



Student Handbook

English version

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**New Vista Student Handbook
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The Vision of New Vista High School is to create a better world by inspiring students to become lifelong learners who actively participate in their education and community, while passionately pursuing their individual paths.

At New Vista we value and promote:

A safe, supportive and trusting environment where all voices are valued

Excitement for learning

A collaborative culture based on respect for individual differences

Building meaningful relationships

Interdisciplinary teaching and partnerships across the curriculum

A rigorous curriculum built around critical thinking

Environmental stewardship

Social justice through equity, cultural diversity and inclusion

Community partnerships through volunteerism and outreach

Broad participation in the arts

Inter and intrapersonal growth

A commitment to progressive education through innovation and revision

The Mission of New Vista High School is to educate, support, nurture and challenge every student by building strong relationships in a unique and equitable educational setting.

At New Vista we measure our success through:

Ensuring that all students meet or exceed district outcomes and proficiencies by graduation.

Ensuring that all graduates are prepared to transition to colleges, universities, technical schools, or other post-secondary opportunities.

Ensuring that students are proficient in 21st Century Graduate Skills.

Welcome to New Vista High School! New Vista is a diverse, supportive and respectful community of learners. The school combines the creativity and commitment of teachers, parents and students with the resources of the broader community. New Vista creates an environment in which excitement about learning enables students to achieve high levels of skill and knowledge. We encourage and support student self-determination and achievement with the school and beyond.

New Vista has three goals:

1. To educate students in the conventional academic subjects and prepare them for a variety of post-secondary programs, including competitive colleges. To do so, we offer engaging courses taught by talented teachers. In turn, we expect that all students will earn A's and B's across the curriculum.
2. To help each and every student identify and pursue interests or talents at which he or she is genuinely motivated to excel. To accomplish this, we offer students a wide variety of educational experiences within the school as well as extensive opportunities to pursue their interests in the community.
3. To prepare students for the demands of citizenship in a democracy. To achieve this, we encourage students to actively participate in shaping the school's program and climate. In addition, we promote student engagement in social and political action within the community. We place particular emphasis on developing the capacity to be proficient in multicultural settings. Finally, we expect students to develop the leadership, collaboration, and communication skills that make working with others both rewarding and effective.

New Vista is a unique school. In order for our school to function and our community to exist, all students, faculty and staff chose to abide by New Vista's 7 core values. Please familiarize yourself with our policies which are in place to support our community and our values.

Community at New Vista:
Is built around being a non-traditional school;
Includes everyone, not just our friends;
Is always being built and rebuilt as people come and go;
Takes time, effort and attention.

Core Values

Practice Respect

Listen, speak and interact in helpful, kind ways
Value individual differences and mix with people who are not like you

It's about Teaching and Learning

Students: attend, engage, pass classes with B's or better
Teachers: make it interesting and interactive

Support Each Other

Teachers and students provide positive encouragement to teachers and students
Use opportunities for confidentiality and emotional support

Do School and School Activities Substance Free

Keep NVHS non-traditional by keeping it substance free

Keep it Clean

Support the work done by our custodians
Be kind to the building and grounds
Clean up your own mess

Have Fun Together

Take time out of the school day and year to do fun stuff together as a school, in advisory and across advisories

Participate

Make these values real every day
Help each other become better members of the community
Take the time to plan, organize, be on committees and make things better

I. Practice Respect

Listen, speak and interact in helpful, kind ways

Value individual differences and mix with people who are not like you

A. District Policies:

Students at New Vista High School will be held to the highest standards of conduct in order to maintain a safe and orderly learning environment for everyone. This follows the philosophy that the Boulder Valley School District is committed to fostering a community of learners, which gives students the tools and confidence to construct their own successes. Students will take responsibility for their actions, and anyone who chooses to interfere with the learning of others will be held accountable. The support and involvement of parents is essential for the success of this program

The rules of the school are founded upon the belief that all students have the right to a safe learning environment. In keeping with this philosophy, BVSD has provided a concrete listing of expected behaviors and consequences. In fairness to all students, these consequences will be applied consistently. This program encourages students to take responsibility for their own actions, including attendance and academic performance. Emphasis is placed on the importance of each student working to his/her own ability level. The student conduct code allows all students to make mistakes, within defined limits, without cumulative, punitive action. Effort is expected, rewarded, and there is frequent positive feedback

1. Non-Discrimination Policy

The Boulder Valley School District will not tolerate discrimination, harassment or violence against anyone, including students and staff members, based on race, ethnicity, gender, sexual orientation, age, disability or religion.

2. District-Wide Rules

Students may not:

- substantially threaten or undermine the safety, health or welfare of themselves or other people.
- be willfully disobedient; defy proper authority.
- bring guns, knives (this includes pocket knives with blades under 3.5 inches), slingshots, pepper spray, or other weapons or objects used as weapons to school.
- bring gun facsimiles (water guns, toy pistols, any projectile launchers, etc.) to school.
- bring laser pointers to school.
- initiate or participate in bomb scares or false alarms.
- use physical force against another person.
- use, possess or exchange drugs or alcohol or be under the influence of drugs or alcohol while at school or while involved in school activities.
- possess drug paraphernalia, including vape pens/e-cigs.
- repeatedly disrupt the school learning environment.
- verbally or physically intimidate, harass, or abuse another person.
- engage in cyberbullying.
- sexually harass another person through words, physical contact or other overt actions.
- steal, damage or destroy school, staff or student property.
- repeatedly misbehave at school or during school activities.

3. Reasons for Expulsion

Suspension followed by expulsion shall be mandatory for the following serious violations in the school or on school property:

1. Carrying, bringing, using or possessing a dangerous weapon without the authorization of the school or the District. A “dangerous weapon” includes, but is not limited to: a firearm, loaded or unloaded, or a firearm facsimile (look alike); a pellet or BB gun or other air-gun; a knife (fixed blade of three inches or longer, a folding knife of three and a half inches or longer); or any other weapon or instrument which, in the manner in which it is intended to be used, is capable of producing death or serious bodily injury.
2. Selling a drug or other controlled substance.
3. The commission of an act which, if committed by an adult, would be robbery or assault, as defined by applicable State law.
4. First or second degree assault, which is defined as acts which involve the intent to cause and actually causing serious bodily harm.
5. Being habitually disruptive, defined as being suspended three times in a school year for behaviors which caused a material and substantial disruption in the classroom, on school grounds, in a school vehicle or at a school-sponsored activity.

When any of these expellable offenses is committed, the Principal has ***no choice*** but to suspend the student immediately and recommend expulsion to the Superintendent.

A student may also be expelled for continued repetition of the behaviors described above under Reasons for Suspension as detrimental to the safety and welfare of the student, other pupils, or of school personnel on or off school property, at any school activities or when being transported in vehicles approved by the District.

4. The BVSD Substance Policy For Students Involved in Activities at Other Schools

Your student is not allowed to have or use alcohol, illegal substances, or paraphernalia on school grounds or at any school event or activity.

Violations will result in several consequences including:

- removal from activities/leadership roles.
- loss of the privilege of participating in athletics (see posted athletic policy on BVSD website: www.bvsd.org under Athletics & Activities).
- possible reporting of violation on college applications (specifically to service academies).

5. Off-Campus Behavior

New Vista High School will be involved in student problems (even if they don't happen at school) when:

- The problem started at school (e.g., talking about a fight after school, planning a party involving alcohol on the weekend when parents are not at home, planning to purchase drugs during lunch).
- The problem is brought back to school after the problem (e.g., talking about the fight that happened on the Hill over the weekend and what might happen next, taking sides and calling names related to a disagreement at a student's house over the weekend).
- the problem is between two students at the same school and there is a safety issue (e.g., a student is charged with harassing another student at the same school, sexual harassment of another student at the same school occurs at a party).
- The problem is related to staff (e.g., graffiti on a staff member's house).
- The student is charged with a felony.
- The problem happens when a student is traveling to and from school or after a school activity.

6. Video Surveillance

In order to ensure our schools as safe as possible BVSD has installed interior cameras in all high schools. Only school administrators and New Vista's campus monitor will have the ability to view the camera footage at NVHS. Please see the following district policy for more information: BUILDINGS AND GROUNDS SECURITY / VIDEO SURVEILLANCE PROCEDURES District Policy ECA/ECA-R, 5/8/18

- video surveillance may occur on District property and on vehicles used for District-provided transportation;
- video cameras may be placed in locations deemed appropriate by designated school administrators, including exterior and interior locations;
- video surveillance cameras will not be concealed in any manner and will not be used in locker rooms, restrooms, gymnasiums, auditoriums, individual offices or classrooms. Permissible locations include outdoor facilities, school buses, and common areas in indoor facilities (such as hallways, lobbies and stairwells.);
- video monitoring may occur before, during or after school hours;
- video recordings may be used in connection with the enforcement of Board policy, administrative regulations, building rules and other applicable laws, including student and staff disciplinary proceedings and matters referred to local law enforcement agencies;
- video recordings may become a part of a student's educational record or a staff member's personnel record;
- the District will comply with all applicable state and federal laws related to student data privacy and record maintenance and retention;
- The policy and regulation are available here:
bvsd.org/policies/Policies/ECA.pdf and bvsd.org/policies/Policies/ECA-R.pdf

B. New Vista High School Norms

The rules for New Vista come from two important ideas: respect and fairness. Respect and fairness are important between students, between students and staff, and between New Vista and members of the broader community. This includes respecting the physical property and grounds of the school and the surrounding community.

Relationships at New Vista are built on trust. Adults in the building make every effort to be partners with students. Lying to teachers or other staff members will break that trust. When staff cannot trust students, it is students who suffer the most.

1. General Attendance:

Only parents or guardians may excuse a student's absence. If a student, or a friend, pretends to be a parent and tries to excuse an absence, two things will happen. First, the student's parents will be called. Second, the student will have to help the office staff with their work for at least 2 hours. This will help make up for the extra work the staff had to do because of the false call.

If students are too **sick** to be in class, they need to report to the health room.

Read important information in our Attendance Policy and Rubric under "Participate" and on the last page of the Handbook.

2. Expected Behavior:

Students will exhibit positive behaviors at all times, demonstrating respect for themselves, their classmates, school staff, and school and neighborhood property. All New Vista students are expected to:

- Behave as role models at all times, through demonstration of respect for the creativity and ideology of others.
- Be in class on time, and to make proper use of the instructional setting by assuming the responsibility of being on task and successfully completing all assignments.
- Achieve to the best of their potential at all times.
- Follow classroom rules as established by school policy and staff.
- Follow the school discipline code during the school day and at school functions.
- Choose positive alternatives, such as teacher assistance and/or avoidance of confrontations.
- Staff may ask that **language that offends anyone** (in music or speech) be stopped. Staff will respond to racist, sexist, homophobic or other offensive remarks.
- Students may not wear sunglasses indoors.
- Students will be quiet during **breaks** and not bother other classrooms or learning activities.
- Students must not be in possession of lighters. Since lighters can be tools used to create open fire, unless supervised by chemistry teachers, please, do not bring lighters to school. Please know that when lighters are found (during searches, etc.), they will be confiscated.

3. Computers and telephones:

Computers and telephones in the staff, labs and conference rooms may be used by students **for school business** - for Community Experience or doing something for a class. Health emergency phone calls should be made from the office.

4. Cell phones

In order to develop responsible technological citizens and protect the integrity of the instructional time in the classroom, NVHS has the following cell phone policy. All teachers and staff are expected to uphold this policy without exception.

All cell phones must be turned off, put away, and out of sight before class starts:

- Cell phones may only be used as an instructional aid for educational purposes if a teacher specifically requests that a student utilize his or her cell phone for that activity.
- If cell phones are needed in the classroom, the teacher will make it clear to the students to take out their cell phones. Teachers will also instruct students to put their phones away after the conclusion of the activity.
- Exceptions to the cell phone policy will be made if a student has specific accommodations in place. Even with these accommodations, cell phones may only be used for instructional purposes or for the student's stated accommodation.

We will commit to having conversations about why we're doing this and educating students about mental health connections, tech addiction, appropriate use.

Consequences for not having your device off, or using it during class time:

- **First incident:** teacher gives a reminder. Phone will not be confiscated.
- **Second incident:** student turns phone into teacher for the remainder of class.
- **Third incident:** student turns phone into teacher, who will take it to the front office. Student must pick up their cell phone from Administration at the end of their school day. No access during lunch time.
- **Fourth incident or refusal to relinquish their cell phone to a teacher, staff member or administration:** consequences may include a combination of the following:
 - Parents picks the phone up from administration (Admin may make exceptions based on unique circumstances and will coordinate with parents)
 - Student checks in phone to the office daily for a week (no access to it during lunch time)
 - Student participates in the Restorative Justice process
 - Student serves detention
 - Student serves in-school suspension
 - Meeting with student, parents and administration

5. Study Center

The purpose of the Study Center is to provide:

- A quiet place for students to work.
- Computer and internet access to support student work.
- A quiet and comfortable place for students to relax.

The norms for the Study Center are as follows:

- Non-school work technology use should be limited to the East computer lab.

- Behavior should be consistent with promoting a quiet, relaxing, school-centered environment:
 - Use low voices.
 - Walk, don't run.
 - No roughhousing.
- Return your chair to where you found it.
- Clean up after yourselves.
- No food or drink.

6. Student Dress Code

Dress Code Philosophy

The Boulder Valley School District believes all students have the right to an equitable education and should be able to dress, and style their hair, for school in a manner that expresses their individuality without fear of unnecessary discipline or body shaming. Enforcement of this universal dress code shall not create disparities, reinforce stereotypes or increase marginalization of any group, nor will it be more strictly enforced against students because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural identity, religious identity, household income or body type/size.

Dress Code Policy

The Board of Education recognizes that students and their parent(s)/guardian(s) are primarily responsible for determining the students' personal appearance (clothing, hairstyle, jewelry, headgear, hats, book bags, etc.). Students' hair/hairstyles will not be considered a cause for dress code violation.

Schools are responsible for ensuring that a student's personal appearance does not interfere with the health or safety of any student. Students and staff are responsible for managing their own personal distractions and reactions. The following general standards will be in effect at all BVSD schools grade PK-12:

Mandatory and Allowable Dress:

- Students must wear a top, bottom and footwear while on school premises
- Some courses may require adjustments to attire and hairstyle to ensure safety during academic activities (i.e. science labs, PE, electives, CTE, etc.)
- Some courses (PE, science lab, CTE, electives, etc.) and school-sponsored extracurricular activities may require specific attire (safety gear, athletic attire, uniforms, hair tied back, etc.)

Non-Allowable Dress:

- Items that expose private parts of the body (genitalia, nipples or buttocks)
- Items with sexually suggestive language or messages
- Items that promote illegal or violent conduct, including but not limited to, drugs, alcohol, tobacco, weapons and/or gang affiliation
- Items that depict hate speech, intimidation or intolerance toward protected groups
- Items that are profane or legally libelous
- Items that make the students face unidentifiable (protective masks, clothing/headgear worn for religious and medical purposes are excepted)

These standards will be published and distributed to students, families and staff at the beginning of each school year; a copy will be kept in each school building.

Dress Code Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements outlined in this policy. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement. Staff shall not confront students on dress-code violations in a manner that unnecessarily disciplines or publicly shames the student.

Students shall only be asked to change, cover or remove their attire if they are wearing non-allowable items identified above. Under these circumstances students shall have the following options to comply with the dress code for the remainder of the day:

- Wear their own alternative clothing, if available at school
- Wear school provided clothing
- Call a parent or guardian to bring alternative clothing

Violation of this policy will result in parent/guardian notification of the violation; a parental conference may be held at the discretion of the building level administrator. More severe consequences may result from repeated or serious violations in accordance with policy, Policy JD/JR, Student Conduct and Discipline Code; JRR, Student Rights and Responsibilities; and Policy JDSE, Student Suspension/Expulsion.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances, sporting events and prom.

7. Lunch

Lunch is from 12:05 to 12:55 pm on Mondays, Tuesdays, Thursdays and Fridays and is from 11:30 to 12:30 pm on Wednesdays. Students may eat their lunches in the cafeteria/community room. Food and/or beverages are not allowed in the auditorium or the gyms.

8. Student food delivery orders are not permitted

Pizza and other food orders by students are not allowed at New Vista. If you are part of a club, group or class, the adult leader may order food for delivery to the front office. However, students may not order food for delivery to the school. Instead, take advantage of the many offerings in the cafeteria or take a short walk to some of the nearby restaurants.

9. Snowballs

Students may throw snowballs with other students who want to play in the lower fields east of the school. Do not throw snowballs at anyone who does not want to play. Do not throw snowballs in the parking lots, on the sidewalks, or into the streets. If you break the rules, you will be given detention. ***This is the warning.***

10. Campus hours

Students are allowed to be on campus from 8:00 am until 4:30 pm. There will be no exceptions unless you are directly supervised by an adult (ie. Robotics, Ultimate Frisbee, etc.). Due to no adult supervision and our responsibility to maintain safety, students need to leave by 4:30 pm. This includes classrooms, gym, cafeteria, Study Center, fields, etc.

11. Late Start Schedule

Inclement weather may occasionally cause the school district to announce that district schools will be on a 2-hour delayed start. In that event, New Vista school start time will be 10:45 am, and our class schedule will be as follows:

Monday/Thursday

Adv checkin: 10:45-10:55

AM1 11:00-12:30

Lunch 12:30-1:15

PM 1:25-2:55

Tuesday/Friday

Seminar: 10:45-11:45

Lunch 11:45-12:30

AM 12:30-1:35

PM 1:25-2:55

Wednesday

Seminar: 10:45-12:15

Lunch: 12:15-1:00

Workshop: 1:00-2:30

12. Visitors

Students who do not attend New Vista may not be on school grounds or in the school building without having completed the Out of Town/Visitor Approval Request Form (copies in the front office). The New Vista student and the visitor must fill out the form and get it approved by administration and teachers 3 days before your visitor arrives. If you do not follow these steps, your guest will be asked to leave. Please, know that shadowing is different. Students who would like to shadow another student at New Vista need to sign up through the New Vista website and plan to come on one of our pre-scheduled Open Enrollment dates.

13. Visits by Former Students

Students who do not currently attend New Vista may not be on school grounds or in the school building without checking with the office. Former students are allowed to visit only during advisory time, and only if the advisor allows it. The front office will call the advisor to get approval. If the advisor does not approve, the student may call/email the advisor to schedule a future visit. A phone call/email to their advisors ahead of time is highly encouraged in order to avoid disruption.

Visits during academic class time (AM, Seminar, PM Block, PM 1, PM2 or PM3) are not allowed unless the student has made a previous appointment with the teacher and has an email or note to show the front office. If the student has made an appointment but does not have an email or note to prove it, the front desk will call the teacher to double check.

Former students who visit during lunchtime need to check in as Visitors at the front desk. Since we sometimes have parent volunteers staffing the front desk, an administrator will be asked to grant permission for the former student to be on campus before a visitor badge is provided.

14. Visiting other Schools

A New Vista student may not go to Fairview or Boulder High School, or any other Boulder Valley school unless he or she has permission. If a student has a good reason to visit, the school's office must say it is okay. **DO NOT** visit other schools during lunch or Wednesday Community Experience. If we find out that a student has gone to another school without permission, the student will lose the right to leave school for lunch or Community Experience.

15. Students Driving

Parking is very limited. Please try to ride your bike or take the bus. Parking permits are required in the school parking lots. Violators will be towed at the owner's expense.

- **Under 18** - Students may not drive during school activities.
 - Students who are under 18 may drive from home to an off-campus location for a class and then from that location back home or to another personal destination.
 - Students may not meet at school and leave to an off-campus event.
 - Students may not return to school after an off-campus event.
 - Once a student has come to school, he/she may not drive to an off-campus learning experience.
 - Students may not drive from an off-campus learning location back to school for school business.
 - Students may drive to and from school and during lunch.
- **Over 18** - May only drive themselves during school activities. They may not provide rides for other students.
 - May drive to and from school and during lunch.

16. Student Identification Badges and Door Fobs

As part of BVSD's school security efforts, all student IDs will now also function as electronic door fobs. Students are required to wear their ID badge while at NVHS.

This badge will allow each student to open the front doors and the south door, near the 300 level music room, during certain limited times including before school begins and during lunch.

It is vitally important that students alert the front office, administration, or the campus monitor immediately to report any lost or stolen IDs. IDs can be immediately deactivated and then reissued with new access codes.

Student badges are designed to be kept for the four years that a student is at NVHS. If a student loses their badge at any time, including over summer break, a new badge will be created, and the student will be charged for the replacement.

17. Consequences for Breaking School Norms

Consequences for breaking any New Vista norms or for other inappropriate behavior will vary according to the judgment of the teacher or other adult dealing with the situation, as well as with the specifics of the situation. Consequences can include but are not limited to:

- having to talk about it/warning.
- being removed from the classroom immediately.
- restorative justice.*

- attendance contract.
- detention.**
- in-school community service.
- being suspended (in/out of school).
- enrollment contract.
- Habitually Disruptive Plan (Students may be expelled from school if they are suspended 3 times in a calendar year for the same offense).
- expulsion.

****Restorative Justice:***

Restorative Justice (RJ) is a student-run organization that works side by side with administration, faculty and staff to handle behavioral issues in a non-traditional way. The restorative process requires students to take responsibility for their actions and gain an understanding of the harm their actions may have caused. In this process, student leaders facilitate circles where an open dialogue takes place between the conflicting parties. Students, staff, administrators, and community members work collaboratively to find helpful and creative ways for a student to repair the harm they have caused in their community and to make amends. RJ replaces traditional disciplinary measures such as detention or suspension and provides students with a positive learning experience.

While our community encourages restorative practices whenever possible, RJ is an option that is used at the discretion of New Vista administrators. Administrators take into account the nature of the issue, the type of harm caused, and the potential effectiveness of RJ in dealing with the issue before making a decision. While RJ may be used at New Vista, if a student has broken a law, they may also face legal consequences determined by the School Resource Officer and Boulder legal system.

*****Detention:***

When students don't adhere to our core values despite respectful and timely warnings, staff is encouraged to assign Detention. Also, when students have unexcused absences, detention will be assigned. Some norms have been made clear school wide (e.g. snowballs, smoking during break and/or on campus) and do not need warnings or one-on-ones. Detention must be served within a week from referral date or students will need to serve in-school suspension.

18. Student Clubs

Students are welcome to submit applications for clubs at any time during the year, except for 4th Qtr. If a club already exists and students want to maintain it throughout the school year that's acceptable. If students would like for an existing club to continue the following year, a new application must be submitted.

Following are the requirements to start a club:

1. Find an adult mentor who can be present at EVERY club meeting.
2. Find the "Application for Student Organization" on our website.
3. Have each club member take the "Club Participation" letter home for parents to sign & return to you.
4. Submit the application and letters all together to the Assistant Principal for approval. Notification of approval will be emailed within 3-4 days after submission.
5. After approval you are welcome to announce your club meetings via "What's Happening" and/or Wednesday Community Gatherings.
6. Have fun with it!!!

II. It's about Teaching and Learning

Students: attend, engage, pass classes with Bs or better

Teachers: make it interesting and interactive

1:Web

New Vista is a 1:Web school, which means that students have the opportunity to obtain a Chromebook from the school that will become completely their own when they graduate. Students pay one quarter of the price of the Chromebook each year. If a student already has their own computer they can use that and not participate in the program. Every student is expected to have a computer and to bring it to school charged each day.

Course Selection Tips - Dropping Classes (and not adding new ones)

A student may drop a class through the 7th day of classes of each quarter or trimester with no record on the transcript.

If a class is dropped between the 8th and 15th day, you will get a grade of "WF" (withdraw failing) or "WP" (withdraw pass) on your transcript. This will not count in a student's Grade Point Average (GPA).

If you drop a class after the 15th day you will get a grade of "IP." This will count as a failing grade in the GPA.

Grades at New Vista

For Morning and Afternoon Blocks, Seminar, Advisory, and Independent Study Contracts, we use the grades: A, B, C, and IP. Teachers may add a (+) or (-) to the grades, but this will not affect the student's grade point average. Incomplete (I) is only given for emergencies, and the grade must be made up by the due date. Workshops and Community Experiences are graded on a Satisfactory/Unsatisfactory basis.

The letter grades mean:

An **A** means the student has completed proficient work on all course content standards and class requirements, and advanced work on some course content standards and class requirements.

A **B** means that the student has completed proficient work on all course content standards and class requirements

A **C** means that the student has completed proficient work on some, but not all, of the course content standards and class requirements. For continuing classes a student has demonstrated enough proficiency to continue on to the next level.

A **C minus** means that the student has completed partially proficient work on the course content standards and class requirements. For sequential classes a student may not continue on to the next level.

An **IP** means that the student has demonstrated insufficient progress in course content standards and class requirements. Counts as an F in the student's GPA.

Students must get an A or B in a class to earn a Common Learning Unit.

Students who get a C in a class count the credit in Path during Stage I of the graduation process.

In Stage II, students must earn a grade of B- or better in order for the coursework to count. In Stage II, grades of C go on the transcript, but the credit is not counted toward graduation. Teachers decide if a grade of C or B can be improved. An IP cannot be changed.

Repeating Courses and Credit Recovery

Students who receive a C or IP may be eligible to take online credit recovery courses. This is possible when the class was closely aligned with district courses. Examples include most math and science, World Geography, Foundations of Writing and Spanish.

Students who earn a B or higher in credit recovery will have that grade and credit replace the grade and the credit they originally earned.

Due Dates and Deadlines

New Vista uses a policy of Due Dates and Deadlines for all academic coursework. Each department has a clear policy on due dates that will be shared with students at the beginning of each course. See below for more information.

Due Date: The date an assignment is due, to be turned in, without penalty or labeled as late. Assignments may be turned in after the due date, before the deadline, and still receive reduced credit.

Deadline: The last possible date that a student can turn in an assignment. A student cannot turn in the assignment after the deadline date.

For major summative assessments and assignments a due date will be given. Students must turn in the work by the due date in order to be eligible for full credit

Students who miss the due date can turn in the work by the deadline, and be graded with a one letter grade reduction. Teachers will set individual deadlines, with the window being 1-2 weeks from the due date.

After the *deadline* late work will not be accepted.

Progress Reports

At the end of the fourth to fifth week of a class, progress reports are posted on Infinite Campus. We tell parents if the student's grade falls below a B- after the fifth week with a phone call, email or note. Teachers will also tell advisors. We cannot tell parents about final project grades until final grade reports.

End-of-Quarter Revision Time

Based on scheduling, we may have end-of-quarter revision time between quarters. This is done for two reasons: First, to give teachers more time between quarters to transition and finalize grades, and second, to give students the opportunity to finish work that may raise their grades to passing.

Students will be invited to revision time by their teachers, and ***attendance is mandatory***. Once students have completed the required work, they will be dismissed. Students who have all passing grades will not be required to attend revision time.

What Happens When Students Don't Succeed At New Vista?

Every student who chooses to come to New Vista has an interview with a member of the staff and a member of the student's family. At that interview, we tell students they must earn As and Bs in most of their classes. Students agree to meet these expectations. The principal checks on this by looking at every student's midterm reports and class grades.

When students have problems, we try everything we can think of to help them. If a student still gets low grades after we have tried to help, it is important that something be done to change the situation.

Why does something have to be done? First, students who earn low grades at New Vista will not graduate from this school. The longer they stay, the less likely it is that they will graduate from any school. If students keep earning low grades, they won't get the education they need for their futures. Second, earning low grades is not part of the agreement that was made when the student came to New Vista. That agreement states that New Vista would offer more freedom if students take more responsibility. When students do not take the responsibility to get good grades, we have to take back the freedom that was agreed upon.

What happens next? We talk to the students. The teachers, the advisor, the counselor, or an administrator meets with the student to discuss the problem. Does the student need help from a teacher? Should he or she take "Making It at New Vista?" Does the student have special education needs? Does the student need outside support? The following is a typical timeline we use to provide students with the academic interventions they need to be successful:

Academic Interventions Timeline

1. Classroom support > Lunch Support>Communications with advisor/Case manager/Counseling >Referral to Response to Intervention (RtI)> Added to Care-and-Concern list.
2. Advisors alter schedule: Can include lighter course load and Making It classes.
3. Continued enrollment in Making It>Referral to Student Support Team (SST).
4. Possible enrollment contract>Hybrid enrollment with Boulder Universal.
5. A parent conference will be scheduled to discuss fit at New Vista and out-of-New Vista enrollment options.*

*If the student is still getting low grades, then the principal meets with the student and his or her parents. They talk about different schools or programs that could be a better place for the student to learn. A major change might help a student to get better grades or be more successful.

Other Learning Opportunities

Community Experiences/ Workshops

A fundamental piece of our non-traditional educational model is our Community Experience program. Our expectation is that all 9th and 10th graders are either participating in a Community Experience on Wednesday afternoons from 12:30-4:30, or an on-campus workshop from 12:30-2:30.

New Vista Workshops are taught by community members. Workshops are one quarter long and take place on Wednesdays from 12:30 p.m. to 2:30 p.m. at New Vista.

Community Experiences (CEs) should focus on career exploration or a student's path. The following are general guidelines for CEs:

- Students may have the same CE for up to one year. Students may work with their advisors on petitioning for an extension.
- Students may not work at the same place where they do their CE.
- Students are expected to complete a minimum of 2 CEs before graduating.

Stage II students are encouraged to use time on Wednesdays to fulfill their credit needs and meet their learning goals. All ninth graders, tenth graders and new students not registered for a Workshop or a CE will be their parents' responsibility after 11:30 a.m. on Wednesdays.

Community Experience (CE) Mentors

CE Mentors must be at least 21 years old and must be experts or very knowledgeable in their area. Parents or close relatives may not be mentors.

Types of CE Sites

- CE is meant to help students explore their interests. CE may not be for pay. It may be at a business, non-profit organization, educational institution, governmental institution, or scientific institution.
- CE credit may be earned at a job site if the student is not being paid for those hours. The Community Experience duties must be different from the paid job.

Risk Management Issues and Appropriate Community Experience Activities

- Driving a car/truck or operating heavy equipment may not be part of a CE activity.
- Students should not be in someone's private home or in some out-of-the-way office.
- Students cannot volunteer in a "head shop" or other drug-related cultural environment or in any illegal activity.
- NVHS does not allow students to volunteer in any of the 17 hazardous occupations identified in "Federal Labor Laws for Young Workers."
- Sites involving horses must be pre-approved by the school. The site must send the school a letter providing its insurance coverage information, and outline its safety practices. Students must wear helmets at such sites.
- An on-the-job injury occurring during Community Experience may be covered by BVSD's Worker's Compensation Insurance if the student was properly enrolled in the school-approved volunteer activity and followed the Boulder Valley School District's guidelines.

Independent Study

The purpose of the Independent Study program is to help students complete structured learning experiences outside of the regular classroom setting. Students have the opportunity to learn skills and acquire knowledge that may not be offered through regular classes at New Vista and earn credits towards graduation. These independent studies are rigorous, in-depth learning experiences that are considered equivalent to classes.

Learning experiences that take place through this program include many types of study, and all require mentorship, demonstration of learning, reflection and evaluation. Examples include: classes in the community, camps, world languages, community theater and sports.

This is an incredible opportunity for students to pursue a topic that interests them and that they would like to learn more about. Students come away from this experience with a new appreciation for themselves as independent learners and a deeper understanding of the topic as well as the intricacies of navigating an independent learning experience.

Where to find information and forms

Information and forms are available in the standing file by the desk of the Learning Resource Coordinator in the staff room. Forms are also made available on the New Vista website. Please ask specific questions about potential Independent Studies; the Coordinator is available to assist students and advisors at any step along the way. (It is a good idea to consult with the Coordinator during the “vague idea” stage so that the plan can become more concrete before the pressure of meeting a deadline.) Current information regarding due dates and deadlines is printed in the weekly “What’s Happening” newsletter.

For specific questions please contact the Learning Resource Coordinator.

Work Experience

The Work Experience program gives students the opportunity to earn credit for jobs they work outside of school. The following is a list of requirements for the program:

- Students must work a minimum of 20 hours per week
- Student must not receive any IPs at the end of the quarter to receive credit for that quarter’s Work Experience
- Student must provide documentation of pay (pay stub/letter from employer, etc)
- Student can earn a maximum of 4 credits total in their time at NV through Work Experience
- 120 hours = 1 credit
- Credit will be Path
- Grades will be Pass/Fail
- Students must adhere to set deadlines for paperwork

College before Graduation

BVSD offers a College before Graduation program. Students who are approved receive a stipend for college classes at the Community College rate. The funds may be used to cover the cost of classes at a Community College or may be applied toward the cost of classes at University of Colorado. Students who are interested should consult with their counselor.

All concurrently enrolled college classes, whether taken here at NVHS or off campus, will be on a weighted grade point average where A=5 points, B=4 points, C=3 points, and D/F/IP=0 points.

To be eligible to apply for concurrent enrollment through BVSD, students must demonstrate that they have “exhausted the curriculum” at New Vista. The following are guidelines for each department:

Language Arts

- Students must have taken eight units of LA, two of which should be writers’ workshops
- Four of those eight classes should be from the list below
 - Equity in the US
 - Dante
 - Brit Lit 1
 - Brit Lit. 2
 - Humanities 101
 - World Literature: Art and Literary Movements
 - 19th Century American Lit
 - Moby-Dick
 - Debate and Argument
 - College Writing
 - Comp 2 (since juniors don’t usually get into college writing this is a good option)
 - Gothic Lit
 - Psych of Imprisonment
 - College Reading
 - Shakespeare course
- Students should also have a balance of World and American Literature

Social Studies and Science

Students must have met college entrance requirements through NVHS coursework before applying for concurrent enrollment.

Math

Students must have taken coursework through Algebra 3. Introduction to Calculus at New Vista is required, unless shown that schedule does not permit it.

World Languages

Students must have taken all available coursework in their language.

Front Range Community College classes at New Vista

New Vista offers FRCC classes as part of our regular schedule. These classes are taught by both New Vista teachers and FRCC instructors. Students earn college credit in addition to high school credit. To be eligible for these classes, students must have taken two other classes in the subject area and earned a grade of a B or better, and have a teacher or advisor recommendation.

Classroom Norms

1. Specific Classroom Norms

Students may not disrupt what goes on in a classroom or during community events. If they do, they will spend the rest of the class in the office. Given this basic rule, each teacher and class will have norms about:

- tardy policies.
- food in the classroom.
- classroom behavior.
- offensive language.
- clean up.
- timing of breaks and what happens if you do not come back on time.
- use of technology.
- when the room will be locked.
- previously, we stated that "Cell phones must be turned off in class.

Teachers will decide what will happen if you break classroom rules.

2. Academic Dishonesty:

Academic Dishonesty: Deliberate, unacceptable behaviors that include but are not limited to: misrepresentation, obtaining unauthorized information, and tendering of information.

Misrepresentation: Students misrepresent their work by handing in the work of someone else:

- Plagiarizing: Unacknowledged use of information, ideas, or phrasing of others. This includes copying exact words of another writer without proper documentation of source, stealing or passing off words, graphics, and artwork that is not one's own.
- Purchasing a paper from a service or other sources.
- Reproducing another person's paper and submitting it as one's own.
- Having someone else take an exam.
- Inventing of information or citation in an academic exercise and misquoting or quoting out of context.
- Submitting a reproduction of another person's work.
- Signing of another's name to an official document and/or submission of information known to be false.

Obtaining unauthorized information: Information that is obtained dishonestly:

- Copying homework.
- Working with another student on work that is intended to be done independently.
- Downloading and submitting term papers from online resources.
- Sharing answers through data storage devices.
- Using cell phones or PDA devices to take electronic pictures of exams.
- Text-messaging answers of academic work.
- Stealing materials from teachers or classmates.

Tendering of information: Students giving or selling their work to another person who plans to submit it as his or her own:

- Giving work to another student to be copied.
- Giving someone answers to an exam during an exam.
- Discussing an assessment with students who have not yet been assessed on the material.
- Giving or selling a written assignment to another student.

Other:

- Turning in the same work for two or more classes without teacher approval.

Expectations:

- You must always write down a source any time you take information from it. Teachers will show you how to do this. If you do not know proper citation, try to write down as much as you can about where the material was from. You can learn proper citation for the revision.
- You must put any direct quotation in quotation marks (“ ”).
- You must write down any information from sources other than your own experience.
- You may not hand in a paper/website/poster board, etc. which puts together pieces of material from a lot of sources and is not in your own words.
- You must cite where you obtained visuals.
- In order to earn credit for an assignment using research, students must be able to reorganize, restate, or synthesize information and put it into their own words.

Possible consequences may include:

- Parent/Guardian conference with teacher(s) and/or administration.
- A failing grade for the assignment. Revisions are possible if plagiarism was not involved.
- A failing grade for the class, on a case-by-case situation (ie. the student has engaged in similar behavior previously). The Principal will be involved in this decision.
- Restorative Justice.
- In cases involving two students, both students may earn zero points on their work.

Students should be reminded that a violation of copyright law carries criminal penalties.

III. Support Each Other

Teachers and students provide positive encouragement to teachers and students
 Use opportunities for confidentiality and emotional support

Your education at New Vista is divided into two stages. Students entering New Vista are in Stage I. During this stage, they work with their advisors to select classes and educational experiences that help identify their unique areas of interest, curiosity, strengths and weaknesses. During Stage I, students begin taking courses which will meet the Common Learning requirements. All these experiences are the basis for identifying an Individual Student Path during the transition to Stage II.

Stage II is characterized by greater focus and specific preparations for accomplishing the goals of the Individual Student Path and completing Common Learning requirements. With the support of the Panel Team and the guidance of the approved Graduation Proposal, the student and advisor select and identify courses, community experiences, mentors, a Culminating Project and other learning experiences that help meet all graduation requirements.

1. Credits

	<i>Per Quarter</i>	<i>Per Year</i>	<i>Four Years</i>
AM Block	1 Learning Unit	4	16
PM Block	1 Learning Unit	4	16
Seminar	.5 Learning Unit	2	8
Advisory	.3 Learning Unit	1.2	4.8
Comm. Exp.	.5 Learning Unit	2	8
(or Workshop)	(.25 Learning Unit)	(1)	(4)
3 days of Service		.3	1.2
Total	3.3 Learning Units	13.5	54 possible
Common Learnings	28 Units		
Path	20 Units		
Culminating Project	2 Units		
Total	50 Units		

Credit for classes taken during the optional PM3 period can be from .5 Learning Unit to 1.0 Learning Unit per class.

Physical Education - if you play sports at another school, you may be able to earn sports credits. See the registrar or your advisor for the form.

1 Credit at NVHS = 1 Learning Unit = 60 hours

Conventional High Schools: 5 credits = 1.0 Learning Unit, typically 1 semester-long class

CTEC: 1 credit hour = .2 Learning Units

A half-day class for one semester can earn 1.5 Learning Units

Carnegie Units: .5 Carnegie Units = 1.0 Learning Unit

Required Credits to Graduate from New Vista

Path	20	Higher for transfer students with reduced IIP requirements*
Common Learnings	28	Lower for transfer students with reduced IIP requirements*
Culminating Project	2	
Total	50	
Applied Technology	2	
Arts	2	
Inter-personal	3	Reduced for transfer students *
Intra-personal	3	Reduced for transfer students *
Language Arts	4	Reading, Culture and Literature (2); Writing at level of Foundations or above (1); Choice (1)
Mathematics	4	Algebra 1A/1B, Algebra 2A/2B OR Algebra 3 (1); Geometry 1A/1B (1); Statistics (1); Choice (1)
Science	4	Life Science (2); Physical Science (2) [Physical Science Lab Skills & Physical Science B or Chemistry and Physics]
Social Studies	4	World Geography (1); Civics (.5); US History (1); World History (1); Choice (.5)
World Language	2	Both units in the same language

*Transfer students will have IIP (Inter- and Intra-personal credit category) requirements reduced proportional to their entrance to NVHS. For example, entering 10th graders will need a total of 4.5 IIP credits; entering 11th graders will need 3.0 IIP credits. These should be divided equally between Inter and Intra-personal credits.

In addition, every graduating New Vista student completes a Culminating Project that requires a minimum of 120 hours and earns 2 additional Learning Units.

2. Transferring Credit From Other Institutions

Transfer Students from Other High Schools

- Public school students and those at accredited high schools: We will give Common Learning area credit for all classes in which a student earned a C or above. Courses with a grade of D will only count toward path.
- Unaccredited private schools or homeschooling through a credit-granting organization: We will only award credit on a Pass/Fail basis with a maximum of 6 Learning Units per semester, subject to the discretion of the principal. This is in accordance with the policies followed at all BVSD high schools.

Credits earned through a Study Abroad program

Credits earned through a study abroad program will be evaluated and approved for credit at the discretion of the building administration. If the foreign school is appropriately accredited, letter grades can be awarded. If the foreign school is not accredited, S (Satisfactory) and U (Unsatisfactory) grades will be awarded accordingly. Credits will be awarded according to the standard New Vista credit system of 60 clock hours per 1 learning unit. A maximum of 6 credits per semester may be earned. All grades earned on the foreign transcript will be considered for credit.

Documentation in the form of an official transcript translated into English must be provided by the student or foreign school. Supporting documentation regarding the accreditation of the foreign school is recommended.

Credit from Summer School

Summer school classes taken while a student is at New Vista are treated the same way all New Vista courses are treated in terms of how grades count toward graduation. As and Bs are needed for Common Learning Areas; Cs go to path; Ds do not count - it's as if the grade were an F.

Classes taken at CTE or other high schools

Students taking a half-day course at the Career and Technical Education Center earn 1.5 Learning Units each quarter, 3 Learning Units for each semester, and 6 Learning Units for a whole year. Once a student has enrolled at New Vista, he/she must carry an A or B in any course taken at another BVSD institution in order for the credit to be counted for Common Learning or Stage II. (See above – Credit from Summer School.)

Cs from college courses

Cs from college courses can count toward Common Learnings although for less credit than As or Bs. Ds do not count. This applies to both Stage I and Stage II.

3. Grading and Credit for CE and Workshops

- CE grading requires both a completed CE evaluation form and a time sheet of hours logged by the student. The site mentor and the New Vista advisor evaluate students on their performance. CE is graded "satisfactory" or "unsatisfactory" and generally valued at .5 Learning Units (LUs) based on a minimum of 30 hours at a site. NVHS wants students to log four hours of CE a week, but site needs may require a little less or a little more. Credit will vary depending upon hours logged at a site. Credit for significantly more than 30 hours must be prearranged with the student's advisor and the LRC. There is a one (1) LU credit cap per CE, per quarter. Students receive "Path" credit for CE.
- Workshops are graded "satisfactory" or "unsatisfactory" and earn .25 Learning Units of "Path" credit.

4. Graduation: Summary of Stage II Requirements needed for graduation

- Successfully meet all graduation related deadlines.
- Write Stage II Proposal for Panel Team.
- Successfully complete (or have plans to complete) credit requirements for Common Learnings and Path work verified in a credit count with the principal.
- Earn grades of A or B in all coursework or Independent Study following the Panel Team's acceptance of the Stage II Proposal. This requirement must include the four quarters prior to graduation.
- Complete the Culminating Project with the approval of *all* members of the Panel Team and earn at least a grade of B.
- Students must present projects to Panel Team in the fall and again in the spring for grading.
- Complete any additional tasks, activities, or projects required by the Panel Team.
- Present the Culminating Project to members of the school community at an Exhibition Day or Community Gathering.

Students must meet all the deadlines associated with the Graduation Proposal and Culminating Project in order to participate in the school's graduation ceremony.

Graduating seniors must satisfy the steps and deadlines of the Stage II process. The consequence for not meeting these deadlines is loss of the opportunity to walk across the stage at Graduation to receive a diploma.

More Details on Culminating Projects

Getting Culminating Project Credit for Paid Work

This can happen in only two cases:

- 1) The student's path is such that holding a job, meeting expectations about that job, and reflecting on the work experience is the proper culminating project.
- 2) If a student needs to earn money for either a postgraduate experience or the actual Culminating Project, they may earn a maximum of .5 Learning Units out of the 2 awarded for the Culminating Project. In keeping with District policies, work-time credit is counted at the ratio of 120 hours of work time = 1 Learning Unit. That means that in order to earn .5 learning units from work, a student must accrue 60 hours of work time.

How early can you "do" your culminating project?

A Culminating Project has to be approved by a Panel Team that includes three adults, one of which is your advisor, and other students. First, the Panel Team must accept the Graduation Proposal and then discuss the Culminating Project. There are no specific time requirements except that we want students to be at New Vista for at least one year before this process begins.

Can you earn more than two Learning Units for a culminating project?

Culminating Projects are designed to have integrity and coherence. They should have clearly defined beginnings, middles and ends. It is not uncommon for Culminating Projects to take up far more than the 120 hours specified for them. Some students, once they realize that this is happening, want to take Independent Studies to earn additional credit. Nevertheless, once the project has been conceived, refined and approved by the committee, no parts of it should be severed off and turned into an Independent Study. Independent Studies related to the Culminating Project may be identified at the time of project approval or as the project develops and new opportunities unfold. Under no circumstances should an Independent "take over" pieces of the approved Culminating Project.

For specific details about graduating successfully, see the Graduation Handbook, which is available on the New Vista website and in the front office.

5. Demonstration of competence in English and Math

Beginning with the Class of 2021, in order for BVSD students to graduate high school and receive a high school diploma, they must meet both BVSD's credit requirements and demonstrate their competence in English and Mathematics, as required by Colorado's new graduation guidelines.

Students must complete at least one of the following measures in English and at least one in Math as well as meet or exceed the measure's corresponding cut score or criteria to demonstrate college and career readiness in English and Math. With the help of their advisor, students will select a performance measure for both English and Math.

- **ACCUPLACER**
English: 62 Reading Comprehension **or** 70 Sentence Skills
Next Generation (As of January 2019): 241 Reading **or** 236 Writing Math: 61 Elementary Algebra
Next Generation(As of January 2019): 255 Arithmetic (AR) **or** 236 Quantitative Reasoning, Algebra and Statistics (QAS)
- **ACT** English: 18 Math: 19
- **ACT WORK KEYS**
English: Bronze or Higher
Math: Bronze or Higher
- **AP Exams**
English: Score of 2 or Higher on a designated AP Exam
Math: Score of 2 or Higher on a designated AP
- **ASVAB**
English: Minimum Score of 31
Math: Minimum Score of 31
- **IB (International Baccalaureate)**
English: 4
Math: 4
- **SAT**
English: 470 (as of 2016)
Math: 500 (as of 2016)
- **CAPSTONE**
Capstone is a culminating exhibition of a student's project or experience. It can be portfolio of work along with a public demonstration of academic learning in English and/or Math. Capstone will be evaluated using the district rubric.
- **CONCURRENT ENROLLMENT**
Concurrent enrollment provides students the opportunity to enroll in post secondary courses, simultaneously earning high school and college credit.
- **INDUSTRY CERTIFICATE**
Industry certificate is a credential recognized by business and industry. Consult with Boulder Tech for Industry Certificate Options.

6. The “College Path” at New Vista

Students will not automatically fulfill 4 year college entrance requirements by fulfilling New Vista Common Learning requirements. Below is a comparison between what a students needs to graduate from New Vista and the entrance requirements for any public, four year college in Colorado. Students must research the specific entrance requirements for any other school. It is your responsibility to communicate with your advisor if you are planning on the College Path. Your advisor will help you plan your schedule in order to meet all college requirements.

Subject Area	New Vista	All Public 4-Year Colleges in Colorado
Language Arts	4 Learning Units	8 Learning Units Not acceptable: Business English, ESL, Yearbook, Drama and Journalism
Math	4 Learning Units	8 Learning Units at Algebra 1 or above
Science	4 Learning Units	6 Learning Units (4 in lab sciences) Not acceptable: General Science, Outdoor Education, Environmental Sci.
Social Studies (World Geography and World History, US History, and Civics)	4 Learning Units	6 Learning Units
World Language	2 Learning Units	4 Learning Units (Through Level II of same language)

7. Boundaries for Writing and Other Forms of Expression at New Vista

There are many opportunities for students at New Vista to write and express themselves and many formats in which to do it – journals, homework, assigned papers, writing tasks, poetry, visual arts, dancing, photography, etc.

It is important, therefore, to set some broad guidelines to define the boundaries of acceptable school expression. Because of our informal environment and the strong relationships between students and teachers, students sometimes choose to express themselves in ways that reveal information that raises concerns for teachers and the school.

It should be noted that everything written here applies to other forms of self-expression, including art and performance. To begin, certain topics need to be handled with special care. This list includes:

- sex/pregnancy
- personal safety (self-harm/harm to others)
- drug use
- abuse
- violence

These are not censored topics. For each of them, there are acceptable and appropriate ways to express yourself in a school environment. Your teachers will help you find them, if that is your choice. The general idea is to present these topics in balanced ways, dealing with both costs and benefits to individuals and to society.

There are four points:

- 1) It is never appropriate to write about any of these topics in a way that glorifies illegal, unsafe, or inappropriate behavior.
- 2) Any writing which suggests that the writer has had personal experience with these topics or is thinking about them in potentially harmful ways will not be kept confidential between the student and the teacher. Teachers will show such writing to a member of the counseling staff who, with the teacher's input, will decide a) whether parents need to be notified, b) whether the administration needs to be notified, and c) whether public welfare agencies need to be notified.

The basic rule of thumb is: If you write about certain things, in certain ways, your parents will be called. Legally, we cannot withhold from your parents or appropriate agencies personal information that indicates your well-being may be at risk.

Deciding when a piece of writing is self-revealing is always a judgment call. As a public institution, we must make such judgment calls conservatively, i.e. we must err on the side of disclosure. When a student turns in any writing that is in the first person and covers any of the topics listed above, know that parents will be called. When the writing is in the third person, several readers will be shown the work and asked to decide if the third-person format may be a mask for personal experience. If readers think that is a possibility, parents will be called.

- 3) Any piece of writing that raises concerns about a student's physical or emotional well-being, regardless of whether it falls neatly into one of these categories or not, will be shown to the counseling staff and may be shared with parents.
- 4) Teachers always have the right to refuse to accept a piece of writing that they feel is inappropriate and to insist that something else be turned in.

If you do have concerns about any of the issues listed above, either from your personal experience or that of your friends, you can discuss these with far greater confidentiality with either the Counselor or Intervention Specialist. As you bring these topics up, the counselors will make sure you understand the limits of their confidentiality.

IV Do School and School Activities Substance Free

Keep NVHS non-traditional by keeping it substance free

New Vista's Substance Abuse Policy *(revised October 12, 2015)*

Smoking or use of tobacco on campus. (Please refer to Smoking Policy later in this section.)	First offense: Detention Second offense: Suspension 1-3 days and completion of a Behavior Reflection form.
Possession or use of drugs/paraphernalia or alcohol on school grounds or at any school event or activity.	First offense: suspension 3-5 days, police notified if in possession and/or denying use. Additional consequences may include: loss of participation in off-campus activities, and/or athletics. Loss of open-campus privileges. Additionally, reporting of violation on college/scholarship apps. Second offense: mandatory suspension 5 days, police notified if in possession and/or denying use, Additional consequences may include: up to 5 additional days of suspension, loss of participation in off-campus activities and athletics. Loss of open-campus privileges. Additionally, reporting of violation on college/scholarship apps. Third offense: expulsion
Sale/Exchange/Distribution of drugs	Mandatory expulsion

School Administration will determine if a student is “under the influence,” in possession of, or has used alcohol or illegal substances by a body of evidence which could include, but not be limited to: smell, eyes, speech, behavior, results of search, eyewitness reports, and other evidence, etc.

Disciplinary action can result from acts outside regular school hours or the regular school year or off school grounds, which embarrass, humiliate, or degrade other students, staff members, neighborhood, or the reputation of New Vista High School, or which interfere with the school’s ability to operate effectively. Student will adhere to requirements on the Re-entry contract upon return from suspension.

If It's So Private and Personal, Why Do We Know About It?

We have implemented a school-wide policy regarding “student talk about substances.” While the new policy has lots of details, its essence is as follows: if you tell us or allow us to overhear talk about substance use or related activities, you can expect us to share that information with others, including parents and school administrators.

We will be operating on the assumption that if you bring this information to school, it becomes our business. If you don't want it to be our business, keep it to yourselves or share it with the Intervention Specialist.

Why are we doing this? There are three reasons: first, is student safety, second, is being clear about appropriate staff/student relationships, and third, is a belief that the school is negatively affected by students chatting or even bragging about illegal out-of-school substance use.

#1 - Safety

Substance use has been connected with violent crimes, sexual assault, and fatal accidents. Sometimes the dangers arise from substances themselves, and sometimes from the fact that the substances are illegal. It is our duty to keep students safe.

#2 - Relationships

We want to have clear and consistent relationships with students. We care about students and want to be their partners in their education. We are friendly, but not friends. We have a professional role to play, which at New Vista involves close personal relationships, but it is always a professional role.

#3 - School Climate

We have made it as clear as we can that substance use at school activities is a violation of this community's norms. Safety is a primary concern behind these policies, but we also have a commitment to getting students engaged in learning and life. Student talk about substance use pollutes the learning climate we work so hard to create.

Conclusion

If we have information that students are involved with substances we will tell parents and we will tell school administrators. This does not mean that disciplinary consequences will always follow. It does mean that there will be lots of conversations about the issues and discipline imposed only when existing school rules are violated.

These are the things that will happen:

- All direct or overheard conversations will be reported to the office. The administrators will follow up by talking to kids, making contact with parents, referring families to support systems and applying school rules, if necessary.
- We will try to identify people who are just spreading rumors and deal with that as a rumor-spreading rather than a substance-using issue.
- We will get in contact with parents whose homes are used for parties that we hear about.
- If parents call us with information about students, we will talk to those students and their parents; if parents don't want students or other parents to know about those calls, they should make confidential contact with our Intervention Specialist.

Smoking Policy

In accordance with District policy, there is no smoking, traditional or electronic, or use of tobacco products, on campus. This includes electronic cigarettes. "Campus" is defined as the school building, the parking lots, the surrounding fields and any walkways that connect these areas. School property ends at the sidewalks that surround the parking lots and fields. In addition, the staff of New Vista does not believe that students should smoke. We do not approve of this habit and we offer help to people who want to quit. ***Students may not smoke or vape during breaks.***

Students who are 18 years or older do have a legal right to smoke when not on school property. However, tobacco products of any kind may not be brought on campus, no matter what a student's age. In order to not create disruptions in our neighborhood, students may not smoke on the sidewalks on either side of 20th Street from Baseline to Broadway, or Baseline, from 20th Street to Broadway. Please do not smoke in places that will disturb our neighbors and please clean up after yourselves. *Smoking may only happen on "non-school" time: before school, lunch, and after school.*

When tobacco products, e-cigarettes vapes, paraphernalia, cartridges and/or lighters are found during searches, they will be confiscated and handed to our School Resource Officer.

V Keep it Clean

Support the work done by our custodians
Be kind to the building and grounds
Clean up your own mess

Share the neighborhood- New Vista's community includes local business owners and our neighbors' private residences as well.

- Please do not drop trash on the streets or in yards.
- Please do not play your car stereos at levels that can be heard outside the car.
- Please be paying customers of any business whose outside chairs, tables or sidewalk you use.
- Please respect parked cars on the street.
- Please do not trespass onto private property.
- Please return your lunch items to the cafeteria.
- Please be conscientious and use our recycle and compost bins appropriately.

VI Have Fun Together

Take time out of the school day and year to do fun stuff together as a school, in advisory and across advisories

New Vista students' lives are busy, complicated with homework, short- and long-term projects, work, community obligations, and family activities. Over its history, New Vista has used a variety of forms of leadership, including student council, prom and other fun committees. It is clear that students can gather around a task and make things happen. Clubs and committees are most effective when organizing around a particular event or issue. With enough interest to form a group, students are welcome to create these clubs. Please, see the Principal and/or the Dean of Students to propose your ideas. Groups we have had in the past include Ultimate Frisbee, Volleyball, Graduation Committee, Prom Committee, Robotics, Earth Task Force, Natural Highs Philosophy Circle, and Alliance.

Additionally, New Vista has multiple opportunities built into the curriculum and calendar for students to have fun together while participating in the school's supportive learning community.

Four times a year, at the end of each quarter New Vista has Exhibition Day. Exhibition Days are a fun way to celebrate all that students have learned over the quarter and for students to support one another. We do ask for full participation from each student. ***Attendance at Exhibition Day is expected in order to pass advisory.***

Community and service are integral parts of New Vista's foundation. The school connects the two through three and a half days of Service. Service days are another great opportunity to have fun together. Students have a variety of choices for service work with their friends and teachers. See an advisor for more information. During Service Days, all of our daily expectations and policies are maintained, in addition to the expectation that students will be community partners and reflect positively on themselves and their school.

Throughout the school year Advisories may take Long Advisory. Long Advisory is a chance for advisories to spend time together having fun and getting to know each other. These times are some of the most memorable advisory experiences students may have. Please remember that Long Advisory is school time and that all norms and policies governing student behavior at New Vista are in effect.

VII Participate

Make these values real every day

Help each other become better members of the community

Take the time to plan, organize, be on committees and make things better

Participation: one of our most important core values. New Vista cannot function when our community members do not participate in school. Our core values support our belief that education is important for all students and that all students can be successful at New Vista *if they are here and participating*. Classrooms are learning communities in which students interact, work, and communicate with one another and with the teacher(s) to acquire, promote, and advance learning. When students are not in class, community learning does not take place. We highly believe that participation in school experiences is significant to a student's development.

One of the things that makes New Vista special is that classes here are designed for our students to actively engage in their learning. This has a very practical implication: students must be present in classes in order to

learn and to meet the expectations of courses. Whether the activity is a discussion, small group work, a laboratory or a rehearsal, students who are either late to class or absent are missing activities that cannot be made up. This is not a school where you can just take a test at the end or turn in all the assignments and expect to pass the class. In addition, absences are much more problematic in a quarter system than in conventional schools: every day in a quarter system is the equivalent of two days in a semester system.

Absences and Lateness

Absences:

- Being late or absent will **always** naturally hurt your grade (participation, etc.), and you will have to make up time.
- Students whose lateness or absence is excused can make up the work. Teachers will help these students make up the work.
- Long (over a week) and even excused absences could lower grade/credit for the class, unless make-up work is pre-arranged with the teacher and administration and completed.
- Administrators, advisors, and counselors will work with students and parents to stop lateness and unexcused absences.
- If students have a pass from a counselor, administrator, or special education teacher the absence will be excused.
- Students who miss class because of a school or district event will be excused.
- Whatever the reason for the absence is, it is the responsibility of the student to talk to the teacher, upon return to get the announcements missed and/or make-up work.
- If students miss 50 percent of a class, that partial absence will be counted as an unexcused absence for the entire class..
- If a student believes s/he has been marked absent in error, s/he should pick up an “Oops Slip” from the office. The teacher can sign the slip, indicating that the student was, in fact, present. The slip should then be given to the Attendance Secretary, who will make the correction to the student’s attendance record.
- In keeping with Boulder Valley School District policy, if students are **over 18 years of age and living on their own**, parents may send a written note to the office allowing the student to excuse him/herself. Students living at home or with a guardian may only be excused by the responsible adult.

Notifications:

- Parents of students with unexcused absences will get automatic calls and/or emails from the attendance secretary. Parental response will be expected within 48 hours.
- If after receiving notification of an unexcused absence, you or your parents have questions, please call our Attendance Secretary at 720-561-8784 for clarification.
- Students with four or more unexcused absences will get a yellow invitation to talk with the Dean of Students. Advisors and case managers are invited and highly encouraged to join.
- Parents of students with four or more unexcused absences or excessive absences due to illness (7 or more days) will receive a letter asking them to set up an appointment to discuss attendance concerns with the Dean of Students. Advisors and case managers will be invited to join.
- Ten days of excused absences (illness, personal, “excused”) and /or unexcused absences will result in the school sending “Exhibit B - Second Attendance Letter” mandating doctors’ notes to excuse any future absences and warning that an Attendance Contract may be called for if attendance does not improve. The requirement for doctors’ notes to excuse absences will be in place until the student graduates from or leaves BVSD.
- Teachers will contact parents when there are concerns about absences of any kind. While automated calls/emails go home, teacher initiated contact proves to be crucial.

Lateness:

- Students who are late should report to the office for a late pass. If a parent has communicated with the office to excuse the lateness, the late slip will be marked “excused.” Missed bus, oversleeping, and discretionary appointments are not reasons for excusing lateness.
- Lateness policies are outlined in each teacher’s syllabus and/or rubrics, and reinforced by each teacher.
- Teachers will create a system to keep track of tardies and will impose immediate consequences, typically in the form of make-up time.
- Late students are expected to face consequences immediately, during break, and preferably under the teacher’s supervision. Excessive tardiness will lead to consequences generated by each teacher.
- If students have a pass from a counselor, interventionist, administrator, or special education teacher, the lateness will be excused.
- When assigning detention, teachers will enter the deadline by which are to serve and the consequence for not serving. Unless otherwise specified, the deadline to serve detention is one week. The consequence for unserved detention is in-school suspension.
- When entering lateness into Infinite Campus, teachers will include the number of minutes in the comments section.
- As with absences, whatever the reason for the lateness, it is the responsibility of the student to talk to the teacher, to get the announcements missed and/or make-up work.
- If students miss 50 percent of a class, teachers will mark them absent for the entire class. The Attendance Secretary will later excuse it if we receive a parent call, and the absence is excusable.

Pre-arranged/Extended Absences

Pre-arranged/Extended absences of 4 school days or more MUST be approved in advance by the Principal or Dean of Students and your student’s teachers.

A “Pre-arranged Absence” form (available at our website and the front office) must be completed and turned in to the administration for approval 3 days before the absence begins. Students, parents and teachers are part of the completion process, with the student taking the main responsibility to rotate the form through all teachers and to hand it in to the front office for approval. If these requirements are not taken care of, the absence will remain unexcused.

Parents/Guardians: When considering an extended absence, please remember that missing 3 days at NVHS is like missing one week+ and missing 5 days at NVHS equals losing 2 weeks of school at a high school with semester-long courses.

Detention

- Unexcused absences lead to detention, and detention must be served by the given deadline.
- Advisors will be notified when advisees have detention, and remind students to serve.
- Detention is in classroom 112, during lunch unless otherwise arranged by the Dean of Students.
- In detention, students will be working on class assignments, reading, or sitting quietly. No electronics will be allowed.

Unserved detention leads to in-school suspension.

● **ABSENCE & TARDY RUBRIC (Revised 6/15)**

ABSENCES	IMPACT ON GRADES	IMPACT ON STUDENTS
Unexcused (UNX)	Classroom instruction cannot be regained by extra or after school instruction or by make-up assignments. Impact on participation grade. Students should not expect much support in extensions, making up assignments, etc.	Seek support and if possible, make up work After 4 UNX hours (2 UNX per block): <ul style="list-style-type: none"> Student & parents meet with Dean of Students during school hours Serve as many hours of detention* as unexcused hours within one week. Detention takes place during lunch with Marv (Room 208) Consequence for not serving detention is in-school suspension. Potentially start an attendance contract After pattern of 6 UNX in the same AM Block/PM Block or 3 UNX in the same Seminar/ PM1/PM2: <ul style="list-style-type: none"> Truancy process begins, which may result in truancy court
Unaccepted excuse: e.g. family vacation	Impact on participation grade. Students should not expect much support in extensions, making up assignments, etc.	Same as above
Accepted excuse: Illness, personal or family emergency.	Some impact on participation grade, except there will be teacher support in making up work and/or doing alternative assignments.	Seek support and make up work. Pattern of excessive absences of any kind (including "excused") may initiate a referral for "Referral Team" meetings and truancy process.
Excessive absences (excused or unexcused)	Classroom instruction cannot be regained by extra or after school instruction or by make-up assignments. The student is responsible for communicating with teachers to do make-up work.	Ten days of excused absences (illness, personal, "excused") and/or unexcused absences will result in the school sending "Exhibit B - Second Attendance Letter" mandating doctors' notes to excuse any future absences and warning that an Attendance Contract may be called for if attendance does not improve. The requirement for doctors' notes to excuse absences will be in place until the student graduates from or leaves BVSD.
Pre-arranged/Extended: Absences of 4 school days or more MUST be approved in advance by the Principal or Dean of Students and the student's teachers.	<i>Up to 4 days & approved by administration:</i> Some impact on participation grade, except there will be teacher support in making up work and/or doing alternative assignments. <i>More than 4 days:</i> Impact on participation grade. Students should not expect much support in extensions, making up assignments, etc.	<i>Up to 4 days & approved by administration:</i> Get advance approval from teachers to make up work. Pattern of excessive pre-arranged/extended absences may initiate a truancy process. <i>More than 4 days:</i> Same as UNX absences. Either way, notify teachers and ask for work they will miss.
School or district activities	None	Notify teachers when they will be absent and ask for work they will miss.

TARDIES	Impact on Grades	IMPACT ON STUDENTS
Unexcused	Consequence according to the class syllabus or rubric. Don't expect much support in making up assignments.	Teacher determined time and place to make up time (possibly teacher generated detention slip) Seek support and if possible, make up work A pattern of unexcused tardies requires a meeting with the AP, teacher, advisor, student, and parents to determine an intervention
Unaccepted Excuse: Slept in, missed bus. repeated traffic issues	Consequence according to the class syllabus or rubric. Don't expect much support in making up assignments.	Seek support and if possible, make up work.
Accepted excuse: Sick, doctor's appointment, family emergency	Consequence according to the class syllabus or rubric. Teacher support in making up work or doing alternative assignment	Student brings late slip marked "excused" from office. Seek support and make up work.
Administrative, Special Education, Counseling appointment/meeting	None	Seek support and make up work Salmon colored slip brought by student or placed in teacher's box