Overland High School

Student/Parent Handbook

2021 - 2022

Updated July 1, 2021

12400 E. Jewell Avenue
Aurora, CO 80012
720.747.3883 main office
720.747.3896 attendance
overland.cherrycreekschools.org

If school events need to be rescheduled, please find updated information on the school website.

tinyurl.com/BlazerCal

or

SCAN ME

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LETTER FROM THE PRINCIPAL



Welcome to the 2021-2022 school year! The Overland staff is committed to ensuring that our students receive a rigorous, high-quality education that is both challenging and engaging. Students at Overland High School can expect to have teachers, administrators, and support staff that value the international and global perspectives shared by our community. This year, for the second time in a row, Overland High School received the honor of making the ranking as one of **U.S. News & World Report's List of Best High Schools**. We could not have received this honor without the dedication from our students and staff, perseverance, and commitment to excellence.

While we faced unparallel challenges and changes during the last two school years, we look forward to the opportunity to return to our exemplary learning environment. We appreciate your flexibility and patience as we continue to follow district and state guidelines and encourage you to reach out to school administration if you have any questions or concerns.

I invite you to use the policies and expectations in this handbook as a tool to assist you in making positive academic and behavioral decisions. Please take the time to read through and familiarize yourself with our school and district policies, as it provides valuable information and direction for our Overland community. I am confident that we will continue to demonstrate our vision statement, "Blazer Great. Blazer Proud. Blazer Excellent.", and am looking forward to a positive, rewarding, and wonderful school year. See you in the halls, Blazers!

Sincerely,



Sybil Booker
Interim Principal

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

"Blazer Great. Blazer Proud. Blazer Excellent."

CAMPUS MOTTO

"It's a great day to be a Blazer!"

SCHOOL COLORS | MASCOT

Navy Blue and Kelly Green | Trailblazer

CARTA DE LA DIRECTORA

¡Bienvenidos al año escolar 2021-2022! El personal de Overland está comprometido a asegurar que nuestros estudiantes reciban una educación rigurosa y de alta calidad. Los estudiantes de Overland High School pueden anticipar tener maestros, administradores, y personal de apoyo que valoren las perspectivas internacionales y globales compartidas por nuestra comunidad. Este año, por segunda vez consecutiva, la organización **U.S. News & World Report** nombro a Overland High School una de las mejores escuelas secundarias. No podríamos haber recibido este honor sin la dedicación, perseverancia, y atención a la excelencia de nuestros estudiantes y personal.

Aunque enfrentamos desafíos y cambios incomparables durante los últimos dos años escolares, estamos emocionados de volver a un ambiente de aprendizaje ejemplar. Apreciamos su flexibilidad y paciencia mientras seguimos las reglas del distrito y del estado y le sugerimos comunicarse con el equipo de administración si tiene alguna pregunta o inquietud.

Los invito a utilizar las pólizas y expectativas en este manual para guiar sus decisiones académicas y de comportamiento. Adelante, encontrara información importante referente a la comunidad de Overland, por favor tome el tiempo para leer y aprender las pólizas de nuestra escuela y distrito. Estoy segura de que continuaremos demostrando nuestra declaración de visión, "Blazer Great. Blazer Proud. Blazer Excellent.", y espero tener un año escolar positivo y maravilloso. ¡Nos vemos en los pasillos, Blazers!

Atentamente,

Sybil Booker
Directora intermitente

NUESTRA MISSION

La comunidad de Overland-Prairie está comprometida a brindar oportunidades educativas innovadoras que promuevan la excelencia académica y capaciten a nuestros estudiantes para que se conviertan en líderes en nuestra sociedad local, nacional, y global.

VISION

"Blazer Great. Blazer Proud. Blazer Excellent."

LEMA DE LA ESCUELA

"Es un buen día para ser un Blazer!"

COLORES DE LA ESCUELA | MASCOTA

Azul Marino & Verde Kelly | 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

Activities | Adria Herscher 720.747.3872
Advanced Placement | David Ford 720.747.3419
Athletics | Karl Buck 720.747.3614
Attendance | Kat Guzman 720.747.3701
AVID Coordinator | Natalie Romolo 720.747.3453
Business/Family & Consumer Sciences Coordinator | Patrick O'Riley 720.747.3852
Cafeteria | Gilda Treto 720.747.3738
Computer Academy | Wendy Somers 720.747.3576
Counseling Center | Zana Shealey 720.747.3740
English Language Support (ELS) Coordinator | Jessica Palko 720.747.3612
English Coordinators | Kendall Gregory-McGhee 720.747.3641
Field Trips (Athletics) | Karl Buck 720.747. 3614
Field Trips (Non-Athletics) | Adria Herscher 720.747.3872
Fine Arts Coordinator | Abby Cate 720.747.3732
Interventions | Carol Schuman 720.747.3704
Library Coordinator | Tina Longcor 720.747.3735
Main Office (Overland) | Sarah Keil 720.747.3881
Main Office (IST) | Treaunna Jones 720.747.3404
Mathematics Coordinator | Cyndee Wooden 720.747.3805
Nurse | Brian Kornreich 720.747.3789
Performing Arts Coordinator | Abby Cate 720.747.3732
Physical Education & Health Coordinator | Don Parker 720.747.3830
Post Graduate Center | Steve Sewell 720.747.3452
Registration & Transcripts | Karen Snyder 720.747.3450
Security | Jerry Austin 720.747.3698
Science Coordinator | Laura Hein 720.747.3916
Social Studies Coordinator | Pete Kleinsasser 720.747.3795
Student Achievement Services (SAS) Coordinator | Mark Masoni 720.747.3874
Student Achievement Specialist/Technology Coordinator | Ben Lindemann 720.747.3449
Student Discipline | Nat Ridder 720.747.3751
Student Leadership | Lauren Huddleston & Dana Hansen 720.747.3678/3430
Transportation | Nat Ridder 720.747.3751
World Languages Coordinator | Megan McCreesh 720.747.3853

IMPORTANT DATES 2021-2022

Dates subject to change. Please refer to the QR code for most updated calendar.

August 2021
8/16 ..... 9th Grade First Day of School (No school for 10th, 11th, and 12th grades)
8/17 ..... 10th Grade First Day of School (No school for 9th, 11th, and 12th grades)
8/18 ..... First Day of School (All Grades)
8/26 ..... Back to School Night

September 2021
9/6 ..... Labor Day — No School
9/14 ..... Academic Letter & AP Scholars
9/27 – 10/2 ..... Homecoming Week

October 2021
10/7 ..... Parent Conferences
10/13 ..... College Readiness Day (8:20am start)
10/18 – 10/22 ..... Fall Break
10/25 ..... School resumes after Fall Break

Get calendar updates with the QR code or at tinyurl.com/BlazerCal

SCAN ME

November 2021
11/4 – 11/6 ..... Fall Play
TBD ..... Culture Night
11/24 ..... Non-contact Day — No School
11/25 ..... Thanksgiving Break Begins
11/29 ..... School resumes after Thanksgiving Break

December 2021
12/14 – 12/16 ..... Final Exams
12/17 ..... Make-up Exams — No School
12/17 ..... End of First Semester
12/20 ..... Winter Break Begins

January 2022
1/3 ..... Non-contact Day — No School
1/4 ..... School resumes after Winter Break
1/4 ..... Second Semester Begins
1/17 ..... Martin Luther King, Jr. Day — No School

February 2022
2/3 ..... Parent Conferences
2/14 – 2/19 ..... Wish Week
2/21 ..... Presidents' Day — No School
2/22 ..... Non-contact Day — No School

March 2022
3/2-3/5 ..... Spring Musical
3/14 – 3/18 ..... Spring Break
3/21 ..... School resumes after Spring Break

April 2022
4/12 ..... State-Mandated SAT Test for Juniors, PSAT/SAT for grades 9 & 10 (no school grade 12)

May 2022
5/2 – 5/13 ..... AP Testing
5/14 ..... Prom & After Prom
5/17 ..... 9th, 10th, 11th Grade Academic Awards
5/18 ..... Senior Academic Awards
5/23 – 5/25 ..... Final Exams
5/26 ..... Graduation @ 8am — No School
5/27 ..... Make-up Exams – No School, End of Second Semester

IMPORTANT DATES FOR SENIORS – CLASS OF 2022

Please check with the Activities Office for the most updated list of dates or refer to QR code.

SEMESTER 1

Get calendar updates with the QR code or at tinyurl.com/BlazerCal

SCAN ME

AUGUST 2021

8/3	Senior Check-in Day
8/18	Senior Sunrise/First Day of School for Seniors
9/22	Senior Class Meeting in Advisory
8/26	Back to School Night
8/28	SAT: National Testing Day

SEPTEMBER 2021

9/1	Senior Panoramic Photo in Advisory
9/9	Senior College Info & Financial Aid Night @6pm (live and recorded)
9/11	ACT: National Testing Day
9/12	NACAC National College Fair (virtual visit – www.nacacfairs.org)
9/14	Academic Letter & AP Scholars
9/22	Senior Meeting with Jostens in Advisory
9/27-10/2	Homecoming Week
9/29-9/30	Jostens in cafeteria during lunches
9/30	Last day to buy yearbook for $60 & Senior picture fee $10 due

OCTOBER 2021

10/1	Jostens in cafeteria during lunches
10/2	SAT: National Testing Day
10/3	NACAC National College Fair (virtual visit – www.nacacfairs.org)
10/13	College Readiness Day
10/21	NACAC Arts and STEM College Fair (virtual visit – www.nacacfairs.org)
10/23	ACT: National Testing Day
10/31	Senior picture fee deadline ($30)

NOVEMBER 2021

11/1	CCSD College Fair @ Smoky Hill High School, 6-7:30pm
11/3 & 11/4	FAFSA Completion Workshop, 4-7pm (Post Grad) *by appointment only*
11/6	SAT: National Testing Day

DECEMBER 2021

12/4	SAT: National Testing Day
12/7–8	Cram Fest
12/11	ACT: National Testing Day
12/14	Final Exams—1A, 2A, 3A
12/15	Final Exams—4A, 1B, 2B
12/16	Final Exams—3B, 4B
12/30	Last day to buy yearbook for $70 & Senior Tributes due to yearbook

SEMESTER 2

Please check with the Activities Office for the most updated list of dates or refer to QR code.

Get calendar updates with the QR code or at tinyurl.com/BlazerCal

JANUARY 2022

1/15 Talent Show

FEBRUARY 2022

2/2 Senior Class Meeting with Jostens in Advisory
2/4 Last day to order cap & gown for $40
2/11 Talent Show
2/12 ACT: National Testing Day
2/14–18 Wish Week
2/28 Last day for yearbook refund & last day to buy yearbook for $80

MARCH 2022

3/12 SAT: National Testing Day

APRIL 2022

4/2 ACT: National Testing Day
4/5 **Mandatory Parent/Grad Meeting (A-M)** @7pm (Jostens will be here)
4/6 **Mandatory Parent/Grad Meeting (N-Z)** @7pm (Jostens will be here)
4/5 & 4/6 Cap & Gown Portraits during lunches
4/11 Graduation Performance Auditions @ 3:30pm
4/12 SAT/PSAT, no school for seniors
4/27 Senior Class Meeting in Advisory

MAY 2022

5/2–13 AP Testing
5/7 SAT: National Testing Day
5/19–12 Senior Exams
5/13 Senior Exit Assembly
5/14 Prom/After Prom
5/16 Senior Checkout Day
5/18 Academic Awards, 7pm
5/24 **Mandatory Graduation Rehearsal, 12:00–4:00pm @OHS**
Rehearsal, Slideshow, get Cap/Gown if fees paid
5/25 Grad Performers Rehearsal, 6–8:30pm @DU
5/26 **Graduation at DU Ritchie Center @12pm**
Arrive no later than 10:30am

STUDENT GRADE UPDATES

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.

Mid-Semester Progress Report .....Friday, October 8, 2021
End of First Semester (Mail/Email)..... Friday, December 17, 2021
Mid-Semester Progress Report .....Friday, March 11, 2022
End of Second Semester (Mail/Email).....Thursday, May 27, 2022

BUSSES

Busses depart Overland between 3:35 p.m. and 3:45 p.m.

BUILDING HOURS

Overland High School is open to students from 7:30 a.m. until 3:45 p.m. on regularly scheduled school days. All students are expected to leave campus by 3:45 p.m. unless in a school-sponsored activity with adult supervision. 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. Stephanie Davies, District Compliance Officer, Educational Services Center, 4700 S. Yosemite St., Greenwood Village, CO 80111, telephone (720) 554-4471, or directly to the U.S. Department of Education, Office for Civil Rights, Region VIII, Federal Office Building North, 1244 Speer Blvd., Suite 310, Denver, CO 80204.

BELL SCHEDULE/ACADEMIC CALENDAR

Overland High School | AB Calendar | 2021–2022



UPDATED 5/27/2021

AUGUST 2021

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	T	T	T	T	T	14
15	[#	#	18	19	20	21
22	23	24	25	♣	27	28
29	30	31				

8/16: Freshman Orientation
8/17: Sophomore Orientation

SEPTEMBER 2021

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

OCTOBER 2021

S	M	T	W	T	F	S
					1	2
3	4	5	6	P	8	9
10	11	12	C	14	15]	16
17	X	X	X	X	X	23
24	[25	26	27	28	29	30
31						

NOVEMBER 2021

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	•	X	X	27
28	29	30				

DECEMBER 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	F	F	F	◆]	18
19	X	X	X	X	X	25
26	X	X	X	X	X	

Daily Schedule

Mon • Tue • Thur • Fri

Period 1A/1B	**8:20 – 9:55**
Period 2A/2B	**10:00 – 11:35**
Period 3A/3B	**11:40 – 1:50**
Lunch 1	11:40 – 12:15
Lunch 2	1:15 – 1:50
Period 4A/4B	**1:55 – 3:30**

Lunch Rotation (3A/3B)

Lunch 1	Business/FCS, ELS, English, SAS, Science, Technology, World Languages
Lunch 2	AVID, Fine Arts, Math, PE/Health, Social Studies, StuCo, Interventions (PLATO, Blazer/Fr.Sem, Peer Tutor, OTIP)

Advisory Day Schedule

Wednesdays

Period 1A/1B	**8:20 – 9:45**
ADVISORY	**9:50 – 10:30**
Period 2A/2B	**10:35 – 12:00**
Period 3A/3B	**12:05 – 2:00**
Lunch 1	12:05 – 12:35
Lunch 2	1:30 – 2:00
Period 4A/4B	**2:05 – 3:30**

GREEN	A-Days
BLUE	B-Days
#	9th/10th Orientation Days (8/16 & 8/17)
[ ]	First/Last day of quarter
X	No School
T	Teacher Work Day (No School)
•	Non-Contact Day (No School)
♣	Back-to-School Night (8/26)
P	P-T Conferences (10/7 & 2/3)
★	Parent Grad Meetings (4/5 & 4/6)
C	College Readiness Day (10/13)
SAT	SAT Testing (4/12) — grades 9, 10, 11
AP	AP Testing (Weeks of 5/2 & 5/9)
F	Final Exams
◆	Final Exam Make-Up (by appt. only)
GRAD	Graduation (5/26 @12:00pm)
PROM	Prom (5/14)
HOCO	Homecoming Week (Week of 9/27)
WISH	Wish Week (Week of 2/14)

Weather Delay Schedule

1A/1B	9:50–11:03	
2A/2B	11:08–12:21	
3A/3B	12:26–2:12	
Lunch 1	Lunch 12:26 – 12:59	Class 12:59 – 2:12
Lunch 2	Class 12:26 – 1:39	Lunch 1:39 – 2:12
4A/4B	2:17–3:30	

Overland High School
12400 E. Jewell Ave
Aurora, CO 80012
MAIN OFFICE: (720) 747-3700
ATTENDANCE: (720) 747-3896

overland.cherrycreekschools.org

JANUARY 2022

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

FEBRUARY 2022

S	M	T	W	T	F	S
		1	2	P	4	5
6	7	8	9	10	11	12
WISH	14	15	16	17	18	19
20	X	T	23	24	25	26
27	28					

MARCH 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11]	12
13	X	X	X	X	X	19
20	[21	22	23	24	25	26
27	28	29	30	31		

APRIL 2022

S	M	T	W	T	F	S
					1	2
3	4	★	★	7	8	9
10	11	SAT	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2022

S	M	T	W	T	F	S
AP >>	2	3	4	5	6	7
AP >>	9	10	11	12	13	PROM
15	16	17	18	19	20	21
22	F	F	F	GRAD	◆]	28
29	X	31				

JUNE 2022

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		

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. Classes will be delayed 1 ½ hours. Busses will be delayed one hour.
- **Middle Schools:** Delayed 1 ½ hours.
- **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, 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:

Grade	Percent	Un-weighted Point Value	Weighted Point Value
A	**90-100**	**4**	**5**
B	**80-89**	**3**	**4**
C	**70-79**	**2**	**3**
D	**60-69**	**1**	**1**
F	**59 and below**	**0**	**0**

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

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
- Counselor 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 with a weighted GPA of 3.5 and above will be recognized on the Honor Roll. Students have the opportunity to earn this recognition during each semester of their high school career. We will use grades from all schools (CCIC and Elevation included).

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.
Starting with the class of 2022, academic letter eligibility will be determined using a weighted, cumulative GPA.

DIPLOMAS AND RECOGNITION

Overland High School Diploma:
Cherry Creek School District Graduation Requirements
Starting with the graduating class of 2022, students must meet or exceed the following graduation requirements to receive a diploma from the Cherry Creek School District. *Board Policy IKF*

(1) Courses	**Credits**
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
Minimum Total Requirements	**22.0**

(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:

	English	**Math**
Accuplacer	Reading Comprehension 62 *or* Sentence Skills 70	Elementary Algebra 61
ACT	18	19
ACT Compass	79	63
ACT Work Keys	Bronze+	Bronze+
Advanced Placement	2 or higher: AP Language, AP Literature, AP Seminar & AP Research	2 or higher: AP Calculus AB, AP Calculus BC, AP Statistics
ASVAB	31st percentile	31st percentile
Concurrent Enrollment	Passing grade: LIT 115, ENG 121, ENG 122	Passing grade: MAT 120, MAT 121, MAT 122, MAT 135, MAT 1110, MAT 1120
International Baccalaureate	4	4
SAT	470	500
District Capstone	Secondary Literacy Assessment	Common Assessment Portfolio
Industry Certificate	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 9th 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.)

***Bi-literacy Diploma**
The **Seal of Biliteracy** is an award issued by a state department of education or local school district to recognize a senior student who has attained literacy in English and one or more other World Languages by high school graduation. The recognition of attaining biliteracy becomes part of the high school permanent transcript. The seal serves to certify attainment of biliteracy for students and is a statement of accomplishment that further supports a student's readiness for college/career and for engagement as a global citizen.

To earn the Seal of Biliteracy in Cherry Creek School District, a student must complete all graduation requirements, demonstrate literacy in English and demonstrate literacy in at least one world language.

Please contact your counselor for more information.

** 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 Stole
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

*Starting with the class of 2022, graduation honors will be determined using a weighted cumulative GPA.

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 in the 4 core curricular areas (Social Studies, Science, Math, English) and must have completed the AP Exam for each class

Course Loads
Freshmen must enroll in 8 classes; sophomores must enroll in 7 classes; juniors must enroll in a minimum of 6 classes; seniors must be enrolled in a minimum of 6 classes (6 first semester, 5 second semester).

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. AP courses culminate with the AP exam in May. Please consult www.collegeboard.com for the exam schedule, for specific college requirements of AP course and exam score acceptance. 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 $94.00 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 two 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.

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.

Examples of schedule **repairs** include:

- An incomplete schedule resulting from the closure of a requested course
- 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 6 credits (6 credits first semester, 5 second semester).
- A schedule that does not include a sufficient number of core classes (English, science, social studies, math, and world languages)
- 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)

The following timetable provides information regarding schedule repairs for the 2021–22 school year.

August 3 Check-in. Counselors will also be available during the week of August 9–13 by appointment to repair schedules that are incorrect.

August 16 Classes begin. Students will be expected to follow the schedule received at check-in.

September 10 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.

September 24 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.

January 4 Second semester begins.

January 28 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.

February 11 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 8 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 6 classes (6 first semester, 5 second semester). 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**
1st Semester	
Withdrawal from class within the first 4 weeks of the semester:	
September 10, 2021	No Record
Withdrawal from class between week 4 and week 6 of the semester:	
September 10 to September 24, 2021	WP if passing course/WF if failing course
Withdrawal after September 24, 2021.	Semester Grade of "F"
2nd Semester	
Withdrawal from class within the first 4 weeks of the semester:	
January 28, 2022	No Record
Withdrawal from class between week 4 and week 6 of the semester:	
January 28 to February 11, 2022	WP if passing course/WF if failing course
Withdrawal after February 11, 2022.	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 III)
All students entering from outside the district must meet the district graduation requirements.
The principal or administrative designee 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 or administrative designee. Credits will be accepted from accredited institutions or as evaluated by principal or administrative designee.

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 academic standards at their appropriate placement level before being placed in that particular grade. The district may test the student to determine placement.

Revised:	June 11, 2018
Adopted:	April 10, 2006
LEGAL REF.:	C.R.S. 22-33-104.5 (home-based education law)
CROSS REF.:	IHCDA, Post-secondary Enrollment Options
	AE, Accountability/Commitment to Accomplishment
	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

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
Policy can be found at the end of this handbook.

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.

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

Karl Buck, 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 1st 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 Karl Buck.

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 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. *Participation fees are subject to CCSD discretion and may be modified at any time.

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*

Athletic Disciplinary Procedures

Per Cherry Creek School District Policy JJI and JJI-E, anytime a student athlete receives a suspension level consequence, there are additional athletic consequences as outlined below. All cumulative consequences are totaled through the calendar school year.

1st Suspension – Meeting with athletic coach, suspended from next athletic contest
2nd Suspension – Meeting with athletic coach & athletic director, suspended for next 2-4 contests (2 contests if season less than 11 contests, 4 contests if season is more than 11 contests)
3rd Suspension – Meeting with athletic coach, athletic director, and parent, removal from athletic team, one calendar year removal from all sports from date of suspension

An athlete may not join another sport and the drop the sport in an effort to avoid serving the suspension in another sport.

2021–2022 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 20th day from the official beginning of the sport based on the CHSAA calendar.

2021–2022 Last Refund Dates*

Fall Sports	August 9 to August 27, 2021
Winter Sports	November 15 to December 3, 2021
Spring Sports	February 28 to March 25, 2022

**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.

7. **2021–2022 Closing Dates**

Fall Sports	December 3, 2021
Winter Sports	March 19, 2022
Spring Sports	May 27, 2022

Seasonal Sports

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

Fall	Winter	Spring
Begins August 9, 2021	***Begins November 15, 2021***	***Begins February 28, 2022***
Men's and Women's Cross Country	Men's Basketball	Baseball
Football	Women's Basketball	Men's Lacrosse
Men's Golf (begins Aug 2)	Wrestling	Women's Lacrosse
Men's Soccer	Women's Swimming	Women's Soccer
Men's Tennis	Cheerleading	Women's Track
Cheerleading	Poms	Men's Track
Poms	Ice Hockey	Women's Golf
Softball		Women's Tennis
Volleyball		Men's Swimming
Gymnastics		Men's Volleyball
Field Hockey		

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 in appropriate will be removed from the contest.

Loss of Privilege

Attendance at extracurricular activities and athletic events as a spectator is considered a privilege for Overland High School Students. It is the expectation for all students that they attend class and follow school policy. Students demonstrating concerning behavior, tardiness, truancy, or 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. Students should meet with a dean to establish a plan to restore privileges in the event privileges are lost.

CENTENNIAL LEAGUE

ADDRESSES FOR CENTENNIAL LEAGUE SCHOOLS

We compete in the Centennial League for all sports except football, softball, and boys and girls lacrosse. Our football team will compete in the Metro 2 League, which consists of Denver East, Far Northeast, Hinkley, Prairie View, and Rangeview. Our softball will compete as an independent team and our boys & girls lacrosse teams will compete in restructured leagues to be determined by the Colorado High School Activities Association (CHSAA).

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

ACTIVITIES
Adria Herscher, 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 2021-2022 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.

African United
Anime Club
Art Club
Band*
BUCCS - Blazers United for Community and Cultural Success
Bowling Club
Brotherhood
BSA—Black Student Alliance
Chess/Board Game Club
Chinese Club
Choir*
DECA—Distributive Education Clubs of America
Drama Club
Environmental Club
Fashion Club
FBLA—Future Business Leaders of America
FCCLA—Family, Community, and Career Leaders of America
OSA— Overland Support Alliance
Guitar Club
HOSA – Health Occupations Students of America
International Thespian Society
IST Scholars
Link Crew
Mu Alpha Theta—Math Honor Society
MSA—Muslim Student Association
Newspaper*
NHS—National Honor Society
NUTS—Never Underestimate Trailblazer Spirit
Orchestra*
OTV—Overland Television*
Pre-Med Club
Props, Costumes & Theatre Tech
Race and Culture Club
Robotics
Sisterhood
Skills Club
Spanish Club
Speech & Debate
Step Team
Student Government*
Students United for Immigrant Rights
Super Smash Brothers Club
Table Tennis Club
TSA—Technology Student Association
Yearbook*

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 12 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
Last Revised	September 11, 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

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) 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
Library hours are subject to change due to COVID-19 and required regulations.

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. Upon entering the library, students are expected to check in at the circulation desk.

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.

No check-outs are allowed if a student's account is blocked due to an overdue item.

The Library provides the following resources and services:

- Quiet places to do homework
- Silent reading area
- Computers and other technological resources
- Advice on a good book
- Help to locate the best historical, biographical, and critical sources
- **Online resources** — login: ohs password: blazer
- **Facts on File** — login: overlandhs password: blazer

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 online.

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

STUDENT INFORMATION

OVERLAND HIGH SCHOOL STUDENT DRESS CODE

Dress Code Philosophy

Overland High School's student dress code supports equitable educational access and does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, Overland High School staff shall enforce the dress code consistently, so that it does not reinforce or increase marginalization or oppression of any group based on race, gender, ethnicity, religion, sexual orientation, household income, gender identity or cultural observance.

Dress Code

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

*Clothes must be worn in a way such that breasts, stomach, and buttocks are covered with opaque material. All items listed in the "must wear" and "may wear" categories below are required to meet this basic principle.

Students MUST wear, while following the basic principle:

Shirt (with fabric in the front, back, and on the sides under the arms), AND
Pants or the equivalent (e.g. a skirt, shorts, leggings, sweatpants, a dress), AND Shoes

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

****Dress code requirements may be modified based on local and state guidelines in response to COVID-19****

Students MAY wear, as long as these items do not violate the basic principle:

Head Covering, Do-rags, Hats, including religious headwear
Hoodie sweatshirts (hood must be off in the building for safety reasons)
Ripped jeans (as long as underwear and/or buttocks are not exposed)
Tank tops, including those with spaghetti straps
Shirts that have off the shoulder sleeves
Athletic attire

Students MAY NOT wear Clothing illustrating references to the items below:

Drugs, Alcohol, Weapons, Gangs
Racial/ethnic/sexual intimidation
Clothing with violent language or images
Clothing with hate speech, profanity, or pornography
Clothing that is sheer and shows visible undergarments
Bandanas of any color (including those worn as an accessory)
Swimsuits (except as required in class or athletic practice)
Accessories that could be considered dangerous or could be used as a weapon
Sunglasses (while in the school building)
Any item that obscures/hides the face (except as a religious observance or for health reasons)

Dress Code Enforcement

The OHS dress code guidelines shall apply to regular school days, summer school days, as well as any school related events and activities. Any student who violates the dress code will be asked to see the Dean of Students. The student shall be required to change into appropriate clothing (school shirts can be provided), or make arrangements to have appropriate clothing brought to school immediately. Repeated failure to comply with the dress code may result in disciplinary consequences and be considered in violation of Policy JKD-1-E Grounds for Suspension, Expulsion or Denial of Admission.

Crisis Prevention

As an Overland student, parent, or community member you play a critical role in crisis prevention. 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. It is always encouraged that you report your concerns to a trusted adult. Safe2Tell Colorado also gives you a safe, anonymous way to help someone who is struggling or hurting. Anonymously report anything that concerns or threatens you, your friends, your family or community.

Safe2Tell Colorado Phone Number: 877-542-7233

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

Students who attend school regularly and punctually learn more and enjoy a more successful academic experience than those who do not. At Overland, consistent attendance and promptness are an expectation. If a student is unable to attend school for a valid reason (see policy JH), a parent or legal guardian must do the following:

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, otherwise student will not be excused
    c. Parent/Guardian Name
    d. Phone number where you can be reached. Please inform us of changes in home or work numbers.

2. For immediate or early dismissal, please **call at least 1 hour prior to dismissal,** if possible, OR send a note with your student to the Attendance Office in the morning before school begins to obtain a pass for early dismissal. If the student is already at school, you may also call and leave a message on the attendance voicemail.
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 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 following the above procedure will be marked "unexcused."**
4. Absences that are not excused within 48 hours will require Dean's approval for changing absence to "excused."
5. 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.
6. **PLEASE NOTE: A student may not be excused from class because they are not prepared or need to do work for another class. Students who are "excused" must be off school grounds during an "excused" absence.**

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 e-mail. Please call the Attendance Office to excused the absence on the day of the absence (before 9:30 a.m.) to prevent the computer from calling and e-mailing 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.

ALL STUDENTS
Attendance, grades, and behavior can be reviewed at any time by Overland deans to determine if students have earned privileges such as attending any school dance, sporting event, theatrical performance or any school sponsored activity. Seniors are hereby notified that poor attendance, poor grades and/or poor behavior can adversely affect participation in all senior activities.

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.

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:

- Deans Office warning
- Parent Conference
- Detention (After school detentions will take place on Monday and Thursday from 3:45p.m. – 4:45 p.m.)
- Saturday School (8 a.m. – 12 p.m.)
- Loss of privileges

- AIC (Academic Intervention Center- during student off periods or if a student is caught wondering the hallway without a hall pass.)
- Referral to Student Attendance Review Board (SARB Process is run by the district)
- Truancy Court

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.

Tardy, Unexcused (U), and Unexcused Present (UP), and Attendance Policies

Tardies to class result in a disruption to the class, loss of instruction time and a safety risk to the student. Students who accumulate in excess of three tardies in one quarter will be subject to disciplinary action.

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.

Students identified as habitually tardy will have additional, progressive consequences assigned. Tardies will reset at the end of each quarter.

Multiple or continuous **unexcused absences (U)** may result in consequences, which can include but are not limited to: Warning Conference with guardian/parent, Doctor's note requirement, loss of privileges including access to technology and/or attending school sponsored school events, Orange Card intervention, Detentions, Attendance Intervention Center (AIC), Saturday School, Student Attendance Review Board (SARB) request and Truancy Court.

Students who arrive more than 10 minutes late to class will be considered **"unexcused present (UP)."** These students will need to obtain a UP Pass prior to going to class. Students may be assigned consequences based on the number of incidents that occur.

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.

PowerSchool Attendance Codes

Present (blank) – Student is on time, present for entire class
Tardy (T) – Student arrives late, but within first 10 minutes of class
Unexcused Present (UP) – Student arrives late, but after first 10 minutes of class
Unexcused Absent (U) – Student did not show up to class, student left early and failed to return or left without permission

For any other codes, please consult PowerSchool through your mycherrycreek portal.

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 an "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 ensure 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.

Adopted:	December 10, 2007
Last Revised	April 12, 2010
LEGAL REFS:	C.R.S. 22-14-101, et seq (Dropout Prevention and Student Re-Engagement) C.R.S. 22-33-104 (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 – 78 Rules 1.00 et. Seq (Standardized Calculation for Student Attendance and Truency) 1 CCR 301 – 67, Rule 2.01 (7) (Dropout - Definition
CROSS REFS.:	JEA, Compulsory Attendance Ages JH, Student Absences and Excuses IHBG, Home Schooling
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.*

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

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 wear 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

Each student will receive one OHS Identification Card (I.D) at the beginning of each school year. Students are only allowed to wear their I.D. for the specific school year. **Students are required to be in possession of their Overland High School I.D. at all times while on campus.** At school sponsored extracurricular events, students should be able to present their OHS I.D. whenever requested by OHS/CCSD personnel. Overland considers the use of another student's OHS I.D. card as inappropriate behavior and subject to disciplinary consequences. A student not properly in possession of their I.D. card while on campus is in violation of the student identification rule and will receive disciplinary consequences that may include written warnings from their dean, receiving a temporary ID for the remainder of the school day, detention, or other consequence discussed with their dean

Broken, lost, or stolen I.D. cards should be replaced immediately at the OHS security office or the deans' office. Students will receive one free replacement I.D. each school year. The replacement cost for any additional I.D. cards is $2.00.

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.

Students: Off Campus

We strongly encourage all students to remain on campus for the duration of the school day. Students who remain on campus will have access to a healthy lunch and will be on secure grounds. With that said, we recognize that students will choose to leave campus as a means of eating at local eateries. Leaving campus is a privilege, and as such, students are expected to act accordingly. Students who conduct themselves in a manner that violates school policies will be subject to school discipline, regardless if the incident took place on or off campus based on CCSD Policy JICDA #19. Overland security and staff will only monitor District property. Students who choose to leave campus, do so at their own risk.

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

Students with a valid, state issued, driver's license 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.
- The speed limit on campus is 10 mph. Anyone who operates a motor vehicle in excess of this limit may lose their privileges to drive/park on campus and may receive a citation from Aurora Police.
- Loitering in parking lots or socializing in vehicles during school hours is not permitted.
- Vehicles should be locked at all times.
- Students must park in the designated student parking spaces ONLY. There is no student parking in the faculty parking area. Students found parking in the staff lot will be assessed a $30 fine. Student parking is located directly south of the main Overland building.
- Students must park in legal parking spots in the surrounding areas of campus. Please be considerate of our neighbors 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:

    - 1st Ticket: $30.00 fine
    - 2nd Ticket: $30.00 fine. Student's parking privilege may be revoked for one week and Dean referral may be written.
    - 3rd ticket: $30.00 fine, parking pass will be revoked for up to one calendar year, dean referral completed
    - Subsequent Violations: Will result in disciplinary consequences, may result in vehicle being towed or booted at the owner's expense.

Restricted Areas

Students are not allowed to congregate/loiter in unsupervised areas during the school day. These areas include, but are not limited to, the athletic fields, any of the parking lots, and IST Flex Areas.

NOTE: Prairie Middle School is off-campus from Overland students. Overland students who enter Prairie's campus may receive a trespassing notification from Prairie and/or Aurora Police.

Loitering: Students are not permitted to loiter in the hallways, back/front parking lots, on athletic fields, perimeters of campus or in cars. This area includes the surrounding neighborhoods immediately adjacent to Overland High School. Students are expected to be on campus only during the time periods designated within their academic/extracurricular activities schedule. Students found loitering will be assigned disciplinary consequences and may receive a trespassing notification from Aurora Police.

Hallway Policy/ Hall passes: To enhance the learning environment, the hallways in the academic areas need to be quiet during class hours. For this reason, students are to stay in the cafeteria, outside, or library during study/off periods. In order to be in the hallways, students must have a current, valid, green hallway pass that has been issued by a staff member. Students who are caught in the hallway without a pass will be escorted back to class or have additional consequences issued to them which include but are not limited to: Deans Office warning, Parent Conference, Detention, Saturday School, Loss of privileges, and AIC (Academic Intervention Center- during student off periods). Loitering, shouting and running in hallways is unacceptable. Students may go to their lockers quietly but may not loiter or congregate around lockers. ***A hallway is a pathway, not a destination.***

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 required 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 Dean's office. In order to properly accommodate shadowing requests, 24 hour notice is required. Unauthorized visitors will receive a trespass notification. A Trespassing Ticket could be issued by the Aurora Police Department. *Subject to change based on local and state regulations due to COVID-19.*

Messages and Deliveries to Students

Only emergency messages will be delivered to a student. An emergency is an accident, illness, or serious family problem. If information about transportation, doctor appointments, house keys etc. is not available before your child leaves for school, please instruct them to check with you during the day for an update. Overland cannot accept deliveries for students and will not sign for any items. Forgotten items delivered by parents will be kept in the Attendance Office until the student picks them up.

Overland does not support or encourage the use of food delivery services, such as, but not limited to DoorDash, Grubhub, and Uber Eats. However, students may only accept food deliveries at the main entrance courtyard (east of Overland and south of IST). Delivery services that attempt to deliver anywhere else on campus will be asked to leave for safety reasons. Overland staff and security desks will not accept deliveries at any time.

Cell Phones and Electronic Communication Devices

School personnel will not accept responsibility for lost or stolen personal property. Teachers have the authority to set classroom specific policies regarding the use of Electronic Communication Devices (ECD). This includes, but is not limited to cell phones, smart watches, and tablets. These policies will be clearly communicated through a syllabus or other means by the teacher. A student found using his or her ECD in the classroom for any reason without the explicit consent of their teacher is subject to a referral and/or academic consequences. Further consequences may be determined by the Dean's Office, which may include forfeiture of the ECD based on Dean's Office Policy.

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 can be dangerous to the students and others who are using them. 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 at 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.

Student Conduct and Discipline Code (JICDA)

The Board of Education seeks to maintain an environment in the schools, which is conducive to learning, protective of the safety and welfare of students and staff, and free from unnecessary disruption.

Students are expected to pursue the educational program and to behave in such a way that their presence does not detract from their own education or the education of others. Students shall treat teachers, administrators, other District employees and fellow students with dignity and respect and shall behave in such a manner that their presence does not detract from a productive educational environment. Students shall be expected to comply with District, school and classroom rules. (Policy JIC)

The rules: (l) shall not infringe upon constitutionally protected rights, (2) shall be clearly and specifically described, (3) shall be printed in a handbook or some other publication made available to students and parents, and (4) shall have an effective date subsequent to the dissemination of the published handbook. (Policy JIC)

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

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

12. Directing profanity, vulgar language, or obscene gestures toward other students, school personnel or visitors to the school.

13. Engaging in verbal abuse, i.e., name-calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.

14. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.

15. Lying or giving false information either verbally or in writing to a school employee.

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

17. Continued willful disobedience or open and persistent defiance of proper authority, including deliberate refusal to obey a member of the school staff.

18. Repeated interference with the school's ability to provide educational opportunities to other students.

19. Behavior on or off school property that is detrimental to the welfare, safety, or morals of other students or school personnel.

20. Violation of the District's policy on intimidation, harassment and hazing, including but not limited to engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.

21. Violation of the District's dress code policy.

22. Violation of the District's policy on student expression.

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

24. Violation of the District's policy on non-discrimination.

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

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

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

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

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

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

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

Adopted January 12, 2009
Last Revised August 13, 2012

Legal

C.R.S. § 18-18-102 (5) (Controlled Substance - Definition)

C.R.S. § 18-3-202 et. seq. (Offenses Against Person)
C.R.S. § 18-4-301 et. seq. (Offenses Against Property)
C.R.S. § 18-9-124 (2)(a) (Prohibition of Hazing)
C.R.S. § 22-12-105 (3) (Possible Expulsion for False Accusations)
C.R.S. § 22-32-109.1 (2)(a)(I)(A), (9) (Board of Education - Specific Duties)
C.R.S. § 22-33-106 (1)(a-g) (Grounds for Suspension, Expulsion, or Denial of Admission)

Cross References

AC - Nondiscrimination/Equal Opportunity Interpersonal/Human Relations, AC-R-2 - Sexual Discrimination and Harassment
AC-R-4 - Sexual Harassment of Students, ACC - Intimidation, Harassment and Hazing, ADC - Tobacco-Free Schools
ADD - Safe Schools, JIC - Student Conduct, JICAB - Student Dress Code, JICDB - Violent and Aggressive Behavior
JICDE - Bully Prevention and Education, JICED - Student Expression Rights, JICF - Secret Societies/Gang Activity
JICH - Alcohol and Other Drug Use by Students, JICI - Weapons in School
JK - Student Discipline, JKD-1 - Suspension or Expulsion of Students

Violent and Aggressive Behavior (JICDB)

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

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

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

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

The following behaviors are defined as violent and aggressive:

1. Physical assault: the act of striking or touching a person or that person's property with a part of the body or with any object with the intent of causing hurt or harm;

2. Verbal abuse: includes, but is not limited to, swearing, screaming, or obscene gestures;

3. Threats: directed, either orally (including by telephone), by non-verbal gesture, or in writing, at an individual, his or her family or a group;

4. Intimidation: an act intended to frighten or coerce someone into submission or obedience;

5. Extortion: the use of verbal or physical coercion in order to obtain financial or material gain from others;

6. Stalking: the persistent following, contacting, watching or any other such threatening actions that compromise the peace of mind or the personal safety of an individual;

7. Defiance: a serious act or instance of defying or opposing legitimate authority;

8. Discriminatory slurs: insulting, disparaging, or derogatory comments made directly or by innuendo regarding a person's race, color, ancestry, creed, sex, sexual orientation, religion, national origin, disability or need for special education services;

9. Vandalism: damaging or defacing property owned by or in the rightful possession of another;

10. Terrorism: a threat to commit violence which is communicated with the intent to terrorize; or with reckless disregard for the risk of creating such terror; or to cause serious public inconvenience, such as the evacuation of a building;

11. Bullying: as described in the District's policy on bullying prevention and education.

12. Cyberbullying: the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form which disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying. Students shall refrain from using personal communication devices or District property to harass or stalk another.

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

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

Adopred January 9, 2012
Last Revised September 10, 2012

Legal
C.R.S. § 22-32-109.1 (1)(b) (Bullying - Definition)

Cross References
AC - Nondiscrimination/Equal Opportunity Interpersonal/Human Relations
AC-R-2 - Sexual Discrimination and HarassmentJICDA - Conduct and Discipline Code
JICDE - Bully Prevention and Education, JICF - Secret Societies/Gang Activity
JICI - Weapons in School, JICJ - Student Use of Electronic Communication Device
JK - Student Discipline

All School Board Polices are available online at cherrycreekschools.org