

Overland High School

# Student/Parent Handbook

2017 – 2018



12400 E. Jewell Avenue  
Aurora, CO 80012  
720.747.3883 main office  
720.747.3896 attendance  
[overland.cherrycreekschools.org](http://overland.cherrycreekschools.org)

Updated June 30, 2017

## Framework of Best Practice

# Success *for* Every Student

*starts with*

**EVERY  
CLASS**  
**EVERY  
DAY**

*students will receive*

**LIFE  
SKILLS**



ORGANIZATION



ADVOCACY



PERSISTENCE

**LITERACY**



READ  
ABOUT  
IT



WRITE  
ABOUT  
IT



TALK  
ABOUT  
IT

**SOLID  
INSTRUCTIONAL  
PRACTICES**



PLANNING

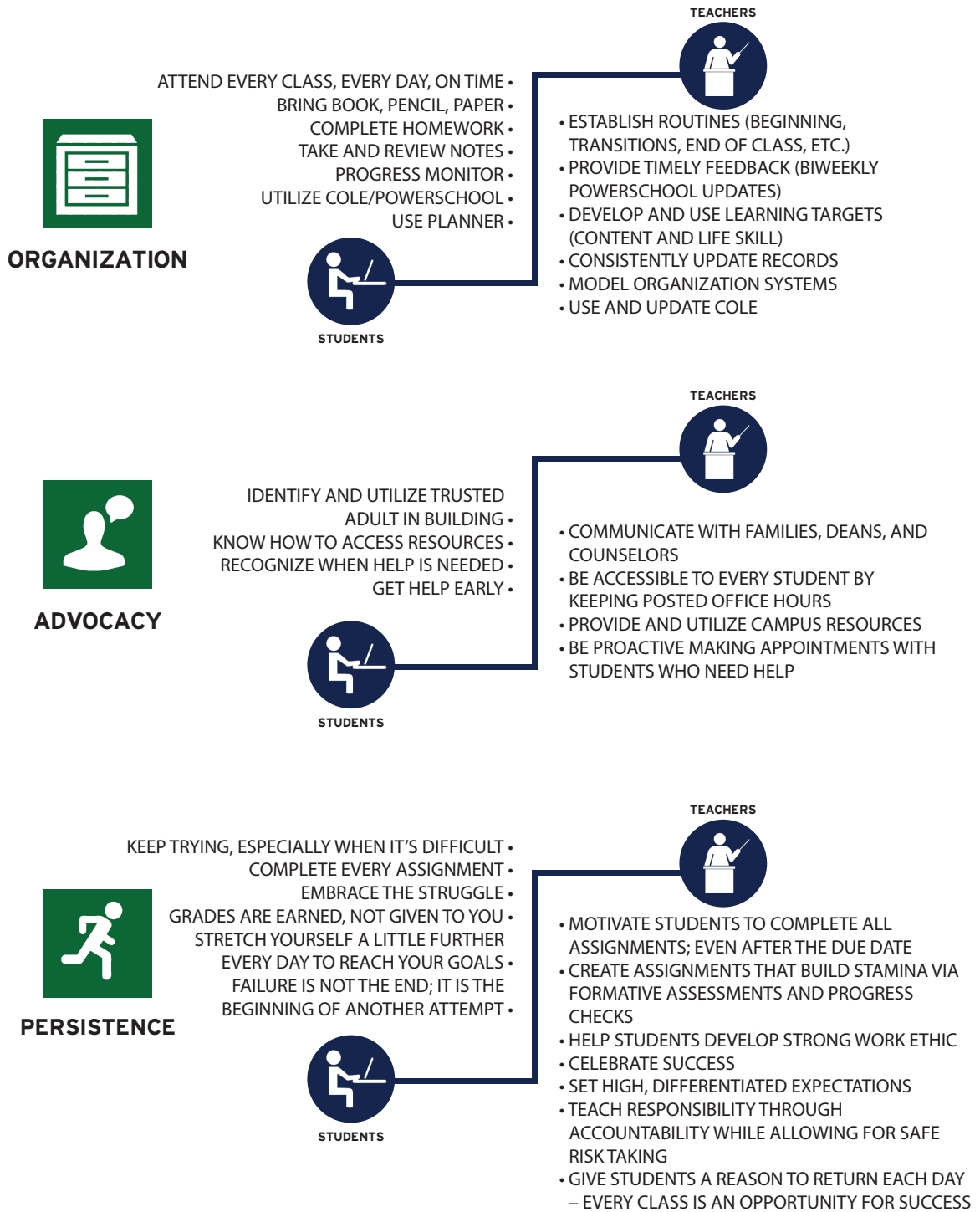


ENGAGEMENT



ASSESSMENT

# LIFE SKILLS



# SOLID INSTRUCTIONAL PRACTICES



## PLANNING

DEMONSTRATE UNDERSTANDING OF THE LEARNING TARGETS •  
REVIEW MATERIAL PRIOR TO CLASS AND COME PREPARED TO ASK QUESTIONS •  
STAY ENGAGED IN LEARNING •



STUDENTS

TEACHERS



- LEARNING TARGETS ARE VISIBLE, ACCESSIBLE, AND REFERENCED THROUGHOUT THE LESSON
- LEARNING TARGETS ARE WRITTEN IN STUDENT-CENTERED LANGUAGE
- BACKWARDS PRACTICES BASED ON AGREED-UPON CURRICULUM
- PLAN FOR EFFECTIVE AND COGNITIVE ENGAGEMENT
- MODEL CONTENT-SPECIFIC LIT SKILLS
- PLC'S ADJUST LESSONS BASED UPON ASSESSMENT RESULTS



## ENGAGEMENT

HAVE A POSITIVE ATTITUDE TOWARD LEARNING •  
ON TASK •  
SUSTAINED EFFORT •  
READY TO LEARN •  
EXPECT TO BE CHALLENGED •  
RESPOND POSITIVELY •  
EXPECT TO THINK CRITICALLY/DEEPLY •  
BELIEVE IN OWN IDEAS (ADVOCACY) •  
ASK QUESTIONS TO ENHANCE LEARNING •  
REFLECT ON LEARNING •



STUDENTS

TEACHERS



- ESTABLISH RELEVANCE TO BUILD ENGAGEMENT
- ACTIVE MONITORING
- ADAPT MID-LESSON, IF NEEDED
- ENGAGE WITH OWN MATERIAL
- KNOW/UTILIZE STUDENT NEEDS DURING LESSON
- USE VARIETY OF ACTIVITIES
- BUILD ENGAGEMENT
- SUPPORT LEARNING TARGETS



## ASSESSMENT

DEMONSTRATE GROWTH TOWARD BENCHMARK GOALS THROUGH DAILY CHECKS FOR UNDERSTANDING •  
DEMONSTRATE LEARNING AND GROWTH ON BENCHMARK ASSESSMENTS •  
USE AND REFLECT ON BENCHMARK RESULTS TO EVALUATE UNDERSTANDING •



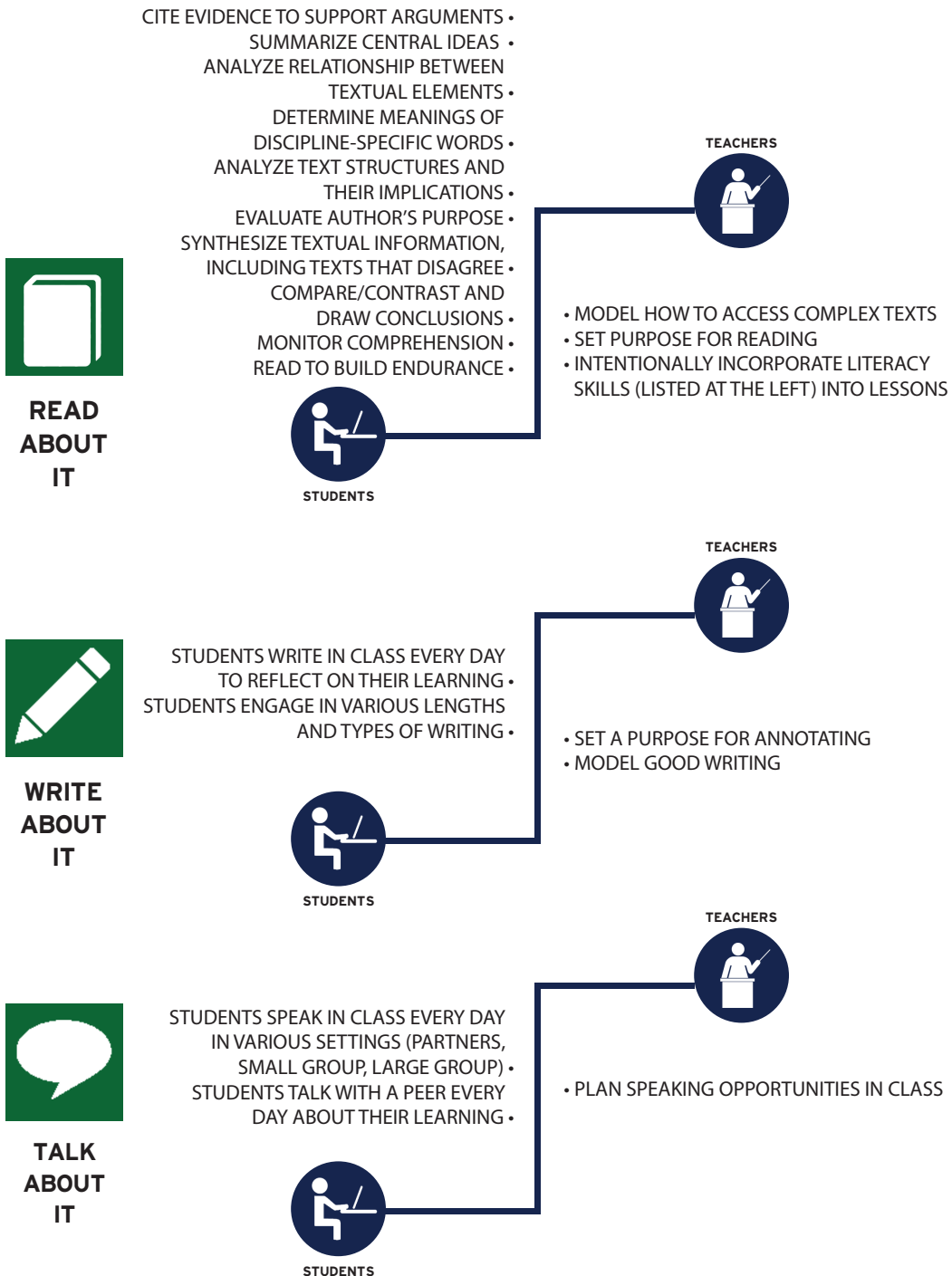
STUDENTS

TEACHERS



- USE VARIETY OF DAILY, FORMATIVE ASSESSMENTS
- COMMON BENCHMARKS ARE AGREED UPON AND GIVEN AROUND SAME TIME IN SAME SUBJECTS
- ASSESS STUDENTS ACCORDING TO COMMON RUBRICS
- RESULTS OF COMMON ASSESSMENTS USED TO INFORM INSTRUCTION
- PLC: MONITOR/ADJUST (USE TO REFLECT ON PLANNING AND ENGAGEMENT)

# LITERACY



IT'S A  
GREAT DAY  
TO BE  
A BLAZER

ATTEND  
CLASS

SHOW  
RESPECT

COME  
PREPARED  
TO LEARN

BE  
ON  
TIME

BE ACCOUNTABLE



VALUE  
ACADEMICS

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## LETTER FROM THE PRINCIPAL

It is with great excitement that I welcome you to the Overland High School Campus for the 2017-2018 school year! The faculty and staff at Overland is committed to ensuring that Overland High School is an excellent place for students from diverse backgrounds to develop educationally, to participate, and to have a meaningful high school experience.

Our mission statement affirms, “The Overland community is committed to providing your student with innovative educational opportunities, promoting academic excellence, and empowering our students to become leaders in our local, national, and global society.” In order for us to fulfill this mission, we are committed to creating a Culture of Learning that is safe, caring, collaborative, and enables students to learn at their maximum potential.

The Student/Parent Handbook is a tool that will assist each of you in making responsible academic and behavioral decisions. I would encourage each of you to take the time to read through the handbook and to feel free to ask questions. Finally, we will make every effort to make your experience on the Overland Campus a positive and rewarding one.

Sincerely,



Leon Lundie

## MISSION STATEMENT

The Overland-Prairie community is committed to providing innovative, educational opportunities that promote academic excellence and empowers our students to become leaders in our local, national, and global society.

## VISION

“Success *for* **Every** Student”

## CAMPUS MOTTO

“It’s a great day to be a Blazer!”

## SCHOOL COLORS/MASCOT

Navy Blue and Kelly Green / Trailblazer



# **BEHAVIORAL EXPECTATIONS: A CODE OF CONDUCT**

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

## **OWN THE ZONE**

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



## **MAKE LEARNING THE TOP PRIORITY**

Each student is expected to give his/her personal best effort each day. Helping students to maximize their academic achievement and individual development will be the top priorities of the Overland High School staff. Students are responsible for coming to school with an attitude that places learning and making the most of their talents and abilities as their top priorities.

## **RESPECT PEOPLE**

Every student is entitled to learn in a safe environment, and every teacher is entitled to teach in a safe environment. Everyone at Overland High School is expected to treat others with dignity and respect at all times.

## **RESPECT THE FACILITY**

To maintain our beautiful facility, each student should adopt an attitude of care and respect for the Overland High School campus. Food and beverage items are not to be consumed in carpeted areas or hallways at any time. Students may eat only in the cafeteria.

## IMPORTANT CONTACTS

|                                                                                    |               |
|------------------------------------------------------------------------------------|---------------|
| <b>Academic Success Center</b> .....                                               | 720.747.3645  |
| <b>Activities</b>   Shari VanHaselen .....                                         | 720.747.3872  |
| <b>Advanced Placement</b>   Noah Harris .....                                      | 720.747.3931  |
| <b>Athletics</b>   Ryan Knorr .....                                                | 720.747.3614  |
| <b>Applied Science STEM Coordinator</b>   Jenn Nass-Fukai .....                    | 720.747.3844  |
| <b>Attendance</b>   Wendy Torres .....                                             | 720.747.3701  |
| <b>AVID Coordinator</b>   Kara Billings .....                                      | 720.747.3610  |
| <b>Blazer 201</b>   Linda Johnson .....                                            | 720.747.3833  |
| <b>Business/Family &amp; Consumer Sciences Coordinator</b>   Patrick O’Riley ..... | 720.747.3852  |
| <b>Cafeteria</b>   Josh Miller .....                                               | 720.747.3738  |
| <b>College Entrance Requirements</b>   TBD .....                                   | 720.747.3452  |
| <b>Computer Academy</b>   Wendy Somers .....                                       | 720.747.3576  |
| <b>Counseling Center</b>   Laura Clark .....                                       | 720.747.3740  |
| <b>English Language Support (ELS) Coordinator</b>   Julie Hofmann .....            | 720.747.3612  |
| <b>English Coordinator</b>   Anita Pizzo .....                                     | 720.747.3776  |
| <b>Field Trips (Athletics)</b>   Ryan Knorr .....                                  | 720.747. 3614 |
| <b>Field Trips (Non-Athletics)</b>   Shari VanHaselen .....                        | 720.747.3872  |
| <b>Fine Arts Coordinator</b>   Abby Cate .....                                     | 720.747.3732  |
| <b>Library Coordinator</b>   Tina Longcor .....                                    | 720.747.3735  |
| <b>Main Office (Overland)</b>   Stephanie Garcia y Ortiz .....                     | 720.747.3881  |
| <b>Main Office (IST)</b>   Holly Crittenden .....                                  | 720.747.3404  |
| <b>Mathematics Coordinator</b>   Cyndee Wooden .....                               | 720.747.3805  |
| <b>Nurse</b>   Brian Kornreich .....                                               | 720.747.3789  |
| <b>OTIP</b>   Seth Replogle .....                                                  | 720.747.3868  |
| <b>Physical Education &amp; Health Coordinator</b>   Don Parker .....              | 720.747.3830  |
| <b>Post Graduate Center</b>   TBD .....                                            | 720.747.3452  |
| <b>Registration &amp; Transcripts</b>   Cindy Poppe .....                          | 720.747.3450  |
| <b>Security</b>   Trevor Van Luit .....                                            | 720.747.3698  |
| <b>Science Coordinator</b>   Laura Hein .....                                      | 720.747.3916  |
| <b>Social Studies Coordinator</b>   Pete Kleinsasser .....                         | 720.747.3795  |
| <b>Student Achievement Services (SAS) Coordinator</b>   Mark Masoni .....          | 720.747.3874  |
| <b>Student Achievement Specialist/Technology Coordinator</b>   Ben Lindemann ..... | 720.747.3449  |
| <b>Student Discipline</b>   John Madden .....                                      | 720.747.3751  |
| <b>Student Leadership</b>   Lauren Huddleston & Sarah Schreiber .....              | 720.747.3678  |
| <b>Teacher Cadet</b>   Kara Billings .....                                         | 720.747.3610  |
| <b>Transportation</b>   Shari VanHaselen .....                                     | 720.747.3872  |
| <b>World Languages Coordinator</b>   Megan McCreesh .....                          | 720.747.3853  |

# IMPORTANT DATES 2017–2018

## August 2017

8/10 ..... Freshman Orientation  
8/14 ..... First Day of School  
8/24 ..... Back to School Night

## September 2017

9/4 ..... Labor Day — No School  
9/19 ..... Academic Letter/AP Scholar Breakfast (7:00am)  
9/27 – 9/28 ..... Parent Conferences

## October 2017

10/9 – 10/14 ..... Homecoming Week  
10/17 ..... College Readiness Day (8:20am start)  
10/21 ..... Fall Break Begins  
10/30 ..... School resumes after Fall Break

## November 2017

11/9 – 11/11 ..... Fall Play  
11/22 ..... Non-contact Day — No School  
11/23 ..... Thanksgiving Break Begins  
11/27 ..... School resumes after Thanksgiving Break  
11/29 ..... Talent Show

## December 2017

12/18 ..... Review Day (all 8 classes)  
12/19 – 12/21 ..... Final Exams  
12/22 ..... Make-up Exams — No School  
12/22 ..... End of First Semester  
12/23 ..... Winter Break Begins

## January 2018

1/8 ..... Non-contact Day — No School  
1/9 ..... School resumes after Winter Break  
1/9 ..... Second Semester Begins  
1/15 ..... Martin Luther King, Jr. Day — No School

## February 2018

2/12 – 2/16 ..... Wish Week  
2/19 ..... Presidents' Day — No School  
2/20 ..... Non-contact Day — No School  
2/27 ..... ACT for juniors, modified schedule for all students afterwards

## March 2018

3/1 – 3/3 ..... Spring Musical  
3/5 – 3/9 ..... Unity Week  
3/24 ..... Spring Break Begins

## April 2018

4/2 ..... School resumes after Spring Break  
4/10 ..... State-Mandated SAT Test for Juniors, PSAT/SAT for grades 9 & 10 (no school grade 12)  
4/18 ..... Academic Awards

## May 2018

5/7 – 5/18 ..... AP Testing  
5/12 ..... Prom & After Prom  
5/18 ..... Review Day  
5/21 – 5/23 ..... Final Exams  
5/24 ..... Make-up Exams – No School, End of Second Semester  
5/25 ..... Graduation @ 8am (DU Ritchie Center) — No School

# IMPORTANT DATES FOR SENIORS – CLASS OF 2018

*Please check with the Activities Office for the most updated list of dates.*

## **JULY 2017**

7/31 Senior Check-in Day

## **AUGUST 2017**

8/14 Senior Sunrise  
8/16 Colleges That Change Lives Fair @7pm Conv. Ctr.  
8/21 Senior Class Meeting in Auditorium  
8/24 Back to School Night  
8/26 SAT: National Testing Day  
8/31 Last day to buy yearbook for \$60

## **SEPTEMBER 2017**

9/7 Senior College Info Night @7pm (Aud)  
9/9 ACT: National Testing Day  
9/11 Senior Panoramic Pic in Advisory  
9/14 Financial Aid Night @7pm (Aud)  
9/19 Academic Letter & AP Scholars, 7am (morning)  
9/24 NACAC National College Fair @1pm (Denver Mart)  
9/27 Out-of-State College Fair @6pm (Monarch HS)  
9/28 Out-of-State College Fair @6:30pm (Lakewood HS)  
9/29 Senior Pictures +\$15 due  
9/30 Gr. Denver College Fair @10am (Mountain Vista HS)

## **OCTOBER 2017**

10/3–5 Jostens in cafeteria during both lunches  
10/3 FAFSA Completion Workshop, 3-7pm (Post Grad)  
10/3 CCSD College Fair @6pm (Eaglecrest HS)  
10/7 SAT: National Testing Day  
10/9–14 Homecoming Week  
10/10 FAFSA Completion Workshop, 3-7pm (Post Grad)  
10/17 College Readiness Day  
10/28 ACT: National Testing Day

## **NOVEMBER 2017**

11/4 SAT: National Testing Day  
11/6 NACAC Performing Arts Fair @1pm (Infinity Park)  
11/29 Talent Show  
11/30 Senior Ads due

## **DECEMBER 2017**

12/2 SAT: National Testing Day  
12/6–7 Cram Fest  
12/9 ACT: National Testing Day  
12/19 Final Exams—1A, 2A, 3A  
12/20 Final Exams—4A, 1B, 2B  
12/21 Final Exams—3B, 4B  
12/22 Last day to buy yearbook for \$70

## **JANUARY 2018**

- 1/22 Senior Class Meeting during Advisory w/Jostens
- 1/26 Last day to order cap & gown for \$40 (Jostens in cafeteria during lunches)
- 1/27 Cap & gown price increases to \$50
- 1/31 Last day for yearbook refund

## **FEBRUARY 2018**

- 2/10 ACT: National Testing Day
- 2/12–16 Wish Week
- 2/16 Last day to buy yearbook for \$80
- 2/27 ACT for juniors, modified A-day schedule after

## **MARCH 2018**

- 3/5–9 Unity Week
- 3/8 Culture Night
- 3/10 SAT: National Testing Day
- 3/20 **Mandatory Parent/Grad Meeting (A-M) @7pm** (Jostens will be here)
- 3/21 **Mandatory Parent/Grad Meeting (N-Z) @7pm** (Jostens will be here)

## **APRIL 2018**

- 4/3 Senior Choir Concert
- 4/4 Parent/Grad Makeup Meeting @6:45am
- 4/10 SAT/PSAT, no school for seniors
- 4/14 ACT: National Testing Day
- 4/16 Graduation Performance Auditions @3pm
- 4/18 Academic Awards, 7pm

## **MAY 2018**

- 5/1 College Celebration in Post Grad
- 5/4 Yearbook Distribution
- 5/5 SAT: National Testing Day
- 5/7–18 AP Testing
- 5/8–11 Senior Exams
- 5/12 Prom/After Prom
- 5/15 Senior Checkout Day
- 5/17 Senior Exit Assembly/Elitch Gardens Trip
- 5/23 **Mandatory Graduation Rehearsal, 12–4pm @OHS**  
Luncheon, Rehearsal, Slideshow, get Cap/Gown if fees paid
- 5/24 Grad Performers Rehearsal, 6–8pm @DU
- 5/25 **Graduation at DU Ritchie Center @8am**  
Arrive no later than 6:30am

## REPORT CARDS AND PROGRESS REPORTS

Mid-semester report cards will be distributed to parents at the fall parent/teacher conferences. Semester grades are reported after final exams and will be recorded on the student's permanent record (transcript) and emailed home.

Student Progress updates can be monitored via PowerSchool.

|                                           |                           |
|-------------------------------------------|---------------------------|
| Progress Report .....                     | Friday, September 8, 2017 |
| Mid-Semester Progress Report .....        | Friday, October 13, 2017  |
| Progress Report .....                     | Friday, November 17, 2017 |
| End of First Semester (Mail/Email) .....  | Friday, December 22, 2017 |
| Progress Report .....                     | Friday, February 2, 2018  |
| Mid-Semester Progress Report .....        | Friday, March 9, 2018     |
| Progress Report .....                     | Friday, April 13, 2018    |
| End of Second Semester (Mail/Email) ..... | Friday, May 24, 2018      |

## BUSSES

Busses depart Overland between 3:35 p.m. and 3:40 p.m., depending on their routes.

## BUILDING HOURS

Overland High School is open to students from 7:15 a.m. until 4:15 p.m. on regularly scheduled school days. The building is open at other times as scheduled by the Activities/Athletics Office.

## PLEDGE OF ALLEGIANCE

State of Colorado law, in House Bill 03-1368 and enacted as section 1, 22-1-106 of the Colorado Revised Statutes, requires the daily recitation by teachers and students of the pledge of allegiance to the flag of the United States.

## NOTIFICATION OF NONDISCRIMINATION

Cherry Creek School District No. 5 ("District") does not discriminate on the basis of race, color, national origin, sex, age, sexual orientation, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. Overland High School does not discriminate in enrollment or access to any of its available programs. The lack of English language skills shall not be a barrier to admission or participation in District activities and programs. The District also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator, Ms. Kathy Vining, District Compliance Officer, Educational Services Center, 4700 S. Yosemite St., Greenwood Village, CO 80111, telephone (720) 554-4471, or directly to the U.S. Department of Education, Office for Civil Rights, Region VIII, Federal Office Building North, 1244 Speer Blvd., Suite 310, Denver, CO 80204.



# BELL SCHEDULE

## 2017 – 2018

OVERLAND HIGH SCHOOL

### MONDAYS (Advisory)

|                 |                                                 |                                               |
|-----------------|-------------------------------------------------|-----------------------------------------------|
| <b>1A/1B</b>    | <b>8:20 – 9:44</b> (84 min)                     |                                               |
| <b>ADVISORY</b> | <b>9:50 – 10:20</b> (30 min)                    |                                               |
| <b>2A/2B</b>    | <b>10:26 – 11:50</b> (84 min)                   |                                               |
| <b>3A/3B</b>    | <b>11:56 – 2:00</b> (84 min + lunch)            |                                               |
|                 | <b>11:50 – 12:30</b> (40 min)<br><b>A LUNCH</b> | <b>12:36 – 2:00</b> (84 min)<br><b>CLASS</b>  |
|                 | <b>11:56 – 1:20</b> (84 min)<br><b>CLASS</b>    | <b>1:20 – 2:00</b> (40 min)<br><b>B LUNCH</b> |
| <b>4A/4B</b>    | <b>2:06 – 3:30</b> (84 min)                     |                                               |

### A LUNCH

Business  
ELS  
English  
FACS  
SAS  
Science  
Technology  
World Languages

### TUE • WED • THU • FRI

|              |                                                 |                                               |
|--------------|-------------------------------------------------|-----------------------------------------------|
| <b>1A/1B</b> | <b>8:20 – 9:54</b> (94 min)                     |                                               |
| <b>2A/2B</b> | <b>10:00 – 11:34</b> (94 min)                   |                                               |
| <b>3A/3B</b> | <b>11:40 – 1:50</b> (94 min + lunch)            |                                               |
|              | <b>11:34 – 12:10</b> (36 min)<br><b>A LUNCH</b> | <b>12:16 – 1:50</b> (94 min)<br><b>CLASS</b>  |
|              | <b>11:40 – 1:14</b> (94 min)<br><b>CLASS</b>    | <b>1:14 – 1:50</b> (36 min)<br><b>B LUNCH</b> |
| <b>4A/4B</b> | <b>1:56 – 3:30</b> (94 min)                     |                                               |

### B LUNCH

AVID  
Blazer 101/201  
Computer Academy  
Math  
OTIP  
PE/Health  
Performing Arts  
Social Studies  
StuCo  
Visual Arts

### WEATHER DELAY

|              |                                                 |                                               |
|--------------|-------------------------------------------------|-----------------------------------------------|
| <b>1A/1B</b> | <b>9:20 – 10:39</b> (79 min)                    |                                               |
| <b>2A/2B</b> | <b>10:45 – 12:04</b> (79 min)                   |                                               |
| <b>3A/3B</b> | <b>12:10 – 2:05</b> (79 min + lunch)            |                                               |
|              | <b>12:04 – 12:40</b> (36 min)<br><b>A LUNCH</b> | <b>12:46 – 2:05</b> (79 min)<br><b>CLASS</b>  |
|              | <b>12:10 – 1:29</b> (79 min)<br><b>CLASS</b>    | <b>1:29 – 2:05</b> (36 min)<br><b>B LUNCH</b> |
| <b>4A/4B</b> | <b>2:11 – 3:30</b> (79 min)                     |                                               |

REFER TO THE WEBSITE OR STUDENT  
PLANNER FOR SPECIALTY SCHEDULES:

FINAL EXAMS  
REVIEW DAYS  
PEP ASSEMBLIES  
SCHOOL-WIDE TESTING

REVISED 5/22/2017

# **SNOW DAYS & STORM/EMERGENCY SCHEDULE**

Should inclement weather or emergency situations result in the closing of district schools or in an adjustment to school start or dismissal times, the information will be posted on the district website, and conveyed to a number of radio and TV stations for broadcasting.

## **WEBSITE**

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

## **TELEVISION & RADIO STATIONS**

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

## **IN THE EVENT OF SCHOOL CLOSURE**

- All activities scheduled in district facilities are canceled.
- In-district sports events and team practices are postponed. If a league event is scheduled in the district, the host district determines whether it is postponed.
- The next school day will resume as the next scheduled block day. All students will report to their first hour class at 8:20 a.m.

## **DELAYED START**

- **High Schools:** Overland will be on the Delayed Start schedule for any late start. Busses will be delayed one hour.
- **Middle Schools:** Delayed one hour.
- **Elementary Schools:** Delayed one hour. Mid-day kindergarten busses will pick up at their regular times.

## **LATE DISMISSAL/EARLY DISMISSAL**

In case of dangerous weather warnings, a school may hold students past their dismissal time for safety reasons. This information will be posted on the district web site [www.cherrycreekschools.org](http://www.cherrycreekschools.org), and sent to the local media.

# ACADEMIC POLICIES

## WEIGHTED GRADES/TRANSCRIPTS

The Cherry Creek School District offers students and parents the opportunity for an official transcript that reflects a weighted grade point average. Weighted grades are given in those courses designated as either Honors or Advanced Placement. The difference between weighted and un-weighted grades in terms of grade point value is as follows:

| <u>Grade</u> | <u>Percent</u>      | <u>Un-weighted<br/>Point Value</u> | <u>Weighted<br/>Point Value</u> |
|--------------|---------------------|------------------------------------|---------------------------------|
| <b>A</b>     | <b>90-100</b>       | <b>4</b>                           | <b>5</b>                        |
| <b>B</b>     | <b>80-89</b>        | <b>3</b>                           | <b>4</b>                        |
| <b>C</b>     | <b>70-79</b>        | <b>2</b>                           | <b>3</b>                        |
| <b>D</b>     | <b>60-69</b>        | <b>1</b>                           | <b>1</b>                        |
| <b>F</b>     | <b>59 and below</b> | <b>0</b>                           | <b>0</b>                        |

*Overland uses un-weighted GPA for honors distinctions and class rankings.*

## HOMEWORK

Homework is a vital component of a high school education. Teachers use homework for a variety of educational purposes including: reinforcement of classroom learning, internalization of key concepts through regular practice and thoughtful repetition, opportunities for creative expression that address various learning styles, and preparation for proficiency exams. Students who consistently give their best effort on homework assignments experience greater retention of knowledge and improved academic success. On Overland's block schedule, each class will meet on alternating days; therefore, students are strongly encouraged to maintain a daily homework routine.

## MAKING UP MISSED WORK AT OVERLAND

A reasonable length of time will be allowed for students to prepare and hand in make-up work due to absences. District Policy allows for two days to make up missed work for each day a student is absent (two days means two class contact days, counting the day of return from the absence). For example, if a student is absent on Monday and returns to class on Wednesday, the assignment originally assigned on Monday is due on Friday. The two class contact days are Wednesday and Friday. Further, previously assigned work is due upon return from absences. For example, if a student is absent on Monday and returns to class on Wednesday, the assignment that was originally due on Monday is due on Wednesday when the student returns.

Overland will support a culture that fosters student responsibility and will facilitate the communication of homework assignments through teacher/student interactions, help from classmates, information on boards or in the resource center, or home pages. The school, upon request from a parent, will send out homework requests for students who will be absent three consecutive days or more. Homework can be accessed from Schoology. The password to Schoology is the same as the student password to access PowerSchool. If you need assistance, you may contact your counselor.

## EARLY FINAL EXAM REQUESTS

The expectation is that students take finals during the scheduled time. Exceptions will be considered for unique circumstances. The process is as follows:

- Student meets with counselor, counselor gives form to student if request is appropriate
- If semester 2, counselor verifies student will complete AP exams (if applicable).
- Student gathers parent, teacher, and counselor signatures
- Student returns completed form to administrator
- Administrator emails all teachers that the request has been approved
- Administrator or assistant excuses student from attendance in PowerSchool
- Form kept on file with administrator
- Students are not allowed to take early finals without administrator approval. Teachers should not administer early finals without administrator approval. Students are always expected to take all final exams, regardless of their grades (given that final exams are a demonstration of subject knowledge for the semester, even students with good grades [e.g. all A's] should be expected to take finals).
- If a student requests early finals, the "Early Finals Requests" procedures should be followed. If a student requests to be excused from finals, the administrator should contact teachers first to gather their input (assuming this is something the administrator agrees with).
- If a student will miss class for an extended period of time (during finals) due to medical reasons, a 504 plan should be considered. Through that process, waiving final exams can be considered.

## **EARLY CHECKOUT**

Students who are withdrawing from Overland at the end of the semester should visit the records office at least two weeks prior to the date of withdrawal for information about the checkout process.

## **NEW STUDENT CREDIT GUIDELINES**

If a senior attempts to enroll after the first day of semester 2, the student and their parent will meet with an administrator and a counselor before the registration process begins. The following will be discussed:

### **No Transfer Grades**

Student enrolls on or before the end of Quarter 3

- Student is responsible for making up work from days they were not enrolled in the semester.
- Teacher discretion determines what work is to be turned in and the deadlines (student is responsible for creating individual plans with each teacher).
- Seniors will be allowed to participate in the graduation ceremony in May, but may need to pay a diploma fee to cover the printing of their diploma.

Student enrolls on or after the beginning of Quarter 4

- Individual academic plans will be made for students to allow the opportunity to earn some credit. Policy IKF-1-E may be considered. All efforts will be made to avoid auditing any classes.
- Seniors will not be eligible to participate in the graduation ceremony in May. They will be allowed to enroll in summer school (at their expense) to earn additional credits for graduation (if needed), and may be eligible to participate in the summer graduation ceremony.

### **Transfer Grades**

Students with transfer grades can enroll at OHS on or before the end of Quarter 3 to have these transfer grades applied to matching courses at OHS.

Students who enroll on or after the beginning of Quarter 4 will be discussed on an individual basis, and efforts may be made for them to finish their credits at their previous school. Individual academic plans will be made for students who do enroll to allow the opportunity to earn some credit (when transfer grades do not align with courses at OHS). Policy IKF-1-E may be considered. All efforts will be made to avoid auditing any classes.

Seniors who enroll on or after the beginning of Quarter 4 will not be eligible to participate in the graduation ceremony in May. They will be allowed to enroll in summer school (at their expense) to earn additional credits for graduation (if needed), and may be eligible to participate in the summer graduation ceremony.

*This plan applies to all students regardless of the number of credits they have when they enroll.  
If they have 22 or more credits, this timeline will still apply to them.*

*For students who enter late in the first semester, the above quarter deadlines should be followed.*

## **HONOR ROLL**

Each semester, eligible students will be selected for the Honor Roll. Students on the BLUE Honor Roll have an un-weighted GPA of 3.75 or higher with no grade below a B. Students on the GREEN Honor Roll have an un-weighted GPA of 3.0 or higher with no grade below a C. Students have the opportunity to earn this recognition during each semester of their high school career.

## **ACADEMIC LETTER**

Academic Letter eligibility is determined using unweighted cumulative GPA's at the time listed below. A student is eligible for receiving an Academic Letter after completing one full year at OHS. A student must carry a full course load.

- 1 academic year at cumulative GPA of 3.75 (letter)
- 2 academic years at a cumulative GPA of 3.75 (bar)
- 3 academic years at a cumulative GPA of 3.75 (bar)

Students who have already earned their Academic Letter will receive an Academic Bar.

## DIPLOMAS AND RECOGNITION

### Overland High School Diploma:

#### Cherry Creek School District Graduation Requirements — Class of 2018, 2019, 2020

The following describes the minimum requirements needed for a standard Cherry Creek high school diploma.

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

### Overland High School Diploma:

#### Cherry Creek School District Graduation Requirements — Class of 2021

Starting with the graduating class of 2021 (8th graders and younger in 2016-2017), students must meet or exceed the following graduation requirements to receive a diploma from the Cherry Creek School District. *Board Policy IKF*

| <u>(1) Courses</u>                      | <u>Credits</u> |
|-----------------------------------------|----------------|
| English .....                           | 4.0            |
| Mathematics .....                       | 3.0            |
| Science .....                           | 3.0            |
| Social Studies .....                    | 3.0            |
| Physical Education .....                | 2.0            |
| Fine Arts or CTE .....                  | 1.5            |
| Electives .....                         | 5.5            |
| <b>Minimum Total Requirements</b> ..... | <b>22.0</b>    |

#### (2) College and Career Ready Demonstration Requirement for Graduation in Cherry Creek and All Other Colorado Schools

In addition to required coursework, all students must demonstrate competency in Math and English through one area below:

|                                    | <b>English</b> | <b>Math</b>    |
|------------------------------------|----------------|----------------|
| <b>Accuplacer</b>                  | 62             | 61             |
| <b>ACT</b>                         | 18             | 19             |
| <b>ACT Compass</b>                 | 79             | 63             |
| <b>ACT Work Keys</b>               | Bronze+        | Bronze+        |
| <b>Advanced Placement</b>          | 2              | 2              |
| <b>ASVAB</b>                       | 31             | 31             |
| <b>Concurrent Enrollment</b>       | Passing Grade  | Passing Grade  |
| <b>International Baccalaureate</b> | 4              | 4              |
| <b>SAT</b>                         | 430            | 460            |
| <b>District Capstone</b>           | Individualized | Individualized |
| <b>Industry Certificate</b>        | Individualized | Individualized |

#### (3) Skills Necessary for College and Career

The following skills are critical to success in College and Career:

- Innovation
- Critical thinking skills
- Real world experiences
- Problem solving
- Curiosity / Inquiry
- Relevancy
- Working in teams
- Communication skills
- Project based learning
- Flexibility / Adaptability

**\*Institute of Science and Technology Diploma (APPLICATION REQUIRED)**  
**COLORADO SCHOOL OF MINES Guaranteed Admission:**

Criteria for IST Diploma:

- Overland Distinguished status
- Completed career concentration
- Completion of School of Mines guaranteed admissions requirements\*\*:
  - Average (unweighted) G.P.A. 3.8/4.0
  - Top 1/3 class rank
  - ACT Composite 29 (minimum 28 math, 28 science)
  - SAT 1300 (minimum 670 math)
  - Choose 1 or more from the following electives:
    - Computer Programing
    - Architectural or Engineering Drafting
    - AP Biology
    - AP Chemistry
    - AP English
    - AP Social Studies

It is strongly recommended that students submit their application for admission to Colorado School of Mines as early as possible fall of their senior year. Applications received after November 1 of their senior year may not be considered for Guaranteed Admission.

To earn the status of IST Diploma, a student must complete the Colorado School of Mines Guaranteed Admission requirements and a chosen IST Career Concentration pathway. Students who achieve at this level will open doors to many prestigious universities across the country in addition to opportunities at the School of Mines. These students will also be considered IST Scholars. Institute of Science and Technology Diploma recipients will be recognized with a cord at graduation.

**\*Institute of Science and Technology Diploma (APPLICATION REQUIRED)**  
**UNIVERSITY OF COLORADO BOULDER (CU Boulder) Guaranteed Admission:**

**Partnership Program High School Course Requirements, Grade Point Average, and Test Score Requirements**

Partnership Program High School students who successfully meet all of the following academic requirements will be eligible for direct admission into the College of Engineering and Applied Science at CU-Boulder:

Partnership Program High School Course Requirements:

**Minimum Academic Preparation Standards (MAPS)**

One unit equals one year of high school study.

- English..... 4 units
- Mathematics ..... 4 units
  - All four units must target preparation of the student for calculus, and must include at least through pre-calculus (students who complete calculus in high school will be better prepared)
- Natural Science..... 4 units
  - Includes 1 unit of physics AND 1 unit of biology or chemistry;
  - --or-- 2 units of chemistry AND 1 unit of physics or biology;
  - --or-- 2 units of biology AND 1 unit of chemistry or physics
  - (students who complete four units of science, including one year of chemistry and one year of physics, will be better prepared)
- Social Science ..... 4 units
- Single foreign language..... 4 units
  - (or two years each of two different languages)

- One of more of the following (1 Unit):
  - An AP Computer Science Course
  - An AP Calculus Course
  - AP Chemistry
  - AP Biology
  - AP Physics
  - AP English
  - AP Social Studies
  - Architectural or Engineering Design Completion of a Career Concentration
- **Total units..... 18 units**

**Partnership Program Grade Point Average and Test Score Requirements:**

- Cumulative Grade Point Average of at least 3.90 weighted GPA at the time of application; and (3.8/4.0 unweighted/GPA)
- TOP 1/3 of class rank
- Minimum score 670 on the Math portion of the SAT exam, or 28 on the Math portion of the ACT exam; and
- Minimum score of 600 on the Critical Reading portion of the SAT exam, or 27 on the English portion of the ACT exam

Additionally, Partnership Program High School students must have at least one recommendation letter from a math, science, or engineering (preferred) teacher from their junior or senior year.

For guaranteed admission, Partnership Program High School students must apply by the application deadline and satisfy other sections of the admission application. As previously mentioned, for guaranteed admission, students must maintain consistent or improving grades through their senior year, while maintaining the academic rigor of junior and senior year classes. Students who are guaranteed admission may be placed in special academic support programs at CU-Boulder.

**Additional Considerations**

Students from partnership schools who do not meet the above criteria will not be guaranteed admission to the College of Engineering and Applied Science at CU-Boulder; however, such students will be considered for admission on an individual basis. In some cases, CU-Boulder may offer admission to the Engineering GoldShirt Program, the Pre-Engineering Program, or the College of Arts and Sciences as an alternate college option.

CU-Boulder prides itself in a holistic review of all applications, so mandatory essays will give the applicant an opportunity to inform the University of any extenuating circumstances that may have temporarily affected the student's ability to perform in high school.

*\*\*Criteria may adjust based on the School of Mines and CU Boulder entry requirements. We encourage students to meet regularly with their school counselor to ensure completion of requirements for guaranteed admission.*

### **\*IST Scholar**

The Institute of Science & Technology at the Overland-Prairie Campus offers four different career concentrations with multiple pathways in each. These concentrations include *Computer Science & Applied Mathematics*, *Health Sciences*, *Engineering & Technical Sciences* and *Arts & Technical Communications*.

Criteria for Concentration Completion:

- meet with counselor to discuss career pathway
- sign up on Naviance
- complete a four-year plan (ICAP) using the proposed plan of study
- complete an internship during junior or senior year

To achieve the status of IST Scholar, a student must complete the chosen IST Career Concentration Pathway, including the Senior Project/Internship courses with a minimum 3.0 unweighted GPA. These students will be recognized at graduation. Freshmen who meet the criteria may apply to be an IST Scholar at the end of their 9<sup>th</sup> grade year.

### **\*Distinguished Achievement Program Recognition**

Distinguished Achievement Scholar Status will be conferred after seven semesters in December of the senior year.

Criteria for Distinguished Achievement Scholar Status:

- met all criteria to receive Overland's Achievement Diploma
- demonstrated academic scholarship in at least three AP courses
- achieved a cumulative unweighted GPA of 3.75 or above by the end of seven semesters
- demonstrated evidence of 100 hours of community service
- demonstrated evidence of school involvement in the arts, in student activities, or in athletics
- demonstrated good citizenship (no major violations within school policy)

### **\*Achievement Diploma**

The purpose of this diploma is to recognize students who demonstrate levels of performance which allow a greater opportunity in post-secondary choices.

Criteria for Achievement Diploma:

- average (unweighted) G.P.A. of 3.0
- ACT composite score of 21
- 24.5 total credit requirement — examples consisting of:
  - 4 credits of English (AP or Concurrent Enrollment courses in 11th and 12th grades)
  - 4 credits of Mathematics (Algebra 1, Geometry, Algebra 2, Pre-Calculus/Trigonometry)
  - 4 credits of Science (Biology, Chemistry, Physics)
  - 4 credits of Social Studies (U.S. History, World History, Government, AP Psychology)
  - 2 credits or more of World Language (Completion of level 3 in a World Language is required for admission to most University programs.)

*\* Students who successfully complete these diplomas and achievement recognitions will be specifically recognized at graduation.*

# GRADUATION REQUIREMENTS

## Participation in Graduation

Participation in the Overland Commencement ceremony will be possible for those students who:

1. Have completed **all** requirements for graduation
2. Have attended, with a parent or guardian, the graduation meeting held in the spring
3. Have attended the required graduation practice
4. Have attended Overland for the final semester of the senior year

*There is a district summer commencement ceremony for those students who complete the graduation requirements during the summer months.*

## Graduation Honors

The following awards will be bestowed to honor students as listed below. Only these awards may be worn over gowns at the graduation ceremony.

|                                                 |                     |
|-------------------------------------------------|---------------------|
| Valedictorian.....                              | Valedictorian Medal |
| Institute of Science & Technology Diploma ..... | White Stohl         |
| 3.75 and above un-weighted GPA .....            | Gold Cord           |
| 3.5 to 3.749 un-weighted GPA .....              | Red Cord            |
| Faculty Awards .....                            | White Cord          |
| IST Scholar .....                               | Purple Cord         |
| National Honor Society.....                     | Green Cord          |

## Valedictorian Requirements

Candidates for Valedictorian at Overland High School will be identified after the fall semester of their senior year. At the end of the spring semester, the senior(s) in the graduating class who have a cumulative un-weighted GPA of 4.0 over four years and who satisfy the following additional criteria will be honored at commencement as class valedictorian(s).

### Additional eligibility requirements for valedictorian areas follows:

- Attend a 4 year comprehensive high school for seven consecutive semesters prior to graduation, with the last 2 semesters at Overland High School
- Completed a minimum of 25 credits using the A-F grading scale
- A student must have taken a total of 5 AP classes across 4 core curricular areas and have completed the AP Exam for each class

## **Course Loads**

Freshmen must enroll in 7.5 credits; sophomores must enroll in 7 credits; juniors must enroll in a minimum of 6 credits; seniors must be enrolled in a minimum of 5 credits.

## **Commitment to Core Enrollment**

In order to prepare students for a successful post-secondary educational and work experience, the Board of Education strongly encourages students to participate in a rigorous academic core curriculum consisting of 4 years of English, 4 years of Mathematics, 4 years of Science, 4 years of Social Studies and at least 2 years of a World Language as required by the Colorado Commission on Higher Education for admission to four-year public colleges and universities in Colorado, and a technology class.

\*Academic core subjects include English, Math, Science, Social Studies and World Languages. **All students will be expected to enroll in a minimum of four academic core units per year.**

Seniors will also be expected to enroll in four academic core units or a minimum of three AP courses.

## **Advanced Placement Program**

Overland High School offers a comprehensive Advanced Placement program. These rigorous courses prepare students for college level courses. In most cases, students who successfully pass the AP test receive college credit or advanced standing. For specific college requirements of AP course and exam score acceptance please visit [www.collegeboard.com](http://www.collegeboard.com). AP courses are considered to be a continuation of the honors level classes and are weighted as such.

## **AP Exam Policy**

Students who take AP courses are required to take the corresponding AP exam. Requests for exemption to this policy must be reviewed by the AP coordinator. AP exams cost approximately \$93.00 per exam and there are late fees associated with each late exam registration. Financial assistance is available.

## **AP Summer Institute**

AP Summer Institute for Students is highly recommended for freshmen students enrolled in an AP class, students taking their very first AP course, and students who wish to improve their success in AP classes. Students who take this Institute will be better prepared to handle the challenge of the AP curriculum.

## **AP Drop Policy**

Students must stay in an assigned AP class through the first four weeks of the school year. At that time students who still need to drop will place a request through the counseling office. All requests must be approved through the Assistant Principal of Instruction.

## **Concurrent Enrollment (CE) Program**

Concurrent enrollment provides high school students the opportunity to take college-credit bearing courses taught by college-approved high school teachers. Students build their college transcript while finishing their high school credits.

## **Career & Technical Education (CTE) Program**

CTE provides quality educational programs emphasizing core academic content, Postsecondary & Workforce Readiness (PWR) competencies, technical skills, and seamless transition to further education or employment and better prepare students, including special populations to meet challenges of the workforce, economic development, and emerging occupations.

The mission of Career and Technical Education (CTE) is to empower students for effective participation in an international economy as world-class workers and citizens. CTE programs are designed to contribute to the broad educational achievement of students, including skills such as reading, writing, and mathematics, as well as to their ability to work independently and as part of a team, think creatively and solve problems, and utilize technology.

Colorado Career and Technical Education (CTE) provides quality educational programs emphasizing core academic content, postsecondary and workforce readiness (PWR) competencies, technical skills, and seamless transition to

further education or employment. CTE ensures a thriving Colorado economy by providing relevant and rigorous education that is connected, responsive and real.

### **Overland Computer Academy – Credit Retrieval**

Students who fail courses may *retrieve* up to two credits through Computer Academy. This allows for credits to be earned back, but original grades will not change. Students interested in *replacing* previous grades may do so by repeating a class—if room is available, priority “spacing” is for students who have not completed the course yet—either during the school year or summer or through a correspondence course.

### **Advisory**

All students at Overland High School will be assigned to an Advisory class. Each student will have an advisory teacher that will follow him or her for all four years that they are at Overland High School. Every grade level has a differentiated curriculum that addresses important needs for each student, including ICAP, college readiness, and post-secondary options.

### **Schedule Repairs**

Overland High School works collaboratively with students as they plan a course of study that fulfills Cherry Creek School District graduation requirements and prepares them for their post-high school goals. This careful planning begins each winter when students, parents, teachers, and counselors carefully consider Overland's curricular offerings and identify appropriate coursework for the next school year. The Master Schedule is built and each student's schedule is created.

The following time table provides information regarding schedule repairs for the 2017–2018 school year.

|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>July 31</b>      | Check-in. Counselors will be available during the week of August 7–11 by appointment to repair schedules that are incorrect. Examples of schedule <b>repairs</b> include: <ul style="list-style-type: none"><li>• An incomplete schedule resulting from the closure of a requested course</li><li>• A schedule that does not include a sufficient number of credits. Freshmen must enroll in 7.5 credits; sophomores must enroll in 7 credits; juniors must enroll in a minimum of 6 credits; seniors must be enrolled in a minimum of 5 credits.</li><li>• A schedule that does not include a sufficient number of core classes (English, science, social studies, math, and world languages)</li><li>• A schedule that places a student in the wrong level of a course (e.g. a student who has not yet passed Spanish 1 is placed in Spanish 2)</li></ul> |
| <b>August 14</b>    | Classes begin. Students will be expected to follow the schedule received at check-in.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>September 1</b>  | From this date on, withdrawal from any class carries a WP (withdrawal passing) or WF (withdrawal failing) and this mark will appear on the transcript and impacts athletic eligibility.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>September 8</b>  | Last day for Advanced Placement class schedule repair.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>September 29</b> | From this date on, withdrawal from any class carries an automatic “F” for the semester and the “F” will appear on the transcript, and impacts athletic eligibility.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>January 9</b>    | Second semester begins.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>January 26</b>   | From this date on, withdrawal from any class carries a WP (withdrawal passing) or WF (withdrawal failing), and this mark will appear on the transcript, and impacts athletic eligibility.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>February 16</b>  | From this date on, withdrawal from any class carries an automatic "F" for the semester and the “F” will appear on the transcript.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

## Withdrawing from a Class

All students are encouraged to complete all coursework. Freshmen must be enrolled in freshman seminar first semester and 7.5 classes, sophomores must be enrolled in 7 classes, juniors must be enrolled in a minimum of 6 classes, and seniors must be enrolled in a minimum of 5 classes. Every student will be enrolled in at least 4 core classes. In rare instances where withdrawal from a course is necessary, students must work with their counselor, teacher, and parents to determine the appropriate outcome.

### Withdrawal Timeline

### Transcript Notation

#### **1<sup>st</sup> Semester**

Withdrawal from class within the first 3 weeks of the semester:

September 1, 2017..... No Record

Withdrawal from class between week 3 and week 6 of the semester:

September 5 to September 22, 2017..... WP if passing course/WF if failing course

Withdrawal after September 22, 2017..... Semester Grade of "F"

#### **2<sup>nd</sup> Semester**

Withdrawal from class within the first 3 weeks of the semester:

January 26, 2018..... No Record

Withdrawal from class between week 3 and week 6 of the semester:

January 29 to February 6, 2018 ..... WP if passing course/WF if failing course

Withdrawal after February 6, 2018. .... Semester Grade of "F"

*Note: Students withdrawing from school after the first six weeks of the semester and not transferring to another school will receive an "F" for each of their courses.*

## Independent Study

A student wishing to pursue a course of study not available in the regular curriculum must see a counselor for specific information.

## **CREDITS EARNED OUTSIDE CHERRY CREEK SCHOOL DISTRICT**

### **Credit from Other Institutions and Home-Based Education Programs (Policy IKF)**

All students entering from outside the district must meet the district graduation requirements. The principal shall determine whether credit toward graduation requirements shall be granted for courses taken outside the district. Students who are currently enrolled in the district and wish to obtain credit from outside institutions or through “on-line” programs, must have prior approval from the principal. Credits will be accepted from accredited institutions or as evaluated by principals.

The district shall accept the transcripts from a home-based educational program. In order to determine whether the courses and grades earned are consistent with district requirements and district academic standards, the district shall require submission of the student’s work or other proof of academic performance for each course for which credit toward graduation is sought. All students from home-based programs must demonstrate proficiency in the district-adopted content standards at their appropriate placement level before being placed in that particular grade. The district may test the student to determine placement.

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

### **Transfer Credits**

1. Students who transfer to Overland High School from outside the district will have their transcript evaluated by the Records Office. Although Overland High School will accept all credits coming from another district, the specific category in which these credits are applied is up to the discretion of the Registrar. Honors credit (weighted grades) will only be given if Overland offers the same honors class within our curriculum.
2. Transfer grades coming from an accredited academic institution will receive point values towards a GPA that correspond to that particular letter grade. Transfer grades coming from non-academic programs will receive credit on a pass/fail basis.
3. As of the fall of 2015, any course, whether taken in CCSD or out of district, will be placed on the transcript without a grade and will not be calculated into the student’s GPA. The comment on the transcript will include “course taken in middle school.” No grade will be recorded on the transcript. The incoming transcript will be stored in the student’s school cumulative records file.
4. Students who bring in transfer credits from a school outside the United States will receive pass/fail credit only.
5. Students who wish to take course work for credit outside of the Cherry Creek School District must first meet with their counselor and assistant principal to gain prior approval.

## **STUDENT RECORDS**

**It is extremely important that we are able to communicate with you. If you move or change your telephone number, address, or email address, please update your information on parent portal at [my.cherrycreekschools.org](http://my.cherrycreekschools.org)**

### **Inspection Policy**

Overland complies with the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment). Essentially, the Act permits parents to access most school records that relate to their student. In addition, records may not be released without written consent of the parents except for school-to-school communications. When a student attains the age of 18, however, the rights previously accorded to the parents are transferred to the student. Individuals accessing school records must show proof of identification to obtain a copy of a student’s report card or transcript.

### **Procedure**

A written request will be submitted to the Records Office at Overland High School. Questions about transcripts may be arranged through Post Grad.

### **Transcripts**

Students may request an unofficial copy of their transcripts in the Post Grad/Records Office. Students must show a photo ID. Please allow up to 48 hours. Transcripts are considered historical documents that cannot be altered without the involvement of the teacher and must reflect the high school course work attempted by each student. Students who have entered Overland High School from home school or any non-accredited school may receive credit towards graduation, but letter grades will not be awarded. Instead, transcripts will reflect an S or a U grade. Home school students must complete a minimum of one full semester at Overland during their senior year to receive an Overland diploma.

### **Cost**

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

## **OVERLAND ACADEMIC INTEGRITY/HONOR CODE**

### **OHS Code of Honor**

We are a caring community that strives for academic excellence while celebrating our diversity, personal integrity, and mutual respect.

We promote a safe and positive learning environment where we take responsibility for our growth. We trust that we can challenge ourselves to reach our highest goals.

Plagiarism or cheating impedes a student's academic commitment and compromises the trust between teacher and student. This trust is fundamental to the learning process and mission of the school.

**Plagiarism** is the act of taking the language, ideas or creations of another and presenting them as one's own without proper acknowledgement. A person commits plagiarism regardless of whether the work is *stolen, purchased, or shared freely*.

**Cheating** is the giving, receiving, or using of unauthorized information to gain unfair advantage over other students. Cheating includes, but is not limited to, the following:

- Giving test information or receiving it from other students
- Looking at someone else's paper during a classroom assessment
- Talking with other students during a classroom assessment
- Allowing someone else to see or use one's work at any time during an assessment
- Using, or attempting to use unauthorized written aids during an assessment
- Using or sharing unauthorized information from electronic devices, including calculators, cellphones, and mp3 players on assessments
- Claiming sole credit for work completed with other students
- Copying work assigned to be done independently
- Allowing others to copy one's work or the work of another person
- Unauthorized alteration of scores or answers to improve one's grade or someone else's grade
- Unauthorized alteration or copying of laboratory data or reports
- Accessing, corrupting, or changing anyone else's computer work or data

### **CCSD Policy JICDA**

The principal may suspend or recommend expulsion of a student who engages in one or more of the following specific activities while in school buildings, on school grounds, in school vehicles, or during a school-sponsored activity. Suspension or expulsion shall be mandatory for serious violations in a school building or on school property. Scholastic dishonesty includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.

## GENERAL ELIGIBILITY

To be eligible to represent your school in any interscholastic activity (i.e. competitions, field trips, and performances), you must:

1. Be considered by your Principal, a representative of your school's standards of conduct and sportsmanship, and be an undergraduate of your high school.
2. Be carrying a minimum of five courses (or the equivalent) and be enrolled in a total of 2½ Carnegie units of credit per semester. **You must not be failing at the time of participation more than the equivalent of a ½ unit (Carnegie) of credit.** In most cases, this means that you may not be failing more than one course.  
*Note: a WF (Withdrawal Failing) and an I (Incomplete) both count as failures toward eligibility.*

3. Have been eligible in accordance with above # 2 at the close of the previous semester.  
*Note: Summer school or equivalent credit accepted by the school may be used to replace any Carnegie units or the equivalent (of the subject) or credit failed. Example: If a student failed a math class during the school year and is a ½ credit shy of eligibility, the student must take a math course in summer school as opposed to a physical education class. Written notification of a student regaining eligibility, through summer school, must be included with the first semester eligibility report.*

## INTERSCHOLASTIC ATHLETICS

### POLICY: JJI

#### Introduction

The interscholastic program exists to encourage participants to achieve their maximum potential and to represent their school. Participants represent not only themselves but the students, faculty, and patrons of their respective schools. Participation in interscholastic athletics is a privilege subject to compliance with the rules, regulations, and standards hereinafter set forth. The interscholastic athletic program of the Cherry Creek School District shall be considered as an extra-curricular part of the school program and shall provide equal opportunity for both sexes to participate in interscholastic athletics. This program is neither required nor part of the basic instructional program of the district. In keeping with the above goals, the Board of Education shall seek to fund girls' sports on an equal opportunity basis with boys' sports and shall permit and encourage coeducational teams when the particular sport is determined suitable as a coeducational activity. The Board of Education shall encourage students, faculty, and the community to recognize the value of athletics in relation to the total school program. Eligibility to participate in interscholastic athletics shall be determined with reference to the Constitution and Bylaws of the Colorado High School Activities Association (CHSAA), and the rules and regulations of the school district.

#### Disciplinary Procedures and Athletic Sanctions

Students who violate the provisions of this policy and accompanying regulation shall be subject to appropriate disciplinary sanctions as outlined in the accompanying regulation, and in accordance with other school board policies, as applicable. The determination to impose sanctions related to participation in interscholastic athletics and the nature of the sanctions to be imposed shall be made by the principal or his or her designee of the student's school.

#### Application of Policy

A student is subject to this policy throughout the season of the sport in which he is participating. The season begins on the first day of practice and continues through post-season competition. In addition, sanctions may be imposed for serious and substantial violations occurring at any time during the school year, on or off campus, and where deemed appropriate, while school is not in session.

#### Miscellaneous

Nothing contained herein shall be deemed to prohibit a coach or sponsor from establishing and enforcing additional rules applicable to the activity, curfew hours, and other matters relating to the functioning of the team or group. It is anticipated that minor violations will be handled directly by the coach involved after conferring with the athletic director and/or the appropriate district administrator.

Nothing in this policy shall limit the authority of the school district to discipline students pursuant to the School Attendance Law of 1967 and relevant school board policy.

Recruitment of athletes from other attendance areas by any district employees or by any other student shall be prohibited. Recruitment shall constitute grounds for disciplinary action for the student and any district employee(s) involved. Parents and community members are also encouraged to refrain from recruiting solely for athletic purposes.

Adoption date: August 16, 2004  
CROSS REFS: JJ, Student Activities (Co-curricular and Extra-curricular)  
JICDA, Conduct and Discipline Code  
JKD-1-E, Grounds for Suspension, Expulsion and Denial of Admission  
JICH, Alcohol and Other Drug Use by Students

## **INTERSCHOLASTIC ATHLETICS**

### **POLICY: JJI-R (ATHLETIC CODE)**

#### **Eligibility**

Eligibility to participate in interscholastic athletics shall be determined with reference to the Constitution and Bylaws of the Colorado High School Activities Association (CHSAA), and the rules and regulations established by the school district.

#### **Interscholastic Athletic Code**

Article III of the Constitution and Bylaws of the CHSAA provides in part that a student shall be deemed eligible to represent a school in an inter-school activity if such student meets the following specific requirements:

- a. The student is a bona-fide undergraduate member of the student's high school.
- b. In the judgment of the principal, the student is representative of the school's ideals in matters of conduct, citizenship and sportsmanship.
- c. During the period of participation, the student must be enrolled in courses which offer, in aggregate, a minimum of 2.5 Carnegie units of credit per semester and must not be failing more than the equivalent of one-half Carnegie unit of credit. Quarter credit courses must be combined at the end of the semester to determine eligibility for the succeeding semester, and will be reviewed on an ongoing basis as established by the district.
- d. The student must have been eligible in accordance with paragraph "c" above at the close of the last prior semester of attendance. Scholastic eligibility depends upon average grades from the beginning of the semester to the close of the certification day.
- e. A student who drops out of school after having been enrolled and in attendance 15 days will not be eligible the following semester of attendance. If a pupil attends 15 days or more during the semester, the pupil must complete the required number of credits for the whole of that semester to be eligible the next semester.
- f. The student shall not be a member of any organization prohibited by law.

The school district has adopted the following additional rules and regulations:

1. Participants at the high school level must pass a physical examination as requested, and the examination must be consented to by the participant's parents/guardians. It is strongly recommended students at the middle school level pass a physical examination before participating in interscholastic athletic activities.
2. Participants at the high school level must maintain school athletic insurance or family insurance coverage in an amount required by the school district and certified to by the participant's parents/guardians. It is strongly recommended students at the middle school level maintain school athletic insurance or family insurance coverage before participating in interscholastic athletic activities.
3. The following activities are expressly prohibited by students participating in interscholastic athletics on or off school district premises:
  - a. Use, possession, sale, distribution or exchange of alcohol, tobacco, marijuana, or other illegal drugs, counterfeit drugs or drug paraphernalia.
  - b. Continued willful disobedience or open and persistent defiance of proper authority.

- c. Willful destruction or defacing of school property.
  - d. Behavior which is detrimental to the welfare, safety or morals of other people or of school personnel.
  - e. Conviction of any criminal offense in the municipal, county or district courts other than minor traffic violations.
4. Participants shall maintain appropriate standards of academic performance and class attendance.
  5. Participants will abide by general school and community principles of good sportsmanship and conduct.

### **Disciplinary Procedures and Athletic Sanctions**

Students determined to be in violation of any of the foregoing shall be subject to appropriate disciplinary sanctions. The determination to impose sanctions related to participation in interscholastic athletics and the nature of the sanctions to be imposed shall be made by the principal or his or her designee.

The following procedures have been established with the intention that the high schools within the Cherry Creek School District will use similar procedures as suggested in the High School Interscholastic Participant Card when dealing with alleged infractions of the Athletic Code. These procedures are designed to allow some building flexibility in applying athletic sanctions, yet ensure that the spirit and the actual rules of interscholastic athletics are enforced. These procedures are adopted under policy JJI, and, in the case of conflict, the rules and regulations defined in this Athletic Code and regulation will apply.

### **Investigation of Alleged Violation(s)**

Any allegation of misconduct relating to the rules in the Interscholastic Athletic Code will be investigated by coaches and athletic and/or administrative personnel immediately or as soon as possible upon receiving a complaint.

### **Notification**

- a. Any student athlete alleged to be involved in misconduct relating to the rules of the Interscholastic Athletic Code will be notified as soon as possible of the allegation of misconduct. Upon receipt of the allegation, or as soon as possible thereafter, an investigation will be conducted by the coach in conjunction with athletic and administrative personnel.
- b. As part of the investigation, the student athlete will be provided an opportunity to present his side of the story. This does not include the right to secure counsel, to confront and cross-examine witnesses, or to call his own witness to verify his version of the incident. If the student denies the charge(s), he will be given an explanation of the evidence the principal or designee has received.
- c. A reasonable effort will be made to contact the parents and give them an opportunity for input.
- d. During the time of the investigation, the athletic director and/or administrator may impose restrictions on the participation of the student athlete in question.
- e. Upon conclusion of the investigation, and prior to the imposition of a disciplinary sanction, it is recommended the principal, or his or her designee, should notify the student and his or her parents/guardians of the outcome of the investigation and the sanctions which will be imposed. The principal or designee may provide an opportunity to the student and his or her parents/guardians to answer questions about the action taken. However, the principal or designee may, where he or she determines it to be appropriate and in the best interests of the school and/or the athletic activity, impose sanctions prior to or without such discussion.

### **Athletic Sanctions**

Sanctions which may be imposed include, but are not limited to, one or more of the following:

1. Referral to the appropriate coach for disciplinary action.
2. Placement on probation for a number of days and/or upon such conditions as may be determined to be appropriate, including consideration of probation guidelines as provided in the High School Interscholastic Participant Card.
3. Suspension from participation in a specific number of athletic events, including consideration of the number of prohibited events as provided in the High School Interscholastic Participant Card.
4. Suspension from the athletic team for the remainder of the season.

5. Denial of the opportunity to obtain school awards in the sport in which the student was participating when the violation of rules occurred. (Athletic awards require not only participation, but also completion of the season in good standing.)
6. Suspension from athletic competition for the remainder of the school year and/or extending into succeeding school years.

### **Disposition**

The principal or his or her designee, will make the final decision as to whether a violation has occurred and will determine what sanctions will be imposed. If the final decision is made by the designee, he or she must notify the building principal of the disposition. Upon disposition, the student shall be personally informed of the sanctions. Every reasonable effort will be made to notify the parent in a timely manner, either by telephone, electronic mail, or in person.

An appeal of the principal's or designee's decision regarding the imposition of an athletic sanction may be made to the District Athletic Director, who will review the decision of the principal or designee. The decision of the District Athletic Director will be final.

In the event the student receives an academic suspension or expulsion from school, such suspension will automatically result in suspension from all athletic participation for at least the duration of the suspension or expulsion period.

CROSS REFS: See the Cherry Creek School District Athletic/Activities Handbook for additional information.  
Cherry Creek School District#5 High School Interscholastic Participation Card

## **ATHLETICS**

**Ryan Knorr, Athletic Director**

### **Athletic Eligibility**

#### **Goals**

The goal of the Overland Athletic Eligibility Model is to provide student-athletes with academic support to ensure success for every student. Overland student-athletes cannot participate in competition with more than one failing grade per CHSAA by-law. Our athletic programs are extracurricular opportunities to prepare, participate and learn the lessons that come from competition, while upholding rigorous academic standards. Please remember that ineligible students make up a very small portion of the 800+ student-athletes we have at Overland, but these academic interventions can make all the difference for those who are struggling academically. Success for Every Student.

#### **Overview**

In-season student-athlete grades will be pulled by the athletic department every **Monday** morning during 1<sup>st</sup> block. Any student-athlete with a failing grade will be placed on a "warning" list and the coach may require the student to attend a form of study hall. Coaches will monitor these "warning" students throughout the week to ensure that students are actively communicating and working with teachers to improve to a passing grade. This will ensure ample time for students to make up work needed and turn in to teachers to be graded by **Friday** afternoon.

In-season student athlete grades will be pulled again by the athletic department on Thursday at noon to finalize the "ineligible" list for the following week, Monday-Saturday. Any student-athlete with two failing grades in PowerSchool on Friday afternoon at 3:00 p.m. will not be eligible to participate in any competitions the following week. The Friday afternoon ineligibility list is final, no teacher notes or requests will be considered for the following week. It is imperative that student-athletes' grades are as up to date as soon as possible before Friday afternoon and that our student-athletes clearly communicate and complete any make-up work in a timely manner to be graded. In order for us to uphold the highest standard for our student-athletes, we request that teachers make a reasonable effort to update grades by this critical deadline.

#### **Eligibility from Previous Semester**

If students fail two or more classes during a semester, they will be ineligible until the academic regain date. This date varies based on seasons — the fall and winter regain date from spring semester is the second Thursday of October. The spring season regain date from first semester is the first Friday in March.

Please feel free to contact the Overland Athletic Department with any further questions. 720-747-3614

All athletic teams are governed by the Colorado High School Activities Association and local school policy. Questions regarding Athletics should be directed to Ryan Knorr.

No athlete will be permitted to practice or compete on any athletic team until he/she has completed the following forms available at [overland.cherrycreekschools.org](http://overland.cherrycreekschools.org) under the athletics tab.

1. Athletic Registration
2. Physical Examination/Insurance
3. Transportation consent
4. Eligibility information
5. Emergency information
6. Participant and conduct

These forms, along with a **\$90 participation fee per sport** should be returned to the Athletic Office one week prior to clearance for practice.

**NOTE:** *Students will be allowed to practice but will be restricted from athletic completion unless all OHS fees and fines have been cleared prior to the first day of competition:*

- *Outstanding Athletic Fees/Fines*
- *Non-returned uniforms*
- *Any other outstanding student fees/fines incurred in prior years*

### **2017–2018 Athletic Fees for High School**

1. The \$90 athletic participation fee will be charged for each sport in which each athlete participates. There is no family maximum.
2. The \$90 athletic fee for all participating athletes for each sport must be collected **PRIOR** to an athlete's participation in any sport.
3. Athletes who have a financial hardship (i.e. only those athletes who are on the free and reduced lunch program) may submit requests to the individual school's athletic director for financial aid to pay the athletic fee. These requests must be verified. After reviewing each individual case, the athletic director will present several solutions.
4. **Refund Policy** — A full refund will be made to the athlete who is cut or leaves the sport on or before the fifteenth (15<sup>th</sup>) calendar day from the starting date of that sport.

#### **2017–2018 Last Refund Dates\***

|               |                   |
|---------------|-------------------|
| Fall Sports   | August 29, 2017   |
| Winter Sports | November 27, 2017 |
| Spring Sports | March 13, 2018    |

*\*If an athlete leaves the team after these dates, no refund will be given.*

5. The athletic fee refund must be requested by the athlete on or before the closing date of the season that his/her sport was offered.
6. If the athlete does not request the refund by the dates listed below, no monies will be refunded.

#### **2017–2018 Closing Dates**

|               |                  |
|---------------|------------------|
| Fall Sports   | December 2, 2017 |
| Winter Sports | March 10, 2017   |
| Spring Sports | May 26, 2018     |

## **Seasonal Sports**

Overland offers a full athletic program. High school athletic competition is available in the following sports:

### **Fall — Begins August 14, 2017**

Men's and Women's Cross Country  
Football  
Men's Golf  
Men's Soccer  
Men's Tennis  
Cheerleading  
Poms  
Softball  
Volleyball  
Gymnastics  
Field Hockey

### **Winter — Begins November 10, 2017**

Men's Basketball  
Women's Basketball  
Wrestling  
Women's Swimming  
Cheerleading  
Poms  
Ice Hockey

### **Spring — Begins February 26, 2018**

Baseball  
Men's Lacrosse  
Women's Lacrosse  
Women's Soccer  
Women's Track  
Men's Track  
Women's Golf  
Women's Tennis  
Men's Swimming

## **Athletic Letters**

Athletic letters will be awarded in accordance with the requirements set forth by the Cherry Creek School District and the Centennial League. Please contact the individual coaches for specific requirements for each sport.

## **Facility Use**

Students are only allowed in the athletic areas (gyms, weight room, pool, wrestling, multi-purpose room, training room, locker rooms) when a teacher or coach is present. Team room lockers are to be used only when a student is involved in a sport and must be cleaned out at the end of that season. Students must provide their own locks for these lockers.

## **Conduct at Athletic Events**

Behavior at athletic events is very important to our reputation as a school. We expect to be known as a class act when it comes to our fans. The following guidelines should be followed at all times:

- A ticket is a privilege to observe a contest, not a license to verbally assault others.
- Show respect for the opposing players, coaches, spectators, and support groups.
- Respect the integrity and judgment of game officials.
- Recognize and show appreciation for outstanding play from either team.
- Use only cheers which support teams in a positive manner.
- Be a positive role model through your own actions and by censuring those around you whose behavior at events is inappropriate.
- Spectators whose behaviors, actions, or words are inappropriate will be removed from the contest.

# **CENTENNIAL LEAGUE**

## **ADDRESSES FOR CENTENNIAL LEAGUE SCHOOLS**

We compete in the Centennial League for all sports except football. Due to the CHSAA Waterfall League Alignment System, we compete in the Mt. Massive League for football. The current Mt. Massive League consists of Arapahoe, Boulder, Doherty, Grandview, and Smoky Hill. More information on these schools is located on <http://overland.ccsdathletics.org>.

|                        |                                                           |
|------------------------|-----------------------------------------------------------|
| <b>ARAPAHOE:</b>       | <b>2291 East Dry Creek Road<br/>303-347-6020</b>          |
| <b>CHEROKEE TRAIL:</b> | <b>25901 East Arapahoe Parkway North<br/>720-886-1900</b> |
| <b>CHERRY CREEK:</b>   | <b>9300 East Union Avenue<br/>720-554-2461</b>            |
| <b>EAGLECREST:</b>     | <b>5100 South Picadilly Street<br/>720-886-1083</b>       |
| <b>GRANDVIEW:</b>      | <b>20500 E. Arapahoe Road<br/>720-886-6501</b>            |
| <b>MULLEN:</b>         | <b>3501 South Lowell Blvd.<br/>303-761-1764</b>           |
| <b>SMOKY HILL:</b>     | <b>16100 East Smoky Hill Road<br/>720-886-5551</b>        |

# ACTIVITIES

## Shari VanHaselen, Activities Director

### Clubs and Activities

Overland provides a wide range of clubs and activities to supplement the academic program. The following clubs and activities are available to Overland students during the 2017–2018 school year:

*Activities marked with an asterisk (\*) are connected with classes offered during the school day. Other activities meet before or after school. A complete description of activities and sponsors is available in the activities office.*

Anime Club  
Art Club  
Black Women Leaders  
Blazer United  
Bowling Club  
Brotherhood  
BSA—Black Student Alliance  
Chess Club  
Chinese Club  
DECA—Distributive Education Clubs of America  
Drama Club  
FBLA—Future Business Leaders of America  
FCCLA—Family, Community, and Career Leaders of America  
GSA—Gay Straight Alliance  
Guitar Club  
HOSA—Health Occupations Students of America  
IST Scholars  
Judaism Club  
Link Crew  
Literary Magazine  
Mu Alpha Theta—Math Honor Society  
MSA—Muslim Student Association  
NHS—National Honor Society  
Newspaper\*  
NUTS—Never Underestimate Trailblazer Spirit  
OTV—Overland Television\*  
Pre-Med Club  
Props, Costumes & Theatre Tech  
Robotics  
Sisterhood  
Skills Club  
Spanish Club  
Speech & Debate  
Student Government\*  
Tepochcalli—Latin Leadership  
TSA—Technology Student Association  
Yearbook\*  
Young Life

## Conduct at Auditorium Events

The members of the Overland High School Performing Arts Department request that you respectfully support the performers in the following ways:

- Arrive on time for the performance
- Stay for the entire program
- Remain seated during the performance
- Maintain quiet during each performance
- Refrain from cell phone use as it disrupts the use of microphones on the stage
- Applaud, but do not yell or scream
- If you must leave, due to an emergency, please exit quietly and at an appropriate interval
- Please no food or drinks

## Posters and Announcements

Posters advertising events, meeting dates and times are permitted only on designated bulletin boards and must be approved by the Activities Office. The procedure for posting advertisements is as follows:

- Create an attractive, spell-checked, computer-generated flyer
- Obtain an approval stamp from the Activities Office
- Provide 15 copies of the flyer (*note: an extra flyer may be given to OTV for video advertising*)
- Place the flyers in the Bulletin Boards tray on the wall of the Activities Office
- Flyers will be posted by an Overland faculty member

## Student Distribution of Non-curricular Materials: CCSD District 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 noncurricular 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 violation of Board policy and/or regulations, which violates another person's right to privacy, which causes a material and substantial disruption of the orderly operation of the school, or which threatens violence to property or persons.

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

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

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

Adopted: October 10, 2000

LEGAL REFS.: C.R.S. 22-1-120 (rights of free expression for public school students)  
C.R.S. 22-32-110 (1)(r) (power to exclude materials that are immoral or pernicious)

CROSS REFS.: JICEA, School-Related Student Publications  
JICED, Student Expression Rights  
JK, Student Discipline, and subcodes  
KHC, Distribution/Posting of Promotional Materials

# STUDENT INFORMATION

## Dress Code

The matter of dress is individual, but some standards of dress are necessary to promote an appropriate learning environment and provide for safety. Dress that endangers the student while she/he is participating in classroom activities will not be permitted. Furthermore, please remember that for reasons of sanitation, health and safety (state law), shoes must be worn at all times.

**Dress may not be such that it creates a distraction or disturbance that interferes with the teaching/learning activity or disrupts the climate of the school. A decent coverage of the body is expected; therefore, clothing should cover the body from shoulder to mid-thigh. Chest, back, midriff, and buttocks must be covered. Clothing should cover undergarments (e.g. sports bras, bra straps, and boxers). Short shorts, strapless tops, halter tops, low cut tank tops, tops with spaghetti straps or tops with large arm holes are not appropriate.**

Certain patterns of dress may inadvertently jeopardize the safety and welfare of all students and staff. Articles of clothing deemed too revealing, profane, or which may denote gang involvement and/or racial/ethnic/sexual intimidation are prohibited. Since our primary concern is to provide and maintain a positive climate where education can flourish, the dress code is subject to modifications, additions, or deletions at any time during the school year. The following is a summary of the current Overland dress code:

### Not Allowed:

- **Dress that exhibits or promotes controlled substances (e.g. alcohol, tobacco, and/or other drugs).**
- **Clothing that is revealing or profane or which denotes gang involvement or racial/ethnic/intimidation/sexual intimidation.**
- **Confederate flags (stars and bars).**
- **Sagging one's pants is unacceptable if the undergarments are exposed.**
- **Hats that have been altered, skull caps, bandanas, or do-rags.**
- **Bedroom slippers and/or pajamas.**

## Crisis Prevention

As an Overland student, you play a critical role in crisis prevention. Notify school personnel if you see unidentified visitors on campus. Remember that you can make a difference.

At the same time, always be aware of what is going on in your surroundings. If at any time you sense that a classmate or friend is becoming dangerous to himself/herself or others, it is important that you report what you know to your parents, a teacher or the administration. Your actions of care and concern might make all the difference in someone's life.

**CARE LINE: 720-554-2273.**

## Readiness and Emergency Management in the Cherry Creek Schools

The Cherry Creek School District follows the Readiness and Emergency Management for Schools (REMS) protocol to enhance our ability to provide safe and secure learning environments for all students and staff. This has provided improved planning and includes the four phases: prevention, preparedness, response, and recovery.

All leadership and school safety/crisis teams in the Cherry Creek Schools have been REMS trained and have developed updated and effective emergency response plans and procedures that align with state and federal Homeland Security and the National Incident Management System. We have improved links with our community agencies, trained key staff to provide for the emotional impact of a crisis on students and staff, and developed sustainable training materials and crisis response kits for schools.

## Advance Notice of Absence

If a student knows in advance that he/she will miss a class because of a parent/guardian request such as a doctor's or dentist's appointment, etc., the parent should call or send a note with his/her student indicating dates and time of absence. Work should be ready upon the student's return to school.

## **Attendance Procedures**

**Attendance Phone Number: 720-747-3701**

For the protection of students and the accurate monitoring of attendance, please follow the procedures below.

1. Call the Attendance Office **prior to 9:30 a.m. on the day of the absence**. When calling, please leave:
  - a. Student's name, spelling the last name
  - b. Reason for absence
  - c. Grade
  - d. Phone number where you can be reached. Please inform us of changes in home or work phone numbers.
2. If it is not possible to call within the given time period, a written and signed note from the parent or legal guardian is required to be turned in to the main office the day **the student returns to school**.
3. In the event that a student becomes ill at school and needs to go home, he or she must either:
  - a. Report to the clinic. The nurse will phone a parent/guardian and obtain their permission.
  - b. Have a parent/guardian call and give permission to the main office at the time the student is leaving.
  - c. Give a signed note to the attendance office at the time the student is being picked up. Students who leave campus without the following the above procedure may be marked "unexcused."
4. In the event of a situation in which the student is supervised temporarily by an adult other than the parents, the parent should notify the attendance office in writing, providing the name, address and phone number of the supervising adult.

Our computerized parent notification system will call your home both during the day and in the evening to inform you of unexcused absences. Additionally, this system will send notification via email. Please call the Attendance Office to excuse the absence on the day of the absence (**before 9:30 a.m.**) to prevent the computer from calling and emailing you. We appreciate your help in following these procedures. If you have any questions, feel free to call the Attendance Office or your student's dean.

### **Excused Absences (JH)**

The following shall be considered excused absences:

1. A student who is temporarily ill or injured, or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. A student who is absent in observance of an established religious holiday.
6. A student whose absence is approved by the building principal at the request of the parent or guardian.
7. A student who is suspended or expelled.

The district may require suitable proof regarding the above exceptions, including written statements from medical sources. If a student in an out-of-home placement (as that term is defined by C.R.S. 22-32-138(1)(e)), is absent due to court appearances and participation in court-ordered activities, such absences shall be excused.

### **Unexcused Absences**

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Continued unexcused absences and/or repeated tardiness may be considered cause for disciplinary action. In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while unexcused. Penalties may include a warning, school detention or in-school suspension. Academic penalties, out of school suspensions and expulsions shall not be imposed for any unexcused absence. The administration shall develop procedures to implement appropriate penalties, and may consider the correlation between course failure, truancy and a student dropping out of school in developing procedures, and may implement relevant strategies to re-engage students with a high number of unexcused absences. Students and parents/guardians may petition the Board of Education for exceptions to this policy or the administrative procedures provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

When a student returns to school after a period of absence, a note signed by one of his parents should be sent which indicates that the student was absent with their permission. The note must contain the parent's full name, the date

and the number of days the student was absent. In schools where personal calls are made to check on absences, the note may not be required.

A “dropout” is a person who leaves school for any reason before completion of a high school diploma, or its equivalent, and who does not transfer to another public or private school or enroll in a home-based education program (home school) pursuant to Colorado statute, and as evidenced by “adequate documentation” described in the Colorado Code of Regulations, 1 CCR 2.01(1). The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 10 days in a calendar or school year.

### **Make-up Work**

In an effort to re-engage the student in school and in his/her learning, make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator or unless the absence is due to the student’s expulsion from school. It is the responsibility of the student to pick up any make-up assignments permitted on the day he returns to class. The building administration will determine timelines for completion of any make-up work and will notify the student accordingly.

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

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

### **Tardiness**

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

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter the next class. Teachers shall honor passes presented in accordance with this policy. The provisions of this policy shall be applicable to all students in the district, including those above and below the age for compulsory attendance as required by law.

Revised: September 10, 2012

Adopted: November 10, 2008

LEGAL REFS.: C.R.S. 22 32 109 (1)(n),(w)(length of school year, instruction & contact time)  
C.R.S. 22-14-101, et. seq. (dropout prevention and student re-engagement)  
C.R.S. 22 33 101 et seq. (School Attendance Law of 1963)  
C.R.S. 22-32-109.1 (2)(a)(conduct and discipline code)  
C.R.S. 22-32-105(3)(d)(III)(opportunity to make up work during suspension)  
C.R.S. 22-32-138(6)(excused absence requirement for students in out-of-home placements)  
C.R.S. 22-32-109(1)(n)(length of school year, instruction & contact time)  
C.R.S. 22-33-203 (educational alternatives for expelled students and determination of credit)  
1 CCR 301-67, Rule 2.01(7) (definition of “dropout”)  
1 CCR 301-78 Rules 1.00 et. seq. (standardized calculation for counting student attendance and truancy)

CROSS REFS.: JK, Student Discipline  
JKD, Suspension/Expulsion of Students  
JLIB, Student Dismissal Precautions  
JF, Admission and Denial of Admission  
JF-R, Admission and Denial of Admission  
JHB, Unexcused Absences/Truancy  
JFC, Student Withdrawal from School/Dropouts

*Note: The law requires the local board of education to designate an attendance officer for the district to enforce the provisions of the compulsory attendance law, counsel students and parents, investigate the causes of nonattendance, and report his findings to the board.*

## Unexcused Absences/Truancy (JHB)

If a student is absent without a signed parental/guardian excuse or if the student leaves school or class without permission of the teacher or administrator in charge, the student shall be considered truant. Determination of an absence as excused or unexcused will be based upon the criteria stated in School Board Policy JH. A "habitual truant" shall be defined as a student of compulsory attendance age who has four total days of unexcused absences from school in any one month or ten total days of unexcused absences during any school year. The determination of a "habitually truant" status for a student is calculated using the sum of unexcused absences converted to days and fractions of days. Said absences are cumulative, need not be consecutive, nor confined to one class. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences for purposes of defining a student as a "habitual truant."

A plan shall be developed for a student who is declared habitually truant with the goal of assisting the child to remain in school. When possible, the child's parent, guardian or legal custodian will be expected to participate with district personnel during the development of the plan unless extenuating circumstances prevent their participation. Appropriate school personnel shall make all reasonable efforts to meet with the parent, guardian or legal custodian to review and evaluate the reasons for the child's truancy.

In order to reduce the incidents of truancy, parents of all students shall be notified in writing at the beginning of each school year of their obligation to insure that all children of compulsory attendance age attend school. Parents/guardians shall be required to acknowledge in writing awareness of their obligations and to furnish the school with a telephone number or other means of contacting them during the school day.

The school shall establish a system of monitoring individual excused and unexcused absences. When a student fails to report on a regularly scheduled school day and school personnel have received no indication that the parent/guardian is aware of the absence, school personnel or volunteers under the direction of school personnel shall make a reasonable effort to notify the parent/guardian by telephone.

The school will attempt to determine the reason for a student's unexcused absence, taking timely and appropriate corrective and/or disciplinary action relevant to the cause of the student's absenteeism. In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while truant. Penalties may include a warning, school detention, in-school suspension, or other alternative to suspension. Academic penalties, out-of-school suspensions or expulsion shall not be imposed for any truancy.

Proposed: April 12, 2010  
Adopted: December 10, 2007

LEGAL REFS.: C.R.S. 22-14-101, et. seq. (dropout prevention and student re-engagement)  
C.R.S. 22-33-204 (compulsory school attendance)  
C.R.S. 22-33-105 (suspension, expulsion and denial of admission)  
C.R.S. 22-33-107 (enforcement of compulsory school attendance)  
1 CCR 301-67, Rule 2.01(7) (definition of "dropout" student)  
1 CCR 301-78 Rules 1.00 et. seq. (standardized calculation for counting student attendance and truancy)

CROSS REFS.: IHBG, Home Schooling  
JEA, Compulsory Attendance Ages  
JH, Student Absences and Excuses

## HEALTH SERVICES

### Illness during School Hours

A registered nurse is on duty during the school day. Services relating to general health problems, acute illnesses, and emergency first aid are available to all students and employees. Students who become ill during the school day should report to the nurse. The nurse will evaluate the nature of the problem and assist in contacting parents/guardians for transportation home. Only those people parents have designated may take a student home from school. Please add reliable people to the Student Emergency Card. **It is a District Policy that a sick student cannot be transported by another student, unless the student is a sibling.** The nurse will also notify the Attendance Office to excuse classes missed. **If students do not follow this procedure and go home due to illness, their absence will be considered unexcused.**

## Medication

High School students have the privilege of administering their own medication, or they may choose to have parents fill out permission forms for the nurse to administer to them.

1. **Students carrying their own medication, whether prescription or over the counter, may bring a one (1) day supply with them each day.** Medications must be carried in the original packaging that identifies the contents, dose, and frequency it may be taken. This allows students to carry medication to treat headaches, cold symptoms, cramps, and/or allergies with them each day, so when symptoms arise, they can get relief. **Prescription medication** may also be carried by students. **Homeopathic medications** may only be carried with prior approval since the District prefers that they be given outside of school hours. Under No Circumstances should students share their medications with other students - they will be subject to disciplinary action if they do so. Students carrying more than a one (1) day supply of their medication and/or students carrying medication in packaging that is not original may be subject to disciplinary action (violation of CCSD policy JICH).
2. **Clinic administration of medication provides for accountability that regular doses are received or allow the students who regularly use medication to store it at school so it is always available.** A permission form must be completed and signed by the parent (and physician if prescription is required) before the school nurse may administer medication to a student. No stock medication is available. All medication must be brought from home in its original labeled container from purchase. Prescription medication should be counted at home and the nurse notified that it is coming to school with the student. It will be counted upon entering the clinic so quantity can be accounted for. At the end of the school year, the unused prescription medications will be returned home.

## Homeopathic Medications

Homeopathic medications are treated as a prescription medication, requiring a physician's authorization, as well as permission from the Cherry Creek Medical Advisory Board, to be administered by the school nurse. Due to the fact that these are unregulated substances, and can be taken outside of school hours, homeopathic medications are not permitted to be carried by students.

## Medical Emergencies

In the event of a medical emergency, parental instructions indicated on the emergency card will be followed. If the emergency card is not turned in or no one on the emergency card can be contacted, all decisions as to treatment, destination, hospitals, etc. will be made by the attending paramedics. **It is VERY IMPORTANT, therefore, to turn in a completed emergency card with a correct telephone number.**

# COUNSELING AND GUIDANCE SERVICES

Students are assigned alphabetically (by last name) and grade level to the counselors at Overland High School. Contact the Counseling Office at 720-747-3740 or 720-747-3687.

## **Counseling Services Available for Overland Students:**

Academic Counseling - Add/Drop courses  
Building individual career and academic plans (ICAP)  
Career exploration  
College application support  
College Entrance Exams - ACT, PSAT, SAT  
College planning and guidance  
College/Career Counseling  
Credit Recovery  
CTE and STEM Course information and planning  
Financial aid resources  
Independent study  
Internships  
Military Careers  
NCAA Eligibility  
Personal/Social Support  
Post Graduate Support  
Registration Process  
Resume and interview Support  
Scholarship resources  
Summer School  
504 plans

# LIBRARY AND TECHNOLOGY SERVICES

## **The Overland Library Hours**

Mondays, Tuesdays, and Thursdays 7:45am – 3:45pm

Wednesdays 7:45am – 5:00pm

Fridays & days before a holiday 7:45am – 3:35pm

The library team works hard to maintain a pleasant, attractive, and organized library with an environment conducive to learning. Students are expected to work quietly, to cooperate with the staff members, and to refrain from bringing food or drink into the library.

Students will find a variety of resources available to meet academic, social, and personal needs. The library staff is available for assistance in locating information and answering questions. Student suggestions for improvement and requests for materials are welcomed. The staff will make every effort to provide for those requests.

**Please remember student ID cards must be presented for all transactions. No check-outs are allowed if a student's ID card is blocked due to an overdue item.**

The Library provides the following resources and services:

- Quiet places to do homework
- Silent reading area
- Current magazines
- Computers and other technological resources
- Advice on a good book
- Help to locate the best historical, biographical, and critical sources

## **Technology at Overland High School**

Technology at Overland High School is available to staff and students in several forms. Overland has an instructional focus, an integrated focus, and a productivity focus. The instructional focus at OHS offers students the opportunity to choose from a menu of courses for credit toward graduation and college preparation including computer programming, Engineering, and Robotics.

The Integrated Technology focus at OHS provides teachers the opportunity to design and implement lessons that are supported with appropriate technology resources including internet access, multimedia, video, and research. Students have the opportunity to use these resources to increase their skills and enhance their assignments and projects.

Overland High School provides both students and teachers with access to technology to increase their productivity. Computers and other technology resources are available for use during unscheduled periods in the Library, department resource centers, and open computer labs.

Students who wish to take advantage of the opportunities at Overland must agree to abide by the school and district policies for electronic resources and equipment use.

## **Overland High School Equipment Use Policy**

Overland High School students have the ability to use a variety of resources, including computers, for their academic assignments. Students may use these resources under the following guidelines:

1. Students must have the permission and supervision of a staff member during use of equipment and resources.
2. All resources must be used in compliance of copyright laws.
3. Students are not allowed to play computer games at school.

United States copyright and patent laws protect the interests of authors, inventors and software developers in their products. Software license agreements serve to increase compliance with copyright and patent law and to help insure publishers, authors and developers of return on their investments. It is against federal law and Cherry Creek School District policy to violate the copyrights or patents of computer software developers. It is against District policy and may be a violation of state or federal law to violate software license agreements.

License agreements, unless otherwise stated, allow the use of software only by the staff and students of the licensed school within that facility. Use of licensed software does not extend to persons or places beyond the school site. Students, faculty, or staff may not use programs obtained from commercial sources or other computer installations unless written authority to use them has been obtained from the publisher or unless the programs are within the public domain.

Security systems exist to ensure that the computers and systems are functional to all users. User responsibility is the only ultimate safeguard against misuse. However, when misuse is discovered, disciplinary measures will be taken against the misusers. Misuse includes, but is not limited to:

- Accessing or attempting to access computer files, computer systems, or networks without authorization, using unauthorized passwords, subverting or attempting to subvert the restrictions associated with the District's or the school's computer systems
- Damaging, modifying, altering, destroying, or copying files
- Modifying or attempting to modify computer resources
- Crashing or attempting to crash the system
- Intentionally abusing and/or damaging resources
- Intentionally interfering with the operation of computer resources
- Intentionally interfering with the work of other users
- Violating confidentiality, copyrights, or license agreements
- Intentionally wasting computer resources
- Attempting to bypass the system security or to use non-standard means to perform a standard function
- Use of illegally copied software and/or loading software to a computer without permission
- Copying, renaming, changing, examining, or deleting files belonging to someone else without the owner's permission
- Tampering with computers, network devices, peripherals, or any other associated equipment
- Copying or accessing the file of another user for the purpose of copying the contents and representing the contents as his/her own work. (This is interpreted as plagiarism.)
- Downloading software from the Internet or other resources onto school machines.

Abusers of computing privilege will be subject to disciplinary action by the school and possible legal actions by the appropriate law enforcement authorities. Loss of computing privileges may result. In addition, the school may require restitution for any equipment or services lost through abuse or misuse. The school reserves the right to examine all computer disks and files.

### **Overland High School Electronic Resources Policy**

Overland High School supports and enforces the Cherry Creek School District Networked Resources Policies. Students have the ability to use electronic resources to gather information for their academic projects and assignments. Before students may use the Internet, they need to have the following:

- A completed user agreement signed by both the student and a parent/guardian,
- Training in appropriate and ethical use, and
- Permission and supervision of a staff member during use of electronic resources.

Failure to comply with the Acceptable Use Agreement may result in disciplinary action and/or loss of use.

# **FOR YOUR REFERENCE:**

**This page is a copy of the agreement that students complete on-line.**

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

### **General Information**

Access to electronic networked resources is now available to students and staff through the use of the Cherry Creek School District Network (CCSD Net). CCSD Net is a Wide Area Network that connects all Cherry Creek Schools and provides access to electronic networked resources including the Internet. The Internet is an electronic highway connecting thousands of computers and millions of individual users all over the world and is coordinated through a complex association of government agencies and networks. Access to CCSD Net offers a vast array of educational resources to both students and staff. Our goal in providing this service is to promote educational excellence and student achievement in our schools by facilitating resource sharing, innovation and communication.

The smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. Basic guidelines are provided here so that you are aware of the responsibilities you are about to assume. If a user violates any of these provisions, his/her account will be terminated and future access may be denied. Possible disciplinary action may also result. If possible criminal activity is discovered, the proper authorities will be notified. Disciplinary action for students will be in accordance with existing discipline policies and may include suspension and/or expulsion.

### **User Guidelines**

1. Use of CCSD Net must be in support of the educational objectives of the Cherry Creek School District. Transmission of any material in violation of any federal or state law or regulation is prohibited. Use for commercial activities is prohibited unless prior written consent from the Cherry Creek School District has been granted.
2. Cherry Creek School District does not represent or warrant that the functions of the system will meet any specific requirements or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data and information) sustained or incurred in connection with the use, operation or inability to use the system.
3. It is acknowledged that not all student access to the Internet can or will be supervised, however any action by a user that is determined by Cherry Creek School District to constitute an inappropriate use of CCSD Net or to improperly restrict or inhibit other members from using CCSD Net is strictly prohibited and may result in termination of privileges and/or disciplinary action. The user specifically agrees not to access, submit, publish, display or print over CCSD Net any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material. The user further agrees to use CCSD Net in accordance with all copyright laws. Copying, saving or redistributing copyrighted material is not allowed and users should assume material is copyrighted unless explicitly noted.
4. Cherry Creek School District does not and cannot control Internet content or access thereto, some of which may be deemed offensive by some, therefore the school district shall not be responsible for any material or information accessed on the Internet by any user and shall not be responsible for the impact or effect of the information on the user. Use of any information obtained via CCSD Net is at your own risk. Cherry Creek School District specifically denies any responsibility for the accuracy or quality of information obtained through CCSD Net, and it exercises no control whatsoever over the content of the information residing on or passing through the system. Products or services may not be purchased through CCSD Net. Files stored on district servers, electronic mail and use of CCSD Net are not private, and may be subject to inspection and/or monitoring.
5. Vandalism shall result in cancellation of privileges. Vandalism includes any malicious attempt to harm, destroy or alter data on CCSD Net. Any attempt to access restricted data will result in termination of privileges and/or disciplinary action. CCSD Net administrators reserve the right to monitor any and all activity on the system.

I/We hereby agree to comply with the foregoing terms and conditions and if a parent or guardian, hereby consent to my child's or ward's use of CCSD Net.

# **NETWORKED ELECTRONIC INFORMATION RESOURCES (EHC)**

The Board recognizes that telecommunications and other new technologies, including the Internet, a global computer network referred to as the World Wide Web, are dramatically increasing the ways information may be accessed and communicated by members of society. The access to electronic information has great potential for altering instruction and enhancing student achievement. Moreover, electronic research skills are fundamental preparation for citizens and future employees in the age of information and communication and should be used in the educational environment as a learning resource to educate and to inform.

Telecommunications, electronic information sources, and networked services significantly alter the learning environment by opening classrooms to a broad array of current world wide information resources. The Board supports student and staff access to these rich information resources along with the development of appropriate skills to apply such resources.

The Board believes the educational opportunities inherent in these tools far outweigh the possibility that users may procure material not consistent with the educational goals of the District. However, the Internet and electronic communications are fluid environments in which users may access materials and information from many sources. Staff members, students, and other authorized users, which may include but not be limited to, volunteers, or vendors, shall take responsibility for their own use of District computers and computer systems to avoid contact with material or information that violates this policy.

The Board expects that staff will blend thoughtful use of such information throughout the curriculum, target the information to the curriculum, and provide guidance and instruction to students in the appropriate use of such resources. Staff will consult Board Policies IMB/IMB R, addressing the teaching of controversial issues, the guidelines for selecting instructional materials contained in Board Policies IJ/IJK, and will honor the goals contained therein.

In order to match electronic resources as closely as possible to the approved District curriculum, District staff will, as much as possible, review and evaluate resources in order to offer materials which comply with Board guidelines listed in Board Policies IJ and IJK governing the selection of instructional materials. Access to the District's networked electronic information resources will be designed in ways which point students to those sources which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others which have not been evaluated by staff, they shall be provided with guidance in the appropriate selection and use of information. In this manner, staff will provide clear direction for students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the District curriculum.

Students may be granted access to the District's computers and networked electronic resources only after signing the Cherry Creek School District Acceptable Use Agreement. The agreement contains acceptable use policies and guidelines outlining standards for behavior and communication which for students who are minors (persons under 18 years of age) includes parental permission to use the networked electronic resources. Students may pursue electronic research independent of staff supervision only if they have been granted parental permission.

It is recommended that students, staff members and other authorized users receive instruction appropriate to the resources being accessed prior to using the District's computers and networked electronic information resources. This may include, but is not limited to, training in technical skills required to use the network and education in ethical uses of networked electronic resources.

Use of District computers and the District electronic communication systems must be consistent with the educational objectives of the Cherry Creek School District. Transmission of any material in violation of any federal or state law or regulation is prohibited.

The following guidelines shall apply to all use of the District's computers and District electronic communication systems:

### **Blocking or filtering obscene, pornographic and harmful information**

To protect students from material and information that is obscene, pornographic or otherwise harmful to minors, as defined by the Board, software that blocks or filters such material and information has been installed on all District computers having Internet or electronic communications access. However, none of these systems are foolproof and do not guarantee protection against users accessing inappropriate materials. Blocking or filtering software may be enabled or disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational purpose being conducted by staff members over the age of 18.

Cherry Creek School District does not and cannot control Internet content or access thereto, some of which may be deemed offensive by some; therefore, the school District shall not be responsible for any material or information accessed on the Internet by any user and shall not be responsible for the impact or effect of the information on the user. Use of any information obtained via District computers or the District's electronic communication systems is at the user's own risk.

Cherry Creek School District specifically denies any responsibility for the accuracy or quality of information obtained through District computers or the District's electronic communication systems, and it exercises no control whatsoever over the content of the information residing on or passing through the system. Personal products and services not related to school District business should not be purchased through the system.

Any financial obligations arising from unauthorized use of the system for the purchase of products or services are the responsibility of the user. Files stored on District servers, electronic mail and use of District computers and the District's electronic systems are not private, and may be subject to inspection and/or monitoring.

### **No expectation of privacy**

District computers and the District's electronic communication systems are owned by the District and are intended for educational purposes and District business at all times. Staff members, students and other authorized users shall have no expectation of privacy when using the Internet or electronic communications. The District reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of District computers and District electronic communication systems, including, but not limited to, all Internet and electronic communications access and transmission/receipt of materials and information.

All material and information accessed/received through District computers and the District's electronic communication systems shall remain the property of the school District. Users should not expect that files which are stored on District servers or on devices attached to District computers, or other information that is accessed via the District's electronic communication systems, including electronic mail, will be private.

### **Public Records**

Electronic communications sent and received by District employees may be considered a public record subject to public disclosure or inspection under the Colorado Open Records Act. All employee electronic communications shall be monitored in accordance with relevant state and federal laws and applicable school board policy to ensure that all public electronic communication records are retained, released, archived and destroyed in accordance with applicable statutory and policy requirements.

### **Unauthorized and unacceptable uses**

Staff members, students and other authorized users shall use District computers and computer systems in a responsible, efficient, ethical and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of District computers and the District electronic communication systems cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following.

No District employee, student or other authorized user shall access, create, transmit, retransmit or forward material or information or software:

- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- that is not related to District education objectives
- that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion

- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons with regard to race, color, sex, religion, national origin, age, marital status, disability or handicap
- for personal profit, financial gain, advertising, commercial transaction or political purposes
- that plagiarizes the work of another without express consent
- that uses inappropriate or profane language likely to be offensive to others in the school community
- that is knowingly false or could be construed as intending to purposely damage another person's reputation
- in violation of any federal or state law, including but not limited to copyrighted material and material protected by trade secret
- that contains personal information about themselves or others protected by confidentiality laws
- that allows an employee to impersonate another or transmit through an anonymous remailer without express authority from the administration and that is related to a legitimate job duty or educational purpose
- that runs port scans, network scans, network monitors, or uses any scanning tool or program on or from the District electronic communication systems, unless there is prior approval from the systems administrator and is related to a legitimate job duty or educational purpose
- that utilizes keyloggers, password-cracking programs, hacking software, or to engage in file-sharing of any kind unless such file-sharing is authorized as part of legitimate job-related duties or educational purpose. For purposes of this policy, "hacking" is defined as "to gain access to a computer, computer file or network, illegally or without authorization; or to view, alter, steal, damage or destroy computer data without authorization."
- that accesses fee services without specific permission from the system administrator Security

Security on District computer systems is a high priority. Staff members, students or other authorized users who identify a security problem while using the Internet, or the District's electronic communication systems must immediately notify a building administrator, or designee. Staff members and students should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited.

Staff members and students shall not:

- use or attempt to use another person's password or any other identifier without appropriate, express consent as determined by the District
- gain or attempt to gain unauthorized access to District computers or computer systems, computer data or files
- read, alter, delete or copy or attempt to do so, electronic communications of other system users without express consent, or in a manner that is deemed to be inappropriate as determined by the District

Any staff member, student or other authorized user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet and District electronic communication systems.

### **Electronic Communications for a Public Audience**

The use of District electronic communication systems is limited to educational and school business. Personal blogs, wikis, podcasts or other electronic communications or online discussions that do not pertain to educational or school District business should not be accessed through or from District electronic communication systems.

Electronic communication for a public audience and forms of online discussion including, but not limited to, blogs, wikis, bulletin boards, podcasts, chatrooms, listservs, or other electronic mailing lists being used in the furtherance of school District business or educational programming are considered to be an extension of the classroom and/or District operations, and are subject to all applicable school board policies and regulations.

Staff members who use the above-referenced forms of electronic communications for educational purposes in their classrooms are to comply with the following:

1. Ensure there is a signed parent/guardian permission form for each student to use these forms of District electronic communication systems.

2. Instruct students on safety issues and appropriate use of these types of District electronic communications systems.
3. Monitor and review the content of these communications on a regular basis to ensure that applicable school board policies are being followed.

### **Supervision**

It is acknowledged that not all staff and student access to the Internet can or will be supervised; however, any action by a user that is determined by the Cherry Creek School District to constitute an inappropriate use of the District computers or the District's electronic communication systems, or to improperly restrict or inhibit other members from using District computers or the District's electronic systems is strictly prohibited and may result in termination of privileges and/or disciplinary action. Disciplinary action for students will be in accordance with existing discipline policies and may include suspension and/or expulsion. Appropriate legal authorities will be contacted if there is any suspicion of illegal activity by a user. Users must specifically agree not to access, submit, publish or display over the District computers or the District electronic systems any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. Users must further agree to use District computers and/or the District electronic communication systems in accordance with all copyright laws. Copying, saving or redistributing copyrighted material is not allowed and users should assume material is copyrighted unless explicitly noted.

### **Confidentiality**

Users of District computers and the District electronic communication systems shall only access, receive, transmit or retransmit material regarding confidential student, parent/guardian or District employee information in accordance with applicable state and federal confidentiality laws and school board policy. If material is not legally protected, but is of a confidential or sensitive nature, great care shall be taken to ensure that only those with a "need to know" are allowed access to the material.

Disclosure of confidential student records, including disclosure via electronic mail or other telecommunication systems, is governed by the Family Education Rights and Privacy Act (FERPA). Therefore, the sharing of student records or other confidential information with persons or agencies outside the school District via email is prohibited without prior written consent of the student's parent/guardian, unless disclosure is under an exception to FERPA identified in school board policy JRC, Student Records/Release of Information on Students and its accompanying regulation, JRC-R. Student records and other confidential information may be shared with other District staff members via email as long as the staff member with whom the records are shared has a legitimate educational interest in the student and the records are shared for a legitimate educational purpose.

Any student records maintained on District technology, including on the electronic mail system or in any other electronic format are part of the student's record and, as such, are available for parent/guardian review and must be maintained in accordance with FERPA requirements. It is imperative that staff members who share confidential student information via electronic communications understand the correct use of the technology, so that confidential records are not inadvertently sent or forwarded to the wrong party. Staff members who use email to disclose student records or other confidential student information in a manner inconsistent with FERPA requirements may be subject to disciplinary action.

### **Vandalism**

Vandalism will result in cancellation of privileges and may result in school disciplinary action and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network within the school District or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or District-owned software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software. The District reserves the right to monitor all activity on the system.

### **Unauthorized software**

Staff members and students are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed to the software owner. Staff members, students or other authorized users may not load software on a District computer that is not owned or authorized for use by the school District.

### **Privilege of use**

Staff and student use of the District computers and the District's electronic communication systems, including but not limited to, use of the Internet and email communications, demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools, including knowledge of and compliance with, applicable copyright laws. Staff and student use of the Internet and electronic communications is a privilege, not a right. Failure to follow the use procedures contained in this policy will result in the loss of the privilege to use these tools and may result in school disciplinary action and/or legal action. The school District may deny, revoke or suspend access to District technology or close accounts at any time.

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

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

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

### **School district makes no warranties**

The Cherry Creek School District makes no warranties of any kind, whether expressed or implied, related to the use of District computers and computer systems, including access to the Internet and electronic communications systems, or that such access and services will be error free or uninterrupted. Providing access to these services does not imply endorsement by the District of the content, nor does the District make any guarantee as to the accuracy or quality of information received. The school District shall not be responsible for any damages, losses or costs a staff member suffers in the use, operation, or inability to use District computers, or the Internet and District electronic communications systems. This includes loss of data and service interruptions. Use of any information obtained via the Internet and District electronic communications systems is at the user's own risk.

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

LEGAL REFS.: 47 U.S.C. 254(h) (Children's Internet Protection Act of 2000)  
47 U.S.C. 231 (Child Online Protection Act of 1998)  
20 U.S.C. 6801 et. seq. (Elementary and Secondary Education Act)  
C.R.S. 22-87-101, et. seq. (Children's Internet Protection Act)  
C.R.S. 24-72-204.5 (monitoring electronic communications)

CROSS REFS.: EGA, Electronic Mail  
EGAD, Copyright/Royalties  
EHCA, Web and Internet Publishing  
JS, Student Use of the Internet and Electronic Communications  
JRC, Student Records/Release of Information on Students

## **STUDENT USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS (JS)**

The Internet and electronic communications (including but not limited to e-mail, chat rooms, file-sharing and other forms of electronic communication) have vast potential to support curriculum and student learning. The Board of Education believes these resources should be used in schools as a learning resource to educate and to inform.

Use of the Internet and electronic communications require students to think critically, analyze information, write clearly, use problem-solving skills, and hone computer and research skills that employers demand. Use of these tools

also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

The Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. While it is impossible to predict with certainty what information students might locate or come into contact with, the district shall take reasonable steps to protect students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, as defined by the Board. Students shall take responsibility for their own use of district technology devices to avoid contact with material or information that may be harmful to minors.

#### **Blocking or filtering obscene, pornographic and harmful information**

Technology that blocks or filters material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board, shall be implemented or installed on each technology device provided by the district that allows for access to the Internet by a minor, from any location. Students shall report access to material and information that is obscene, pornographic, harmful to minors or otherwise in violation of this policy to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member.

#### **No expectation of privacy**

District technology devices are owned by the district and are intended for educational purposes at all times. Students shall have no expectation of privacy when using the Internet or electronic communications. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district technology devices, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/ received through district technology devices shall remain the property of the school district.

#### **Unauthorized and unacceptable uses**

Students shall use district technology in a responsible, efficient, ethical, and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of district technology devices cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following:

No student shall access, create, transmit, retransmit or forward material or information or software:

- That is not related to district education objectives
- That promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- That contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion
- That harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the district's nondiscrimination policies
- For personal profit, financial gain, advertising, commercial transaction or political purposes
- That plagiarizes the work of another without express consent
- That uses inappropriate or profane language likely to be offensive to others in the school community
- That is knowingly false or could be construed as intending to purposely damage another person's reputation
- That is in violation of any federal or state law, or district policy, including but not limited to copyrighted material and material protected by trade secret
- That impersonates another or transmits through an anonymous remailer
- That accesses fee services without specific permission from the system administrator
- That accesses another individual's Internet or electronic communications account without written permission from that individual
- That runs port scans, network scans, network monitoring, keyloggers, password-cracking programs, hacking

software or unauthorized file-sharing. Hacking is defined as “to gain access to a computer, computer file or network illegally or without authorization; or to view, alter, steal, damage or destroy computer data without authorization”

### **Security**

Security on district technology devices is a high priority. Students who identify a security problem while using the Internet or electronic communications must immediately notify a system administrator. Students should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a staff member is prohibited.

Students shall not:

- Use another person’s password or any other identifier
- Gain or attempt to gain unauthorized access to district technology or computer devices
- Read, alter, delete or copy or attempt to do so, electronic communications of other system users

Any user identified as a security risk, or as having a history of problems with technology devices may be denied access to the Internet and electronic communications.

### **Use of Personal Computers**

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

Students shall have no expectation of privacy once they have been authorized to connect to the district’s electronic network.

The school district is not responsible for any loss or damage to the student’s computer while it is connected to the CCSD Net, including but not limited to losses or damage caused by hardware failure, data loss or the incurring of a virus.

### **Use of Electronic Communications for a Public Audience**

The use of district computers is limited to educational and school business. Personal blogs, wikis, podcasts or other electronic communications or online discussions that do not pertain to school or district educational assignments or educational programming should not be accessed from district computers or through the district’s electronic networked resources.

Electronic communications for a public audience and forms of online discussion including, but not limited to, blogs, wikis, bulletin boards, podcasts, chatrooms, listservs, or other electronic mailing lists being used for district educational programming are considered an extension of the classroom or educational programming and are subject to all applicable school board policies and regulations.

Students must have written parent/guardian permission to access the Internet through district electronic networked resources in order to participate in any educational or classroom related blog, wiki, podcast, or other electronic communication or online discussion that are accessible through the district’s electronic networked resources.

### **Safety**

Students shall not reveal personal information, such as home address or phone number, while using the Internet or electronic communications. Without first obtaining permission of the supervising staff member, students shall not use their last name or any other information that might allow another person to locate him or her. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

### **Vandalism**

Vandalism will result in cancellation of privileges and may result in school disciplinary action and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or district-owned software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

### **Unauthorized software**

Students are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed to the software owner.

### **Assigning student projects and monitoring student use**

The district will take all reasonable efforts to see that the Internet and electronic communications are used responsibly by students. Administrators, teachers and staff have a professional responsibility to work together to monitor students' use of the Internet and electronic communications, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Students shall have specifically defined objectives and search strategies prior to accessing material and information on the Internet and through electronic communications.

### **Student use as a privilege**

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet and electronic communications is a privilege, not a right. Failure to follow the use procedures contained in this policy will result in the loss of the privilege to use these tools and may result in school disciplinary action and/or legal action. The school district may deny, revoke or suspend access to district technology or close accounts at any time. Students and parents/guardians shall be required to sign the district's Acceptable Use Agreement annually before Internet or electronic communications accounts shall be issued or access shall be allowed.

### **School district makes no warranties**

The school district makes no warranties of any kind, whether expressed or implied, related to the use of district technology devices, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or quantity of information received. The school district shall not be responsible for any damages, losses or costs a student suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the student's own risk.

Revised: December 12, 2011

Adopted: January 9, 2012

LEGAL REFS.: 47 U.S.C. 254(h) (Children's Internet Protection Act of 2000)  
47 C.F.R. Part 54, Subpart F (Universal Support for Schools and Libraries)  
20 U.S.C. 6751 et seq. (Enhancing Education Through Technology Act of 2001)  
C.R.S. 22-87-101 et. seq. (Children's Internet Protection Act)

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity  
EGA, Electronic Mail  
EGAD, Copyright/Royalties  
EHC, Networked Electronic Resources  
EHCA, Web and Internet Publishing  
JB, Equal Educational Opportunities  
JICDA, Conduct and Discipline Code  
JICJ, Student Use of Electronic Communication Devices

## **CHERRY CREEK SCHOOLS**

# **WEB AND INTERNET PUBLISHING POLICY REGULATIONS**

## **PERMISSIBLE AND NONPERMISSIBLE ACTIONS FOR PUBLICATION QUICK REFERENCE**

Web pages representing the Cherry Creek School District are defined as pages designed and published by staff or students that relate to curriculum, instruction, general information, and activities of the district or individual schools. Web pages published on the Internet must have a purpose that falls within at least one of the following two categories: (1) support of curriculum, instruction, and learning; (2) communication with parents and the community. All information must accurately reflect the mission, goals, policies, program and activities of the Cherry Creek School District. All subject matter should relate to curriculum, instruction, and general information that is appropriate or it should relate to activities of the district or the schools within the district. Concerns about page content created by students or staff should be directed to the building principal or appropriate district level administrator, or to the Director of Technology.

## **Permissible**

- Information about the activities of the district and/or schools within the district
- Student curricular or school activity related projects or work with permission from parents
- School fund raising sites hosted on outside servers, provided policy and regulations are followed
- Online publications of student newspapers and/or student literary magazines, identified as student publications
- Only student's first names with parent permission
- Individual student pictures with parental permission
- Group pictures where students are not identifiable
- Links to educationally appropriate materials
- Email response to Web publications through a staff or generic address
- Information hosted on the district's World Wide Website that goes through central review by the Office of Technology

## **Non-permissible**

- Personal home pages of students or staff members, or access or links to personal pages
- Information for organizations not affiliated with the district
- Fund raising, advertisements, or commercial purposes
- Confidential or personally identifying student information including student last names or initial
- Student email addresses
- Names of students associated with pictures
- Spelling and grammatical errors (reasonable effort)
- Copyright law infringement
- Publishing of Internet accessible Web pages that are not protected by a user name and password (other than the on district's World Wide Website). These pages must adhere to student privacy provisions of the policy and regulation.
- Web pages representing CCSD hosted on servers external to the district (includes district, individual school, and school-related teacher and student Web pages).

Office of Technology - 6/15/00

## **Bookkeeping Office and Fines**

The Overland bookkeeping office is open for payments and deposits during the following times:  
Daily from 7:30 a.m. – 4:00 p.m.

The bookkeeping office does not make change or cash checks, except for normal school business.

Questions about fines should be directed to the staff member who issued the fine. Nonpayment of fines may result in delays at registration, as well as the loss of certain privileges at Overland High School. Parents will have the opportunity to pay for Activities/Athletic Fees, Yearbook, AP Exams, Parking, and Fines on-line. There is a link on the Overland High School website: [overland.cherrycreekschools.org](http://overland.cherrycreekschools.org)

## **ID Cards**

A student ID card serves as identification for each Overland High School student. Each student is required to have an ID card and carry it at all times. Students are expected to provide the card upon request from a staff member. The ID card is required for:

- Checking out books and materials from the library or resource centers
- Admission to school dances and activities
- Obtaining school parking permits
- Free admission to all non-tournament home athletic contests, when the activity fee is paid
- Reduced admission prices to any “away” athletic events
- Reduced admission prices for musical and dramatic productions

Students misusing their ID cards may lose the privilege of attending Overland activities. A lost card may be replaced at a cost of \$5.00.

## **Lockers**

Lockers at Overland are the property of the Cherry Creek School District and are made available for student use through the school year. This student privilege carries an additional responsibility of keeping the locker clean and

maintained. **Overland cannot assume any responsibility for lost or stolen items; students bring valuable items to school at their own risk.** Overland reserves the right to search lockers without warning as necessary for the safety of the student body and the enforcement of school rules. Students are responsible for the contents of their assigned locker and are not to give out their locker combination. Lost locks will accrue a \$5.00 replacement fee. It is the student's responsibility to clean out their locker at the end of the year. Lockers that have to be cleaned out by security will result in a \$25.00 fee.

## **Phones**

Office phones can be used by students only with the permission and supervision of an Overland staff member.

## **Student Drivers: Parking On School Property**

Seniors and juniors may drive to school, provided they obtain an Overland parking permit. Driving a car or motorcycle to school is a privilege that may be revoked if the student fails to operate his/her vehicle safely and in accordance with state law and school policy. The police department will issue citations for speeding, careless driving, and illegal parking on the Overland school grounds.

- The student parking fee is \$50. Parking permits may be obtained at check-in or in the security office during the school year.
- The privilege of parking on school property grants consent to the school administration to search the vehicle without warning when there is reason to believe that the general welfare or safety of students is threatened by items in the vehicle.
- Loitering in parking lots or socializing in vehicles during school hours is not permitted.
- Vehicles should be locked at all times.
- Students may not park in faculty, visitor or reserved spaces, as well as other areas designated as "no parking."
- Overland is not responsible for loss or damage in the school parking lot.
- Sophomore drivers may be granted a permit to park if space is available.
- All fees and fines must be paid to receive a parking pass. Students driving or parking improperly on school grounds are subject to the following disciplinary actions:
  - First Ticket: \$30.00 fine
  - Second Ticket: \$30.00 fine. Student's parking privilege may be revoked for one week and Dean referral may be written.
  - Third Ticket: \$30.00 fine. Parking pass may be permanently revoked

**Important Note: Subsequent tickets may result in vehicle being towed or booted at owner's expense.**

## **Use of Video Cameras To Monitor Student Behavior Policy (JICA)**

The Board of Education recognizes the district's continuing responsibility to maintain and improve discipline and to promote the health, welfare, and safety of its staff and students.

After having weighed carefully and balanced the rights of privacy of students with the District's duty to promote discipline, health, welfare and safety of staff and students, the Board supports the use of video cameras on its transportation vehicles and in district schools.

Video cameras may be used to monitor student behavior in school facilities and on school vehicles transporting students to and from school.

Students in violation of conduct rules shall be subject to disciplinary action in accordance with established Board policy and regulations governing student conduct and discipline.

The District shall comply with all applicable state and federal laws related to video recordings when such recordings are considered for retention as part of the student's behavioral record as determined by the district and in accordance with law.

Video surveillance shall be used only to promote the order, safety and security of students, staff and property.

Proposed: January 11, 1999  
Adopted: February, 8, 1999  
Effective: February 8, 1999

LEGAL REFS.: 20 U.S.C. 1232g (Family Educational Rights and Privacy Act of 1974)  
42 U.S.C. 1201 et seq. (Americans with Disabilities Act)  
34 C.F.R. 99.1 et seq. (regulations)

## **Building Access/Visitor Policy**

Students, staff, community members and visitors are requested to enter Overland High School through the main entrance during the day. All visitors are expected to report to the desk at the main entrance at Overland High School. Visitors will be asked to provide photo identification, state the reason for their visit, log in, and provide a reasonable approximation of the time they will be in the building. Visitors will receive a badge to wear during their stay at Overland.

Students are not allowed to bring visitors to school. Anyone interested in shadowing a student must have prior approval through the Assistant Principal's office. Unauthorized visitors will receive a trespass notification. A Trespassing Ticket could be issued by the Aurora Police Department.

## **Messages to Students**

Messages of an urgent nature are delivered to students during the school day through the main office. Overland is not able to deliver other information, flowers, etc. to students.

## **Cell Phones and Electronic Devices**

**School personnel will not accept responsibility for lost or stolen personal property.** We strongly recommend students do not bring these items (cell phones, iPods, MP3 Players, etc.) to Overland, unless they are being used for educational purposes as approved by a teacher. Cell phone use is not allowed in any classroom, unless specified by a teacher. In the classroom setting, cellular phones not only can create a disruption, their text messaging and photo capabilities allow students to easily engage in academic dishonesty.

## **P.E. Lockers**

The purpose of the P.E. lockers is only to store clothing during PE classes. **School personnel recommend that students do not leave electronic devices (cell phones, iPods, MP3 Players, etc.), money or any items of value in their P.E. lockers. Overland cannot assume any responsibility for lost or stolen items; students bring valuable items to school at their own risk.**

## **Bicycles**

Racks have been provided for safe and orderly storage of bikes while students are in classes. Bicycles are not to be parked or secured to fences, poles, or any other object on campus except the racks specifically designed for that purpose. The chain or lock securing a bicycle to any other object will be cut and the bicycle will be impounded until the owner agrees to park his/her bike in the racks provided. Under no circumstances are bicycles to be stored inside the school building. Bicycles are not to be ridden on pedestrian walkways and crosswalks.

## **Skateboards and Rollerblades**

Skateboards and rollerblades can be dangerous to the students who are using them as well as to others. Although it is acceptable to use them as transportation to and from school, they may not be used on the grounds of Overland High School. Students who disregard this directive will be referred to the dean for disciplinary consequences and possibly referred to the Aurora Police Department for legal action.

## **Backpacks/Book Bags**

Backpacks/book bags must be kept in the student's possession at all times. Items left unattended are subject to search and will be placed in the security office for pick up.

## **Laser Pens/Laser Pointers**

Laser pens and laser pointers are not allowed at Overland High School.

## **Electronic Smoking Devices**

Electronic smoking devices such as electronic cigarettes, hookah pens, and vaporizer pens are strictly prohibited at Overland High School. These devices may be considered drug paraphernalia, and students found to be in possession of or using such devices may receive consequences accordingly.

# STUDENT DISCIPLINE

Students are assigned by grade level to a dean at Overland High School. You may reach the designated dean by calling the deans' office:

9/11 deans' office: 720-747-3743

10/12 deans' office: 720-747-3745

**Dean Referrals:** Our goal is to make Overland the best school it can possibly be. We expect students to share the responsibility for maintaining a safe, orderly, and clean place to learn and to have fun. Unacceptable behavior may result in one or more of the following consequences. School personnel will make reasonable attempts to inform parents in the event of a serious violation of the rules that result in suspension. A parent conference may be necessary for readmission to school, depending upon each individual situation and/or the discretion of the dean. Parents may request a conference with their student's dean at any time by calling the deans' office.

**Detention:** Detention may be assigned during resource periods, after school, and/or on Saturdays. Failure to report to detention may result in additional consequences.

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

**Suspension:** More severe offenses may result in in-school or out-of-school suspension. Deans may impose suspensions from one to five days and administration may extend the suspension up to 10 days. During the duration of the suspension, the student is restricted from participating in all aspects of the school program, both academic and extracurricular. Student's assigned out-of-school suspension cannot be present on school property or in attendance at school functions. Violations of these terms could result in referral to law enforcement authorities for trespassing.

**Complaint Filed with Legal Authorities:** Any violation of Colorado law or Aurora Municipal Code (including but not limited to truancy, vandalism, theft, careless driving, harassment, fighting, forgery, disorderly conduct, loitering, trespassing, assault, possession, distribution or use of controlled substances, possession or use of weapons) may result in police contact and/or appropriate legal action.

**Recommendation for Expulsion:** For more severe, repeated and/or criminal offenses, the principal may refer students to the Superintendent and Board of Education for possible expulsion. Expulsion is the complete denial of admission to or participation in any school program or activity from the date of the expulsion extending through a maximum of one calendar year.

**Referral for Psychological or Other Support Services:** In accordance with School Board policy and building procedures, students with persistent and/or observed problems may be referred to mental health personnel for assessment of their needs.

## Overland Unexcused Absence Policy

In accordance with the law, Overland High School may impose appropriate penalties that relate directly to classes missed while truant. Penalties may include a warning, detention, Saturday School detention, loss of privilege, or other alternatives to suspension that meet the educational needs of the student.

## Discipline Non-Negotiable:

- 1) **Fighting:** Students who fight, regardless of who started the fight, may be suspended for 5 days and each person may receive a ticket from the Aurora Police Department.
- 2) **Weapons:** Students found with weapons (guns, knives, gun facsimiles, etc.) may be suspended for 5 days and referred to the Aurora Police Department. Expulsion may be recommended.
- 3) **Drugs/Alcohol:** Students under the influence and/or in possession of paraphernalia, drugs and/or alcohol will be suspended in accordance with School Board Policy and referred to the Aurora Police Department. Distribution of alcohol and/or drugs, or a 3<sup>rd</sup> violation may result in a recommendation for expulsion.

All School Board Policies are available online at [cherrycreekschools.org](http://cherrycreekschools.org)

# Overland High School



# A/B Calendar 2017–2018

| July 2017 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           |    |    |    |    |    | 1  |
| 2         | 3  | 4  | 5  | 6  | 7  | 8  |
| 9         | 10 | 11 | 12 | 13 | 14 | 15 |
| 16        | 17 | 18 | 19 | 20 | 21 | 22 |
| 23        | 24 | 25 | 26 | 27 | 28 | 29 |
| 30        | 31 |    |    |    |    |    |

| August 2017 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | T  | F  | S  |
|             |    | 1  | 2  | 3  | 4  | 5  |
| 6           | 7  | 8  | 9  | 10 | 11 | 12 |
| 13          | 14 | 15 | 16 | 17 | 18 | 19 |
| 20          | 21 | 22 | 23 | 24 | 25 | 26 |
| 27          | 28 | 29 | 30 | 31 |    |    |

| September 2017 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | T  | F  | S  |
|                |    |    |    |    | 1  | 2  |
| 3              | 4  | 5  | 6  | 7  | 8  | 9  |
| 10             | 11 | 12 | 13 | 14 | 15 | 16 |
| 17             | 18 | 19 | 20 | 21 | 22 | 23 |
| 24             | 25 | 26 | 27 | 28 | 29 | 30 |

| October 2017 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
| 1            | 2  | 3  | 4  | 5  | 6  | 7  |
| 8            | 9  | 10 | 11 | 12 | 13 | 14 |
| 15           | 16 | 17 | 18 | 19 | 20 | 21 |
| 22           | 23 | 24 | 25 | 26 | 27 | 28 |
| 29           | 30 | 31 |    |    |    |    |

| November 2017 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               |    |    | 1  | 2  | 3  | 4  |
| 5             | 6  | 7  | 8  | 9  | 10 | 11 |
| 12            | 13 | 14 | 15 | 16 | 17 | 18 |
| 19            | 20 | 21 | 22 | 23 | 24 | 25 |
| 26            | 27 | 28 | 29 | 30 |    |    |

| December 2017 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               |    |    |    |    | 1  | 2  |
| 3             | 4  | 5  | 6  | 7  | 8  | 9  |
| 10            | 11 | 12 | 13 | 14 | 15 | 16 |
| 17            | 18 | 19 | 20 | 21 | 22 | 23 |
| 24            | 25 | 26 | 27 | 28 | 29 | 30 |
| 31            |    |    |    |    |    |    |

| January 2018 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
|              | 1  | 2  | 3  | 4  | 5  | 6  |
| 7            | 8  | 9  | 10 | 11 | 12 | 13 |
| 14           | 15 | 16 | 17 | 18 | 19 | 20 |
| 21           | 22 | 23 | 24 | 25 | 26 | 27 |
| 28           | 29 | 30 | 31 |    |    |    |

| February 2018 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               |    |    |    | 1  | 2  | 3  |
| 4             | 5  | 6  | 7  | 8  | 9  | 10 |
| 11            | 12 | 13 | 14 | 15 | 16 | 17 |
| 18            | 19 | 20 | 21 | 22 | 23 | 24 |
| 25            | 26 | 27 | 28 |    |    |    |

| March 2018 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  |
|            |    |    |    | 1  | 2  | 3  |
| 4          | 5  | 6  | 7  | 8  | 9  | 10 |
| 11         | 12 | 13 | 14 | 15 | 16 | 17 |
| 18         | 19 | 20 | 21 | 22 | 23 | 24 |
| 25         | 26 | 27 | 28 | 29 | 30 | 31 |

| April 2018 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  |
| 1          | 2  | 3  | 4  | 5  | 6  | 7  |
| 8          | 9  | 10 | 11 | 12 | 13 | 14 |
| 15         | 16 | 17 | 18 | 19 | 20 | 21 |
| 22         | 23 | 24 | 25 | 26 | 27 | 28 |
| 29         | 30 |    |    |    |    |    |

| May 2018 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    | 1  | 2  | 3  | 4  | 5  |
| 6        | 7  | 8  | 9  | 10 | 11 | 12 |
| 13       | 14 | 15 | 16 | 17 | 18 | 19 |
| 20       | 21 | 22 | 23 | 24 | 25 | 26 |
| 27       | 28 | 29 | 30 | 31 |    |    |

| June 2018 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           |    |    |    |    | 1  | 2  |
| 3         | 4  | 5  | 6  | 7  | 8  | 9  |
| 10        | 11 | 12 | 13 | 14 | 15 | 16 |
| 17        | 18 | 19 | 20 | 21 | 22 | 23 |
| 24        | 25 | 26 | 27 | 28 | 29 | 30 |

REVISED 6/12/17

If, for any reason, the school district must close schools for more than two days, this adopted 2017–18 calendar will be amended by the Board of Education to provide additional school days.

**T**  
Teacher Work Day  
(prior to start of semester)

**[ ]**  
quarter begins/quarter ends

**Ⓟ**  
Parent Grad Meeting  
(mandatory for seniors)

**🍏**  
Back to School Night

**COLL**  
College-Readiness Day  
(no classes)

**SAT**  
PSAT/SAT grades 9–11  
(no school grade 12)

**ACT**  
for juniors  
(modified schedule)

**✖**  
Non-Contact Day  
(no school)

**REV**  
Review for Exams  
(A & B classes)

**EXAM**  
Final Exams  
(modified schedule)

**✧**  
Exam Makeup Day  
(no school)

**📅**  
Parent Conferences

**GRAD**  
Graduation Day  
8:00am at DU Ritchie Center  
(no school)

**AP→**  
AP Testing  
May 6 – May 18  
(regular school days)