

# Fairview High School

## Student/Parent Handbook

### 2015-2016

1515 Greenbriar Blvd.  
Boulder, CO 80305

Fairview Switchboard 720-561-3100  
Attendance Recorder 720-561-5352  
Main Office FAX # 720-561-5353  
Attendance FAX # 720-561-3111  
Counseling FAX # 720-561-5333

Website: <http://www.fairviewhs.org>

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## QUICK REFERENCE GUIDE

You may dial direct to reach the following people during business hours (7:30AM-4:00PM). A list of teacher's direct lines is available on the Fairview website:

<https://www.Fairviewhs.org/staff>

| <u>Department:</u>                            | <u>Contact:</u>  | <u>Phone:</u> |
|---|--|---------------|
| General Questions                             | Main Office Reception<br><a href="https://www.Fairviewhs.org">https://www.Fairviewhs.org</a>   | 720-561-3100  |
| Academic Planning and Programs                | Counseling Office<br><a href="http://schools.bvsd.org/p12/FairviewHS/CounselingDepartment/Pages/Counseling.aspx">http://schools.bvsd.org/p12/FairviewHS/CounselingDepartment/Pages/Counseling.aspx</a> | 720-561-5328  |
| Activities/Clubs                              | Athletic Secretary<br><a href="https://www.Fairviewhs.org/sites">https://www.Fairviewhs.org/sites</a>  | 720-561-5327  |
| Athletics/Eligibility                         | Athletic Secretary<br><a href="https://www.Fairviewhs.org/sites">https://www.Fairviewhs.org/sites</a>  | 720-561-5327  |
| Attendance Reporting<br>(English and Spanish) | Attendance Office<br><a href="https://www.Fairviewhs.org/documents/attendance-procedures.pdf">https://www.Fairviewhs.org/documents/attendance-procedures.pdf</a>                                       | 720-561-5347  |
| Attendance                                    | Night Voicemail  | 720-561-5352  |
| BVSD 360 (Knight Crew)                        | Merritt Lealman  | 720-561-3231  |
|   | Rob Vandepol   | 720-561-3165  |
| Counseling Office                             |  | 720-561-5328  |
|   | <a href="http://schools.bvsd.org/p12/FairviewHS/CounselingDepartment/Pages/Counseling.aspx">http://schools.bvsd.org/p12/FairviewHS/CounselingDepartment/Pages/Counseling.aspx</a>                      |               |
| District Switchboard                          |  | 303-447-1010  |
| Health Room/Clinic                            |  | 720-561-3336  |
| IB/AP Office                                  | Darren Bessett<br><a href="https://www.Fairviewhs.org/ib-ap">https://www.Fairviewhs.org/ib-ap</a>  | 720-561-5868  |
| Library                                       |  | 720-561-3379  |
| Newspaper - Royal Banner                      | Sarah Zerwin   | 720-561-3259  |
| Post Graduate Office                          |  | 720-561-5860  |
|   | <a href="http://schools.bvsd.org/p12/FairviewHS/CounselingDepartment/Pages/Counseling.aspx">http://schools.bvsd.org/p12/FairviewHS/CounselingDepartment/Pages/Counseling.aspx</a>                      |               |
| Student Achievement Center                    |  | 720-561-3399  |
| Student Government Info (Jennifer Kraemer)    |  | 720-561-3157  |
| Testing-SAT, ACT                              | Counseling Office  | 720-561-5328  |
| Transcripts                                   | Counseling Office  | 720-561-5328  |
| Yearbook - The Lance                          |  | 720-561-3163  |

**For all further questions, please contact the main office at 720-561-3100.**

## ACADEMIC HONESTY CODE

**Policy:** All Fairview students are expected to respond to academic challenges with the highest degree of integrity and honesty, which means fulfilling assignments and/or exams in the manner in which they are intended and not participating in any behavior that gains an unfair advantage for any student.

**Common forms of cheating include:**

### **Plagiarism:**

- Incorporating the information, ideas, words, graphics or artwork of another source (classmate, published author, or internet) into your own work without giving the originator the credit.
- Using a paper or project you created previously to substitute for a current assignment without asking permission (self-plagiarism).
- Telling your ideas for a paper to another individual and having them write your paper for you in their own words.
- Inventing of information; misquoting or quoting out of context.

### **Test Taking and Homework:**

- Copying from another's test or quiz.
- Using any methods of gaining answers prior to or during a test, quiz, or other assignment.
- Having someone else take an exam.
- Working with others on an assignment that was meant to be done individually.
- Copying from a lab group other than your own.

### **Collusion:**

- Letting another student look on your test or quiz.
- Reporting to another student, *in any manner*, what is on a test or quiz.
- Helping someone plagiarize.
- Allowing someone to copy work that was meant to be done individually.
- Discussing an assignment with students who have not yet been assessed on the material.
- Sending a paper or program to a friend so that they can read the main ideas that you used.

**Procedures:**

### **Beginning of the year**

- During the first week of school, all students will be required to sign the Fairview High School Academic Honesty Code.
- One administrator will be in charge of academic honesty. The administrator will file the signed Academic Honesty Codes in the students' discipline files.

### **Reporting**

- Students report to any teacher.
- Teachers report directly to the administrator in charge of academic honesty, as well as to the counselor and the IB/AP administrator. All incidents of dishonesty **MUST** be reported. The administrator will also report to the parents in a timely fashion.

### **Consequences**

- The first time a student is caught cheating at FHS results in a zero for the entire assignment. For papers, this includes drafts, note cards, etc. associated with this

assignment. An alternative assignment may be given at teacher discretion. The administrator, with teacher input, will complete the Violation of Academic Honesty Form and place it in the student's disciplinary file. Colleges and universities may be notified. If several infractions of academic malpractice are discovered at the same time, the situation will fall under the category of a second offense.

- The second time a student is caught cheating at FHS results in a zero for the assignment and the student will not be allowed to make up the points in any way. There will also be a 1-2 day in-school suspension. *In addition, if the student is an IB Diploma Candidate, a second offense may result in removal from the IB Diploma Program.* Colleges and universities may be notified. If several infractions of academic malpractice are discovered at the same time, the situation will fall under the category of a third offense.
- The third time a student is caught cheating at FHS results in a zero for the assignment and the student will not be allowed to make up the points in any way. There will also be a 3-5 day in-school or out-of-school suspension and **colleges and universities will be notified.** *In addition, if the student is an IB Diploma Candidate, a third offense will result in removal from the IB Diploma Program.*
- At the discretion of the teacher, a student who cheats may not receive a recommendation for placement in advanced classes.
- Consequences are cumulative throughout the student's academic career at FHS.

**Implementation:**

- The **Fairview High School Honor Pledge** and definitions of cheating will be posted on the FHS website and printed in the school planners. The pledge itself will be posted in all classrooms, in the counseling department, in every teacher's office, in the student achievement center, in the library, in the computer labs, and in the IB/AP office.
- Teachers may require students to write the Fairview High School Honor Pledge on an assignment and sign it.

**The Fairview High School Honor Pledge:** **On my honor, I have neither given nor received unauthorized assistance as described in the Academic Honesty Code on this work and I have fully acknowledged the work and ideas of others.**

## **ACTIVITIES & ATHLETICS**

Students who become involved in school activities usually do well in their academic endeavors and in their overall high school program. We encourage all students to select at least one activity from the many diverse opportunities.

**Clubs:** There are numerous clubs at Fairview. This information is posted on Infinite Campus and on the Fairview website.

**Dances:** There are dances scheduled throughout the school year. Although these dances are designed for the enjoyment of Fairview students, guests are welcome as long as they are at least of high school age and **under the age of 20.** The Fairview student is responsible for returning a guest request form to the administrators' office with completed information and signatures. All students and their guests must bring their Fairview ID card or other picture ID. Once a student leaves a dance for any reason, he/she may not return. At all dances the doors close one hour prior to the scheduled ending time. Refunds will not be given.

**Athletics:** Fairview High School is a member of the Front Range League and offers an outstanding athletic program. Information can be obtained through the Athletic Director's Office. Please visit the Fairview

website for more athletic information.

<http://bvsvd.org/schools/FairviewHS/athletics/Pages/AthleticProgram.aspx>

### **CHSAA Sportsmanship Rules:**

**CHSAA positive conduct rule:** "All actions are to be for, not against; positive not negative!"

The Colorado High School Activities Association (CHSAA) has developed these rules for all high school athletic events. The expectation of our Fairview Students is that we will not only comply, but set the bar higher than any other school. We are known for having highly competitive teams, and the support of these teams is what makes us hard to beat. Please become familiar with these rules, as they will be enforced by the Fairview High School administration. Any violation of a CHSAA sportsmanship rule will result in disciplinary action, up to and including banning from athletic events, suspension and expulsion.

### **Sportsmanship Standards:**

Be courteous and hospitable to all coaches, athletes and guests.

Display appreciation for a good performance regardless of the team.

Accept, respect and abide by all officials decisions concerning the contest or the safety of the area.

Exercise self-control and reflect positively upon yourself, team and school.

Let the teams decide the outcome.

Win with dignity; lose with character.

**Unsportsmanlike Consequences:** Failure to comply with these standards may result in removal from the game and could result in further disciplinary action.

## **ATTENDANCE POLICY**

Daily attendance is very important to the academic success of students at Fairview High School. Please take time to familiarize yourself with the Fairview attendance policies.

**As required by Colorado State Law and BVSD Policy, students are expected to be in attendance every day that school is in session.** For further information in the District's Attendance Policies, please refer to Policy JED in the Student Rights and Responsibilities Guide, and State Law (C.R.S. 22-33-104) which requires attendance at school for all students until the age of seventeen.

**Truancy Procedures:** Truancy procedures will be initiated for students under the age of 17 whose attendance is deemed by the administration to be excessive and interfering with the student's education. Specifically, the student and their parent/guardian will receive a letter stating that further absences will not be excused unless documentation is provided by a doctor. If further absences are accrued after the letter, the student will be referred to Truancy Court.

This process will also be followed for students 17 and older, with the exception that after notification of excessive absences, the student will be placed on an attendance contract. If the contract is violated, the student may be withdrawn from the class or may be withdrawn from Fairview.

**Excusing full days:** Parents or Guardians can call the attendance line (720-561-5352) or email ([sally.gilmore@bvsvd.org](mailto:sally.gilmore@bvsvd.org)) on or before the day of the absence or by 10:00AM of the next school day up to ten times without documentation. The appropriate documentation from a doctor or a court or government appointment can be faxed (720-561-3111) or brought to the attendance office upon the student's return to school to excuse an absence within 24 hours of the absence. If an absence is not documented in a timely matter, the absence will remain unexcused.

### Excusing single period absences:

- Only a doctor's note, dentist note or court appearance can excuse, if it is forgotten it can be faxed in (720-561-3111).
- Notes cannot be written by student's own parents.
- If a student goes home sick from school, he or she must visit the nurse's office first to be excused.
- **We cannot interrupt class to pull a student for an appointment; students should leave school at the time needed to make the appointment.**

**Events that take your student out of school for partial and full days** (such as college trips, family vacations, recitals, etc.): Found online, or have your student come to the attendance desk for a Prearranged Absence Form, before the event. This will be signed by parents, teachers and Dean of Students to excuse absences, and needs to be turned in two (2) days prior to the absences.

**When your student wakes up sick in the morning but decides to come to school later that day because the illness has passed:** The parent and/or the student must check in at the attendance desk. The parent must make a follow-up phone call to the Dean of Students to correctly mark your student's attendance. Please remember, students who have had a fever or vomited within the past 24 hours should not come to school.

**Incorrectly marked absences:** It is the students' responsibility to get a correction form from attendance and have the teacher sign it, then turn it into the attendance office within seven days. All updates will be available on Infinite Campus after the correction is made. Please note, if your student is tardy more than 5 minutes, it is considered an unexcused absence.

### Attendance Policies and Violation Consequences:

1. On the **2<sup>nd</sup> Unexcused Absence (UNX)** in any one class in a semester, parents will receive written notification.
2. On the **4<sup>th</sup> Unexcused Absence (UNX)** in any one class in a semester, notification will be sent to parents. The student may also be placed on an attendance contract.
3. When a student reaches a total of **6 absences** (excused, unexcused, or a combination of both) in any one class in a semester, parents will receive a warning letter indicating the student is approaching the 10 absence maximum. When students reach the 10 absence maximum, all absences may be excused only with documentation.
4. If a student reaches **10 absences** in one class (excused, unexcused, or a combination of both), all future absences will be unexcused until documentation from a doctor, a court or government appointment can be provided, or excused by the Dean of Students if there are extenuating circumstances.
5. If a student is five (5) minutes late for a class, this will be marked as an unexcused absence. Students are still expected to attend the class, as they receive information for their academic progress.
6. **Detention:** Students may be assigned to detention or Saturday School for unexcused absences. If a student does not attend a detention, he or she must make up that detention and will be assigned to an additional Saturday School. Students who do not attend an assigned Saturday School may be suspended. Students cannot be excused from detention or Saturday school for athletics, any extra-curricular activity, or by parents for any reason.

**Make-up Work for Absences:** Students with **excused** absences must make arrangements with their teachers to make-up work. Arrangements to complete make-up work must be initiated within two

school days after they return to school. All work missed during an excused absence must be completed in a timely manner, as established by the teacher, not to exceed two weeks. Opportunities to make up labs, tests, etc. comparable to those given in class will be provided. The teacher will provide the work in a timely manner. No student can miss a class in order to make up work for another class.

In accordance with Board Policy, students with **unexcused** absences shall not be allowed to make up missed work unless specifically permitted by the principal.

## **CAFETERIA**

**Cafeteria Hours:** Breakfast - 8:00 - 9:00AM; Lunch - Mon, Tues, Fri.: 10:25AM- 1PM; Wed, Thur.: 10:55AM - 12Noon

**Payment Information:** Enter student name, ID, and Fairview High at the following website:

<http://mypaymentsplus.com/>

**Eating:** Students may only eat food in the cafeteria, student center or outside the building. Students are not permitted to eat in any hallway of the school. Students may not eat food in the classroom without teacher approval.

## **COUNSELING SERVICES**

Licensed School Counselors, mental health professionals, the registrar, and office support personnel comprise the FHS Counseling Staff. The Counseling Office is located in the Student Center. Students and parents can make appointments via phone or email or drop in to see a counselor. Following the American School Counselor Association (ASCA) standards, FHS Counselors address student needs in three main domains—Academic, Personal/Social, and Career/Post-Secondary Planning. Specifically, the counselors assist students with course selection, schedule adjustments, personal and social issues and college and career planning. For more information about the FHS Counseling Office and events, please visit the FHS Counseling website: <http://www.fairviewhs.org/counseling>

College Testing information: **ACT** [www.actstudent.org](http://www.actstudent.org) **SAT** [www.collegeboard.com](http://www.collegeboard.com)

### **Your Fairview Counselors are:**

|                |              |                  |              |
|----------------|--------------|------------------|--------------|
| Wendy Herron   | 720-561-5334 | Michelle Kletzky | 720-561-5338 |
| Lesley Lundeen | 720-561-5339 | Hal Burns        | 720-561-5340 |
| Matt Mowen     | 720-561-5332 | Ashley Houston   | 720-561-3241 |

Specific Information about Caseload Assignments can be found on the Counseling website.

### **Other Services in the Counseling area:**

|                         |                  |              |
|-------------------------|------------------|--------------|
| Registrar               | Vickie Rishel    | 720-561-5335 |
| Counseling Secretary    | Sharyn Corson    | 720-561-5328 |
| Counseling Secretary    | Jill Pries       | 720-561-3212 |
| Intervention Specialist | Jamie Smalley    | 720-561-5861 |
| School Social Worker    | Donna Gibson     | 720-561-5862 |
| School Psychologist     | Lauren Boryenace | 720-561-5862 |
| Post-Graduate Center    |                  | 720-561-5860 |
| FAX                     |                  | 720-561-5333 |

**FHS College & Career Center:** The College & Career Center is an extension of the services that are available in the Counseling Office and is open from 7:30AM to 3:30PM Monday through Friday. It is located in the Counseling Center and provides students with innumerable resources to guide them through the process of making choices for their lives during high school and beyond. Information and consultation

services are available to research possible areas of study, interests, skills, personality profiles, careers, colleges, technical training, volunteer and travel opportunities, jobs, conferences, summer opportunities, scholarships and financial aid, testing information, military options and leadership training. It also provides students and parents with the chance to meet representatives from colleges, business and technical schools, the military and volunteer organizations. Some specific activities include:

- Orientation and project information for freshman geography classes on the opportunities available after high school and how to prepare for them, an overview of school and community opportunities, and an introduction to the career search process.
- Sophomore language arts class career exploration project introduces students to subjects for post-secondary study and surveys about interests, personalities and skills.
- Junior language arts classes receive more detailed information about how to choose a college or training program and write an admissions essay.
- Senior students can obtain individualized help with the application process.
- Parent/student post graduate planning and information nights throughout the year.
- PSAT, SAT, ACT, AP and IB information.
- Host over 200 college representatives each year and disseminate scholarship information.
- Development of ICAPs (Individual Career and Academic Plan) for students in all grade levels.
- Integrated counseling and career curriculum for all grades.

For more information, please visit the FHS Counseling & College/Career Center website: [www.fairviewhs.org/counseling](http://www.fairviewhs.org/counseling).

### **DRESS CODE**

Fairview High School strives to create a positive academic environment. Students are expected to dress in a manner that respects the sensitivities of others and does not create a distraction to the educational environment. Therefore, the following is not allowed at Fairview High School.

- Excessively revealing clothing, i.e., clothing that is inappropriately sheer, tight, loose, or low-cut, that bares or exposes the stomach, back, breasts, buttocks or underwear. This includes excessively torn clothing, sagging pants and "muscle shirts".
- Shoes or sandals must be worn at all times in compliance with state health regulations.
- Clothing that displays reference to drugs, alcohol or other controlled substances, illegal activity, offensive words, excessive violence, slogans or designs, gang affiliation, inappropriate or suggestive messages, or sexual innuendo.
- Chains, spikes, handcuffs and other metal adornments that could potentially pose a threat as per local, state and federal regulations.
- Clothing that causes, or is likely to cause, a disruption to the educational process, the classroom environment, or to the maintenance of a safe and orderly school.
- Clothing/accessories that interferes with or endangers the student while he or she is participating in classroom activities.
- Any manner of grooming or apparel, including clothing, jewelry, emblems and badges which by virtue of color, arrangement, trademark or other attribute is associated with or denotes membership in, or affiliation with, any gang.

If a student violates the dress code, they will be referred to an administrator and asked to change clothes or cover the clothing that violates the policy. More severe disciplinary consequences may result from repeated or serious violations.

## DRUGS, ALCOHOL AND OTHER ILLEGAL SUBSTANCES POLICY

Our primary concern at Fairview High School is to ensure the health and safety of all our students and to help those students who become involved in drug and alcohol abuse to make more positive choices with their lives. Any students who are involved, or know of people who are involved, or are concerned about substance abuse, are encouraged to seek help through our counseling department, the School Resource Officer, the school nurse, other Fairview staff members, or call Safe2Tell at 877-542-7233.

Drug and/or alcohol use or possession is illegal and, therefore, prohibited at Fairview High School.

- All incidents concerning the suspected use, possession, transportation or distribution of drugs, drug-containing paraphernalia and/or alcohol shall be reported to an administrator.
- Any student who appears to be under the influence of drugs or alcohol will be taken to administration for further investigation.
- Parents or guardians will be notified of all incidents and what action has been taken by the school.
- Student lockers, cars and personal effects will be searched by a school official when reasonable suspicion exists.
- The illegal use of drugs and/or alcohol on school property or during school sponsored activities shall be reported to local law enforcement officials and shall be considered the basis for suspension and/or the recommendation for expulsion.

## GRADE REPORTING

Grades will be posted at the end of each six week grading period. Only semester grades are included on the student's permanent record/transcript. Semester grades are used to determine grade point averages. Both weighted and un-weighted GPAs will be reported on transcripts. In addition, grades can be accessed on Infinite Campus at any time. We encourage students and parents to discuss academic progress with teachers or counselor whenever the need arises.

## HEALTH ROOM/CLINIC

The Health Room is located midway down the ramps opposite the Seniors' Lounge and is open from 8:30AM - 2:30PM. In case of illness or injury during the school day, students should report to the Health Room office for treatment. Health Room staff will make note of the student's name, time of visit, and outcome of the visit. This information will serve to verify/document an absence from class if necessary. Students may also contact a parent/guardian by phone from the Health Room office regarding their visit, as it might be necessary to arrange to be picked up and taken home. In addition to the Health Room, an Emergency Response Team is available to help when emergencies arise.

Parents are responsible for updating emergency contact information as needed.

### Medications in School:

- **NO medication, prescription or non-prescription**, may be carried by the student to take on his/her own, i.e., in backpack or pocket, unless special arrangements have been made with the school nurse consultant, family and medical provider.
- **For all prescription medication, a student's parent or guardian must make a written request for school personnel to administer the medication by providing a completed Medication Authorization Form**, which is signed by both parent and physician. The student must report to the health room or school office to take medications.
- **Exception:** Any student who requires the use of an emergency medication, such as an EpiPen, inhaler, or insulin, may carry and self-administer the prescribed medication with approval of their medical

- provider and school nurse consultant.
- Any medication administered at school must be **supplied by a parent, in the original pharmacy or over-the-counter bottle.**
- Parents must pick up unused medication at the end of the school year or it will be disposed of by school staff.

### **IDENTIFICATION CARDS**

All Fairview students are issued an identification card. Pictures are taken during registration/schedule pick-up. Students are required to have their identification cards in their possession at school and at all school-sponsored events, and must show the card to a school staff member upon request. The ID card is also used for book check-out. Replacement ID cards are done in the security office and cost \$5.

### **INTERNET POLICY**

Internet access is available to students and staff in BVSD. The goal of the District in providing internet access to students, staff and faculty is to promote educational excellence in the Boulder Valley Schools by facilitating resource sharing, innovation, collaboration, and communication.

The smooth operation of the BVSD Net relies upon the proper conduct of the users who must adhere to strict guidelines. These guidelines are specified in the full text of the "Student Use of the Internet and Electronic Communications" in the BVSD Student Rights & Responsibilities Guide and Board Policy JS, which is available on the BVSD website. Please remember that the use of the BVSD Net is a privilege, not a right. If a student is suspected to be in violation of the proper use agreement, system administrators are authorized to access the user's account including files and electronic mail.

When using your account, you must abide by the following guidelines:

- As users of this community system, students will notify a teacher or system administrator of any violations of this contract taking place by other BVSD users or outside parties.
- You may not give your password to anyone or let anyone use your account.
- You may not harass, annoy, or threaten any other users. This includes sending unwanted email, or participating in an act that would be considered virtual vandalism.
- You may not use or play any games or participate in any blogging or chats via the network, unless it is apart of a classroom assignment or project.
- You may not use or alter anyone's internet account or data.
- You may not break in or attempt to break in to other computer systems.
- You may not monopolize the resources of BVSD Net by doing acts such as running large jobs during the day, sending massive amounts of email to BVSD users, or using resources for games.
- You are not permitted to get from, or put onto, the network any copyrighted material.
- No illegal activities may be conducted via the network.

### **LIBRARY**

The library is a vibrant learning space that serves a variety of purposes. We have quiet study areas along the library periphery in addition to the central seating where students meet to work individually and in groups. Please come in to study or relax and take in the beautiful view!

- Hours: 7:30AM-4:30PM daily
- Books are checked out for three weeks and renewed as many times as needed
- The due date is stamped in the back of the book. We do charge a.20 cent fee per school day for late books. Please renew your books and return them promptly when finished.
- An ID is not required for checkout nor do you need to have your book in hand for renewals.

- We take suggestions for new books on a daily basis. Let us know at the front desk if there is a great book you'd like to see in the library.
- We have both audio and E versions of many popular titles and we have Nook readers and Mp3 players to use.
- We offer video editing on either a high performance Mac or PC.
- Databases can be accessed from the library page on the FHS web site. Look for the link on the left. Remote access for FHS databases - logon: knights & password: password
- After school the library is open for quiet study only.
- Food and drink is not allowed with the exception of water.
- Password problems? We can help!

## LOCKERS

Students who request, and are assigned, lockers may choose their locker partner, when possible.

All students are required to adhere to the following policy or they risk removal of all parties using the locker for the remainder of the school year.

- Only school-issued locks are to be used on school lockers. Locks are issued at no charge, but if not returned or lost, students will be charged \$10.
- Students should not bring valuables to school and leave them in their locker. Valuables have no place in the school and should never be considered totally secure in any school locker, including PE lockers. The school is not responsible for items that are lost or stolen.
- Lockers are school property and are subject to searches by school authorities.
- Locker assignments are for the full school year. Students will stay in the same locker, with the same locker partner, for the full year.
- You are responsible for all items in your locker. DO NOT share your locker combo with anyone other than your assigned locker partner.
- Do not write in, or on, lockers at anytime. This is considered vandalism and students will be held financially responsible. Please report any locker vandalism to Security.
- Do not leave food in lockers overnight.
- Any locks placed on lockers that are not school issued will be cut and all students will be removed from the locker and all locker privileges revoked for the remainder of the school year.
- Report any locker problems immediately to Security.

## PARKING

**Student Parking:** Parking on campus is a privilege, not a right. Any student who is eligible may drive to school and park on city streets. Fairview High School is not liable for any damage that occurs on or off school property if a student chooses to drive to school.

Seniors may purchase a year-long parking permit for \$50. The permit will be affixed to the inside of the vehicle.

## SAFE SCHOOL ENVIRONMENT

Fairview recognizes its obligation to provide a positive intellectual, emotional, and physical environment. In turn, students are expected to accept responsibility for their behavior, and to ensure that their behavior is consistent with the standards of good citizenship. We are very proud of the young adults who attend Fairview High School. However, on occasion, problems arise that require the attention of school authorities. Important information concerning specific disciplinary policies and procedures is presented below. Discipline policies and procedures have been established to enable the school to provide an orderly and safe

environment conducive to the serious pursuit of academic interests. Disobedience and/or misconduct occurring when under the supervision of the school, during school-sponsored activities, while riding the school bus, including activities off school grounds that cause a disruption at school, will be cause for disciplinary action.

Students are expected to pursue their educational program and behave in such a way that their presence does not detract from their own education or the education of others. A safe and orderly school is critical to student success and achievement. Each student should obtain a copy of the BVSD Students' and Parents' Rights and Responsibilities. The following is a general guideline of the information contained in the booklet.

### Student Conduct Information:

To ensure a safe learning environment at Fairview, students shall comply with all policies and regulations pertaining to student conduct. Suspension and possible expulsion from school will result when students are involved with infractions, on or off school property, or during school sanctioned activities, which include, but are not limited to the following:

1. **Continued willful disobedience.** Open and persistent defiance of a reasonable request by a person of authority, including a deliberate refusal to obey a member of the school staff.
2. **Willful destruction/stealing of school or private property.** Causing or attempting to cause damage to school or private property or attempting to steal school property of value. Included is vandalism to cars.
3. **Assault/Robbery.** Commission of any act defined by state law as assault. Expulsion if mandatory for first or second degree assault/robbery.
4. **Lasers.** Lasers are prohibited at Fairview and will be confiscated. Possessing or using lasers can be grounds for suspension.
5. **Weapon/weapon facsimiles.** Weapons or weapon facsimiles are not permitted inside any BVSD school or on school property. They will be confiscated and could be grounds for suspension/expulsion. Boulder police will be notified.
6. **Arson.** Setting fires, pulling false fire alarms, possessing or lighting fireworks or other incendiary items may result in suspension or expulsion. Students are not allowed to have matches, lighters or any other incendiary devices in their possession on school grounds or at school functions.
7. **Behavior detrimental to the welfare and safety of others.** No student will engage or encourage activity that is detrimental to the welfare and safety of students, teachers, or school personnel on or off school property, at any school activities or when being transported in vehicles approved by the District.
8. **Obscene conduct or behavior.** Directing profanity, vulgar language, or obscene gestures toward other students, school personnel or visitors to the school; or any behavior or conduct that can be classified as obscene or indecent.
9. **Verbal abuse.** Engaging in verbal abuse, i.e., name calling, using ethnic or racial slurs, or making derogatory statements toward others.
10. **Disruptive behavior.** Any behavior that impedes or interferes with classroom learning or with school activities or processes.
11. **Extortion.** Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
12. **Lying.** Giving false information or withholding information either verbally or in writing to a school employee.

13. **Scholastic dishonesty.** Cheating, plagiarism or unauthorized collaborating with another person. These acts could result in partial or full credit loss for the assignment in question. Multiple events can result in suspension and/or failure of the class. Please see "Academic Honesty Code".
14. **Harassment.** Forms of intimidation include any activity that would subject the individual to embarrassment, humiliation, or violence, whether or not the victim is willing. Please see "Non-Discrimination Policy".
15. **Bullying.** No student shall engage in bullying behavior. Bullying is defined as any written or verbal expression, or physical act or gesture, or pattern thereof, that is intended to cause distress upon one or more students.
16. **Threats.** Verbal or written, that is against another student or adult at Fairview.
17. **Gambling.** Wagering in any form is prohibited.
18. **Clothing.** Wearing clothing that is disruptive (e.g., gang related, depicts drugs, alcohol, or cigarettes, or is obscene or indecent).
19. **Drugs/Alcohol.** Use, possession, distribution or sale of alcohol or illicit drugs and the abuse of other drugs is prohibited in all BVSD schools, on school grounds, at school sanctioned activities, or when students are being transported in vehicles dispatched by the District. The use of drugs/alcohol will result in a suspension from school. **Expulsion is mandatory for the sale or distribution of drugs.** Please see "Drugs, Alcohol, Other Illegal Substances Policy".
20. **Tobacco.** Use and/or possession of tobacco products by students while in school or on school grounds, or while participating in school sponsored events are prohibited.
21. **Parking in Visitor or Staff Spaces.** Students parking in visitor or staff spaces are subject to having their cards ticketed, towed, losing their parking privileges and possible suspension.
22. **Throwing objects.** Throwing any object which can cause bodily injury or damage to property is prohibited.
23. **Trespassing.** Being in the building unsupervised or illegally is prohibited. Students can also be ticketed by the Boulder Police.

**Portable Electronic Device Policy:** Portable electronic devices include cell phones, iPods, iPads, PDAs, MP3s, wireless email devices, laptops, tablets, etc. Connective technology (portable electronic devices) can be an incredibly powerful tool, with the potential to be both a learning aid and a distraction from learning. The effect of these tools can be much broader, both positive and negative, than on just the person holding the device. While acknowledging the potential benefits of these devices, it is also necessary to mitigate their negative potential in the learning environment. The utility of these devices can vary from subject to subject and from activity to activity within a classroom. Students may use such devices in the classroom **ONLY** with the explicit permission and guidance of the teacher. If a student is in doubt as to whether using the device is appropriate, they are welcome to ask the teacher prior to using the device. Teachers have the discretion to take a device from a student at any time, if, in their judgement, the device is not being used in an appropriate manner or is being disruptive to the learning environment for the student using it or for other students. The teacher will then turn the device into administration. The first time this occurs, the device will be returned to the student at the end of the school day. On the second violation the item will be taken and will only be returned to the student's parent during school hours. Under no circumstances will the item be returned directly to the student. On the third violation the item will be taken and turned over to an administrator and the student's parent will need to set up a meeting with an administrator (and the student) to discuss what consequences will take place in the future. On the 4th violation the student will be considered in willful disobedience and will be suspended from school.

**Non-Discrimination Policy:** Fairview is committed to providing a safe learning environment where all members of the school community are treated with dignity and respect. In compliance with all federal and state laws, constitutional provisions and BVSD Board Policy, Fairview High School does not tolerate

discrimination and harassment on the basis of disability, race, creed, color, sex, sexual orientation, gender identity/expression, national origin, religion, ancestry, need for special education services, or physical characteristics.

For the purpose of this policy, harassment is any unwelcome, hostile and offensive verbal, written or physical conduct based on or directed at a person's disability, race, creed, color, sex, sexual orientation, gender identity/expression, national origin, religion, ancestry, need for special education services, or physical characteristics that:

1. Results in physical, emotional or mental harm, or damage to property;
2. Is sufficiently severe, persistent, or pervasive that it interferes with an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, hostile or threatening environment;
3. Substantially disrupts the orderly operation of the school.

Harassing conduct may take many forms, including but not limited to:

1. verbal acts, name-calling or teasing;
2. graphic depictions or written statements, which may include use of cell phones or the Internet;
3. other conduct that may be physically threatening, harmful or humiliating

**Sexual harassment:** Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal or physical conduct of a sexual nature may constitute sexual harassment, even if the harasser and the student being harassed are the same sex. Acts of verbal or physical aggression, intimidation or hostility based on sex, but not involving conduct of a sexual nature may also constitute sexual harassment.

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 implications, unwelcome touching, such as patting, pinching or constant brushing against the body of another, suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or similar personal concerns, or sexual violence.

**Reporting unlawful discrimination and harassment:** Any student, who believes he or she has been a victim of unlawful discrimination or harassment, or who has witnessed such unlawful discrimination or harassment, is encouraged to immediately report it to an administrator, counselor, or teacher.

**Hazing Policy:** Fairview High School believes all individuals should be treated with respect and dignity. Students should be able to participate in school-sponsored clubs and sports programs in an environment free from any behavior that is intimidating, hostile, offensive or dangerous. Fairview will have zero tolerance with incidents of hazing to ensure such conduct is prohibited. The policy enacted by the school is in accordance with sections of the Colorado State Code 18-9-124.

"Hazing" means any activity by which a person recklessly endangers the health or safety of, or causes a risk of bodily injury to, an individual for purposes of initiation or admission into, or affiliation with, any student organization.

Hazing includes, but is not limited:

- Forced and prolonged physical activity,
- Forced consumption of any food, beverage, medication or controlled substance, whether or not prescribed, in excess of the usual amounts for human consumption or forced consumption of any substance not generally intended for human consumption,
- Prolonged deprivation of sleep, food or drink.

### **Mandatory Expulsion Information:**

**Assault/Robbery-First or Second Degree:** Commission of any act which, if committed by an adult, would be considered robbery or assault in the first or second degree.

**Dangerous weapons:** Expulsion is mandatory for incidents involving the carrying, bringing, using or possessing of a dangerous weapon without the authorization of the school or school district. A dangerous weapon is defined as:

- A firearm, whether loaded or unloaded, or a firearm facsimile that could be reasonably mistaken for an actual firearm.
- Any pellet or BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
- A fixed blade knife with a blade longer than three inches in length or a spring loaded knife, or a pocket knife with a blade longer than three and one-half inches.
- Any object, device, instrument, material or substance, whether animate or inanimate, used or intended to be used, to inflict death or serious bodily injury.

**Drugs:** Expulsion is mandatory for the sale or distribution of drugs or controlled substances.

**SAFE TO TELL 1-877-542-SAFE (7233):** This is a state hotline that allows students to call in if they know of a student bringing weapons, etc. to school. The information given is confidential, so no other students will know who called it in. We encourage students who have information concerning a threat to the safety or security of Fairview or the community to utilize this hotline.

## **SAFETY DRILLS**

**Fire Drills:** Fire drill procedures are posted in each classroom. Students are to exit the building in a quiet, orderly manner. Upon leaving the building students are to remain with their class and proceed to their assigned designated areas. Students should return to the building in the same manner and route in which they left. Pulling a fire alarm is a serious offense and will result in a suspension from school and legal action.

**Lockdown Drills:** Lockdown procedures are used for actual or perceived threats such as an intruder from either inside or outside of the school. Lockdowns may also be initiated for events other than imminent danger posed by an intruder. In these situations, the lockdown may be modified so that classroom instruction can continue but hallways and access points may be restricted. Lockdown procedures will be reviewed with students by teachers and staff.

## **VISITOR INFORMATION**

**Visitors:** Students are not allowed to have visitors at any time during the school day. This includes "shadowing" experiences. Parents should make an appointment in advance if they want to see a teacher, counselor or administrator and should always sign in at the reception desk. All visitors must stop by the main office to sign in and receive a visitor's badge.