

Liberty Middle School 2018-19

21500 E. Dry Creek
Aurora, CO 80016
720-886-2400

Liberty Administration

Principal	Kevin Doherty
Assistant Principal	Angie Hale
Assistant Principal	Robert Jefferson

Important Phone Numbers

Attendance	720-886-2433
Athletics	720-886-2417
Counseling Office	720-886-2419
Deans' Office	720-886-2418
Main Office	720-886-2415
Media Center	720-886-2464
Mental Health	720-886-2427
Nurse/Clinic	720-886-2432
Principal's Office	720-886-2410
Registrar's Office	720-886-2421



Liberty Middle School Mission Statement

The Liberty Middle School community is committed to creating an environment where opportunities and support are provided to help all students develop a passion for learning that lasts a lifetime.

Philosophy:

The purpose of Cherry Creek Middle Schools is to provide a supportive, nurturing learning environment in which adolescents can continue to develop their mastery of basic skills, acquire subject area information, explore a variety of new curriculum areas, continue to develop democratic values, and engage in experiences which will help them make the transition from elementary through middle school to high school.

The essential elements of this process are:

- Positive behavior support
- Academic excellence
- Student-centered
- Personnel and programs dedicated to middle level students
- Balanced curriculum
- Interdisciplinary instructional teams
- Integration of basic skills
- Comprehensive advising and counseling
- Focus on transition
- Flexible scheduling
- Exploratory programs
- Age-appropriate social and athletic activities

The Middle School Student:

Upon entering Liberty Middle School, many students will be leaving a smaller, more familiar elementary setting to become part of a larger school. In an effort to make this transition as smooth as possible, we will provide opportunities for you to grow from an elementary to an adolescent middle school student.

You will have opportunities for:

- Reinforcement of and instruction in academic skills essential for learning.
- Development of a positive attitude toward yourself and appreciation for the worth of others.
- Development of and consideration for your unique abilities, interests, needs, and rates of learning.
- Exploration and development of your creativity.
- Successful interaction with fellow students and teachers.



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Calendar Highlights 2018-19

(Subject to change)

Aug. 13	First Day of School
Aug. 29	Magazine Sales Begin
Sept. 3	Labor Day – No School
Oct. 15-19	Fall Break
Nov. 9	No school for students (Conferences)
Nov. 12-23	Thanksgiving Break
Dec. 24 – Jan. 7, 2018	Winter Break
Jan. 21	Martin Luther King Day
Feb. 18	President's Day-No School
Feb. 19	No school for students
Mar. 8	No school
Mar. 18 – 22	Spring Break
May 3	No school for students
May 6	All School Awards Night
May 24	Last Day of School 12:00 a.m. Early Dismissal

School Day:

Our school day begins at 8:50 a.m. and ends at 3:45 p.m. You may not enter the building until 8:40 a.m. If you are involved in a before school activity, you must have a pass to enter before 8:30 a.m. If you wish to eat breakfast, you may enter at 8:30 a.m. Students eating breakfast will enter through the cafeteria doors. Students will not be allowed to wait inside the building prior to 7:50 a.m. If there is inclement weather students will be allowed to wait in designated areas starting at 8:30 a.m.

Please leave the building by 3:50 p.m., unless you are involved in an after school activity, tutorial, or participating in athletics. You are expected to be at your activity by 3:50 p.m., and should have a pass if you are in the hallways. Please make arrangements to have your child picked up by 3:50 p.m.

Students will not be able to stay in the foyer to wait for parents. All students must wait outside the building for parents.

Activity buses will be available **Monday, Tuesday, Wednesday, Thursday, and Friday** for students who participate in an athletic activity or a club. There are no activity buses on **Friday**.

After school work help (Tutorials) will be available on Monday, Tuesday, Wednesday, and Thursday, in the Library. We expect that all students staying for after school activities will leave the Liberty campus by 4:40 p.m. daily. There is no supervision outside the building after 4:40 p.m.

Grade Level Entrances:

In the morning,

6th grade will enter on the lower level by the mobiles.

7th grade will enter on the south side of the building by the Cafeteria entrance.

8th grade will enter the building by the Grade Level Offices

Students are not allowed to enter through the Main Entrance unless accompanied by their parent or guardian.

Bus Schedule:

Regular buses leave school about 3:50 p.m.

Late activity buses leave about 4:40 p.m.

Delayed/Storm Schedule

Middle Schools:

Bus pickup and school start times are delayed 1 hour (60 minutes).

Storm/Emergency Information:

Should inclement weather or emergency situations occur, which would result in the closing of schools or in an adjustment to school start and dismissal times in the Cherry Creek School District, the information will be posted on the district web site, recorded on area hotlines, and conveyed to local radio and television stations for broadcasting.

Web Site: www.cherrycreekschools.org

Hotlines: Weather-related schedule decisions will be made by geographic area. Liberty is in the Southeast Area: 720-554-4703. Updates will be made after 5:00 a.m.

Whenever early morning conditions are not deemed serious enough to close school but are likely to cause delays, announcements will be made on radio and television.

Telephone Policy:

Students may have use of a "Student Phone" which is located in the Liberty Main Office or the Deans' Office. Students must have a pass from their teacher to use this phone.

Telephone Messages:

In emergency situations such as family deaths or accidents, the Liberty Main Office will assist you in any way possible by delivering messages to students, etc. Non-emergency messages will be given to students as time permits.

Teachers are available during various periods of the day and after school for parent contact.

Lost and Found:

The Liberty Lost and Found Department is located in the cafeteria in large containers in the cafeteria. Students should inquire in the Dean's Office to claim any "valuable" lost items. It is helpful if students' clothing, personal articles and school supplies are clearly marked with their name for easy identification. If lost items are not claimed by the end of every month, the items will be donated to charity.

Visitor Policy:

Adult and Student visitors to Liberty must check in at the Security Office with a valid identification card and receive an identification badge. Parents and/or guardians are most welcome to visit and attend their child's classes; advance notice is required. It is our experience that visiting friends disrupt the educational process; therefore, students are not allowed to bring visitors to class.

The Security Office is located just inside the main entrance to the school.

- All visitors must sign-in at the Security Office inside the main entrance doors upon entering the building. Visitors will need to show appropriate ID before entering Liberty Middle School.
- Parents who are dropping off items such as band instruments, lunches, gym uniforms, or homework at school for their child can leave them at the Security Office. Students may check at the Security Office during passing periods to see if the item that they need is there. It will be the student's responsibility to pick up needed items **as classes will not be disrupted with deliveries**. Messages from parents to students and items dropped off by parents are delivered by security personnel or student assistants.

Schedule Changes:

Students are encouraged to plan their course selection carefully during course registration so that schedule changes will not be necessary. Elective classes will not be changed after the first week of each quarter of school. If a situation arises which causes parents to consider a schedule change, they need to contact their child's counselor to discuss the issue. Requests for course changes require teacher notification, and/or class waivers which require administrative approval.

Withdrawal or Transfer:

If a student wishes to withdraw or transfer from Liberty at any time during the school year, the parent or guardian of that student must provide written notification to the Counseling Office prior to the last day of attendance. The Registrar will give the student a checkout form to be signed by appropriate teachers and staff, indicating that all textbooks/library books have been returned and all fines and fees are settled. Student records cannot be transferred to any persons or agencies outside the school district without the proper withdrawal procedure and the written permission of the student's parents or guardians.



ATTENDANCE

You may check your child's attendance through PowerSchool. Please see page 13 for details. Regular and punctual patterns of attendance are important to a student's success in school and shall be expected of each student attending Liberty Middle School. Continued unexcused absences and/or repeated tardiness may be considered cause for disciplinary action. In accordance with law, the district may impose academic penalties which relate directly to classes missed while unexcused. According to School Board Policy, JH, the following shall be excused absences:

1. A student who is temporarily ill or injured.
2. A student who is absent for an extended period due to physical, mental, or emotional disability.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with 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.

The district may require suitable proof regarding the above exceptions, including written statements from medical sources. Doctor notes may be faxed to the attendance office at 720-886-2688. An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions.

Attendance Policy (JH):

The Compulsory School Attendance Act (JH) now requires that parents and guardians be informed of the following information. Specifically, parents/legal guardians should be aware that:
"The General Assembly hereby declares that two of the most important factors in ensuring a child's educational development are parental involvement and parental responsibility. The General Assembly further declares that it is the obligation of every parent to ensure that every child under such parent's care and supervision receives adequate education and training. Therefore, every parent of a child who has attained the age of seven years and is under the age of sixteen years shall ensure that such child attends the public school in which such child is enrolled in compliance with this section." (C.R.S. 22-33-104) (For the purposes of this section, "parent" means the mother or father of a child or any other person having custody of the child.)

It is the parents' responsibility to ensure that their children attend school on a regular basis. State Law requires school attendance, and regular and punctual patterns of attendance are important to a student's success in school.

All students in grades Kindergarten through 12 are expected to attend school for the entire academic year unless they fulfill all requirements for graduation at an earlier date.

The district requires suitable proof regarding the above expectations, including written statements from medical sources. It is recommended that copies of a doctor's visit or prescriptions be submitted to the attendance office whenever possible. An unexcused absence is defined as an absence that is not covered by one of the aforementioned items. Students who are suspended or expelled shall be considered unexcused.

Tardy Policy:

Tardy to School:

If a student is tardy to school in the morning, he/she **MUST REPORT TO THE ATTENDANCE OFFICE**. A student will be provided an admittance pass to the first class he/she will attend after signing in.

Excused Tardies (include but are not limited to the following):

- Doctor Appointments
- Dental Appointments
- Late Busses
- Other tardies may be excused with permission of an administrator

Unexcused Tardies (include but are not limited to the following):

- Oversleeping
- Car trouble
- Late rides

An excessive number of tardies can become an attendance issue.

Tardy to Class:

Liberty teachers expect students to attend all classes on time. Students are to be in their seats when the bell rings. Tardiness to class is inconvenient to the teacher and other students, disruptive to the learning process and interferes with the tardy student's opportunity to learn. In addition, tardiness fosters poor habits that impede a student's success in the adult working world. Any student not in class on time is considered tardy.

1st Tardy – Teacher conference with student

2nd Tardy – Teacher conference with student

3rd Tardy – Teacher conference with student

Teacher calls parents, notifying them that the next tardy will result in a referral to the student's Dean

4th Tardy – Teacher conference and call to parent informs parent of referral to Dean

Dean conferences with the student

Dean calls parent

Dean assigned consequence (Lunch Detention or After School Detention)

*All subsequent tardies to class result in referral to the student's dean.

Truancy:

According to state law, "Every child who has attained the age of seven years and is under the age of sixteen except as provided by this section, shall attend public school for at least one thousand fifty-nine hours during each school year." It is the parents' responsibility to see that the child complies with this law. The law provides that a legal petition must be filed when a student establishes a pattern of truancy. Attendance at school is important in developing good work habits and in making the most of your educational opportunities. We ask for parental support in reinforcing attendance expectations. In the event that an excessive pattern of absences develops, a doctor's verification of illness may be required.

A student absent without the consent of his/her parent and the school administration is considered truant.

Repeated truancy may be cause for referral to the Cherry Creek School District Student Attendance Review Board (SARB) and subsequent legal action through the truancy court process. Students are truant if they:

1. Leave school for any reason without signing out in the main office or obtain a pass. (Liberty Middle School is a closed campus, and once students are on school grounds, they are required to stay unless signed out by parent/guardian).
2. Are absent from school without parent and school administration permission.
3. Are absent from individual classes without teacher permission.
4. Obtain a pass to go to a certain place and do not report there.
5. Become ill and go home without authorization or stay in the restroom instead of reporting to the nurse's office.
6. Come to school, but do not attend classes.

Illness and Emergency Absence:

Please call the attendance office as soon as you know your student will not be attending school, the attendance phone number is 720-886-2433. If the absence continues for more than one day, parents are asked to call each morning until the student returns. Your call is important, not only for the effectiveness of our attendance procedure but for the safety and welfare of your student. Parents may request homework assignments from the Attendance Office the second consecutive day of the absence. For interim assignments before the second day, please check PowerSchool for assignments. Please notify your grade level counselor in the event of any extended absence.

Written Excuse:

When a child returns to school after an absence, they are responsible for bringing with them a written excuse stating the reason for their absence(s), the date(s), and signed by their parent or guardian. If the student was seen by a doctor, please have the doctor send a note with the student showing the date and time of the visit. The student should deliver all notes to the Attendance Office prior to going to class. A note is required in addition to the phone calls excusing them from school each day. If a student fails to bring a written excuse, s/he will be called to the office.

Dismissal During the School Day:

If it is necessary that a student be excused during the school day, s/he must bring a note from the parent/guardian explaining the reason for early dismissal and present it to the Attendance Office before school. At the time of dismissal, the parent/guardian will meet their child at the Attendance Office and sign the student out on the "Sign-Out Sheet." For reasons of safety, students will be dismissed early only to the care of parents, guardians, and individuals listed on their medical emergency card. Exceptions require administrative approval. If a student returns to school after being released, s/he must check in at the Attendance Office for a pass before going to class.

Under no circumstances can we release a student to anyone other than a parent or guardian unless we have permission from that parent or guardian. For everyone's protection, it is against our policy to allow a student to wait in the parking lot to be picked up for an appointment. The student is to sign in at the Attendance Office upon return.

Absences from school during lunch are discouraged. Students may not leave the Liberty facility for lunch with anyone other than a parent or guardian.

Prearranged Absence:

If a student knows s/he will be absent from school, a note from the parent must be brought to the Attendance Office in advance of the absence. Certain types of absences are commonly excused: religious instruction; religious services and holidays; surgery; and medical or dental appointments (though these should be arranged outside of school hours when possible). When a parent is planning to take the student out of school for an extended trip, or any reason, a written request must be made to the Attendance Assistant in the Attendance Office in advance.

Notify school that your student is staying with another family. If a student is staying with another family in the absence of the parent(s) and or guardian for a short term, the Attendance Office should be notified by a note stating the dates the parents/guardian will be away and the name and number of the designated responsible person. This information will be used in case of illness or an emergency situation. A note to ride a different bus must be approved by the Grade Level Office.

Locks and Lockers (JIH):

When all required forms have been completed and turned in, you will be assigned a locker for the storage of books and equipment. It will be equipped with a combination lock. Please keep your lock combination confidential. Do not give it out to your friends. Lockers are not to be shared. If you share your locker with a friend you will lose your locker privileges.

Board of Education Policy JIH clearly defines student lockers as school property subject to school official searches: "School lockers, desks and other storage areas are school property and remain at all times under the control of the school. School property provided for the use of students is subject to inspections, clean-outs, access for maintenance and search pursuant to this policy."

Keep in mind school lockers are property of the school. Therefore, school authorities may search your locker at any time.

Random locker checks are held periodically, and may be conducted with the assistance of the Aurora Police Department Canine Unit.

Clinic:

Our school clinic is staffed with a registered nurse and a health tech. Should a student become ill while at school, they must request a pass to go to the clinic. If a student becomes ill between classes, s/he should report to the next class to obtain a pass. Students will be dismissed by the nurse to return to class after being seen. Students may always phone home from the clinic. Because of our limited space and the need to reduce the possibility of spreading infections, parents should pick up their student within 30 minutes of being called. Please note: Students may not wait outside the building for the parent.

Colorado law requires that every child in a Colorado school system have a certified record of immunization on file with the school or be denied admission. Students new to the school district must comply with the immunization requirement or they will be excluded from school. Parents are urged to contact the nursing staff about their child with any concerns, questions or information, which will impact his/her school experience. Parents are also requested to keep their child's emergency card information correct and up to date. If there is a change in home or work phone numbers, please call the school clinic (720-886-2434) or fax us (720-886-2685). **It is imperative that the clinic has numbers that are reachable and put us in contact with a live person, not a machine.**

Medication Policy:

The school nurse must administer all medication in the clinic. Certain medications (e.g., inhalers) may be kept in the student's possession if arranged with the nurse and a physician completes the proper forms. Forms are not required for students to carry cough drops. No cough drops are kept in the clinic; therefore, students are allowed to carry their own cough drops.

Over-the-counter Medications:

Written parental permission is required for nonprescription medication purchased over-the-counter: verbal permission cannot be accepted. Medication must be in the original manufacturer's container with directions attached. A physician's authorization is required for dosages that are not within the manufacturer's directions. The exception is aspirin, because of its association with Reye's Syndrome. Aspirin may not be administered without a physician's authorization. New medication forms must be submitted annually.

Prescription Medications:

Prescription medications require a physician's authorization, as well as the pharmacy-labeled medication instructions. Label instructions must read the same as physician authorization instructions. No more than a one-month supply of the medication may be kept at school. A new form must be completed with any changes in dosage or type of medication made by the physician. New medication forms must be submitted annually.

Homeopathic Medication:

Homeopathic medication is treated as a prescription medication. It requires both a physician's signature and the parents' signatures. In addition, the medication must be approved by the Cherry Creek School District Medical Advisory Board before it can be administered at school, which may take 2-4 weeks. Homeopathic medications may not be carried by students due to the fact that they are unregulated substances and can be taken outside of school hours.

Transportation of Medication to School:

The safest procedure is for the parents to bring the medication directly to the nurse. The medication should not be sent with the student. In the event an adult is unable to bring the prescription to school, an arrangement can be

made with the school nurse where the parent calls and notifies the nurse the day the medication is to arrive. The parent must give the name of the medication sent and the quantity that was sent. The pharmacy or original manufacturer container must arrive in a sealed envelope. If this procedure is not followed, the medication will be kept in the office of the nurse or principal until the parent can identify the medication and verify the quantity that was sent.

Controlled Medications:

Please be aware, controlled medications present a greater-than-usual risk of becoming habit-forming or being used illegally. Controlled medications are under the jurisdiction of the Federal Drug Enforcement Agency. Examples of common controlled medications include Ritalin, Dexadrine, tranquilizers or muscle relaxant drugs, phenobarbital for seizures, and pain medication that contains codeine. No more than a one-month supply of these drugs may be kept at school.

Academic Advisor:

Our focus as Academic Advisors at Liberty Middle School is to support and enhance our student body as 21st century learners. We will help you develop your academic plan for success and achievement.

We will provide direct services to every student. Our goal as Academic Advisors is to keep your academic growth at the forefront of your yearlong plan while providing the social/emotional support that will enhance your Pride, Achievement and Excellence.

We are available to our students, our staff, and our community to build balance and support the academic mission at Liberty Middle School.

Library:

The Liberty Library provides an excellent environment for focused study, research and quiet reading. Students have a rich variety of resources available to them. Information needs are met with multiple databases on the computers, as well as an established collection of references materials, book and magazines. A truly integrated approach to library research is taught through the access and use of books and computer resources. The substantial collection should satisfy a wide range of interests and reading levels for recreational reading or research needs.

Check with the Library for after school availability.

The Learning Center subscribes to many databases that provide an organized and reliable approach to research. We encourage our students to use these resources rather than browsing the internet. Online resources are available from school or home at our Liberty website: <http://liberty.cherrycreekschools.org/> Passwords for these resources are available in the library; click on Library Media Resources.

Library checkout rules:

1. Students must present a current school year ID card to check out books or use a computer to work on a project.
2. Students may check out up to three items.
3. Charges will be incurred for damaged or lost materials.
4. Books are checked out for two weeks. Magazines and reference materials are for overnight checkout only.
5. There may be fines assessed for overdue items.
6. Checkout privileges will be withheld for overdue or lost materials.
7. Please – no food or drinks in the Library at any time.

As in any library environment, the respectful use and prompt return of books and materials is expected and appreciated so that all students may be given the opportunity to obtain needed materials.

Technology:

Technology and Internet Use:

Liberty has an instructional, an integrated and a productivity technology focus.

- Instructional Focus – Liberty offers a variety of technology courses: Applied Technology, Technology Foundations, Multimedia Production, and Robotics.
- Integrated Focus - Liberty provides teachers with the equipment and training to design and implement lessons supported with appropriate technology resources including word processing, multimedia, video, online learning (Schoology) and the Internet. Students have the opportunity to use these resources to increase their skills and enhance their assignments and projects.
- Productivity Focus - Liberty provides both students and teachers with access to technology to increase their productivity and creativity. These resources are available for use before school, during lunches and if scheduled after school in the Library. Students who wish to take advantage of these opportunities must agree to abide by the school and district policies for electronic resources and equipment use. Students using technology in the Library must sign in and present a valid student ID that shows training and parental permission before they will be allowed access to the equipment and/or the Internet.

Technology and Internet Use:

Liberty students may use technology resources, for their academic assignments 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 access or play computer games at school.
4. Students should safeguard their personal logon names and passwords allowing them access to Liberty servers, PowerSchool, Schoology, and other server based programs.
5. Students are not permitted to store applications or non-school related files on the school server. Any inappropriate file may be deleted by the system administrator. (It is suggested that students should make backup copies of important data).

Copyright/Patents and Software License Agreements:

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.

Technology Misuse:

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 misuser.

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 (interpreted as plagiarism) or accessing the file of another user for the purpose of copying the contents and representing the contents as his/her own work.
- 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.

Electronic Resource Policy:

Liberty 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. Failure to comply with the CCSD Acceptable Use Agreement may result in disciplinary action and/or loss of use. 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.
- Permission and supervision of a staff member during use of electronic resources.

For questions about technology and Internet use at school, please contact your teacher or the Instructional Technology Coordinator at 720.886.2467.



ACADEMICS

Homework Policy:

According to School Board Policy, "It is recognized that all learning cannot be accomplished with the limited amount of time allotted for classroom instruction. Therefore, homework is routinely assigned to students in the Cherry Creek schools." Homework is an extension or reinforcement of the class-work attempted by students at school. It is designed to enrich and reinforce the student's learning. The work will vary from daily assignments to research papers, book reports, and special projects. The time spent at home will vary from student to student depending upon the individual's organizational ability, work habits and aptitude for particular subjects.

The purposes of homework are to:

1. Reinforce concepts and skills learned during the class period.
2. Provide practice with newly learned skills.
3. Develop independent study habits.
4. Develop positive habits in planning for and meeting deadlines.
5. Teach efficient use of time.
6. Learn to use home and community resources.
7. Make-up work missed because of absence.
8. Provide enrichment beyond what is possible in the classroom.
9. Provide additional practice in research skills and the ability to communicate ideas in verbal and written form.
10. Review material learned earlier in preparation for tests and other class work.

Make-up Work:

A reasonable length of time for a student to prepare and hand in make-up work will be allowed. Two days to make up work for each excused day of absence is the general rule. **Work that has been assigned prior to and due during an absence must be submitted upon return.** However, students should determine or check for specific guidelines from their academic team and elective teachers.

PowerSchool:

This is a web-based Student Information System that provides real-time information to school administrators, teachers, parents, and students over the Internet using 128-bit encryption. Parents can check their child's attendance and grade history by logging in to PowerSchool using their unique user ID and password. User IDs and passwords for students are created during the online check-in process at <https://my.cherrycreekschools.org>. Note that the date of the last update of all online information is listed in the Class Score Detail area. Printed grade progress reports are available by request to those parents and guardians without Internet access. End-of-quarter report cards are emailed home to the email address provided at the time of check in. For PowerSchool questions and information, please contact the Main Office @ 720-886-2415.

Just a reminder that parents and students have online access to student grades and attendance through PowerSchool. Go to <https://my.cherrycreekschools.org/> and click on PowerSchool Parent/Student.

To access PowerSchool the <https://my.cherrycreekschools.org> password is required. If you have not accessed PowerSchool and would like more information please call Liberty's Main Office at 720.886.2415.

PowerSchool Automatic Email Notification:

Parents can request to have various types of information sent directly to their email account. For instance, you could ask for a detailed report showing all assignments or attendance information, or you could ask for a summary report of both, and ask to receive them every two weeks.

Just follow these steps:

1. In the PowerSchool toolbar, click on Email Notification.
2. In the Email Notification window check the boxes for the information you would like to receive, select how often you want to receive it (using the drop down list next to How often?) and enter your email address. Multiple email accounts may be listed. Simply separate the email addresses with a semi-colon when typing them in the box.
3. Click SUBMIT when you are finished.

Note: Because grades may not change dramatically over a short period of time, "Once Every Two Weeks" is a good option for most parents.

If you want to change your selections or edit an email address, simply go to the same screen, make the necessary changes and click SUBMIT to activate the change.

These email reports are generated automatically by the PowerSchool system. If you do not receive them in a timely manner, check that you have entered your email address correctly. If your email address is correct, please contact your student's teacher.

Parent / Teacher Conferences:

Parent / teacher conferences are available for every student during the first and second semester of the year. Parents are scheduled with individual teachers or teams of teachers to discuss their child's academic progress or may meet teachers during designated "arena style" conference times. It is necessary to limit these meetings to fifteen minutes. Parents may leave a voice message for any teacher and request a return call.

Grade Reports:

Report cards using letter grades are issued at the end of each quarter. The report is emailed home approximately one week after the end of the quarter. Additional copies of report cards are available in the counseling office in case a parent does not receive one. Parents who want grade reports to be mailed to them should contact the counseling office. Please use PowerSchool to access your child's grade at any time.

Academic and PRIDE Awards:

Our Liberty Academic and PRIDE Awards Ceremony will continue our tradition of honoring many of our deserving Liberty students in both areas of academics as well as PRIDE.

While our awards night continues to evolve, we honor our students in the following categories:

- Cumulative GPA awards for students who have a combined GPA of 4.0 through three quarters for 6th grade, seven quarters for 7th grade, and 11 quarters for 8th grade
- Cumulative GPA awards for students who have a combined GPA of 3.75-3.99 GPA through three quarters for 6th grade, seven quarters for 7th grade, and 11 quarters for 8th grade
- President's Award for Academic Excellence (8th grade students only)—Students have obtained a 3.5 GPA or higher for 10 previous quarters of middle school and earned a 90% or higher on a nationally normed test in the areas of Math or Reading
- Extra-curricular awards NOTE: the extra-curricular awards may vary year to year.
- PRIDE Awards—Students will be honored in the five areas of Liberty PRIDE: Perseverance, Respect, Integrity, Discipline, and Excellence. This process begins in March with a nomination process that is open to students, staff, and the community, and culminates with the PRIDE Awards.

Quarterly Academic Awards:

Every quarter students are honored with an academic certificate of achievement for making the Honor Roll and/or the Growth Honor Roll.

- Honor Roll is a quarterly award that recognizes students for achieving a 3.5-3.99 or a 4.0 the previous quarter.
- Growth Honor Roll recognizes students who show an improvement in academic growth of .428 GPA from the previous quarter, or an increase of three letter grades.
 - NOTE: students who are recognized for growth honor roll can also be recognized for the academic honor roll



ACTIVITIES AND ATHLETICS

Philosophy:

It is crucial that middle school activities and athletics programs be appropriate to the developmental needs of the pre- and early adolescent. The programs should encourage participation and teamwork. An essential component of the activities and athletics programs is the effective management of competition. The level of competition needs to be minimized at the younger grades to encourage student exploration and involvement. The competitive level should increase by grade 8 to prepare for high school athletics. The programs should assist in the development of self-awareness through learning experiences sponsored by the school. The activities should occur outside the classroom and offer opportunities for exploration and the development of feelings of success and self-confidence. Middle school students are diverse with regard to physical development and ability, our program operates with a "no cut" policy.

Sports and Fees:

- A \$60.00 athletic fee will be charged to an athlete for 6th /7th /8th grade track, 8th grade basketball, 6th /7th /8th grade wrestling and 8th grade volleyball. There is no family maximum.
- A \$30.00 athletic fee will be charged to an athlete for 6th /7th grade basketball, and 6th /7th grade volleyball. There is no family maximum.
- The \$30.00 / \$60.00 athletic fee per sport, for all participating athletes, must be collected PRIOR to an athlete's participation in the sport.
- An athlete who has a financial hardship may request a reduction of the athletic fee by submitting a copy of his/her *Free and Reduced Lunch Program* acceptance letter. With this letter, the \$30.00 / \$60.00 fee will be reduced. If an athlete does not qualify for this program, but needs financial assistance, he/she must request a *Scholarship*

Request Form from the Head Coach or Athletic Director. After being submitted, a partial scholarship towards participation in any sport may be granted. Finances should not prevent a student from participating in the athletic program.

E. Refund Policy:

A full refund will be made to an athlete who leaves the sport before the first competition of that sport.

The athletic fee refund must be requested by the athlete and their parent/guardian in writing on or before the first competition of that sport. If the athlete does not request the refund by the dates listed above, no monies will be refunded.

For further clarification, contact the Athletic Director at your school.

Sports Calendar: (subject to change)

Track

August 15: First Practice (All Grades)

September 23: District Track Meet @ Stutler Bowl

Girls' Basketball

September 24: First Practice Grades 7/8

October 22: First Practice 6th Grade

Boys' Basketball

November 26: First Practice grades 7/8

January 8: First Practice 6th Grade

Wrestling

February 4: First Practice (All Grades)

March 9: District Wrestling Meet

Girls' Volleyball

March 11: First Practice grades 7/8

April 15: First Practice 6th Grade

Clubs and Activities:

Clubs and activities will be announced at the beginning of the school year.

Other CCSD Middle Schools:

Campus Middle School (C)

4785 S. Dayton Street
Greenwood Village, CO 80111
720-554-2677

Falcon Creek Middle School (F)

6100 S. Genoa Street
Aurora, CO 80016
720-886-7700

Fox Ridge Middle School (FR)

26301 E Arapahoe Rd
Aurora, CO 80016
720-886-4400

Horizon Middle School (H)

3981 S. Reservoir Road
Aurora, CO 80013
720-886-6100

Infinity Middle School

25100 E. Belleview Ave
Aurora, CO 80016
Phone: 720-886-6000

Laredo Middle School (L)

5000 S. Laredo Street
Aurora, CO 80015
720-886-5000

Prairie Middle School (P)

12600 East Jewell Avenue
Aurora, CO 80012
720-747-3000

Sky Vista Middle School (S)

4500 S. Himalaya Street
Aurora, CO 80015
720-886-4700

Thunder Ridge Middle School (TR)

5250 S. Picadilly Street
Aurora, CO 80015
720-886-1500

West Middle School (W)

5151 S. Holly Street
Greenwood Village, CO 80121
720-554-5180



STUDENT EXPECTATIONS

We believe that all students and staff have the right to attend school in a safe and caring environment. At Liberty we promote a learning environment that is free of bullying and intimidation. Our mission is to provide a climate that promotes students' ability "to think, to learn, to achieve and to care."

Money and Valuables:

Expensive coats and other valuable items should not be brought to school. Liberty is not responsible for lost or stolen items.

Cell Phones and Electronic Devices:

Cell phones, i-pods, MP3 players, and other hand held devices should not be brought to school. **You assume responsibility for the safe keeping of your items at all times. The school is not responsible for lost or stolen electronic devices.** Electronic devices can create a disruption, the text messaging, photo, and internet capabilities allow students to easily engage in misbehavior and academic dishonesty. They may be used in the Cafetorium before school or during lunch. If used during other non-designated times during the day staff members will ask the student to put the item in their locker. Failure to follow expectations regarding electronic devices will result in consequences or confiscation of device.

Toys:

Toys and other items that can lead to distraction within the classroom setting should be left at home or placed in the locker during school hours. These items may be confiscated if they become a distraction to the classroom learning environment.

Dress Code:

CCSD Middle Schools promote a positive dress code where students are encouraged to wear clothing that is comfortable and appropriate for an educational environment. A common dress code cultivates a safe and disciplined learning environment, which is essential to a quality educational program.

CCSD Policy JICAB on student attire is intended to help students concentrate on schoolwork, reduce discipline problems, and promote school order and safety. It is designed to ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size. Clothing, accessories, paraphernalia, or body adornments **may not:**

- Be profane, obscene, lewd, suggestive, libelous, or vulgar
- Denote gang involvement
- Promote the use of drugs, tobacco, alcohol, or weapons
- Intimidate or threaten any individual or group
- Expose certain body parts (i.e. genitals, buttocks, midriiffs, and breasts)
- Disrupt the learning environment
- Promote any activity prohibited by the student code of conduct

Additional Clothing Guidelines include:

- Clothing shall be sufficient to conceal all undergarments at all times (undergarments are any garments that are under the exterior layer of clothing).
- Shoes must be worn at all times; house slippers are not to be worn at school.
- Head coverings are not to be worn except for religious or documented medical purposes.
- Pajamas are not be worn at school.
- Accessories that could be considered dangerous or could be used as a weapon may not be worn at school.
- Any item that obscures the face or ears (except as a religious observation) may not be worn at school.

If clothing or accessories are inappropriate, disruptive, or outside the expectations, students will be asked to change; parents will be contacted and/or other disciplinary consequences may take place.

Bicycles, Skateboards, Skates, Scooters, and Shoes with Wheels:

Bicycles must be parked in the Liberty racks provided. All bicycles should be locked. The school is not responsible for damage or theft while bicycles are on school property. Bicycles, skateboards, scooters, and in-line skates are to be walked at all times while on campus. Shoes with wheels are not allowed in the school. Bicycles, skateboards, skates, scooters, and shoes with wheels may not be used / ridden on school grounds. Failure to follow school rule can result in items being confiscated and parent/guardian having to pick up item.

Field Trips:

Students are expected to follow Liberty rules and expectations on all field trips. District policy requires field-trip forms with signed parental permission to be on file prior to student participation. The use of private vehicles on any trip requires the verification of appropriate insurance coverage. Additional coverage may need to be purchased depending on the nature of the trip. Attending off-campus field trips is a privilege. Disciplinary action may exclude a student from participation in a field trip or an end-of-the-year activity.

Lunch Time:

Students have three options for lunches: school food service lunch, a la carte selections from school food service, or lunch carried from home. Students may not have food delivered without prior permission of the administration. The cost for breakfast for the 2016-17 school year is \$1.85, and the cost for lunch is \$3.05. Our snack bar in the cafeteria will be open before school and at lunch time. Students are expected to observe appropriate behavior at all times and to take pride in maintaining an attractive school and campus.

The following rules will be in effect for the Cafeteria:

1. During their assigned lunch period, students may buy a lunch in the cafeteria or may bring their lunch from home.
2. Food or drinks are permitted only in the cafeteria.
3. The media center will be open for quiet work only with permission.
4. During lunch periods students should be only in the designated areas.
5. Students will clean their eating area before they are dismissed.
6. Students must have a pass from their teacher to leave the Cafeteria early.

Closed Campus:

The School Board has determined that middle schools will operate as closed campuses. That means students must stay on the Liberty grounds from the time they arrive, even if first period has not started, until dismissal. Students may not leave the middle school grounds even to go to one of the other schools, except for regularly scheduled classes or with permission of office personnel. Any other cafeteria or building on another campus is off limits. Any student off campus without permission will be considered truant. Students will only be allowed to go off campus for lunch with their parent or guardian. Students are not permitted to go off campus for lunch with the parent of a friend. Students cannot leave campus at 2:50 PM and return to catch the late busses.

If a parent or guardian requests early dismissal of a student for any reason during the school day, that parent must come to the office to pick up the student rather than have the student leave the building alone. Students are to be signed in and out of school by a parent or guardian through our attendance office.

Bus Regulations:

Students are assigned to a bus by the district transportation department. All middle school students are required to show their school ID to the bus driver before boarding the bus. Students are not permitted to ride any other bus. The bus rules are listed below and are also posted on all buses so that students know what is expected of them. Students who become disciplinary problems on the bus may be deprived of the privilege of riding the bus. Standard school rules and behavioral expectations as described apply to bus transportation. **Transportation handles most of their own discipline issues.** Transportation's number is 720-886-7400.

Bus Rules for Cherry Creek School District:

Follow the bus driver's directions the first time they are given.

1. Be in and remain in your seat whenever the bus door is closed.
2. Keep hands, feet, books, and objects to yourself.
3. No fighting.
4. No weapons or facsimiles, including laser pointers and pens.
5. No swearing, rude gestures, cruel teasing, or put-downs.
6. Use classroom voices on the bus.
7. Do not throw anything off the bus or have any part of you outside the bus.
8. Do not smoke, chew tobacco, eat, or drink while on the bus.
9. Do not take anything alive or dangerous (i.e., glass containers, sharp objects) on the bus.
10. No skateboards or rollerblades allowed on the bus.

Infractions of the above rules will result in disciplinary actions.

Bus Stop Times: Bus stop times are departure times. The bus is not required to wait for anyone not on board at this time. Please be sure your student is at the stop five minutes before the scheduled departure time. Students will not be allowed to ride a friend's bus for any reason. Please call transportation for further questions. 720-886-7400

Activity Buses:

The school district offers a bus service for secondary students participating in school activities after the regular school day (Monday - Friday). The bus service will depart from Liberty at 4:00 p.m. daily.

Late buses often do not have the same drop-off stop as the regular buses. Any questions about regular or activity bus routes and stops should be directed to the district transportation department at 720-886-7477.

Student Behavior:

A school is a community of young people and adults organized for the purpose of teaching and learning. While much of our teaching in the classrooms is aimed at the development of each person's skills and talents, we believe that the maintenance of good discipline is essential to the educational process.

Discipline is a dual responsibility. Mutual cooperation between staff and parents is necessary to encourage acceptable student behavior. It is our goal to have each student progress from the need for external controls to self-discipline. In every instance, all available resources, talents, and techniques shall be utilized to achieve this goal. Respect for authority as well as each other is an essential quality of acceptable student behavior. Individual student actions must not interfere with the rights or jeopardize the education of other students. Each student has the responsibility to know and to abide by the rules and regulations of this school.

Unacceptable behavior is subject to disciplinary action and/ or police notification. Rules and regulations apply to students in attendance at school, as well as any school-sponsored activity, including off-campus activities.

Inappropriate behaviors include, but are not limited to:

1. Disrupting the classroom or the educational program of the school.
2. Insubordination or acting disrespectfully to the teachers or other staff members, including a general lack of cooperation.
3. Hazing or harassment that is detrimental to the safety or welfare of other students. This includes panhandling or extortion.
4. Being disrespectful to peers. Put-downs, intimidation, or threats will not be tolerated. Slurs and profanity are not permitted.
5. Throwing of any type of object, including snow, at any person or thing. No items are to be dropped over railings to the floor below.
6. Running, pushing, tripping, or shoving in classrooms or halls.
7. Inappropriate contact, including, but not limited to, Public Displays of Affection (PDA)
8. Fighting or encouraging a fight on school grounds, at school activities, or in situations or areas deemed school-related.
9. Lunchroom conduct that is disruptive and inappropriate.
10. Behavior on or off school grounds that is detrimental to the safety and welfare of other students or school personnel.
11. Bullying / Cyber bullying

Enforcement of Student Behavior Rules:

Normally, for less serious misbehavior we expect that reminders and/or brief conferences with any staff member will correct a situation. Supervising staff members may administer other appropriate corrective measures when necessary. For violation of school rules or repeated misbehavior, office referral and parent contact will be necessary. The following disciplinary action will be taken based upon the severity of the misbehavior.

Referral Action:

- Conference (with student and/or parent)
- Verbal warning
- Loss of item(s) in question
- Written assignment
- Denial of a privilege
- Detention(s) (lunch and/or afterschool)
- In-school suspension
- Out of school suspension
- Expulsion

Corrective Action:

Requiring a student to restore or assume responsibility for any damaged item(s) such as cleaning up at school or restitution.

Detention:

Requiring a student to spend a specific amount of time in a restricted area before school, at break, lunch, or after school. **Detention takes precedence over after-school activities or athletics.**

Time-out:

Requiring a student to spend time in a school restricted area. This will only be used on a limited basis. If time-out occurs more than once in a day parents will be contacted for further consequences.

Suspension:

A student may be suspended from all aspects of the school program for a period of time. Certain Colorado statutes govern the grounds for suspension and will be discussed with the parents. Re-entry conference will be required. In some cases, an alternative to suspension will be offered. Students on suspension must not be on any Cherry Creek property during the suspension period. Trespassing charges can be filed.

Expulsion:

Where other measures have failed repeatedly to correct the discipline problem, or in the event of serious offenses (e.g., possession or use of weapons), a student may be expelled for up to one calendar year.

Students can be consequence for the following, but are not limited to:

1. Unexcused absences (truancies). Legal action may take place in cases of legally truant students under the age of sixteen.
2. Fighting, assault, battery, or the threat of harm to any student or employee.
3. Insubordination, defiance of authority, verbal abuse and/ or profanity directed towards any school employee. Inappropriate outbursts.
4. Disruption of the classroom learning environment.
5. Possession or use of tobacco (smoking or chewing).
6. Being under the influence of, possessing, distributing, selling or exchanging alcohol, marijuana, or other controlled substances or drug paraphernalia. (School Board Policy JICH: Request for expulsion may be mandatory after a violation).
7. Vandalism, destruction of school property or materials, arson and destructive pranks (including throwing of such things as water balloons, eggs, etc.). Horseplay is considered potentially dangerous and injurious to individuals who are participants, as well as non-participants.
8. False alarms, bomb threats or abuse of, or tampering with safety/emergency equipment.
9. Theft of any kind: breaking into lockers, classrooms, etc.
10. Possession or use of a weapon(s), facsimile, or any size knife (pocket-knife).
11. Possession or use of lighters and/or explosives (including firecrackers).
12. Intimidation, sexual or ethnic harassment.
13. Electronic devices (Walkman, pagers, CD players, cell phones, laser pointers, radios, iPods, MP3 players) or toys that can disrupt the classroom.
14. Forgery, gambling, extortion.
15. Lunchroom and Media Center conduct that is disruptive, inappropriate (not cleaning your table after eating, feet on tables, sitting on tables or chairs inappropriately, horseplay, etc.) may result in loss of privilege in addition to other consequences.
16. Tardies to class.
17. Trespassing on school grounds (including while suspended).
18. Dress code violations.
19. Public Displays of Affection (PDA)
20. Skateboarding / bike riding while on school grounds.

Every effort will be made to ensure that the corrective measures taken are appropriate to the specific misconduct of each individual student and that parental contact is made. Please remember that rules are for the safety and welfare of the students and the enhancement of the education of each and every student. Parent reinforcement of the rules is necessary and helpful. Our goal in enforcement of rules is to help students develop a sound and safe decision-making process.



CCSD SCHOOL BOARD POLICIES

All of the information contained here is a brief summary of district policy. Please refer to the document titled "Student Conduct and Discipline Rights and Responsibilities" which is included in the enrollment package for a comprehensive description of each policy.

The entire text of any school district policy and/or regulation is available upon request from the principal's office at the school or from the district administration office located at 4700 S. Yosemite Street, Greenwood Village, CO 80111. Additionally, all district policies may be accessed via the Cherry Creek School District web site located at: <http://www.ccsd.k12.co.us>

***VIOLENT AND AGGRESSIVE BEHAVIOR
(JICDA, JICDB, ACC-R)***

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 the school buildings, on school grounds, in school vehicles or during a school-sponsored activity and in certain cases when the behavior occurs off school property. An act of violence and aggression is any expression, direct or indirect, verbal or behavior, 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.

Student Behavior (JIC)

Students are expected to know and follow the conduct code of the Cherry Creek School District, which is supported by state laws. Violation of these policies will lead to disciplinary action and consequences established by the Cherry Creek School District, state law, and building policy.

Fighting (JICDB):

Physical conflict or fighting among students is not allowed or tolerated. Under most circumstances, the individuals involved in a fight, share responsibility in the conflict. Therefore, there may be consequences, including suspension and police contact, for all involved.

Verbal or physical abuse of another person (ACC-R):

Under no circumstances will a verbal or physical attack be tolerated. This includes racial/ethnic comments, harassment, or any form of intimidation.

CLASSROOM DISRUPTION (JIC, JICDA) 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 are expected to comply with all school and classroom rules. Disruptive behavior is behavior initiated by the student which is willful and overt, and which requires the attention of school personnel to intervene.

BEHAVIOR OFF SCHOOL GROUNDS (JICDA#19)

Be aware that behavior you engage in off school property can get you into trouble at school. School Board policy states that "behavior on or off school property which is detrimental to the welfare, safety of morals of other students or school personnel" is subject to school disciplinary action up to suspension and expulsion.

WEAPONS (JICI, JICDB)

In an effort to provide the safest, most appropriate environment for education, Liberty Middle School and the Board of Education have determined that "The possession or use of a deadly weapon/firearm, weapon, or facsimile on any School District property, or at any school-sponsored event, is detrimental and constitutes a real threat and danger to the physical and psychological safety and welfare of students and/or school personnel." The following definitions and conditions are included in this policy.

Deadly Weapon/Firearm:

Any object, material, or substance, which, in the manner it is used, designed to be used, or intended to be used, is capable of producing death, or serious bodily injury. This definition includes, but is not limited to firearms (including BB and pellet guns). The possession and/or use of any deadly weapon/firearm, loaded or unloaded, will require expulsion of the student.

Weapon:

Any object which is generally used for non-violent or non-dangerous purposes, but which can be considered a weapon under this policy as a result of its use or intended or threatened use. An example from district policy is a baseball bat. A bat is not ordinarily considered a weapon. However, when used or threatened to be used to strike another person, it will be considered a weapon. The use of any weapon or facsimile in a threatening or improper manner on Cherry Creek School District property, or at any school-sanctioned event, by any student, is prohibited and suspension or expulsion will occur.

Facsimile:

A facsimile, or replica, of a deadly weapon can be considered a weapon under this policy if used in a threatening, intimidating, or improper manner on Cherry Creek School District property or at any school sanctioned event by a student. This shall require the expulsion of the student. Possession of a facsimile weapon on Cherry Creek School District property or at any school-sanctioned event may result in disciplinary action, including suspension and expulsion.

DRUG, ALCOHOL, AND/OR TOBACCO POSSESSION/USE JICH):

The Cherry Creek School Board has adopted a strong policy about the possession, use, and distribution of drugs and alcohol. Students will not possess, use, or sell drugs, alcohol, tobacco, paraphernalia, or any substance represented as these items on school property. Consequences will follow those outlined in the Cherry Creek Board of Education Policy concerning drug and alcohol use by students.

Use, possession, or under the influence:**First Offense**

- a. The student will be suspended for up to five (5) school days with a request by the principal to the Superintendent to extend the suspension an additional five (5) days for a total of ten (10) school days.
 1. The ten (10) school day period of suspension may be reduced to three (3) school days provided the student agrees to complete the Cherry Creek School District Alcohol and/or Drug Education/ Intervention Program.

Second Offense

- a. The student will be suspended for five (5) school days with a request by the principal to the Superintendent to extend the suspension an additional five (5) school days for a total of ten (10) school days of suspension for serious violation of school board policy and recommended for expulsion.
 1. The ten (10) school day period of suspension may be reduced to five (5) school days and the recommendation for expulsion waived if, after the first five (5) school days of suspension, the student and his/her parent(s)/guardian(s) provide evidence that the student has elected to participate in an individual alcohol and/or drug evaluation/assessment and that the student has provided an outline of a recommended treatment plan and evidence of intent to enroll in an alcohol or drug education/intervention/treatment program. Responsibility for initiating and completing the assessment and treatment plan, and for participating in a treatment program is solely that of the student and his/her parent(s)/guardian(s). Any fees or costs associated with the evaluation/assessment and/or treatment plan or participation in a treatment program shall be the sole responsibility of the student and his/her parent(s)/guardian(s).

Third and Subsequent Offenses for Using a Prohibited Substance

- a. The student will be suspended as outlined in School Board Regulation JKD-1-R until an expulsion review is held.
- b. Procedures to be followed recommending expulsion from school are outlined in School Board Regulation JKD-I-R.

Consequences are cumulative; they will follow the student throughout time enrolled in Cherry Creek School District.

Distribution or selling:

First offense: Student will be suspended for five days. Police will be notified. An expulsion hearing will be requested at this time.

The Cherry Creek School District and Liberty Middle
Drug and Tobacco Free Schools (Canine Search) (ACD)

Schools are committed to maintaining a safe and drug free learning environment for our students. Our Board of Education Policy JICH complies with the Colorado Controlled Substance Act of 1981. This policy helps maintain the expectations of a drug free learning environment and protects the safety and welfare of students and staff. Throughout the school year, in conjunction with the Aurora Police Department Canine Unit, we will conduct periodic hallway and locker searches. Students, parents, and community are reminded that our drug dog search

policy reinforces the message that we are committed and serious in our efforts to promote and maintain a safe, caring, and drug free learning environment. Our proactive approach is a preventative measure that discourages possession, use, and distribution of controlled substances as defined by police and law.

GANG/SECRET SOCIETY RELATED BEHAVIOR (JICF, JIC):

We are committed to keep Liberty students and staff free from the threats or harmful influence of any groups or gangs, which advocate drug use, violence, or disruptive behavior. The presence of any apparel, jewelry, accessory, notebook, graffiti, language, hand signals or manner of grooming which by virtue of its color, arrangement, trademark or any other attribute which denotes membership in gangs is strictly prohibited on Cherry Creek School District property or at school sanctioned events. Consequences may involve suspension, expulsion, and/or police contact.

DISCRIMINATION (AC):

The School Board affirms the right for all students and staff, regardless of race, color, ancestry, religion, or national origins, to be treated with respect in an environment free from intimidation, discrimination, physical harm, and/or harassment. Violation of this policy may result in suspension, expulsion, and/or police contact.

SEXUAL HARASSMENT (AC R-2, AC R-4, JICDB):

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

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's educational development.
- Submission to or rejection of such conduct by an individual is used as the basis for education decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile or offensive educational environment.
- Sexual harassment as defined above may include but is not limited to:
 - Sex-oriented verbal "kidding," abuse or harassment.
 - Pressure for sexual activity.
 - Repeated remarks to a person with sexual or demeaning implications.
 - Unwelcome touching, such as patting, pinching or constant brushing against another's body.
 - Suggesting or demanding sexual involvement, accompanied by implied or explicit threats.
 - The drawing of sexually explicit pictures.
 - Students should report any incidents of harassment to their Community Administrator.

Violation of this policy may result in suspension, expulsion, and/or police contact.

ETHNIC INTIMIDATION OR HARASSMENT (AC R-6)

The Board of Education affirms the right of all students and staff, regardless of race, color, ancestry, religion, or national origin to be treated with respect in an environment free from intimidation, discrimination, physical harm and/or harassment. Individuals or groups are in violation of this Policy if, on school grounds, at school-sanctioned activities, or in vehicles dispatched by the District if they:

Direct personal insults (whether written or oral), including epithets, slurs and insults based on a person's race, color, religion, ancestry, or national origin which are addressed to an individual (or group of individuals) where such utterance is likely to incite an immediate and violent response from the person(s) being addressed.

Threaten with physical harm or actually harm a person on the basis of that person's race, color, religion, ancestry, or national origin.

Deface school property or materials in such a manner as to demean the race, color, religion, ancestry, or national origin of an individual or group.

Damaging, defacing, or destroying private property of any person on the basis of that person's race, color, religion, ancestry, or national origin.
Commit other acts of harassment or intimidation that may be in violation of the Colorado Ethnic Intimidation Act of 1991.

Any incident believed to constitute ethnic intimidation shall be reported promptly to the Community Administrator for investigation and further action, which may include reporting the incident to law enforcement authorities.

THEFT (JICDA):

No person may take or destroy personal or public property. Consequences will involve restitution and/or community service and may involve suspension and police contact.

VANDALISM (JICDA):

No form of vandalism will be permitted against school or personnel property. Consequences for any form of vandalism may involve restitution, community service, suspension, police contact, and expulsion.

CHEATING (JIDCA):

Knowingly using or copying the academic work of another student and handing it in as your own is not allowed at Liberty.

ILLEGAL USE OF COMPUTERS (EHC):

Because electronic information is so volatile and easily reproduced, respect for the work and personal expression of others is especially important in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access and copyright violations are grounds for disciplinary action.

LOSS OR ABUSE OF INSTRUCTIONAL MATERIALS OR EQUIPMENT OR OTHER SCHOOL PROPERTY:

Students will be expected to pay for the repair or replacement of any instructional material or equipment checked out to them.

BULLY PREVENTION AND EDUCATION (JICDE)

The Board of Education supports a secure school climate, conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying is defined as any written or verbal expression, physical act or gesture, or a pattern thereof, which is intended to cause distress upon one or more students in the school environment.

For purposes of this policy, the school environment includes school buildings, grounds, vehicles, bus stops, and all school-sponsored activities and events.

A student who engages in any act of bullying is subject to appropriate disciplinary action possibly including suspension, expulsion, and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made.



Perseverance = Achieving excellence despite obstacles.

Respect = Showing consideration, appreciation, and acceptance for oneself and others.

Integrity = Choosing to do the right thing and taking responsibility for your actions.

Discipline = Managing oneself to achieve goals and meet expectations.

Excellence = Striving to do your personal best.