

# **STUDENT HANDBOOK**

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# **SAND CREEK HIGH SCHOOL**

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## **SCHOOL RESOURCE DOCUMENT**



**SAND CREEK HIGH SCHOOL  
7005 N. CAREFREE CIRCLE  
COLORADO SPRINGS, CO. 80922**

# Student Handbook 2024-2025

SCHS Web Address <http://d49.org/sandcreek>

<b>Table of Contents</b>	<b>Page</b>
Contact Information	3
Mission Statement	4
Welcome Letter	4
<b>Policies and Procedures:</b>	
Academic Honesty Policy	5
Activities/Clubs	5
Athletic Eligibility	5-6
Athletics	6-7
Athletics & Activities: Participation Fees	7
Attendance & Truancy	7-8
Attendance: Pre-Arranged Absence	8
Attendance: Tardies	8
Bell Schedule	8
Class Changes	8
Community Safety & Citizenship	8-9
Discipline: Detention	9
Discipline: In-School/Out-of-School Suspension	9
Discipline: No Activities Pass List	10-11
Dress Code	11-12
E-Learning	12-13
Electronic Equipment	13
Electronics: Device Protocol	13
Emergency Closure Procedures	14
Event Parking	14
Free Periods	14
Gang Activity	14
Student Success Center	14
Hall Passes	14

Health	14-15
PowerSchool	15
Library Learning Commons	15
Lockers	15-16
Lunch Program	16
Lunchroom/Commons Behavior	16
Off-Campus Lunch	16
Parent-Teacher Conferences	16
Parking Fees and Fines	17
Registration	17
Safe 2 Tell	17
School Visitation	17
Semester Exams	17
Sexual Harassment	17-18
Signs/Posters	18
Skateboards	18
Staff Protection	18
Student Automobiles	18
Student Conduct on School Buses	18
Student Drop-off and Pick-up	18-19
Student Identification Cards	19
Student Supervision	19
Telephone Use/Call for Students	19
Textbooks	19
Tobacco, Drugs, and Alcohol	19
Vandalism	20
Violent & Aggressive Behavior	20
Withdraws/Transfers	20
Academic Integrity Policy	21-23
Non-Discrimination Notice	24



# Important Contact Information

## **Central Office**

Main Office: 719-495-3601

Transportation: 719-495-0020

District Web Page: [www.d49.org](http://www.d49.org)

District 49 BOE Policy and Regulation: <http://d49.org/Page/48>

## **Sand Creek High School Contact Information**

Main Office: 719-495-1160

Fax: 719-495-1196

Attendance: 719-495-1176

Athletic Office: 495-1168

Counseling Office: 719-495-1161

Health Office: 719-495-1195

**School Web Page:** [www.d49.org/schs](http://www.d49.org/schs)

## **School Administration**

Dustin Horras, Sand Creek Zone Leader

Amy Sanchez Martinez, Principal

Lance Carroll, Assistant Principal

Aly Nicholson, Assistant Principal

Anna Stewart, Assistant Principal

Mario Romero, Athletic Director

Lauren Alire, Dean of Discipline

Nicole Sides, Dean of Workplace Learning

Carolyn Merritt, Instructional Coach

Lauren Stuart, Zone Community Liaison

## **Student Success Center**

Sarah Rawlinson – 10th/12th Grade Dean of Academic Advising

Mike Sory – 9th/11th Grade Dean of Academic Advising

Tracy Trowbridge – A-L Social-Emotional Learning Counselor

Mryanda Taylor – M-Z Social-Emotional Learning Counselor

## Our Mission

As the students, educators and parents of the Sand Creek Innovation Zone, our mission is to inspire caring, competent, critical thinkers who are well-prepared, productive citizens in a global society.

## Sand Creek High School Welcomes You!

The mission and vision of Sand Creek High School guides who we are as a school and what we expect of our students.

**Mission: Sand Creek High School empowers students to be the best versions of themselves wherever they go.**

**Vision: We open doors for success and opportunities.**

Parents / Guardians and Students,

Welcome to your school! We are glad you have chosen to be part of the Sand Creek community where “We Stay Committed”.

We Stay Committed To:

- Providing a premier education based on high academic standards
- Promoting an environment where everyone is kind, confident, and resilient
- Partnering with family and community as essential resources for student success
- Collaborating with students and families to dream and develop a post secondary plan

The student handbook is intended to serve as a tool of communication between the school and home regarding school programs, student recognition, discipline and various District 49 policies.

We encourage students to participate in programs and activities as well as athletics. By finding a way to be engaged, you will create long lasting relationships and become part of a larger community. Being a member of Sand Creek High School is about taking ownership of your learning and personal accountability. We have the supports and resources so that you can perform to the best of your abilities. You are encouraged to ask questions, advocate for yourself, and participate fully in classroom activities. Your willingness to put forth your best effort will lead to personal rewards. We also encourage you to share your successes and learning with your parents and the community. Together, we all make Sand Creek an excellent place to learn! WE STAY COMMITTED



### **Student Responsibilities**

While we are all striving to be vibrant learners, we also hold student safety in the highest regard. We ask that students conduct themselves in a safe manner at all times while on campus or at off-campus events. Students are to:

- Review the District 49 Code of Conduct and Sand Creek Student Handbook.
- Be engaged in learning during each class period.
- Exhibit behavior that supports the instruction and the learning of others.
- Take ownership of their learning.
- Be courteous and respectful toward the faculty, staff and others.
- Respect the property of the school and others.
- Be accountable for your actions.
- Use appropriate language at all times.

### **Academic Honesty Policy**

Sand Creek High School places great value on upholding a climate of honesty, fairness and personal integrity. Academic honesty is expected of all members of the school community: students, faculty, administration and parents. Academic honesty is expected at all grade levels and in all classes. Advanced Placement and Concurrent Enrollment classes will be held to a very strict standard because of the nature of the weighted grade students receive in those classes. It is imperative that we all maintain high standards to protect the value of the educational process and to maintain the credibility of SCHS as an educational institution.

As stated in the Sand Creek Graduate Profile, all members of the SCHS community strive to be “principled.”

### **Activities/Clubs**

There are a variety of different activities/clubs that students can join. Some require a participation fee. For a current list of fees, contact the coach/sponsor or stop by the athletic/activities office. Listen to announcements and check the school webpage for more information.

### **Athletics**

Sand Creek High School is a member of the Colorado High School Activities Association and is bound to uphold the rules and regulations established by the CHSAA Board of Control. For more specific information on athletics, see Mrs. Johnson or Mr. Romero in the main office. All students must have an up-to-date physical form and permission slip form on file in the Athletic Office, along with paying the participation fee of \$130-\$200 per sport season depending on the sport of choice and is due PRIOR to participation or tryout for the sport. Student athletes are held to a higher standard and should represent Sand Creek in a positive way inside and outside the athletic arena. If you are interested in participating in any of our athletic activities, it is highly encouraged to have a parent/guardian attend the parent meeting at the beginning of the season for each sport.



### **Athletic Eligibility**

Students must be enrolled in five classes (per CHSAA standard) and may fail no more than one class. A preliminary pull for eligibility will occur by 12:00 p.m. every Wednesday to warn coaches of failing/near failing student-athletes. Official grade pulls will occur every other Monday by 10:00 a.m. Athletes failing one class remain eligible on a probationary basis for the duration of the given two-week eligibility cycle. Athletes must be passing all classes upon the next cycle or deemed ineligible for the following two weeks. Athletes that have more than one F grade (2+) at any time are immediately determined as ineligible for the given cycle. A student-athlete who becomes ineligible three times during one season will be permanently dismissed from that activity. Students who have lost their eligibility at the close of a semester may regain academic eligibility following a period of time if all requirements have been met. If you have any questions or concerns, regarding your eligibility, please contact Mr. Romero, the Athletic Director.

<b>Season</b>	<b>Sport</b>
<b>Fall Season</b>	<b>Cross Country</b>
	<b>Boys Golf</b>
	<b>Football</b>
	<b>Sideline Spirit</b>
	<b>Boys Tennis</b>
	<b>Girls Volleyball</b>
	<b>Boys Soccer</b>
	<b>Softball</b>
<b>Winter Season</b>	<b>Basketball</b>
	<b>Ice Hockey</b>
	<b>Girls Swimming</b>
	<b>Wrestling</b>
<b>Spring Season</b>	<b>Baseball</b>
	<b>Girls Golf</b>
	<b>Boys Lacrosse</b>
	<b>Girls Lacrosse</b>
	<b>Girls Soccer</b>
	<b>Boys Swimming</b>
	<b>Girls Tennis</b>
	<b>Track and Field</b>
	<b>Boys Volleyball</b>
<b>Activities</b>	<b>Student Leadership</b>
	<b>Music</b>

	<b>Speech - Festival</b>
	<b>Speech - Tournament</b>

**Competitive Athletics and Activities: School Year: 24-25 (Estimated cost; may be subject to change)**

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Cheerleading (\$1465)	Wrestling (\$200)	Baseball (\$200)
Softball (\$200)	Girls Basketball (\$200)	Track (\$150)
Boys Golf (\$200)	Boys Basketball (\$200)	Girls Golf (\$200)
Cross Country (\$150)	Cheerleading (See above)	Girls Tennis (\$150)
Volleyball (\$200)	*Mock Trial (\$30)	Girls Soccer (\$175)
Football (\$200)	*Knowledge Bowl (\$30)	
Boys Tennis (\$150)	*Forensics (\$30)	
Boys Soccer (\$175)	*Indicates Activity	

**Athletics & Activities: Participation Fees**

1. There is a participation fee for each competitive sport or activity.
2. Fees may be reduced or exempt if the student is on free and reduced lunch as prescribed by federal regulations. Contact the Athletics/Activities Secretary for details.
3. No student will pay more than \$450 per year in athletic/activity participation fees. No family will pay more than \$750 per year in athletic/activity participation fees. (cheerleading is an exception and the fee is as listed above)
4. Fees are to be paid to the Athletics/Activities Secretary on or before the first competition. Refunds will be made if a student is cut from the squad after tryouts or if a student quits before the first competition.
5. It should be understood that payment of participation fees does not guarantee a student a position on the team nor any specific amount of playing time. Participation fees will only assist in covering a portion of the costs necessary for co-curricular activities as part of the athletic league.
6. Students may be asked to help pay for other extraneous expenses associated with the respective sport or activity.

**Attendance and Truancy**

1. Good and consistent attendance is directly linked to student academic success. If a student is absent, it is the parent/guardian's responsibility to notify the attendance secretary. Absences may be reported by calling the 24-hour attendance line at 495-1176 or by emailing Angela Reeves at [angela.reeves@d49.org](mailto:angela.reeves@d49.org). Please provide your first and last name, the student's first and last name, date(s) of absence, and a brief explanation as to the nature of the absence. Absences without an explanation are considered unexcused. **Parents have 48 hours to either call or e-mail the attendance office to have their student's absence excused.** Absences after this time will remain unexcused. Excessive absences may result in the student being placed on an attendance contract, and/or required to provide proof of the absence such as a doctor/dental note. Excessive absences will result



- in disciplinary action or enter the truancy process as required by state law.
2. It is the student's responsibility to make up any schoolwork missed during an absence. Homework will be provided upon student or parent request.
  3. Parents will be notified daily if their child has been absent/tardy for one or more periods through the school's auto-dialer. Please contact the attendance office or log into the parent portal of Power School for further information.
  4. Further information regarding student attendance as set by the Board of Education.

### **Attendance: Pre-Arranged Absence**

Students MUST fill out a pre-arranged absence form and get an administrator's approval for any absence of 3 or more days PRIOR to any extended absence(s) except for illnesses or family emergencies.

### **Attendance: Tardies**

A student is tardy when they arrive at class after the final bell. Tardies disrupt class and students miss instructional time. A parent must sign in students arriving late to school, or call (719) 495-1176 prior to the student's arrival at school. Excessive tardiness will result in disciplinary action as required by state law.

1. Students who accumulate five total tardies across singular or multiple classes will receive detention.
2. Students who accumulate ten total tardies across singular or multiple classes will receive an additional detention.
3. Students who accumulate fifteen tardies across singular or multiple classes will receive an in-school-suspension. Students will receive an additional in-school suspension for every ten tardies after the first in-school suspension.

### **Bell Schedule**

Please click [here](https://www.d49.org/domain/225) for the 2024-2025 Bell Schedule (<https://www.d49.org/domain/225>).

### **Class Changes**

Class changes are to be made within the first five (5) academic days of the semester for ONLY the following reasons:

- Academic misplacement
- Already taken the class
- Open class periods

Dean of Academic Advisers try hard to make sure students are placed in courses needed for graduation. Class change request forms are located in Power and will need to be completed within the first 5 days of the school year.

### **Community Safety & Citizenship**

Sand Creek is part of a wonderful community in which our neighbors value their homes and property. In order to maintain a healthy and caring relationship please observe the following:

- Respect public property at all times.
- Use sidewalks and crosswalks to cross intersections safely.
- Obey traffic, crosswalk signals and crossing guards.





- Student drivers please park in the student lot or on Pony Tracks and NOT in the neighborhood, at Starbucks, or at the Maverik.
- Lock your bike at the designated racks at school.
- Rollerblades, scooters and skateboards cannot be used in the building or outside on school property, and must be secured in your locker or checked into the main office.

### **Discipline: Lunch Detention**

Students may be assigned detention during their lunch for minor conduct violations. Failure to serve lunch detention will result in an additional detention. Failure to attend the additional detention will result in In-School Suspension. Students must report to the front office at the beginning of lunch.

### **Discipline: After School Detention**

Students may be assigned detention after school for minor conduct violations. Failure to serve after school detention will result in an additional detention. Failure to attend the additional detention will result in In-School Suspension. Students must report to the front office immediately after school and be prepared with study or reading materials. After-school detention is from 2:45 to 3:30 PM, Tuesday-Thursday.

### **Discipline: In-School Suspension**

Students who are assigned in-school suspension will be provided specific guidelines at the time of notice. Some expectations are:

- Be on time. If a student is tardy, the unserved time will be made up the following ISS period.
- Students must stay in ISS the entire day 7:30-2:40.
- Turn in electronics (cell phones, i-pods, and etc.) to the office BEFORE you go to ISS. They will be returned at the end of the day.
- Students caught with a cell phone while in ISS will be given an additional day of In-School Suspension.
- Be prepared to study and/or read.
- Bring a sack lunch or students may receive lunch from the cafeteria (NO vending machines or outside food is permitted).
- Other rules may apply.

### **Discipline: Out-of-School Suspension**

Students who are suspended out-of-school need to either be picked up by a parent/guardian or parents need to authorize the office to dismiss the student from campus. If a parent cannot be contacted the student shall be placed in ISS, and that day of suspension will not be counted. Students who are suspended cannot participate in any school activities or athletics during and possibly following the suspension period. Suspended students are not allowed on any District 49 property for the duration of the suspension. It is the responsibility of the student to reach out to teachers in order to get any work during their suspension.



If any students are suspended for fighting, which occurs on or off school grounds, those students will be suspended out of school for a minimum of three days and will be ticketed by law enforcement. If any students are filming the fight, they will also be suspended out of school.

**Students who have been suspended two times for causing a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events in any one school year will be placed on a Detrimental Behavior Contract. If the behavior continues the student may be expelled.**

#### **No Activities Pass List**

Students on the No Activities List **are not eligible** to participate in or attend any after school sports, non-academic assemblies, dances, school field trips, or special events. Students will be placed on the No Activities list for any of the following reasons:

**Behavior:** Students who display and are involved in behavior that results in suspension may be placed on the No Activities List. Students may be placed on the no Activities List for both In School and Out of School Suspensions. Students that have been placed on a Detrimental Behavior Contract/Safety plan may be subject to loss of privileges throughout the school year.

**If a student is suspended within 4 weeks of Homecoming or Prom, this may also result in this loss of privilege of attending these events.**

**Underclassmen who are guests at Prom: Before an underclassmen is approved for Prom, they must be in good academic, attendance, and behavior standing. An administrator will give the final approval regarding the underclassmen's participation at Prom.**

No Activities List	
Out of School Suspension	<p>Students may not be allowed to participate in any activities during the suspension and correlates directly to the number of days the student is suspended. For example, a 1 day suspension equates to the loss of privileges for 1 day, and so forth. See the chart below for further explanation:</p> <ul style="list-style-type: none"><li>• 1 day suspension: Loss of Privileges for 1 Day</li><li>• 2 day suspension: Loss of Privileges for 2 Days</li><li>• 3 day suspension: Loss of Privileges for 3 Days</li><li>• 4 day suspension: Loss of Privileges for 4 Days</li><li>• 5 day suspension: Loss of Privileges for</li></ul>



	<p>5 Days</p> <p><b>These loss of privileges may be extended based on the nature of the suspension at administrator's discretion.</b></p>
In-School-Suspension	At administrator's discretion, students may not be allowed to participate in any activities on the date they serve their In-School-Suspension.

### **Dress Code**

District standards on student attire are intended to help students concentrate on schoolwork, minimize distractions, reduce discipline problems and improve school order and safety.

“The Board of Education recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school. Any student deemed in violation of this code shall be required to change into other clothing or school loaned clothing and/or make arrangements to have appropriate clothing brought to school. Administration, in conjunction with the School Accountability Committee, may develop and adopt school specific dress codes that are consistent with this policy.”

On the first offense the student will be requested to change or correct the dress code violation and the violation will be documented. Further repeated violations will result in more serious consequences to include suspension/expulsion from school.

### **Unacceptable items**

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

1. **Students shall not wear head coverings or face paint that obscure their identity.**
2. **Shorts, dresses, skirts, or other similar clothing shorter than mid-thigh length.**
3. **Sunglasses inside the building.**
4. **Inappropriately sheer, tight, or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh, or similar material, muscle tops, etc.) that bare or expose traditionally private parts of**



the body including, but not limited to, the stomach, buttocks, back, chest, and breasts, or permits undergarments to be exposed.

5. Tank tops or other similar clothing with straps narrower than 1.5 inches in width.
6. Any clothing, masks, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
  - Refer to drugs, tobacco, alcohol, or weapons.
  - Are of a sexual nature.
  - By virtue of color, arrangement, trademark, or other attribute, denote membership in gangs that advocate drug use, violence, or disruptive behavior.
    - i. Includes red and blue durags
    - ii. Includes red, black, and blue bandanas
  - Are obscene, profane, vulgar, lewd, or legally libelous.
  - Threaten the safety or welfare of any person.
  - Promote any activity prohibited by the student code of conduct.
  - Create a safety hazard for the student or others.
  - Otherwise disrupt the teaching-learning process.

### Exceptions

The district respects the rich variety of cultural influences expressed by its students. Administration may make temporary or enduring exceptions to this policy based on religious, cultural, or medical grounds.

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

### E-Learning

Snow days and other circumstances may necessitate that SCHS utilize E-Learning days at certain times of the year in order to continue to facilitate learning and lessen the impact of missed instruction. These E-Learning days will be communicated in advance in order to best prepare and equip students for success.

- Students have until **11:59pm** to turn in assignments for the day.
- Students are expected to communicate via email with their teachers should the need arise for extended time to complete assignments due to inability to access assignments.
- Students are required to login to Schoology courses for attendance purposes.



- Student participation in learning outcomes will also assist in tracking attendance.

### **Electronic Equipment**

Students may bring electronic devices to school; however, students are responsible for their devices. The school will not **be responsible for lost, stolen or damaged equipment**. As with lockers, school officials reserve the right to search phones given reasonable suspicion of inappropriate behavior affecting the learning environment and its safety. **The school will undertake no investigation of lost or stolen electronics**. Use of electronic equipment is only allowed during passing periods or during lunch. Students may not use or display electronics during class time unless authorized by the teacher. Students using electronic equipment without authorization will have it confiscated and brought down to the main office. Students may pick it up in the office at the end of the school day.

**After three violations of an electronic device being turned into the office, a parent MUST come to pick it up in the front office during regular school hours.**

### **Electronic Devices Protocol**

Students are expected to familiarize and follow the District 49 board protocol regarding cell phone usage. The cell phone policy can be found [here](#).

Expectations of this protocol are as follows:

- Cell phones and headphones are not permitted during instructional (class) time; devices must be stored in a classroom cubby, shelf, drawer, or pouch, or an individual backpack
- Cell phones and headphones are permitted during passing periods, lunch, before and after school
- Academic use of phones may be allowed if planned, purposeful, and infrequent
- Potential consequences may occur if the protocol is continually violated
- Protocols are in place for students and adults alike

In addition:

Possession of an electronic device by a student is a privilege and should always be used in an appropriate manner. The use of electronic devices for unlawful and inappropriate reasons is prohibited. These include, but are not limited to:

- Assessing and/or viewing an Internet site that is otherwise blocked at school;
- Sending an Email, text message, using X (Twitter) or other social media (snapchat, instagram, and etc.) that harasses, intimidates, threatens, bullies, or discriminates against another individual;
- Using a camera device at school or a school-sponsored activity to take, send, download, or upload a harassing, threatening, or embarrassing photograph;
- Using a camera in a restroom, dressing room, or locker rooms;
- Using an electronic device for cheating of any kind.
- Such use will be subject to disciplinary actions based on other school and Board Policy as appropriate, including law enforcement involvement if necessary.



### **Emergency Closure Procedures**

If severe weather creates hazardous conditions, the regular school day may be suspended for the safety of our students. E-Learning may then ensue if the regular school day is suspended. It is recommended that families have a plan for such emergency situations. It is the parent's responsibility to monitor email, radio, and/or television reports.

### **Event Parking**

Curbs are marked and signs are posted for "No Parking" zones, school officials, and in student drop-off zones. Cars parked at any time in these areas are subject to CSPD ticketing and/or towing. Cars blocking fire lanes and preventing emergency vehicles from getting to the building are a hazard to the safety of students and staff. Please advise your parents not to park in these areas before, after, or during activities.

### **Fire Alarm**

If any person activates the alarm as a prank, the administration may recommend filing criminal charges and will take disciplinary action, up to and including expulsion.

### **Free Periods**

Students who have a free period must be in the cafeteria, senior lounge, or library with a supervising adult. 10th grade CE students, 11th graders, and 12th graders may leave campus if they have an off period. Students who violate this will be subject to disciplinary action.

### **Gang Activity**

Sand Creek High School has a zero tolerance for gang-like or intimidating behavior. Bullying is not permitted. Attire resembling gang colors, symbols, or connotation is not permitted. Gang paraphernalia and graffiti are not permitted. Any person who elicits gang activity while on campus or at any school related function is subject to disciplinary action. Please see Board of Education policy (JICF and JICF-R) for further details.

### **Student Success Center**

The Student Success Center has skilled personnel available to assist students in personal, vocational, and academic areas. Each student is responsible for meeting with a Dean of Academic Advising individually to discuss their program and complete the registration process. Come into the Student Success Center during passing periods, and before or after school to schedule an appointment.

### **Hall Passes**

In order to provide the safest environment possible, students are required to have a pass to visit another location or staff member outside of their normal scheduled location. The office does not issue hall passes for students who are late to class. Hall passes are not to be used during class periods to go and get food from the vending machines. Students can be restricted from receiving hall passes due to misuse.

### **Health**

Students are permitted by law to carry on their person or hold in their locker ONE dose of over the counter medication (Tylenol, Sudafed, cough drops etc.). Any prescription



medicine that needs to be administered during the school day must be checked-in with the nurse and proper paperwork filled out to administer this medicine during the day by the school nurse or health paraprofessional. A parent/guardian may also come to school to administer the medication.

Students must get a pass from their teacher to visit the Health room if they are not feeling well. Parents must be called from the Health room. When a parent is called from a cell phone, the office staff is not aware a student is ill and is unable to assist if needed. If a student is not well enough to be in class, a parent will be contacted for pick-up. Students will not be released to anyone not authorized in writing and with a parent signature. Parents will be notified if a student frequents the Health room excessively.

### **PowerSchool**

PowerSchool is a secure web-based system that makes it possible for parents/guardians to view their student's academic progress and attendance from any computer with Internet service. Up to date information is provided to assist with communication between home and school. Visit the district site at <https://d49.powerschool.com/public/> in order to access PowerSchool.

### **Library Learning Commons**

The Library Learning Commons is available to students for reading, studying, researching, and checking out library materials. It is open on school days before and after school. All books are checked out on loan. Those who lose or damage them beyond repair must pay to replace them. Upon entering the LLC, each student will be asked to present a school ID and a pass from a teacher. Students must also sign in and out of the library (failure to do so may result in the student being marked absent as we may be unable to account for the student's whereabouts). If students come into the library during their free periods they MUST stay the whole time.

Various Chromebooks are available to students who have the appropriate signed Chromebook use forms. Chromebooks may be used for word processing, research and other educationally related applications. Chat rooms, non-school-based email accounts, and any kind of social media are prohibited. Intentional use of electronic access to view or process pornographic material, inappropriate text, graphics, or files is prohibited.

Students should never allow anyone to use their usernames and passwords to access FSD-49 computers. Doing so may result in you being held accountable for the action(s) of the user(s) who gained access using your username and password credentials. For any violation of the acceptable use agreement, access privileges may be revoked. School disciplinary and/or legal action may also be taken.

### **Lockers**

All students are assigned lockers to store school supplies and personal property. Lockers are the property of School District 49. Upon entering school property your expectation of privacy is limited. Therefore the school reserves the right to search your locker or personal belongings at any time.

- Students may not share lockers or locker combinations with anyone other than an assigned locker partner.





- **Students are required to do ALL locker changes through the front office.**
- Items brought to school, whether placed in your locker or carried on your person, are your responsibility. **The school is not liable for lost or stolen items.**
- Lockers may be searched at any time in order to protect the safety and integrity of the school environment.
- Food or drinks are not allowed in lockers unless stored for lunch that day. Please keep our space clean!
- Use of markers in lockers will result in loss of locker privileges.

### **Lunch Program**

Menus for our school cafeteria can be found [here](#). Breakfast before school, as well as lunch, is free for all students. There are some menu items a la carte that do have a cost.

### **Lunchroom/Commons Behavior**

**Students are expected to show RESPECT for all personnel in the building and for the jobs they perform! This includes cooks and custodians.**

1. Food and drink must be consumed in the lunchroom.
2. Students are restricted from bringing food and beverages into academic areas.
3. Exercise integrity by cleaning up after yourself and encouraging others to do the same.
4. Throwing of food or drink is prohibited.
5. Students must find a place to sit and keep the walking areas clear.
6. Absolutely no standing on or jumping over the benches, chairs, and walls.
7. Students may not leave the commons or designated lunch area without permission (pass required) or off campus privileges.
8. Students should stand in serving lines, **single file**, and should not approach the counter until the previous person has been served.
9. Having food delivered to SCHS is prohibited. This includes but is not limited to food delivery services, such as DoorDash, Grubhub, and Uber Eats.

Inappropriate conduct/behavior during lunch may result in an office referral.

### **Off-Campus Lunch**

Off-campus lunch is a privilege. **ONLY** seniors, juniors, and sophomores enrolled in CE classes are allowed to leave campus. Failure to return to classes and/or repeated tardiness to the after-lunch class will constitute loss of privilege. The school also has the right to revoke this privilege due to discipline violations, as determined by the administration and/or parents. Parents also have the right to opt their student from going off campus during lunch. Freshman and sophomores not enrolled in CE classes that leave campus during lunch may lose their opportunity to have off-campus privileges beginning their junior year.

### **Parent-Teacher Conferences**

Parent-teacher conferences are held once each semester. Parents may request individual meetings with teachers throughout the year by contacting their student's respective teachers.





### **Parking Fees and Fines**

Students are expected to park in the designated student parking area only. This includes after-school activities and events. Students are not to park in faculty/staff lots. Permits may be obtained at the athletic office. Cost of a permit is \$10 per year. All vehicles must be registered. A student who doesn't display a parking permit or who parks in an inappropriate zone will receive up to 3 warning tickets. On the fourth offense, the parking permit and driving privilege will be revoked.

### **Registration**

Registration procedures for the following school year began in January. Students are encouraged to study graduation requirements and course descriptions with their parents and also consult with their teachers for specific course or level recommendations. Course description booklets can be viewed in the counseling office or on-line.

### **Safe-2-Tell**

"Safe 2 Tell" is a program designed to help YOU the student. Reports are anonymous at all times as guaranteed by Colorado Law (CO. Revised Statute 16-15.7-101). We want our school and community safe and focused on prevention. We encourage you to report anything that makes you feel threatened or bullied or if you notice a friend that may need help. Call 877-542-7233 or go to [www.safe2tell.org](http://www.safe2tell.org) and make a difference.

If you are being bullied or see someone being bullied we encourage you to report it. The only way we can help is if we know what is happening. Harassment and bullying is taken seriously and will be handled by a counselor or administrator. We will help you find a solution and put an end to the bullying. If the situation continues you must also continue to report it.

### **School Visitation**

All visitors must sign in at the main office and provide proper identification.

**Students may not bring guest visitors during school operating hours.**

### **Semester Exams**

Final exams are held the last week of each semester and are mandatory for students to take. Students earning an "A" in their courses (this may not apply for those students enrolled in AP or CE courses) may be exempt from taking their final exams. Students are required to check with the teacher of the course they are enrolled in if earning an "A" to determine if any additional coursework needs to be completed, including a final exam for certain courses. Early exams will **NOT** be administered unless a pre-arranged absence form has been submitted and approved by administration. Exams not taken will negatively impact the student's grade. We ask that parents avoid early vacations or early release for students during this time.

### **Sexual Harassment**

Sexual harassment includes but is not limited to unwelcome teasing, unwelcome sexual advances, requests for sexual favors, jokes, remarks, questions, deliberate touching, grabbing, brushing against the body, letters or written harassment or abuse, telephone calls, materials of a sexual nature, graffiti, constant leering or ogling, fondling, patting and pinching, kissing, exposing oneself, or touching oneself sexually. Sexual harassment is a violation of Board Policy (GBAA). It is a violation of policy for any student or



member of the district staff to harass or threaten another student or staff member through conduct or communication of a sexual nature. Sexual harassment will result in disciplinary action.

### **Signs/Posters**

Students need to have all signs, posters, and banners approved and initiated by school administration **BEFORE** they may be displayed. When approved, signs and posters may only be hung in designated areas. Signs and posters displayed in inappropriate areas will be removed and the club/team may be fined if damage occurs.

### **Skateboards**

Students who bring skateboards to school must keep the skateboards in their lockers or check them into the main office during school hours. Failure to do so may result in the skateboard being confiscated until the end of the last day of the week. Skateboards are not to be used on school property at any time.

### **Staff Protection**

Students who threaten, harass, and/or assault a teacher or other school employee are in violation of the Criminal Code of the State of Colorado. Students will be suspended or be recommended for expulsion. They will also be prosecuted to the fullest extent of the law. Substitute and/or student teachers are guest teachers when in our building and the same rules apply. Students who are disrespectful to our staff and guest teachers will be sent to the office for disciplinary action.

### **Student Automobiles (Notice to parents and student drivers)**

It is a privilege for students to drive to school. A student who drives a motor vehicle to school must know and obey all the rules. Students failing to do so may have their cars ticketed, booted, or towed at their expense and/or have their driving/parking privileges suspended or revoked. Students who leave and/or take other students off campus without permission may lose their parking privileges at SCHS. Sand Creek High School will not be responsible for damages to vehicles or loss of personal property from vehicles parked on school grounds. Students must register all vehicles driven to school. Applications for permits may be obtained from the front office. Parents and students are notified that as a drug free school zone, school officials reserve the right to search vehicles parked on school property given reasonable suspicion.

### **Student Conduct on School Buses**

Appropriate behavior and conduct is expected on the bus and at the bus stop at all times. Students are to show their ID cards to the drivers when boarding the bus and they might not be allowed to ride the bus that day if they can't. Written parental permission, approved by the building administrator, is required to ride any bus other than the one assigned. See also: District policy JICC/EEAEC.

### **Student Drop-off and Pick-up**

Students are to be dropped off and picked up using the loop in front of the school or in the student parking lot. For the safety of you and your student, do not drop off students in the teacher parking lot, bus lane, or on North Carefree. Please respect these rules for the



safety of the community of Sand Creek.

### **Student Identification Cards**

All students need to carry their student ID cards while in the building. Students must produce their ID cards when asked to do so. ID cards will be used for entry into the building or school library, and to check out books, receive bathroom/hall passes from teachers, use the buses, purchase lunches, be admitted to dances or other school functions, use computers, and for all other school related business.

Students who lose their ID cards will be charged a \$5.00 replacement fee for each new card. ID cards that have been defaced in any way must be cleaned and returned to normal condition. ID cards that cannot be returned to the appropriate condition will be confiscated and the student will be required to purchase a new card.

Temporary ID cards are available at the beginning of the day. Students must take the initiative to stop at the front office to get a temporary ID. After receiving three temporary cards, the school will reissue a new card. The student will be assessed a \$5.00 fine.

### **Student Supervision**

Student supervision is from 7:10 a.m. to 2:50 p.m. After 2:50 students are allowed to be in the building as long as they are with a teacher in a supervised area or attending practice or a club meeting.

### **Telephone Use/Call for Students**

Students needing to use the phones in the front office during class time must first obtain permission from their classroom teacher. Parents, if there is a family emergency, we ask that you contact the office. A staff member will then contact your child with a message or request to call you. Students may not disrupt learning by texting or calling during class time. Students may call home from the office.

### **Textbooks**

Students are responsible for their textbooks or other school materials issued to them. At the time of check out, if a book is damaged, the student must bring it to the attention of school staff and have it documented in their account. Students who turn in damaged books at the end of the semester or lose their issued text will have to pay for damage or replacement. Graduation diplomas and/or transcripts will be held until textbook/library books and/or fees are paid in full.

### **Tobacco, Drugs, and Alcohol**

Use, possession, distribution and/or selling of medications (including prescription and over-the counter), tobacco (including e-cigarettes), illegal drugs (including spice), or alcohol on school property will not be tolerated and is in violation of Colorado Revised Statutes. Violation of this policy will result in appropriate disciplinary measures being taken. These measures may include suspension, expulsion and/or notification of law enforcement officials. Per District policy JIHB: students, student backpacks, cars and student lockers may be searched. It is best to keep our campus tobacco, drug, and alcohol free!



### **Vandalism**

Vandalism shows lack of respect and is not tolerated. Disciplinary action will be assigned for any violation of this rule. Vandalism includes, but is not limited to, graffiti, destruction of school equipment or property, and damage to books. Parents of student vandals will be financially responsible for all damages.

### **Violent and Aggressive Behavior**

In cases involving student fights, the students will be suspended and charges may be filled with the CSPD. Threats will not be tolerated and disciplinary action will be taken.

*\* Behavior ON or OFF school property which is detrimental to the welfare or safety of other pupils or of school personnel including behavior which creates a threat of physical harm to the child or to other children will be grounds for suspension or expulsion. (CSR-22-23-106).*

### **Withdraws/Transfers**

Withdrawal procedures are handled through the registrar. Students wishing to withdraw or transfer to another school must complete the following steps:

1. Pick up a withdrawal form and have a parent sign the appropriate location.
2. Return all books to the library and pay all fees or fines to the athletic window.
3. Get withdrawal grades and signatures from each teacher.
4. Return the completed form to the registrar.
5. The registrar will print and issue an unofficial transcript.



# **Sand Creek High School Academic Honesty Policy Advanced Placement**

## **Philosophy**

Sand Creek High School places great value on upholding a climate of honesty, fairness and personal integrity. Academic honesty is expected of all members of the school community: students, faculty, administration and parents. Academic honesty is expected at all grade levels and in all classes. Advanced Placement classes will be held to a very strict standard because of the nature of the weighted grade you may receive in those classes. It is imperative that we all maintain high standards to protect the value of the educational process and to maintain the credibility of SCHS as an educational institution.

## **What is academic honesty?**

Academic honesty includes but is not limited to:

- Producing your own work – “authentic” authorship
- Full acknowledgement of original ownership or authorship of creative material
- Recognizing others’ work according to MLA, APA or any referencing style agreed upon by your teacher
- Proper conduct during all examinations, whether internal or external
- The protection of all forms of intellectual property, including intellectual and creative expression, works of literature, works of art, music, patents, registered designs, trademarks, moral rights and copyrights

## **What is academic misconduct?**

Academic misconduct is a behavior (whether deliberate or inadvertent) that results in, or may result in, the student or any other student gaining an unfair advantage (or a behavior that disadvantages other students) in one or more assessment components. This includes, but is not limited to plagiarism, collusion, duplication of work, misconduct during an examination and cheating.

**Plagiarism** is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. The use of translated materials, unless indicated and acknowledged, is also considered plagiarism.

**Paraphrasing** involves taking a piece of work and writing it out again in your own words. You must give proper acknowledgement to the author of the original text in the paper and in the footnotes/ bibliography.

**Collusion** is defined as supporting academic misconduct by another student, for example allowing one’s work to be copied or submitted for assessment by another.

**Collaboration** involves working with other students. There are instances when

students are expected to work with other students on assignments. Final work must be produced independently, despite the fact that it may be based on the same or similar data as other candidates in the group. This means that the abstract, introduction, content and conclusion/summary of a piece of work must be written in each candidate's own words and cannot therefore be the same as another candidate's. For example, if two or more candidates have exactly the same introduction to an assignment, the final award committee will interpret this as collusion (or plagiarism), and not collaboration.

**Duplication of work** is defined as the presentation of the same work for different assessments. This also means you may not submit the same work in more than one class for assessment. For example, a paper written for History may not also be submitted for English.

**Misconduct during an AP examination** includes: taking unauthorized material into an examination (whether the student uses it or not), behavior that disrupts the examination or may distract other students and communicating with another student during the examination, copying, non-compliance with the exam invigilator, impersonating another candidate, stealing exam papers, disclosing or discussing the content of an examination with any outside of your teacher or coordinator within 24 hours after the exam, and using an unauthorized calculator during exams.

**Cheating** is any other behavior that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, making up data, falsifying a CAS record, "copying the work of another student, fraud, duress, deception, theft, talking, signs, gestures, allowing a second party to complete one's own work, unauthorized collaboration, and the unauthorized use of study aids, memoranda, books, electronic programs, data, or other information".

## **Responsibility of staff:**

Teachers shall

- Make students aware of what constitutes academic misconduct in their respective classes and how it undermines the learning process.
- Make students aware of the consequences of academic misconduct.
- Teach students how to use the words and ideas of others appropriately to support their own oral and written communication: "Using the words and ideas of another person to support one's arguments while following accepted practices is an integral part of any intellectual endeavor, and integrating these words and ideas with one's own in accepted ways is an important academic skill". Be vigilant about preventing and identifying misconduct at all grade levels and in all subjects.
- Structure assignments and tests so as to minimize the opportunity for student dishonesty and misconduct. This includes requiring students to submit work to the plagiarism prevention website Turnitin.com.

## **Responsibility of students:**

Students shall

- Not engage in any form of academic misconduct at any time; including collusion, duplication of work, plagiarism, and all other forms of cheating.
- Learn correct methods of source citation, including for Internet sources, and ask teachers for guidance. Ignorance of standard practice as taught in the program shall not excuse students' responsibility for proper source citation.
- Ensure that all of the work they submit "is authentic, with the work or ideas of others fully and correctly acknowledged". Submit your work using Turnitin.com.
- Comply with all internal school deadlines. This is for your own benefit and may allow time for revising work that is of doubtful authorship.
- Inform a staff member when they are aware that another AP student or students have demonstrated academic misconduct.
- Work collaboratively only in appropriate circumstances. Students are encouraged to form study groups, but they should always ask their teachers for clarification about what type of collaboration is appropriate before working with other students.
- If academic misconduct is suspected, it is incumbent on the student to prove that all pieces of work are his/her own, and have not been plagiarized.

## **Investigation of Misconduct:**

Procedure of Investigation Initiated by the School:

- The teacher will investigate the suspected misconduct.
- The teacher will notify administration and document in PowerSchool the outcome of their investigation and all findings will be kept confidential between those involved.
- The teacher and administrator will determine if malpractice has taken place based on information from an investigation.
- Consequences for misconduct vary according to severity and number of incidences.
- If misconduct has occurred, the teacher has discretion to give the student a zero on the assignment/assessment, and inform the parents, in writing, of these academic consequences.
- Administration may also assign disciplinary consequences depending on the number of occurrences and severity of the academic dishonesty.

### **Notice of Nondiscrimination**



## **Effective March 1, 2023**

School District 49 is committed to a policy of nondiscrimination in education and employment. District 49 will not tolerate discrimination on the basis of disability, need for special education services (whether actual or perceived), race, creed, color, sex, marital status, sexual orientation, transgender status, gender identity, gender expression, national origin, religion, ancestry, age, genetic information, or protected activity in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Any harassment or discrimination of students and/or staff, based on the aforementioned protected areas must be brought to the immediate attention of the school principal, a district administrator or the compliance coordinator.

The lack of English language skills shall not be a barrier to admission or participation in any District program. To that end, School District 49:

- Provides free aids and services to people with disabilities to communicate effectively with us, such as qualified sign language interpreters and written information in other formats (large print, audio, accessible electronic formats, other formats)
- Provides free language services to people whose primary language is not English, such as qualified interpreters and information written in other languages.

If you believe that School District 49 has failed to provide these services or discriminated in another way, you may file a grievance with the compliance coordinator.

### **School District 49 Compliance Coordinators**

#### **Student Matters (Section 504, Title IX, Title II/ADA-AA)**

Dr. Nancy Lemmond, Executive Director of Individualized Education

[nlemmond@d49.org](mailto:nlemmond@d49.org) | 719-494-8913

#### **Employee Matters (Title VI, Title VII, Title II/ADA-AA)**

Ms. Sonia Marroquin-Smith, Human Resources Manager for Culture and Compliance

[smarroquinsmith@d49.org](mailto:smarroquinsmith@d49.org) | 719-495-1142

Mailing address: 10850 E. Woodmen Road, Peyton, CO 80831

For further information on notice of non-discrimination, the address and phone number of the office that serves your area, visit the [Office for Civil Rights webpage on Ed.gov](#), or call 1.800.421.3481.

