, or jacket shall be referred to a Law Enforcement Officer. School personnel may be present during such searches at the request of the student or law enforcement.

Parking Lot Searches

(Board Policy JIHB) The privilege of bringing a student-operated vehicle on to school premises is based 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/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 of the parking permit/contract, 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.

Law Enforcement Canine Searches

Clear Creek School District seeks to maintain a safe and orderly environment in all schools. In an effort to deter the presence of illegal substances at Clear Creek High School, the school in conjunction with the Clear Creek Sheriff's Department will conduct random drug searches of both the building and parking areas.

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:

- I. Seized and 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
- II. Returned to the student or the parent/guardian/Guardian
- III. Turned over to a Law Enforcement Officer in accordance with this policy.

Skateboards & Rollerblades

Use of such devices must meet district and CCMS/HS Administration guidelines. In particular, students must sign the Terms & Conditions laid out by the Skate Interns in order to use the skate features that are on campus. These features will only remain on campus, in collaboration with CCMRD, if students are complying with the guidelines. Included in the guidelines are a required use of a helmet, understanding that skating is at your own risk, and there are specific times when skating is allowed during school hours.

The Administration reserves the right to revoke skating privileges on campus.

Student Concerns, Complaints, and Grievances

(Board Policy JII) Decisions made by school personnel that students believe are unfair or in violation of Board policy or school rules may be appealed to the Principal. These grievance procedures are also available for students to receive prompt and equitable resolution of allegations of discriminatory actions on the basis of race, color, national origin, sex and disability, which students are encouraged to report.

Complaints must be put in writing, dated, signed and submitted to the Principal. Forms for this purpose are available in the Principal's office. Once a complaint is filed, a conference will be held with the student within five (5) school days. A written response will be given to the student within ten (10) school days following the conference. If the complaint is not resolved to the satisfaction of the student, a written appeal may be submitted within ten (10) school days in accordance with the appeal procedures set forth in Board Policy JII-P.

Student Conduct and Discipline Code

In accordance with applicable law and Board policy concerning student suspensions, expulsions and other disciplinary interventions, the principal or designee may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, 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 district property when the conduct has a reasonable connection to school or any district curricular or non-curricular event.

- I. Causing or attempting to cause damage to district property or stealing or attempting to steal district property.
- II. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
- III. Willful destruction or defacing of district property.
- IV. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
- V. 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.
- VI. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, either orally or in writing or derogatory statements addressed publicly to an individual or a group that precipitate disruption of the district or school program or incite violence.
- VII. 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.
- VIII. Violation of the Board's policy on bullying prevention and education.
- IX. Violation of criminal law which has an effect on the district or on the general safety or welfare of students or staff.
- X. Violation of any Board policy or regulations, or established school rules.
- XI. Violation of the Board's policy on weapons in the schools. Expulsion shall be mandatory for bringing or possessing a firearm, in accordance with Federal Law.
- XII. Violation of the Board's policy on student conduct involving drugs and alcohol.
- XIII. Violation of the Board's violent and aggressive behavior policy.

- XIV. Violation of the Board's tobacco-free schools policy.
- XV. Violation of the Board's policies prohibiting sexual or other harassment.
- XVI. Violation of the Board's policy on nondiscrimination.
- XVII. Violation of the Board's dress code policy.
- XVIII. Violation of the Board's policy on gangs and gang-like activity.
- XIX. Throwing objects, unless part of a supervised school activity, that can or do cause bodily injury or to damage property.
- XX. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or others.
- XXI. Lying or giving false information, either verbally or in writing, to a district employee.
- XXII. Engaging in scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
- XXIII. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
- XXIV. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students.
- XXV. Repeated interference with the District's ability to provide educational opportunities to other students.
- XXVI. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the district staff.

Hall Pass

No student shall be in the halls during regular class time without a valid pass which includes trips to the restroom, library, locker, or office. Passage shall be the shortest and quickest route without any stopovers at other points or without disturbing or interrupting other classes in session. Abuse of pass procedure may result in disciplinary action and restricted travel.

Substance Abuse Policy

(Board Policy JICH and JICH-P) The School District promotes a healthy environment for students by providing education, support, and decision-making skills in regard to alcohol, drugs, and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among the schools, parent/guardians/guardians/Guardians, community, and its agencies. It shall be a violation of Board policy and considered to be behavior which is detrimental to the welfare or safety of other students or school personnel for any student to possess, use, sell, distribute, or procure or to be under the influence of alcohol, drugs, or other controlled substances. The unlawful possession or use of alcohol or controlled substances is prohibited. For purposes of this policy, 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 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 medicines to students. This policy also includes substances that are represented by or to the student to be any such controlled substance or what the student believes to be any such substance. This policy shall apply to any student who is on school property, in attendance at school, in a school vehicle or taking part in any school sponsored or sanctioned activity or whose conduct at any time or place interferes with the operations of the District or the safety or welfare of students or employees. Students violating this policy shall be subject to disciplinary sanctions which may include suspension and/or expulsion from school and

referral for prosecution. Expulsion shall be mandatory for sale or distribution of drugs or other controlled substances, in accordance with State Law.

A situation 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, parent/guardians/guardians shall be involved and every effort made to direct the substance abuser to sources of help. 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, parent/guardians/guardians and any other recognized community resources committed to reducing the incidents of illegal use of drugs and alcohol by school-aged youth. Whenever possible in dealing with student problems associated with drug and alcohol abuse, school personnel shall provide parent/guardians/guardians/Guardians and students with information concerning education and rehabilitation programs which are available. Information provided to students and/or parent/guardians/guardians about community substance abuse treatment programs or other resources shall be accompanied by a disclaimer to clarify that the School District assumes no financial responsibility for the expense of drug or alcohol assessment or treatment provided by other agencies or groups unless otherwise required.

Definitions

- I. 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 by law, or any prescription or nonprescription drug, medicine, vitamin or other chemical substance not taken in accordance with the Board of Education policy, regulations and guidelines on administering medicines to students.
- II. This procedure 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.

Use

- I. Use of alcohol or a controlled substance shall result in disciplinary action, including but not limited to, suspension or expulsion.
- II. When a student is suspected of use of alcohol or a controlled substance, the person having the suspicion shall notify the Principal. Notification shall include reasons for such suspicion (observed use, unusual behavior, etc.). The Principal will conduct a check of the suspected student and collect data.
 - A. The Principal may have a personal conference with the student expressing awareness and concern.
 - B. The parent/guardian/Guardian may be requested to attend a conference at school. The conference may include sharing the data collected, explaining disciplinary action, explaining consequences of involvement with drugs/alcohol, developing a plan of action, and offering the parent/guardian or Guardian general information and resources related to substance abuse.
- III. When necessary, emergency health and safety care will be provided and any procedural or disciplinary issues postponed until the student's immediate needs are treated. While waiting for the parent/guardian/Guardian or further medical aid, the student shall not be left alone but placed in a quiet environment where they will remain under observation.

Possession

- I. Possession of alcohol or a controlled substance shall result in disciplinary action, including but not limited to suspension or expulsion.

- II. A student who possesses alcohol, drugs, other controlled substances or paraphernalia shall be handled in the following manner:
 - A. A staff member who comes in contact with evidence and/or contraband shall immediately notify the principal.
 - B. A student who comes in contact with evidence and/or contraband shall immediately notify a teacher or staff member. Failure to report may be grounds for disciplinary action.
 - C. The Principal shall place any evidence in an envelope or alternative container as necessary which will be sealed, dated and initiated by the individual who originally obtained the materials and by the principal. The evidence then will be placed in a secure place.
 - D. The Principal shall contact appropriate Law Enforcement Officials in each instance of possession or sale of controlled substances by a student.
 - E. When there is evidence of a student possessing illegal drugs, the student shall be immediately suspended and his/her parent/guardian/Guardian notified. The student shall be further disciplined in accordance with the conduct and discipline code

Suspension & Expulsion

(Board Policy JKD/JKE) Delegation of Authority:

The authority of the Board of Education is hereby delegated as follows:

- I. The Board of Education delegates to any Principal within the School District, or to a person designated in writing by the Principal, the power to suspend a student in his/her school for not more than five (5) school days or for not more than ten (10) school days for serious violations in a school building or in or on school property as provided in State Law.
- II. The Board of Education delegates to the Superintendent of Schools the authority to suspend a student for ten (10) school days for disciplinary reasons, plus an additional ten (10) school days to the extent necessary to present the matter to the Board of Education at the next meeting.
- III. In no event shall the total period of suspension exceed twenty five (25) school days.
- IV. The Board of Education delegates to the Superintendent of Schools the authority to deny admission to or expel for any period not extending beyond one calendar year, any student whom the Superintendent of Schools shall determine does not qualify for admission to or continued attendance at the public schools of the School District. At the next meeting of the Board of Education, the Superintendent of Schools shall report on each denial of admission or expulsion case acted upon, briefly describing the circumstances and the reasons for his/her action. An appeal may be taken from the Superintendent of School's decision to the Board of Education. Notwithstanding the foregoing, the Board of Education reserves the right to exercise its option to conduct the initial proceeding to deny admission or expel a student.

Procedures to be followed relating to suspension and expulsion shall be sufficient to meet the minimum requirements of due process of law; however, no informality or non-material deviations from procedure shall be deemed to invalidate any action taken.

Expulsion for Crimes of Violence

Colorado law provides that the School District must be notified about basic identification and details of the offense whenever a petition is filed in juvenile court alleging that a child at least fourteen (14) years of age but less than eighteen (18) years of age has committed an offense that would constitute a crime of violence as defined in § 16-11-309, C.R.S., if committed by an adult, or whenever charges are filed in District Court alleging that a child has committed such an offense. If the School District receives such a notification, the Board of Education or its designee shall determine whether the behavior described in the

notification, if true, shows that the student exhibited behavior that is detrimental to the safety, welfare, and morals of other students or of 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 and other school personnel. In making this preliminary determination, the Board of Education, or its designee, shall review all information contained in the notification received by the School District, and may seek information from any other party, including the student, whom the Board or its designee believes may have information helpful for making this determination. The Board or its designee may, however, rely only upon the information in the notification. Based on the preliminary hearing described in the foregoing paragraph, the Board of Education or its designee shall take one of the following actions:

- I. The Board or its designee may determine that the student should not be educated in the regular school setting, and that the administration should commence procedures under the School District's Conduct and Discipline Code for expulsion of the student.
- II. The Board or its designee may determine that it is unable at that time to prove grounds for but that the student should be educated outside of the regular school environment pending expulsion of the student, the outcome of the juvenile or criminal proceedings. In this case, the administration shall provide for the alternative education of the student until those proceedings are concluded. At the conclusion of those proceedings, the Board of Education shall determine whether the student should be restored to the regular school environment, whether probable grounds exist for an expulsion, or whether the alternative placement should continue and for what period of time it should continue.

Teacher Contact

The main office cannot provide home telephone numbers of teachers to students or parent/guardians/guardians. parent/guardians/guardians are encouraged to utilize the parent/guardian portal or google classroom to review student progress attendance records and grades. Teachers may be reached by email using the teachers firstname.lastname@ccsdre1.org.

Theft

Clear Creek High School and Middle School DOES NOT accept responsibility for thefts from students while they are in the building or on the grounds, nor for the safety of bicycles or motor vehicles. Students alone bear this responsibility.

Tobacco Free School

(Board Policy ADC) 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 staff, students, and members of the public is banned from all school property. The possession and use of tobacco products by any student in or on any school property or at any student activity sponsored by the district is prohibited. Tobacco means all kinds and forms of tobacco suitable for chewing or smoking and any other product that is packaged for smoking, including electronic cigarettes and vapor pens.

Transfer Students

It is recognized that students transferring from other high schools may not have had the rigorous credit/course demands that Clear Creek High School requires. IF a student enters CCHS *at or after their second semester sophomore year*, the District online courses may be considered by the School Counselor and Administration in order to provide a timely graduation for the transfer student.

Valedictorian/Salutatorian Criteria

For a student to be eligible for Valedictorian or Salutatorian at Clear Creek High School the following criteria must be met:

- I. Be in attendance at Clear Creek High School for their last (3) complete, consecutive semesters
- II. If there are two or more students qualified within three-one-thousandth (.003) of a grade point, they will share the honor
- III. Be enrolled in a certified high school program for four (4) years
- IV. Must have 18.5 credits at the end of Junior year to be classified as a Senior
- V. Must have taken all high school graduation **required classes** at a certified high school (NOT Red Rocks, correspondence, online or other outside sources)

This policy is not intended to exclude a student who takes advanced level courses outside of CCHS (AP, college level and/or online) to meet or exceed required courses (ex: AP World Geography, Calculus 3). parent/guardian(s)/student shall meet with the school counselor and principal to have the course pre-approved and a notation will be made in the student's cumulative file.

Violent & Aggressive Behavior

(Board Policy JICDD) The Board recognizes there are certain behaviors that, if tolerated, would quickly destroy the type of learning environment to which the 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. Students exhibiting violent or aggressive behavior or warning signs of future violent or aggressive behavior shall receive appropriate intervention to change behavior before a crisis occurs and shall be subject to disciplinary action when appropriate. Students shall be taught to recognize the warning signs of violent and aggressive behavior and shall report questionable behavior or potentially violent situations to appropriate school officials. All reports shall be taken seriously. Acts of violence and aggression shall be well documented and communicated by the staff to the building principal and the superintendent. The Board of Education shall be informed of all students who are receiving intervention. The immediate involvement of the parent/guardian/Guardian is also essential. Law Enforcement officials shall be involved if there is any violation of law. 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:

- I. Possession, threat, or use of a weapon - as described in the district's weapons policy.
- II. 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.
- III. Verbal abuse - includes, but is not limited to, swearing, screaming, obscene gestures or threats directed, either orally (including by telephone) or in writing, at an individual, his or her family, or a group.
- IV. Intimidation - an act intended to frighten or coerce someone into submission or obedience.
- V. Extortion - the use of verbal or physical coercion in order to obtain financial or material gain from others.
- VI. Bullying - any written or verbal expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school environment as further described in the district's Bully Prevention and Education policy.
- VII. Gang Activity - as described in the district's gang activity policy.
- VIII. Sexual Harassment - as described in the istrict's sexual harassment policy.

- IX. 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.
- X. Defiance - a serious act or instance of defying or opposing legitimate authority.
- XI. Discriminatory Slurs - insulting, disparaging or derogatory comments made directly or by innuendo regarding a person's race, sex, sexual orientation, religion, national or ethnic background or handicap.
- XII. Vandalism - damaging or defacing property owned by or in the rightful possession of another.
- XIII. Terrorism - a threat to commit violence 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.

Visitor Passes

(Board Policy KI) Loitering in a school building is prohibited by law. All visitors to the building during school hours will be electronically admitted by the front office and be required to sign in and secure a visitor’s pass from the main office. This includes parent/guardians/guardians. Student visitors are NOT allowed on campus during school hours, may not visit classrooms or attend lunch.

Weapons

Refer to Board Policy JICI.

Work Study/Internship

Work study credit for employment is available. Pass/fail credit is awarded for this program. Work study is available for junior and senior students only. For more information, please see the high school counselor.

***Clear Creek School District Google Chromebook Regulation, Procedures, and Information
Clear Creek District Chromebook 1:1 Program***

The focus of the Chromebook program at Clear Creek School District is to provide tools and resources for the 21st century Learner. Excellence in education requires that technology is seamlessly integrated throughout the curricula. Increasing access to technology is essential to build upon college and career readiness skills. Providing the individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parent/guardians/guardians and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anyplace.

The regulations, procedures, and information within this document apply to all Chromebooks and other technology devices used at Clear Creek School District considered by the Administration to come under this policy. **Table of Contents**

<p>1. GENERAL INFORMATION</p> <ul style="list-style-type: none"> 1.1. Receiving Your Chromebook 1.2. Chromebook Check In 1.3. Check In Fines <p>2. TAKING CARE OF YOUR CHROMEBOOK</p> <ul style="list-style-type: none"> 2.1. General Precautions 	<p>6. ADDITIONAL RESPONSIBILITIES EXPECTATIONS</p> <ul style="list-style-type: none"> 6.1.parent/guardian/Guardian Responsibilities 6.2. School Responsibilities are to: 6.3. Students are Responsible for 6.4. Student Activities Strictly Prohibited: 6.5. Chromebook Care
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<ul style="list-style-type: none"> 2.2. Carrying Chromebooks 2.3. Screen Care 3. USING YOUR CHROMEBOOK AT SCHOOL <ul style="list-style-type: none"> 3.1. Chromebooks Left at Home 3.2. Chromebook Undergoing Repair 3.3. Charging Your Chromebook’s Battery 3.4. Photos, Screensavers, and Background photos 3.5. Sound, Music, Games, or Programs 3.6. Printing 3.7. Home Internet Access 4. MANAGING YOUR FILES <ul style="list-style-type: none"> 4.1. Saving to the Chromebook 4.2. Network Connectivity 5. SOFTWARE ON CHROMEBOOKS <ul style="list-style-type: none"> 5.1. Originally Installed Software 5.2. Additional Software 5.3. Inspection 5.4. Procedure for Reloading Software 5.5. Software Upgrades 	<ul style="list-style-type: none"> 6.6. Legal Propriety 6.7. Student Discipline 7. PROTECTING & STORING YOUR CHROMEBOOK <ul style="list-style-type: none"> 7.1. Chromebook Identification 7.2. Storing Your Chromebook 7.3. Chromebooks Left in Unsupervised Areas 8. REPAIRING OR REPLACING YOUR CHROMEBOOK <ul style="list-style-type: none"> 8.1. Personal Home or Homeowners coverage 8.2. Claims 9. ACTIONS REQUIRING DISCIPLINARY ACTIONS
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1. GENERAL INFORMATION

1.1 Receiving Your Chromebook

- Chromebooks will be distributed at the beginning of each school year during enrollment or at the beginning of the school year.
- **parent/guardians/guardians & students must sign and return the Student and parent/guardian 1 to 1 agreement before the Chromebook can be issued to their child.**
- There will be a technology fee assessed at the beginning of each school year that needs to be paid in full prior to the student receiving their chromebook. This fee covers damages, software, support, and equipment to make sure that CCSD technology operates effectively, this is not a fee to pay for chromebooks directly.

1.2 Chromebook Check-in

- Chromebooks will be returned prior to the end of the school year, on a date to be provided, so they can be checked for serviceability and to be stored for the summer. If a student transfers out of Clear Creek School District during the school year, the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided will be returned at that time.
- Students who graduate early, withdraw, or terminate enrollment at Clear Creek School District for any other reason must, on the date of termination, return their individual school Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided.
- If a student fails to return the Chromebook, Chromebook charger, Chromebook case, and any other

peripheral devices/tools provided at the end of the school year or upon termination of enrollment at Clear Creek School District, that student will be subject to criminal prosecution or civil liability and district records may be withheld. The student will also pay the replacement cost of the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided. Failure to return the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided will result in a theft report being filed with local law enforcement.

- Furthermore, the student will be responsible for any damage to the Chromebook, consistent with the District’s Chromebook Protection plan and must return the computer and accessories to Clear Creek School District in good working condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Chromebook.
- Chromebooks that leave the district for any reason and are not turned in will be rendered unoperational. **Chromebooks will not work unless managed by the school district and are tracked using GPS.**

1.3 Check-in Fines

- If at any point during the school year there is damage, loss, or theft of a Chromebook the student must contact administration immediately.
- Any technical issue with the device must be brought to the attention of administration or technology support staff immediately. This includes but is not limited to: Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, etc.
- Any hardware/software repairs that are not due to misuse or damage will be covered without cost, however any accidental or intentional damage to the device will incur a cost.
- Fines will be imposed in accordance with the below chart or as the circumstances may warrant at the discretion of Clear Creek School District and its administrators.
- After two incidents of accidental damage, the student may lose some privilege of being in the Chromebook 1:1 program and may not be permitted to take the device home. This may also result in disciplinary action.
- All reports will be investigated and addressed on a case by case basis.

Issue	Action(s) Necessary	Cost
Accidental Damage (1st Instance)	A report must be made immediately to the administration. The device and case must be returned to the school so that a new or spare device may be issued.	½ price on parts replacement. (ie. a screen replacement costs \$50 with \$25 to be reimbursed to the school department)
Accidental Damage (2nd Instance)	A report must be made immediately to the administration. The device and case must be returned to the school so that a new or spare device may be issued. However, a spare device may not be issued for a 2nd break. The student may need to wait until the original device is returned from service.	½ price on parts replacement

Accidental Damage (3rd and additional instances)	A report must be made immediately to the administration. The device and case must be returned to the school. However, a spare device will not be issued. The student must wait until the original device is returned from service. Some loss of privileges of using the Chromebook may occur such as the following: Limiting participation in the Chromebook program or the student may not be permitted to take the device home. This may also result in a referral and disciplinary action.	Full price on parts replacement.
Intentional Damage	A report must be made immediately to the administration. The device and case must be returned to the school so that a new device may be issued. Deliberate damage will result in a disciplinary referral. Students will be subject to appropriate disciplinary action and will be responsible for all damage to school property.	All costs of whatever kind that are associated with replacing or repairing the device.
Loss	A report must be made immediately to administration and a police report MUST be filed with local law enforcement.	Possible replacement cost pending review and investigation
Theft	A report must be made immediately to administration and a police report MUST be filed with local law enforcement.	Possible replacement cost pending review and investigation
Replacement power cord or case due to loss	A report must be made immediately to administration	\$40 cord \$15 case

2. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook that they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the technology director for an evaluation of the equipment.

2.1 General Precautions

- The Chromebook is school property and all users will follow this regulation and Clear Creek School District acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks and Chromebook cases must remain free of any writing, drawing, stickers, or labels that are not the property of Clear Creek School District.
- Chromebooks must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their Chromebook's battery charged for school each day.
- Chromebooks are very sensitive to extreme heat and extreme cold therefore leaving devices in cars, direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided.

- Do not stack any books, heavy materials, etc. on top of the Chromebook as it could cause the device to break.

2.2 Carrying Chromebooks

The protective cases provided with Chromebooks have sufficient padding to protect the Chromebook from normal wear and tear and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Chromebooks should always be within the protective case when carried.
- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the Chromebook screen.
- Chromebooks must remain in a protective case when not in use to prevent unintended damage.

2.3 Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or antistatic cloth.
- Do not "bump" the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

3. USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students must be responsible to bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

3.1 Chromebooks Left at Home

- If students leave their Chromebook at home, they are responsible for requesting a loaner device from the Library. If available, the loaner device can be used by the student during that day, and must be returned to the Library at the end of school. Loaner devices are not to go home unless authorized by administration.
- If a student repeatedly (three or more times as determined by any staff member) leaves their Chromebook at home, they may be required to "check out" their Chromebook. "Checking out" identifies that the student will only be able to utilize the Chromebook during school hours. The Chromebook will be checked out in the morning from a central location and returned at the end of the school day to the same central location.
- After the first "check out" period, the Chromebook will be returned for student use at home. If this incident occurs again, the student may be referred for disciplinary action.
- If a student leaves their Chromebook at home for two consecutive days, they will be required to bring in the device and have a mandatory inspection of said device.

3.2 Chromebook Undergoing Repair

- Replacement Chromebooks may be issued to a student while their Chromebook is undergoing repair. Please note that there may be a delay in getting a Chromebook should the school not have enough to distribute.

3.3 Charging Your Chromebooks Battery

- Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening.

- Repeat violations (minimum of three days not consecutively) of this policy will result in disciplinary actions. Additional offenses will result in phone calls home and referrals.
- In cases where use of the Chromebook has caused batteries to become discharged, students may be able to connect their Chromebooks to a power outlet in class with instructor permission.

3.4 Photo Library/Screensavers/Background photos

- Inappropriate media should not be on the device and may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures, or other inappropriate material will result in disciplinary actions and may also result in a loss of Chromebook privileges.
- Photos/videos require a large amount of storage space on the device. Only photos that are for an educational purpose should be saved to the device. All other photos/videos should not be taken or stored.

3.5 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Data Storage on the Chromebook is limited and should be managed by the students so that the full educational potential of the Chromebook is available. Any instance of downloading apps that have not been approved by the district are carefully monitored. Students may be directed by school personnel to remove apps, music, videos if the storage of instructional materials is compromised.

3.6 Printing

- Printing may or may not be available to student-issued Chromebooks as Chromebooks allow paperless sharing and review of documents.

3.7 Home Internet Access

- Students are allowed to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the Chromebook successfully.
- Students may also set up home printing capabilities for their Chromebook. This will require a wireless printer and proper settings on the Chromebook using Google Cloud Print.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Chromebook

- Students may save work to their Google Docs (Drive) accounts (or other cloud based storage medium) via the Chromebook.
- Storage space will be available on the Chromebook, but since the device has storage limitations it is vital that the storage space be privileged for educational use only. It is also important to note that Chromebooks will NOT be backed up by the district in cases of resetting or re-imaging.
- It is the student's responsibility to ensure that their work is backed up and therefore not lost due to mechanical failure or accidental deletion.
- Chromebook malfunctions are not an acceptable excuse for not submitting assignments.

4.2 Network Connectivity

- Clear Creek School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.
- Students will not be penalized if the network is down and a completed assignment can not be accessed for

class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.

5. SOFTWARE ON CHROMEBOOKS

5.1 Originally Installed Software

- The Extensions/Apps originally installed by Clear Creek School District must remain on the Chromebook in usable condition and be easily accessible at all times.
- From time to time, the school may add software applications for use in a particular course. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps/extensions.

5.2 Additional Software

- Students are allowed to load extra extensions/Apps on their Chromebooks. Students are responsible for the web apps and extensions they install on their Chromebooks. Apps and other media must be appropriate per the school's acceptable use policy and code of conduct. Students will be asked to remove apps and media if deemed inappropriate. These apps/extensions will be available upon logging into the device using the official school approved email address.
- Any attempt to "jailbreak" the Chromebook or change the configuration will result in an immediate disciplinary action.
- Any software that breaks the Acceptable Use Policy or that is deemed inappropriate for use in school is not to be downloaded or installed on the Chromebooks. This includes, but is not limited to, music, games, videos, images, eBooks, and apps as noted in section 3.5 above. Immediate removal of material (or full reset of the device), contact with parent/guardians/guardians, and disciplinary action will take place.

5.3 Inspection

- Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and various violations of student acceptable responsibilities when using the Chromebook.

5.4 Procedure for Re-loading Software

- If technical difficulties occur or illegal software are discovered, the Chromebook may be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a need to reformat and/or reimage any device.
- Students are highly encouraged to create a backup of all Chromebook documents and work as identified in section 4 above.
- Students are highly encouraged to manage their backup data to ensure that enough space is available for school created content.

5.5 Software Upgrades

- Upgrade versions of licensed software/apps may become available from time to time. Students may be required to check in their Chromebooks for periodic updates.
- Students are encouraged to periodically upgrade the apps on the Chromebook if prompted. Chromebooks run Chrome OS (Operating Software) Web browser. OS updates are conducted automatically on the OS .

6. ADDITIONAL RESPONSIBILITIES AND EXPECTATIONS

6.1 parent/guardian/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies,

and radio.

- Become increasingly active participants by asking your child/children to show you what sites they are navigating to and/or what apps are being used and how they work.
- The following resources will assist in promoting positive conversation(s) between you and your children regarding digital citizenship as it relates to Internet safety, conduct, and Netiquette. [NetSmartz: http://www.netsmartz.org/parent/guardians/guardians](http://www.netsmartz.org/parent/guardians/guardians) and [CommonSense Media: http://www.common sense media.org/blog/digital citizenship](http://www.common Sense Media: http://www.common sense media.org/blog/digital citizenship)

6.2 School Responsibilities are to:

- Provide Internet and Online Course Materials access to its students.
- Provide Internet filtering and blocking of inappropriate materials as available.
- Chromebooks will be treated similar to the policy surrounding school lockers. Clear Creek School District reserves the right to review, monitor, and restrict information stored on or transmitted via Clear Creek School District owned equipment and to investigate inappropriate use of resources. There is no expectation of privacy.
- Provide staff guidance to aid students in doing research and help ensure student compliance of the acceptable use policy.

6.3 Students are responsible for:

- Using computers/devices in a responsible and ethical manner.
- Keep Passwords confidential, the student is responsible for the actions of their username and password.
- Obeying general school rules concerning behavior and communication that apply to technology use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. Taking a proactive role to aid Clear Creek School District in the protection of our computer system/device by contacting an administrator about any security problems they may encounter.
- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent/guardian
- Plagiarism is a violation of Clear Creek School District Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the District.
- If a student should receive emails containing inappropriate or abusive language or if the subject matter is questionable, they are to make a teacher or administrator aware immediately.
- Returning their Chromebook to the designated return center at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Clear Creek School District for any other reason must return their individual school Chromebook and other peripherals on the date of termination.
- Monitoring all activity on their account(s).

6.4 Student Activities Strictly Prohibited:

Students are strictly prohibited from the following actions while using their Chromebook (Clear Creek School District reserves the right to modify this list at any time.):

- Illegal installation or transmission of copyrighted materials
- Any action that violates an applicable existing or future Board policy and any applicable laws.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials

- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc)
- Spamming or sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of the school's Internet/Email accounts for financial or commercial gain or for any illegal activity
- Sending anonymous or misleading communications for any inappropriate purpose by any means
- Students are not allowed to give out personal information, without the permission and supervision of their parent/guardians/guardians or a school staff member, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing Clear Creek School District web filter.

6.5 Chromebook Care

Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order.

- Chromebook batteries must be charged and ready for school each day.
- Only labels or stickers approved by Clear Creek School District may be applied to the device.
- Chromebook cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
- Chromebooks that malfunction or are damaged must be reported to the administration. The school district will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from student misuse, neglect or are intentionally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are intentionally damaged or lost.
- Chromebook damage: Students may be responsible for any and all damage as circumstances warrant.
- Chromebooks that are stolen will be reported immediately to local law enforcement (the police report must be submitted) and to school administration. Students and parent/guardians/guardians/guardians are responsible for filing a police report with the local authorities.

6.6 Legal Propriety

- Comply with all applicable laws, including but not limited to trademark and copyright laws and license agreements.
- Plagiarism is a violation of Clear Creek School District Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to Clear Creek School District Student Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

6.7 Student Discipline

If a student violates any part of the policies, procedures, expectations outlined in this document, the student handbook or District policies, the student will be disciplined in accordance with our discipline policy (outlined in

the student handbook). See Section 9 below for more details.

7. PROTECTING & STORING YOUR CHROMEBOOK

7.1 Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Record of serial number
- Clear Creek School District label
- Student Identification number

7.2 Storing Your Chromebook

- When students are not using their Chromebooks, they should be stored in a secure location.
- To prevent damage, nothing should be placed on top of the Chromebook.
- Students are encouraged to take their Chromebooks home everyday after school, regardless of whether or not they are needed.
- If a student needs a secure place to store their Chromebook, they may check it in at the library for storage.

7.3 Chromebooks Left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in unsupervised areas.
- Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the main office and may result in disciplinary action.

8. REPAIRING OR REPLACING YOUR CHROMEBOOK

8.1 Personal Home or Homeowners coverage

- Students or parent/guardians/guardians may wish to carry their own personal insurance to protect the Chromebook in cases of theft, loss, or damage. Please consult with your insurance agent for details about your personal coverage of the Chromebook.
- Most insurances will require a rider for electronics and only provide so much coverage and a higher deductible.

8.2 Claims

All insurance claims must be reported to the school office. Students or parent/guardians/guardians must provide a report in instances of theft, vandalism, or fire related damage. A copy of this report must be submitted to school administration before an Chromebook can be repaired or replaced with School District Protection.

9. ACTIONS REQUIRING DISCIPLINARY ACTIONS

As mentioned throughout this document, misuse of Chromebooks has the potential to earn disciplinary consequences such as, but not limited to, lunch detentions, after school detentions, suspensions and expulsion.

Issued on 8/10/2017

Chromebook Student & parent/guardian Agreement

By signing below, I acknowledge that I have reviewed and agree to be bound by the *Clear Creek School District Google Chromebook Regulations, Procedures, and Information.*

Student Signature Date

Student Email Address