

Fairview High School Student/Parent Handbook 2020-2021

1515 Greenbriar Blvd.
Boulder, CO 80305

Fairview Main Phone Line	720-561-3100
Attendance (24-hour Line)	720-561-5352
Main Office FAX #	720-561-5353
Attendance FAX #	720-561-3111
Athletics 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 (8:00AM-4:15PM).

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 https://www.Fairviewhs.org	720-561-3106
Academic Planning and Programs	Counseling Office https://www.fairviewhs.org/counseling	720-561-5328
Activities/Clubs	AP Secretary https://www.Fairviewhs.org/sites	720-561-5345
Athletics/Eligibility	Athletic Secretary https://www.Fairviewhs.org/sites	720-561-5327
Attendance		720-561-5352
BVSD 360 (Knight Crew) Counseling Office	Merritt Lealman https://www.fairviewhs.org/counseling	720-561-3231 720-561-3212
District Main Phone Line		303-447-1010
Health Room/Clinic		720-561-3336
IB/AP Sponsor	Chris Weber https://www.Fairviewhs.org/ib-ap	720-561-5868
Library		720-561-3379
Royal Banner	Christine Kuster Borrillo	720-561-3250
College Career Center		720-561-5860
Fairview Resource Center	https://www.fairviewhs.org/counseling/about/counseling-overview/post-hs-planning-ccc	720-561-3399
Student Government Info		720-561-3157
Testing-SAT, ACT	Counseling Office	720-561-3212
Transcripts	Counseling Office	720-561-5345
Yearbook - The Lance	Claire Broaddus	720-561-3163

For all further questions, please contact the main office at 720-561-3106

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 and are not limited to:

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. 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 give

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. <https://www.fairviewhs.org/athletics>

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.

Cheer with full enthusiasm for our team, but NOT against the other team.

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.

FAIRVIEW ATTENDANCE POLICY

Daily attendance is paramount for the academic success of students at Fairview High School. Research indicates that students who have a 95% attendance rate and pass all their classes, graduate on time and attend more consecutive semesters in college. Your student's attendance rate can be found on their summary page on Infinite Campus.

General absence info:

- Attendance line 720.561.5352
- Fax 720.561.3111
- Only parents or guardians may excuse an absence
- We cannot interrupt class to pull a student for an appointment
- Always call in, or complete the online form, when your child is absent or tardy, even if it will not be excused.
- In order to participate in extracurricular events/practices, the student must attend 50% of classes or greater.

Excusing full days:

- Contact us on the day of the absence or before 10:00AM of the next school day
- Your student may be excused up to ten times without documentation. This total includes unexcused days too.
- The appropriate documentation from a doctor or a court or government appointment can be faxed, emailed or hand carried to the attendance office.
- If an absence is not excused in a timely matter, it will remain unexcused.

Excusing single period absences, per Boulder Valley School Board policy:

- Only a doctor's note, dentist note or court appearance can generally excuse single period absences.
 - Exceptions: Inclement weather or other isolated exceptions at the discretion of the Dean of students.
- Notes to be used as documentation cannot be written by a student's own parents.
- This includes the first and last periods of the day.

If your student gets sick while at school & needs to go home

- Students must visit the health room to check out of school. The health room slip must then be taken up to the attendance window before the student leaves the school grounds.
- When your student wakes up sick in the morning but decides to come to school later that day because the illness has passed: The student must check in at the attendance window and the parent must contact the school.

Pre-arranged absences: (Getting absences excused for planned, future events)

- These are events that take your student out of school for partial or full days and include such things as college trips, family vacations, non-school athletics, weddings, funerals, or recitals.
 - Have your student come to the attendance desk for a *Prearranged Absence Form* before the event. The forms are available in the attendance office hall, next to the attendance office window.
 - Form is signed by the student, a parent, all his/her teachers and later, by the Dean of Students
 - We prefer that you turn in the form two (2) days prior to the absence.

Incorrectly marked absences by the teacher or sub (Oops slips):

- It is the student's responsibility to get a correction form (called an "oops slip") from attendance.
- The teacher will indicate the correct entry and sign it.
- The student then takes the oops slip back to attendance.
- Note, if your student is tardy more than 5 minutes, it is considered an absence. Teachers will mark the time the student started attending the class that day. These notes are reviewed during attendance contracts. Students should attend class even when late so they do not miss important material.
- When a substitute incorrectly marks an absence or tardy, that student must plead the case to the classroom teacher, by showing work completed during that class period.

Make-up Work for Absences:

- Students with excused absences must make arrangements with their teachers to make-up work within two days of the absence with a time limit of completion not to exceed two weeks.
- Opportunities to make up labs, tests, etc. comparable to those given in class will be provided.
- 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.

Attendance Policy Violation Consequences:

- Excused absences appear in green or gray on Infinite Campus with the designations EXC, DOC, ILL, ADM, or COU. Unexcused items appear in red and pending items in yellow.
- For a second unexcused absence the student will receive one detention if the absence is not corrected
- For repeated infractions needing correction, a detention may be assigned that will not be dismissed by correcting it.
- **Subsequent unexcused absences**
 - Third absence: Two detentions
 - Fourth absence: Saturday school
 - Parent notifications:
 - Phone calls will be made for multiple unexcused absences and an official letter will be sent for **any** six absences in any one class or greater.
 - After **any** ten (10) absences from a single period or greater, an official letter will be sent to parents
 - All future absences will be unexcused unless we receive documentation from a doctor, a court, or governmental agency.

Attendance contracts can be created for students who miss a disproportionate number of days whether excused or not. Reminder - the goal is always 95% attendance or better.

Detention & Saturday School:

- Your child will be notified for the specific dates they are to attend. It is their responsibility to remember but we will send a notification email to parents when they have Saturday school.
- Students cannot be **excused** from detention or Saturday school for athletics, any extra-curricular activity, or by parents for any reason. Rescheduling is a possibility, please contact the attendance office for information.

Detention: 3:50-4:50PM in room TBD on either Tuesdays or Thursdays

- 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.**

Saturday school: 8AM-12PM in room TBD. Students may not arrive late.

- Students who do not attend an assigned Saturday school may be suspended.

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.
- 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.

CAFETERIA

Cafeteria Hours:

- Breakfast 8:15am – 9:20am
- Lunch
 - Mon, Tues, Fri: 11:15am – 1:55pm
 - Wed, Thurs: 12:05pm – 12:45pm

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

<https://www.mypaymentsplus.com/welcome>

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.

Lunch menus and allergen information: <https://food.bvsvd.org/meals/Pages/lunch.aspx>

COLLEGE/CAREER CENTER SERVICES

CCC Hours: 8:00 – 3:30, Monday – Friday

Coordinator: Carol Diebel

Carol.Diebel@bvsvd.org

720-561-5860

The College/Career Center is a multi-purpose meeting/presentation room and computer lab, located next to the Counseling Office. It is a resource where all students can research information about college and career planning, find out about activities they can be pursuing in high school, or listen to a variety of presentations from counselors and college/career representatives.

Over the course of the school year, over 200 colleges representatives come to the College/Career Center to give presentations to our students. Other representatives come from organizations that offer summer programs, “gap year” experiences, military recruitment, and volunteer opportunities. To learn more about these visits see the “College Rep Visits Calendar” tab on the Fairview website.

The College/Career Center is the site of ICAP presentations and assignments that are given to students throughout their years at Fairview. Students come to the Center with their teachers and classmates to hear our counselors present a series of lectures and assignments that give students the tools to find out more about their interests, personalities, higher education choices and possible career pathways. The ICAP program is a mandate from the Colorado Department of Education for all students, and the series of lessons for Fairview students has been designed by our counselors and teachers.

The College/Career Center offers individual assistance to students and families in all aspects of their self-discovery and college/career search including:

- Using and understanding the Naviance/Family Connection software system
- Learning more about the ICAP program
- Interest surveys
- Personality surveys
- Career clusters and pathways
- Volunteer and job opportunities
- Clubs and service organizations
- Academic competitions

- Study abroad and gap year programs
- Research on college majors and technical education
- Information about 3700 2-year and 4-year colleges
- Colleges and technical education search criteria
- College application procedures
- SAT and ACT testing information and strategies
- Financial aid and scholarships

The College/Career Center is staffed by trained volunteers who host the variety of activities that take place and also provide the research and maintenance for the Counseling Office and College/Career website.

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 800 hallway between the Main Office and the College/Career Center. Students may drop in to see a counselor during their off period or during lunch. Parents can make appointments by emailing or calling the counseling secretary listed below, or emailing their questions to their student’s 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 SAT www.collegeboard.org

Your Fairview Counselors are:

Wendy Herron	720-561-5334	Michelle Friend	720-561-5338
Shayne Culpepper	720-561-5339	Todd Eagles	720-561-5340
Kelsey Sheridan	720-561-5332	Ashley Houston	720-561-3241

Specific Information about Caseload Assignments can be found on the Counseling website.
<https://www.fairviewhs.org/counseling/about/counselors-and-staff>

Other Services in the Counseling area:

Registrar	Staci Sena	720-561-5335
Counseling Secretary	Kristine Ferfache	720-561-3212
Counseling Secretary		720-561-5328
Intervention Specialist		720-561-5861
College/Career Center	Carol Diebel	720-561-5860
Counseling FAX		720-561-5333

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.

- 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 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, sexual innuendo, or weapons.
- Clothing/accessories that interferes with or endangers the student while he or she is participating in classroom activities.
- Shoes or sandals must be worn at all times in compliance with state health regulations.
- Chains, spikes, handcuffs and other metal adornments that could potentially pose a threat as per local, state and federal regulations.

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 use of illegal 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.
- All alcohol, and illegal drug use will be reported to the athletic director.

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. A student's weighted GPA will be reported on transcripts. In addition, grades can be accessed on Infinite Campus at any time, and the portal transcript can be seen in the reports tab. We encourage students and parents to discuss academic progress with teachers or a 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 – 3:30PM. 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. The Health Room can be reached at: 720-561-3336

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

STUDENT IDENTIFICATION BADGES

All Fairview students are issued an identification badge. Students must have their Fairview student ID badge to scan in for admission at the entrance doors of the school building, and to board school buses. They must have their ID with them every day at school, and at all school activities. Pictures are taken during registration/schedule pick-up. Replacement ID cards are printed in the counseling center, the replacement cost \$10. Activity passes may be purchased for IDs which will allow student access into all Fairview-sponsored activities.

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 BVSD internet 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 messages, 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 a part 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 where all students are welcome to learn and collaborate. It is the first supervised space in the morning and the place for students to remain supervised after school. During unstructured time, it is a place for students to socialize and study while being respectful of the space. During class periods it is a place for students to work collaboratively and independently. Please come in to study or relax and take in the beautiful view!

Students must be respectful of the library space at all times.

- Hours: 8:00AM-4:30PM daily
- Be courteous to others. Clean up trash.
- Use furniture as intended.
- Library computers are for school, please share them.
- Books are checked out for six weeks and can be renewed for another 6 weeks.
- The due date is stamped in the back of the book. 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 electronic versions and audiobooks of many popular titles and you can access these through Sora at my.bvbsd.org.
- Databases can be accessed from the library page on the FHS website, under "Research and Databases." Boulder Public Library provides access to their databases through Student 1 Program access. Students enter their name, with a space between the first and last name and for library card number, use their student ID number.
- Due to sanitation and maintenance issues, no food is allowed in the library and only covered drinks are permitted.
- Find more info at: <https://www.fairviewhs.org/sites/library>

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 any time. 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 the Campus Safety Officer.

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, while complying with City of Boulder parking and speed ordinances. Fairview High School is not liable for any damage that occurs on or off school property if a student chooses to drive to school.

Students are not allowed to park in spaces designated for visitors or staff. *Students must not park in, nor drive through, the parking lots of the neighboring condominium complexes or churches adjacent to the school. Please be respectful of the residents and their properties.*

Seniors may purchase a year-long permit for \$50. The permits are available in limited numbers and are available to purchase in May for the following school year. Vehicles in the senior parking lot must display the senior parking permit. Visitors may not park in the senior lot; it is for senior permit holders only.

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 programs and behave in such a way that their presence does not detract from education. 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.
<https://www.bvsd.org/parents-students/student-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 and/ or stealing of school property 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 is 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 and/ or 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, smart watches, etc. Connective technology (portable electronic devices) can be incredibly powerful tools with the potential to be both an aid to learning, and a distraction from learning. The effect of these tools can be much broader, both positive and negative, than just to 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 HS 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 to:

- 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.

Lockout Drills: Lockout procedures are used when there is an actual or perceived threat located outside of the school building only. In a lockout situation, all exterior doors of the building are locked and no one is allowed to enter the building. Classroom instruction will proceed as usual during a lockout procedure.

VISITOR and VOLUNTEER INFORMATION

Visitors: Students are not allowed to have visitors at any time during the school day. This includes “student shadowing” experiences. Parents should make an appointment, by email or phone, in advance if they want to see a teacher, counselor or administrator. Parents and visitors may only park in the designated visitor spots as you enter the horseshoe-shaped parking area in front of the school building. Between the hours of 7:45am-4:00pm, visitors should approach the front of the building, buzz the speaker, and then state their reason for visiting. A Campus Safety Official will then admit the visitor to the main office. Visitors are required to have a valid driver’s license or ID card. After signing the visitor log, the visitor will be escorted to a department, classroom or event. Visitors must wear their Fairview Visitor Badge at all times while in the school building, and return it to the main office upon their departure. All visitors who park in a visitor spot will also log their vehicle into our parking registry. If no visitor parking space is available, visitors must park on the street. Visitors may not park in staff parking or the senior student parking lot. The senior student parking lot is for paid senior student parking permit holders only. Parking violations are subject to a fine.

Volunteers: Regular volunteers, and those who assist a department or staff member more than once or twice, must be registered as a BVSD volunteer. Information about becoming a regular volunteer can be found on the BVSD website, or by contacting the Fairview Volunteer Coordinator at 720-561-3106. Once the volunteer confirmation email is received, the volunteer will need to sign in and out in the log at the front office, each time they regularly volunteer in the building. Volunteers should enter the front of the school, buzz the speaker and state their reason for being in the building. Once admitted, the volunteer will sign the log and be given a badge which they must wear at all times while in the school. The volunteer must return the badge upon their departure from the building. Volunteers may park in visitor spots, or on the street during their volunteer time in the school.

