



Clear Creek Middle School  
**Student/Parent Handbook**

# 2018-2019

## ADMINISTRATIVE INFORMATION

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### **Clear Creek School District Vision Statement**

The Clear Creek School District will be recognized as a center of educational excellence that strives to develop citizens whose belief systems drive their achievement and success in life.

### **Clear Creek Middle School Vision Statement**

Students at Clear Creek Middle School will successfully explore their academic, social and physical abilities leading toward increased knowledge, skills and understanding of life.

**SCHOOL MASCOT: DUSTY (The Gold Duster)      SCHOOL COLORS: BLUE AND GOLD**

### **SCHOOL SONG**

FIGHT, FIGHT, FIGHT FOR CCMS!  
WIN, WIN, WIN AND BRING HOME A VICTORY!  
WIN OR LOSE WE WILL ALWAYS BE TRUE  
GO-L-D-D-U-S-T-E-R-S BRING HOME A VICTORY!  
RAH, RAH, RAH

### **Message from the Principal**

On behalf of staff members, it is a pleasure to welcome all of you to Clear Creek Middle School. This school year promises to provide many new opportunities for CCMS. As we promote academic, social and physical abilities of students, we encourage parents to become a part of the educational partnership between students, staff and parents. Parents are encouraged to become part of the Parent Teacher Association and the Building Advisory Accountability Committee. Please contact the Middle School office for meeting information.

The information in the following pages should be used as a source of information regarding the various policies and procedures that are in place at CCMS. Student behavior and expectations are outlined in this handbook. CCMS will maintain an orderly learning environment, and students are expected to accept responsibility for their actions. The 2017-18 school year will be an exciting year at Clear Creek Middle School. We are looking forward to working with you to promote student growth, development and achievement.

All **Board Policies** referred to in this Student/Parent Handbook are available online at <http://www.ccsdre1.org> or the District Office at 320 Highway 103, P.O. Box 3399, Idaho Springs, CO 80452, (303) 567-3850.

~Board of Education policy IKF is under review. Please check the district website to see the most up-to-date version.

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### **Accident Insurance**

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

### **Activity Buses**

The school District provides buses for activities, going east and west from CCMS. The bus will leave at approximately 6:00PM. Bus Schedules with times and stops are located on the Clear Creek School District website at ccsdre1.org as well as the CCMS website ccms.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.

### **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.

### **Aspire**

Students will have a designated ASPIRE time two days a week. ASPIRE will promote student learning for academic and character. Students will be an essential part of establishing a positive school climate. Students will be experiencing a variety of things throughout the course of the school year.

### **Athletic Eligibility**

THE GOAL 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/ATHLETE CONDUCT ON AND OFF THE ATHLETIC FIELD/COURT/SLOPES AND IN AND OUT OF SCHOOL IS CRITICAL TO ATTAINING THIS GOAL. 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 THE STUDENT/ATHLETE NEED TO SUPPORT OUR CORE VALUES (DUSTERS) IN ALL ENDEAVORS THROUGHOUT THE YEAR.

- I. **ELIGIBILITY:** (Ref: 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 CCMS.
- II. **FEES:** Students must pay the appropriate participation fees to be declared eligible to participate in extracurricular activities - \$100 first sport, \$100 second sport, \$80 for each additional sport with a \$400 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 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, he/she is required to sit-out of competition/activities until the CHSAA regain eligibility date. If the student is passing 2.5 Carnegie units at this date they may regain their eligibility.
  - E. A participant must attend scheduled classes for a minimum of two (2) blocks/four (4) 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, he/she 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 (including but not limited to E-Cigarettes & Vaping Pens)
    1. 1st Offense - Loss of next competition/event (probation)
    2. 2nd Offense - Loss of ½ of the season
    3. 3rd Offense - Loss of full season
  - E. Illegal Possession/Use of Alcohol/Drugs
    1. 1st Offense - Loss of 1/2 season (loss of ¼ season with honor clause). In addition, there will be a referral to the school counselor and the parent/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: Students receiving an 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 CCMS, including summer breaks.**

### Athletic Equipment

Athletic equipment must be stored in designated areas during the school day.

### Attendance & Absence Policy

(Refer to Board Policy JE, JEA, JH)

### 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 an opportunity to become part of the decision making process at the middle school level. The BAAC meets once a month and is always in need of parents and interested community members to be active participants in this group. Membership is the appropriate vehicle to help make a difference. Please contact the principal if you are interested in becoming a member.

### Bell Schedule

#### **MS 8 Period Day (Mon, Tue, Fri)**

8:20 AM	9:07 AM	Period 1
9:11 AM	9:58 AM	Period 2
10:02 AM	10:48 AM	Period 3
10:48 AM	11:18 AM	Lunch
11:22 AM	12:08 PM	Period 4
12:12 PM	12:59 PM	Period 5
1:03 PM	1:50 PM	Period 6
1:54 PM	2:40 PM	Period 7
2:44 PM	3:30 PM	Period 8



### **MS Block Schedule (Wed and Thur)**

8:20 AM	9:48 AM	1 or 2
9:52 AM	11:20 AM	3 or 4
11:20 AM	11:50 AM	Lunch
11:54 AM	12:30 PM	Aspire
12:34 PM	2:00 PM	5 or 6
2:04 PM	3:30 PM	7 or 8

### **Cell Phones & Electronic Devices**

CCMS is not responsible for any lost, damaged or stolen cell phone or electronic devices. **Cell phone use is a privilege and may be used only at the discretion of the teacher, in a manner deemed appropriate by the teacher from the beginning of the class period until the end of the class period.** Ipods and other electronic devices may be used during lunch, passing periods, before school starts, or after school ends. Any student that violates the aforementioned rules will have their device confiscated. On the first offense, the student may pick the device up in the main office at the end of the school day. On the second offense, a parent must pick up the device. On the third offense, the device may be picked up at the end of the school year. **Use of any electronic devices that are detrimental to the health, welfare and safety of others, or interferes with the school's ability to provide educational services, may result in disciplinary action.** This includes online postings outside of school hours.

### **College & Career Planning**

Students and parents may request a checklist of information related to college planning activities from the counseling office. Students will also have a variety of experiences during their 7<sup>th</sup> and 8<sup>th</sup> grade years related to developing student understanding about career and college exploration.

### **Consequences for Unacceptable Conduct**

In order to ensure the best possible educational environment for all students at Clear Creek 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.

- I. Mediation (with Peers or Principal): A Conference with a student(s) involved to develop a solution to a problem between students.
- 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 Contact: Communication with parents via telephone, letter, or personal 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 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, cleaning chalkboards, busing cafeteria tables during lunch are typical examples of work detail.
- VI. Detention: After-school detention is held between 3:45 pm. and 5:45 p.m. It is used for less serious offenses to school rules and regulations. Students receive at least 24 hours 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.
- VII. In-School Suspension: A student placed on in-school suspension (ISS) will be removed from his/her normal classes to a semi-isolated area for the purpose of modifying his/her 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 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. Credit is granted for class work completed when a student is placed on out-of-school suspension.
- X. Involvement of Law Enforcement. The Idaho Springs Police Department, the Clear Creek Sheriff's Department or other law enforcement agencies are contacted to report suspected criminal activity, pursue assistance, press charges and/or help investigate school-related matters.
- XI. Expulsion: The suspension of a student from attending all classes for the remainder of a semester or school year. Recommendation for expulsion is made by the superintendent to the Board of Education. The Board of Education then rules on the situation. Parents 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.

### **Course Fees**

(Board policy JQ) Students are charged fees for classes that involve extra projects and extra materials such as art clay. All students are expected to pay at the beginning of each class. Waivers from fees may be granted upon request by the Principal.

### **Custodial & Non Custodial Parent Rights & Responsibilities**

(Board Policy KBBA) The Board presumes that the person who enrolls a student in school is the student's custodial parent. Unless a Colorado court specifies otherwise, the custodial parent shall be the one whom the School District holds responsible for the education and welfare of that child.

### **DAAC**

(Board policy KB) By law the local board appoints a District Advisory Accountability Committee 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**

The Student Council sponsors dances on a regular basis. Students are not allowed to leave before the dance is over unless their parents pick them up. Students must be picked up within 15 minutes of the end of the dance or miss the next dance. No student may attend the dance (or other activity) if they were not in school that day.

***Non-CCMS students are not allowed to attend dances.***

### **Disciplinary Removal from 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. Any student who violates the code of conduct or other classroom rules may be subject to removal from class and/or disciplinary action. Removal from class under this policy does not prohibit the District from pursuing or implementing additional disciplinary measures, including but not limited to detentions, suspensions or expulsions for the conduct or behavior for which the student was removed. Parents/guardians shall be notified of the student's removal from class in accordance with established procedures. Any student that is removed from the classroom is to immediately report to the Front Office.

### **Discipline of Students with Disabilities**

(Board Policy JK-2) Students with disabilities are neither immune from the 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 Board policy.

### **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.

### **Dismissal of Students**

(Board Policy JLIB) 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 or guardian of the child, unless the permission of the parent has been secured first. Dismissal of students must be accompanied by a reason deemed appropriate to constitute an unexcused absence. These recommendations will be communicated in the fall.

### **Due Process**

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

### **Early Dismissal/Sign Out**

Students must never leave during the school day without parental 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 his/her teacher at the time of dismissal. Parents/Guardians must come into the office at the designated time in order to sign out the student.

### **Emergency Cards**

(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 parents can be contacted. At the time of emergency, the school will make every attempt to notify the parent 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.

#### **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 parents /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 parents /guardians.

### Emergency School Closing

Under normal circumstances, school closings are announced before the first scheduled bus stops through the use of an automated phone call/email with information about delays and closures. Usually this occurs between 5:00AM and 6:00AM and is reported to the following radio and television stations:

TELEVISION	RADIO
Channel 4 KCNC	KHOW AM
Channel 9 KUSA	KOA AM 85
Channel 7 KMGH	KYGO FM 98.5 / AM 950

### 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-P/IHAMB-P/IHAMC-P) An exemption will be granted from a specific portion of the health education curriculum upon the request of the student's parent/guardian. The request must be submitted in writing to the principal or teacher at least 14 school days in advance of instruction in that portion of the curriculum for which the exemption is requested. The teacher will develop an alternative activity for which the student will receive credit.

### Extra- Curricular Fees

(Board policies JQ/ JJD) \$100.00 for the 1st sport/activity; \$100.00 for the 2nd sport/activity; \$80 for each additional sport/activity. Extra-curricular fees are charged up to \$400.00 maximum per family per year in combination between the Middle School and the High School. EXTRA-CURRICULAR FEES MUST BE PAID IN ORDER FOR THE STUDENT TO BE DECLARED ELIGIBLE TO PARTICIPATE.

### Field Trips

(Board policies JICC/EEAEF/IJOA) Students going on school sponsored field trips must have a signed permission slip from their parent/guardian before they may participate. 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. A new form will need to be filled out for each trip. **In addition to field trip fees, all school fees must be paid in order to attend field trips.**

### Fire Drills/Emergency Procedures

(Board policy JLI) Fire 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. The teacher will close windows and doors and go with the students to the nearest exit ***if an evacuation is necessary***. Students are to be quiet and orderly when leaving the building and wait patiently for the "all clear" signal when given by an administrator.

### Food Service (Breakfast & Lunch)

Clear Creek Middle School is a closed campus. Students will pay for their breakfasts and lunches in the lunchroom. 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.

### **Fundraising**

Students participating in fundraising activities do so as voluntary participants. Any funds raised by students are the property of the clubs for which they were raised. It is contrary to law to use funds raised for self-enrichment by either student or teacher. All funds raised are handled by the 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, parents 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 anytime throughout the school year. Deadline for gifted education referrals is April 1st annually.

### **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 and TCAP data and how this information can be used to help them achieve growth during the school year.

### **Health Services**

The school nurse is at CCMS on a part time basis. If a student becomes ill at school, he/she should obtain a pass from the classroom teacher and report to the nurse or nurse designee. If the school nurse is not on duty, the

designee will assess the student's condition and notify the parent. Students should not remain at school if they are sick. Arrangements must be made by parents to pick up their sick child. School personnel will not dispense medication without a doctor's written permission. Students are not to contact a parent to come pick them up without seeing a nurse/designee. The nurse or designee will contact the parent.

### **High School Courses**

These decisions will be handled on a case by case basis as appropriate.

### **Homework Requests**

Parents/Students will need to contact teachers directly to request missing work for days students miss school. Students should be checking Google Classroom and e-mailing their teachers for assignments.

### **Immunization**

(Board Policy JLCB) 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**

Parents and students are encouraged to regularly view grade information on Infinite Campus. This is a great way for parents and students to be aware of individual grades in a class as well as in understanding what assignments are missing and need to be completed. There is a mobile app that can be downloaded for parent convenience. Contact the school for your activation key.

### **Interrogations by School Administrators**

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**

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 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.

### **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.

### **Lockers**

Lockers will be issued to each student. Each student will be responsible for his/her issued locker. Any damage incurred during the year will be assessed against the student issued the locker. Students who bring in their own locks must sign a locker use agreement and leave the combination or a key in the Middle School Office. Clear Creek Middle School is not responsible for replacement of any personal electronic or cell phone devices.

### **Make Up Work**

Refer to Board Policy JE

## **Medications at School**

(Board Policy JLCD) It is recommended that every possible means be taken to give children medication at home. 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 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 will be accepted.
- VIII. Parents/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 will need to make arrangements with the nurse or secretary. These arrangements are to include:
  - A. A call to the nurse or secretary the day the medication is being sent
  - B. Notification of the type of medication being sent
  - C. 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 Middle School office will take messages from parents to be given to their child on request. However, due to varying circumstances, we cannot always guarantee we will be able to reach the student in a timely manner. PLEASE MAKE ARRANGEMENTS WITH YOUR CHILDREN BEFORE THEY COME TO SCHOOL. If you must call to leave a message, please do so before 2:45 p.m.

## **Middle School Activities**

All students meeting eligibility requirements are entitled to participate in extracurricular activities. Students MUST have a physical exam in order to participate in any athletic event or practice, in addition to any paperwork required by the school.

## **Middle School Behavior Management System**

Providing a strong basic education is Clear Creek Middle School's number one goal. Therefore a safe, orderly environment is a necessity. The Clear Creek Middle School behavior management system is designed to provide an optimum environment for learning. The system assumes 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/planner when out of class.

- II. Chewing gum is not allowed.
- III. Waste material should be disposed of properly.
- IV. Food and drink are to be consumed only in the cafeteria, except during special events.
- V. Lunch areas are in the cafeteria. The rest of the building is off limits.
- VI. Students are not allowed to bring skateboards, rollerblades, water guns, toys, and the like into the building.
- VII. No lighters, knives of any type, box cutters, razor blades or other similar devices deemed inappropriate are to be brought on campus.
- VIII. If students leave the campus during school hours without permission, it will be considered truancy.

### **Middle School Spirit**

Special events and activities promote school pride and identity. Awards assemblies recognize students in various phases of school life. There are choir and band concerts, field trips, assemblies, special speakers. The Student Council plans dances on a regular basis as well as other events. End of year awards events are planned each year to recognize excellence and student achievement. These are only a few of the ways we emphasize pride and identity.

### **Off Limit Areas**

#### **Students must be supervised by an adult at all times.**

- I. The track unless supervised by a staff member
- II. All areas behind the building
- III. Classrooms and Lockers during lunch
- IV. The parking lot and off school grounds unless under the supervision of a teacher, instructional aide or administrator
- V. Teacher's Lounge
- VI. Copy Room
- VII. Gym when not supervised by an adult
- VIII. Any areas off of the school campus including Elmgreen Park

### **Parent/Public Conduct**

(Board Policy Parent 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. Parents and visitors may be removed from campus or asked not to return if they interfere with school events and operations.

### **Public Display of Affection**

In an attempt to maintain a comfortable environment for students and staff, students may not hold hands, kiss, and hug (excessively) another student. Students violating this rule will be referred to administration for disciplinary action.

### **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 parents' 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, without the approval of the custodial parent.



### **Requests for Teacher Qualifications**

The No Child Left Behind Act provides that parents have the right to know the professional qualification of the classroom teachers who instruct their child. If you would like to receive this information, please submit a written request to the Superintendent.

### **Retention Policy**

(Board Policy IKE and IKE-P) Full promotion will be granted to Middle School students passing all core classes with a minimum of 65% 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 percents 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'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 65-69%=D Below 65%=F

### **Safe Schools/Bullying Prevention**

(Board Policy 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.

Use of any electronic devices that are detrimental to the health, welfare and safety of others, or interferes with the school's ability to provide educational services, may result in disciplinary action. This includes online postings outside of school hours.

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. Students and staff are urged to report information regarding violence, troubling events or bullying to school administration. Students may also call the "Safe 2 Tell" hotline 7 days a week @1-877-542-SAFE.

### **School Based Therapist**

(Board policy JLDAC) In addition to services offered in the school, children and their families may take advantage of the wide range of services provided by Jefferson Center for Mental Health. These services range from psychiatric and emergency care to the Families Together Program, which helps families with at risk youths stay together. Referrals for services can be made by parents, teachers and children. Families are encouraged to be active participants in treatment. For more information please contact Natalie Winkler.

### **School Pictures**

(Board policy JRD) Both individual and sports pictures are taken during the school year. Pictures may be purchased at the time the pictures are taken. No one is under any obligation to purchase pictures. There is no cost for having student pictures taken for the original student I.D. card photo. All published pictures must comply with dress code requirements. All students may or may not have their photo taken at events and used for CCMS publications unless a parent waiver is on file.

### **School Related Student Publications**

(Board Policy JICEA) 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. Student editors of school-sponsored publications shall be responsible for determining the news, opinion, and advertising content of their publications subject to the limitations of this policy and state law. The publications advisor within each school shall be responsible for supervising the production of school sponsored publications and for teaching and encouraging free and responsible expression and professional standards of journalism. The publications advisor has authority to establish or limit writing assignments for students working with publications and to otherwise direct and control the learning experience that publications are intended to provide when participation in a school-sponsored publication is part of a school class or activity for which grades or school credits are given. All school-sponsored publications shall contain a disclaimer that expression made by students in the exercise of freedom of speech or freedom of the press is not an expression of Board policy. The school district and employees are provided immunity from civil or criminal penalties for any expression made or published by students.

### **School Resource Officer**

The Clear Creek School District has worked in conjunction with the Clear Creek County Sheriff's Office to bring a SRO to Clear Creek High School. The duties of the School Resource Officer are to enforce county, state and federal laws, monitor 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. However, the parent/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, 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
- III. Turned over to a law enforcement officer in accordance with this policy.

### **Sex Offender Notification**

(Board Policy JLFF-P) State law provides that schools are required to provide certain information regarding public access to information collected by law enforcement agencies regarding registered sex offenders. Such information may be obtained in any of the following ways:

- I. The Colorado Bureau of Investigation (CBI) website (<http://sor.state.co.us>), contains a state-wide list of certain high risk registered sex offenders. Please note that the list does not include all sex offenders and does not identify any juvenile sex offenders.
- II. Any person over 18 years of age may contact the law enforcement agency having jurisdiction over their place of residence and can obtain the registered sex offenders list by showing proper ID or other proof of residence. The county sheriff's department has jurisdiction over all of Clear Creek County except for Georgetown, Idaho Springs, and Empire. The sheriff's department and municipal police departments can be contacted at the following telephone numbers:
  - A. Clear Creek County Sheriff : (303) 679-2376
  - B. Idaho Springs Police Department : (303)567-4291
  - C. Georgetown Police Department : (303) 569-2555 ext. 17
  - D. Empire Police Department : (303) 569-2281

The Colorado Bureau of Investigation may also provide the sex offender registry list for the jurisdiction in which the requesting person resides and for the jurisdiction of a law enforcement agency contiguous to the jurisdiction of the requesting person's residence.

### **Sharing of Student Records**

#### **SHARING OF STUDENT RECORDS/INFORMATION BETWEEN SCHOOL DISTRICT AND PUBLIC AGENCIES**

(Board Policy JRCA) The School will utilize all avenues under state and federal law to facilitate the sharing of relevant student records and information with public agencies, including law enforcement and judicial department agencies, when necessary to protect the safety and welfare of School District staff, visitors, students, and the public and to protect property.

#### **STUDENT RECORDS/RELEASE OF INFORMATION**

(Board Policy JRA-E/JRC-E) The Family Educational Rights and Privacy Act ("FERPA") and Colorado law afford parents/guardians ("parents") and students over 18 years of age ("eligible students") certain rights with respect to the student's education records, as follows:

- I. The right to inspect and review the student's education records within 3 days of the district receiving a request for access.
- II. A parent or eligible student making such a request must submit to the school principal [or appropriate school official] a written request that identifies their record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- III. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise violates the privacy rights of the student.
- IV. A parent or eligible student may ask the District to amend a record they believe is inaccurate, misleading, or otherwise violates the privacy rights of the student by writing to the school principal [or appropriate school official] clearly identifying the part of the record they want changed and specifying why it is inaccurate, misleading, or otherwise violates the privacy rights of the student.
- V. If the principal decides not to amend the record as requested, the principal will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- VI. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent.

Whenever the District is required by law or policy to seek written consent prior to disclosing personally identifiable information regarding a student, the notice provided to the parent/guardian or eligible student shall contain the following:

- I. The specific records to be released;
- II. The specific reasons for such release;
- III. The specific identity of any person, agency, or organization requesting such information and the intended use of the information;
- IV. The method or manner by which the records will be released; and
- V. The right to review or receive a copy of the records to be released.

Parental consent shall only be valid for the specific instance for which it was given. Consent for a student to participate in any course, school activity, special education program, or in any other school program shall not constitute the specific written consent required. All signed consent forms shall be retained by the School District. Disclosure of personally identifiable information can be made without consent to the following:

- I. School officials, including teachers, working in the school at which the student is enrolled who have a specific and legitimate educational interest in the information for use in furthering a student's academic achievement or maintaining a safe and orderly learning environment. This may include the disclosure of disciplinary information regarding conduct that posed a significant risk to the safety or wellbeing of the student or others. A school official is a person employed by the District as an administrator, supervisor,

- teacher, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- II. Officials of another school, school system, or post secondary institution that has requested the records and in which the student seeks or intends to enroll. In this case, disciplinary information shall be included. The District will provide a copy of the record to the eligible student or student's parents if so requested.
  - III. In connection with a student's application for or receipt of financial aid.
  - IV. A criminal justice agency investigating a criminal matter concerning a student enrolled or who will enroll in the School District when necessary to effectively serve the student prior to trial. Such information shall only include disciplinary and attendance information and shall only be shared upon certification by the criminal justice agency that the information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the student's parent/guardian.
  - V. Educational testing and research organizations for the purpose of administering student aid programs or improving instruction or predictive tests as long as confidentiality is maintained and such organizations are required to destroy records after they no longer are needed.
  - VI. Accrediting institutions to carry out their accrediting functions.
  - VII. Parents of students over 18 years of age that are dependent for federal income tax purposes.
  - VIII. In emergency situations to appropriate persons if the information is necessary to protect the health and safety of the student or others.
  - IX. Anyone if required by a court order or subpoena. The District will make reasonable efforts to notify the parent or eligible student prior to complying with the subpoena or court order. The District will not provide such notice if the subpoena is issued by a federal grand jury or any other law enforcement purpose where the court has ordered non-disclosure of the existence or contents of the subpoena or information furnished.
  - X. A court presiding over a legal action initiated by the School District where the education records are relevant, or initiated by a parent or eligible student where the records are relevant for the school district's defense. The School District may disclose group scholastic achievement data from which the individual cannot be identified without written consent of the parent or eligible student.
  - XI. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605
  - XII. The right to refuse to permit the designation of any or all of the categories of directory information.
  - XIII. The District is permitted by law to disclose directory information without written consent of the parent or eligible student. The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if such refusal is received in writing in the office of the principal of the school where the student is in attendance no later than September 7th, or the following Monday if September 7th is a Saturday or Sunday.
  - XIV. Directory information which may be released may include the student's name, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent and previous education agency or institution attended by the student, and other similar information. Student telephone numbers and addresses will not be disclosed pursuant to Colorado law.
  - XV. The right to request that information not be provided to military recruiting officers. Names, addresses, and home telephone numbers as well as directory information of secondary school students will be released to military recruiting officers within 90 days of the request unless a student submits a written request that such information not be released.

- XVI. The right to request in writing that information not be provided to Colorado's Medicaid Agency (Health Care Policy and Financing) and the right to request that Medicaid not be billed by the District for health services provided to a Medicaid-enrolled student.

### **Student Activities & Athletics**

(Board policy JJ/JJA) Students are encouraged to participate in extracurricular activities at Clear Creek Middle School. Some of the activities for this year are as follows: Cross Country, Volleyball, Football, Basketball, Skiing, Wrestling, Baseball, Lacrosse, Track, Girls Soccer, We the People, Science Olympiad, Robotics and Student Council.

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.

### **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 & Discipline Code**

#### **INTRODUCTION District Expectations Regarding Student Conduct**

(Board Policy 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 the 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 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, and community. The following Rules of Conduct are to be used only as 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 section will be dealt with in a manner similar to that outlined hereafter.

One of the most important lessons education should teach is self-discipline. While self-discipline does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. The following student conduct and discipline code gives guidelines that help insure proper respect for others and, consequently, a better learning environment.

It is the school's responsibility, as well as the teacher's, to inform students of school rules, consequences, and specifically the school's procedure relating to make-up work during a suspension. It is the student's responsibility to ask if unsure.

Each school will develop its own written procedure to carry out this policy. All school procedures will include a written statement indicating students will be given the opportunity to make up their work for full credit during a

suspension. An individual teacher must make every attempt to be fair and equitable in their treatment of students, understanding that school is a time for learning and growth not punishment.

### **Habitually Disruptive Students**

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 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. Staff members shall refer incidents of disruptive behavior to the Building Principal or his/her designee and shall provide a written report describing the incident to the Building Principal. The Building Principal or his/her designee shall develop a remedial discipline plan for a student when such is required pursuant to this policy. Nothing in this policy relating to the development of remedial discipline plans shall be a precondition for conducting any disciplinary action permitted by law and/or by School District Policy.

### **STUDENT CONDUCT AND DISCIPLINE CODE**

(Board Policy JICDA, JIC, JK) The principal 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 school 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 school property or stealing or attempting to steal school property of value.
- II. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
- III. Commission of any act which if committed by an adult would be robbery or assault as defined by state law. Expulsion shall be mandatory in accordance with state law except for commission of third degree assault.
- IV. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
- V. Violation of district policy or building regulations.
- VI. Violation of the district's policy on weapons in the schools. Expulsion shall be mandatory for carrying, bringing, using, or possessing a dangerous weapon without the authorization of the school or school district, unless the student has delivered the firearm or weapon to a teacher, administrator or other authorized person in the district as soon as possible upon discovering it, in accordance with state law.
- VII. Violation of the district's alcohol use/drug abuse policy. Expulsion shall be mandatory for sale of drugs or controlled substances, in accordance with state law.
- VIII. Violation of the district's violent and aggressive behavior policy.
  - IX. Violation of the district's tobacco-free schools policy, this includes vapor cigarettes/pens.
  - X. Violation of the district's policy on sexual harassment.
  - XI. Violation of the district's policy on nondiscrimination.
- XII. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
- XIII. Directing profanity, vulgar language, or obscene gestures toward other students, school personnel, or visitors to the engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
- XIV. 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.

- XV. Lying or giving false information, either verbally or in writing, to a school employee.
- XVI. Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written work.
- XVII. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.
- XVIII. Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel.
- XIX. Repeated interference with the school's ability to provide educational opportunities to other students.
- XX. 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.
- XXI. Violation of the district's dress code policy.
- XXII. Making a false accusation of criminal activity against a district employee to law enforcement or the district.

### **Student Distribution of Non-Curricular Materials**

(Board Policy JICEC) To understand Constitutional values such as the right to free speech, students must not only study such principles but also have an opportunity to put them into practice. However, there are limitations on the right of student free speech in the school setting that have been upheld by the courts because of the unique nature of the school community. It is the goal of this policy to strike a necessary balance between a student's right of free speech and the school's responsibility to maintain an orderly and safe school environment which respects the rights of all students on school grounds and during school sponsored activities. Students shall be allowed to distribute non curricular written materials on school property subject to restrictions on time, place, and manner of distribution set out in the accompanying regulations and the prohibitions set out below and in state law.

Any material in any media containing expression which is obscene, libelous, slanderous, or defamatory shall be prohibited. Students shall not distribute any material which advocates commission of unlawful acts or violations of Board or district policy and/or regulations, violates another person's right to privacy, causes a material and substantial disruption of the orderly operation of the school, or threatens violence to property or persons. Students who distribute materials in violation of this policy and/or materials that cause a material and substantial disruption, damage to a person or property, or threaten violence to property or persons in the judgment of school officials, shall be subject to appropriate disciplinary action. School equipment and supplies shall not be used for publication of such material unless authorized as a school sponsored activity.

This policy and the accompanying regulations shall be made available to all students and teachers at the beginning of each school year and included in all student handbooks. Students who wish to distribute non curricular printed materials on school property or in conjunction with a school activity must notify the principal a minimum of one day in advance so that details may be worked out regarding the time, place, and manner of distribution.

### **Student Dress Code**

(Board Policy JICA) 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.



### **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:

- I. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length.
- II. Sunglasses and/or hats worn inside the building during the normal class scheduled day. This includes the time shortly before class in the morning, class time, passing time, lunchtime, assemblies and shortly after classes at the end of the class day.
- III. 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.
- IV. Any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
  - A. Refer to drugs, tobacco, alcohol or weapons
  - B. Of a sexual nature
  - C. By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
  - D. Are obscene, profane, vulgar, lewd or legally libelous
  - E. Threaten the safety or welfare of any person
  - F. Promote any sort of "hate" groups (expressed or implied)
  - G. Include chains, spikes, etc. (spike collars, wristband, chain belts, or wallet chains)
  - H. Promote any activity prohibited by the student code of conduct
  - I. Otherwise disrupt the teaching-learning process
- V. No pajamas, onesies, slippers or blankets (No sleep wear)
- VI. IF A STUDENT IS CAUGHT WEARING A HAT DURING THE SCHOOL DAY, THE HAT WILL BE CONFISCATED AND THE STUDENT CAN GET THE HAT BACK AT THE END OF THE SEMESTER.

### **Exceptions**

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

### **Student Fees**

(Board policy JQ) If a parent's last name is different from that of the student, the bookkeeper must be notified upon payment to insure proper credit. The school gladly accepts checks or cash for all fees. Refund checks are always made payable to the parent/guardian.

### **Student Health Services & Records**

(Board Policy JLC) 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 will be informed when a deficiency is found. This provision shall not apply to any student whose parent/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.

### **Student Rules of Conduct on School Buses**

(Ref. to Board Policy EEA/EEAEC-P1) The Rules of Conduct are to be followed by students while riding a school bus. These Rules of Conduct are submitted to the parents of bus students to be read. Parents must agree to do their part in enforcing these rules. Agreement is indicated when they sign the 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. **Administration reserves the right to suspend or deny student transportation at any time based upon student conduct.**

## **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, parents/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 wrong and harmful to students. 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, parents 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, parents and any other recognized community resources committed to reducing the incidents of illegal use of drugs and alcohol by school-aged youths. Whenever possible in dealing with student problems associated with drug and alcohol abuse, school personnel shall provide parents/guardians and students with information concerning education and rehabilitation programs which are available. Information provided to students and/or parents about community substance abuse treatment programs or other resources shall be accompanied by a disclaimer to clarify that the 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 building principal. Notification shall include reasons for such suspicion (observed use, unusual behavior, etc.). The Building Principal will conduct a check of the suspected student and collect data.
  - A. The building principal may have a personal conference with the student expressing awareness and concern.

- B. The parent/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 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 or further medical aid, the student shall not be left alone but placed in a quiet situation where he/she 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 building 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 Building Principal shall place any evidence in an envelope or alternative container as necessary which will be sealed, dated and initialed by the individual who originally obtained the materials and by the building principal. The evidence then will be placed in a secure place.
  - D. The Building 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 notified. The student shall be further disciplined in accordance with the conduct and discipline code

**Survey & Screening Of Students**

(Board Policy JLDAC) The Protection of Pupil Rights Amendment affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- I. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
  - A. Political affiliations or beliefs of the student or student's parent;
  - B. Mental or psychological problems of the student or student's family;
  - C. Sex behavior or attitudes;
  - D. Illegal, anti-social, self-incriminating, or demeaning behavior;
  - E. Critical appraisals of others with whom respondents have close family relationships;
  - F. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - G. Religious practices, affiliations, or beliefs of the student or parents;
  - H. Income, other than as required by law to determine program eligibility.
- II. Receive notice and an opportunity to opt a student out of:
  - A. Any other protected information survey, regardless of funding;
  - B. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  - C. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  - D. Inspect, upon request and before administration or use -

- E. Protected informational surveys of students;
  - F. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  - G. Instructional material used as part of the educational curriculum.
- III. Parents/Eligible students who believe their rights have been violated may file a complaint with:
- A. Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

### **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 building principal within the School District, or to a person designated in writing by the building 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.

### **Tardy Procedure**

Students receiving 3 unexcused tardies will be subject to immediate detention.

### **Textbooks**

(Board policy JQ) Students are responsible for all textbooks and other learning materials issued to them. In case of damage, loss, or theft, the student will be charged accordingly. Fees must be paid by the end of the year for damaged or missing books otherwise students may not pick up schedules for the following school year.

### **Theft**

Clear Creek High 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 & Vaping Use by Students**

(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. 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.

### **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 parents/guardians 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 with, 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 district'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) **All visitors, including parents, to the building during school hours are required to sign in and secure a visitor's pass from the office.** Loitering in a school building is prohibited by law. Students may not bring friends or family members to attend school at CCMS. Only CCMS students may attend CCMS dances.

### **VISITORS ATTENDING CLASSES**

In order to maintain the academic environment for students, no visitors are allowed to attend and observe classes. This includes family members, parents and friends of students who attend a different school. Only visitors previewing/considering enrollment may "shadow"/attend classes as a "guest".

### **Weapons**

Refer to Board Policy JICI

# CLEAR CREEK SCHOOL DISTRICT

Approved  
01/16/2018

## 2018-2019 School Calendar

July 2018						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
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August 2018						
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April 2019						
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May 2019						
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June 2019						
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- First Day of School (8/21)
  - Last Day of School (5/23)
  - School Closed
  - # Red Font is Qrt End
  - ★ Graduation (5/25)
  - PT Conferences (9/19, 2/13)
  - PT Conferences / Mini Day (9/20 & 2/14)
- Mini Day Dismissal Times:  
KM / Carlson 11:30 AM  
CCMS / HS 11:35 AM

- Blue # = Blue/Even Day
- Gold # = Gold/Odd Day
- New Teacher Training
- First Day All Cert Staff (8/15)
- District Prof Days/No Students
- Teacher Workdays in Buildings/No Students
- C Teacher Comp Days (9/21 & 2/15)

Student Days = 166  
Teacher Days = 180  
Qrt 1 = 36.5 Days  
Qrt 2 = 43 Days  
Qrt 3 = 38.5 Days  
Qrt 4 = 48 Days

**Potential Snow Make-up Dates**  
January 7, March 8, April 19, May 24