

BROOMFIELD HIGH SCHOOL HANDBOOK

2022-2023



Broomfield High School

#1 Eagle Way

Broomfield, Colorado 80020 (720) 561-8100

Attendance Office:	720-561-5381
Main Office Fax:	720-561-5390
Counseling Office:	720-561-5384
Counseling Office Fax:	720-561-5389
Counseling Response Desk:	720-561-5753
BrHS Website:	https://brh.bvsd.org

24-Hour BVSD Security Dispatch 720-561-5051 or 303-442-2400

Safe2Tell: <https://safe2tell.org> 1-877-542-7233 (SAFE)

CO4Kids- Child Abuse and Neglect Hotline 1-844-264-5437

Title IX Reporting TitleIX@bvsd.org

[Report Bullying Here](#)

Students and families are responsible for reviewing and knowing behavior expectations outlined in both this handbook and the [BVSD Student Code of Conduct](#) published annually by the BVSD.

Please reach out with any questions.

B H S . . . We Live It!

Be responsible.

Honor yourself and others.

Strive for excellence.

ADMINISTRATION

Ginger Ramsey, Principal, F-K

Nick Barnes, Assistant Principal, L-P

Steve Shelton, Athletic Director & Assistant Principal, A-E

Jennifer Barr, Assistant Principal, Q-Z

Maria Murillo, Dean of Students

COUNSELING

Heather Haskell, A-E

James Greene, F-K

Gina Malecha, L-P

Marissa Zufall, Q-Z

Stacey Fair

Maddie Murphy

OFFICE STAFF

Chelie Feick, Office Manager

Eileen Bauer, Registrar

Kory Beaver, Treasurer

Tawni Heuton, Counseling Assistant

Charlene Orvis, Athletic Assistant

Martha Pasquale, Receptionist

Renae Simmons, Attendance Assistant

CAMPUS SAFETY OFFICERS

Liz Puppe

Jake Watt

SCHOOL SAFETY ADVOCATE

Brad Luebke

INTRODUCTION

This handbook is meant to be a quick reference guide for students, staff and families at Broomfield High School. As a school in the Boulder Valley School District (BVSD), Broomfield High School (BrHS) follows the rules, policies and regulations of the district. It is strongly recommended that students and families review the information that you signed and agreed to when you registered as a BVSD student. BVSD Student Code of Conduct. ([English](#) | [Español](#))

SCHOOL INFORMATION

Building Hours: Daily building hours are Monday through Friday, 8:15 a.m. to 4:00 p.m. Students may be in the building at other times only if under the *direct supervision* of a member of the school staff.

Emergency Drills: BVSD schools are required to conduct announced drills throughout the school year. Students should follow the directions of staff during drill operations.

Health Services: Broomfield High School has a full time Health Room Para and a full time registered nurse. If a student becomes ill, injured, or in need of medication at school, they must report to the Health Room or Main Office and may not leave the building without authorization from the Health Para, Nurse, or Main Office personnel. If a student needs medication during the school day those medications need to be kept in the Health Room with a current doctor's order, so the student does not have to leave school. Boulder Valley School District policy states that no student may carry medication or keep it in their backpack or locker. All medication given in the Health Room requires a current prescription and parent permission. Emergency medications (ex: EpiPen or inhalers) may be carried with special permission. Forms are available online and in the Health Room. See school nurse Kelli Preston with your questions.

Library Media Center: The Library Media Center is open each day per posted hours for study, reading, and research.

Posters and Announcements: All posters placed in the school and announcements must be approved by an administrator before posting or announcing.

School Closings/Emergencies: In the event of a weather closure, BVSD sends emails and phone calls to families and employees. Text messages are sent to those who have opted in. A notice is posted on the BVSD website (bvsd.org) and alerts are sent to the official Mobile App.

Security: Safety and security protocols are in place district wide. These protocols include interior and exterior cameras and fobbed (electronic entry) ID badges for staff and students. ID badges must be worn and visible at all times for all staff and students. Doors may not be propped open or held open for anyone without an ID badge.

Buildings and Grounds Security / Video Surveillance Procedures (District Policy [ECA/ECA-R](#)). Please review the BVSD policy and regulation on video surveillance for more information.

Visitors: Visitors and guest speakers must check in at the main office entrance and follow security protocols.

STUDENT INFORMATION

Activity Ticket: A \$35 activity ticket may be purchased that allows students to attend home athletic events with no additional charge (excludes play-off games). Purchase the pass on RevTrak and pick it up from Mr. Beaber.

Fees: Fees are required for some courses. All fees have been approved by the Board of Education. A list of approved fees is available here: [BVSD Approved Fees](#). First semester fees are invoiced in September and second semester fees are invoiced in January. Fees are due by the end of each semester. Please see Mr. Beaber for more information or questions.

Lockers: Student lockers are school district property. Lockers may be searched by the principal or designee when there is reasonable suspicion that school policies, district policies, or state laws have been breached. Students are responsible for maintaining a clean locker and are to report any malfunctions to the Attendance Office. Locker combinations should be kept confidential to avoid possible thefts. Items of value should be left at home, not in a locker. The school and district do not assume any responsibility for stolen items. Requests for locker reassignment are made in the Attendance Office.

Lost and Found: Lost and found articles may be turned in or picked up in the Main Office. Articles not claimed in a reasonable length of time will be donated to a charitable organization.

Make-Up Work and Finals: Students are responsible for contacting teachers proactively to arrange for make-up work. Final exams are given in all courses each semester and permission to take exams early or late may only be granted by the principal for extenuating circumstances.

Parking: Only seniors and juniors may purchase a parking pass. Students will be required to obtain a parking permit allowing them to park in the designated student spaces (seniors \$40 for the Senior Lot, juniors \$20 for the lot off of Miramonte and Daphne). Parking permits, one per student, will be offered in the fall. Permits are issued to registered student's vehicles only. Having a permit does not guarantee a parking spot in the lots. Campus Security Officers will randomly check lots. Cars parked in the wrong lot or with no sticker displayed on the front windshield, on the inside lower passenger corner, will be ticketed for a fine of \$25. After the second ticket, the vehicle may be towed at the owner's expense. Students are not allowed to park in the south and north faculty parking lots, in the vicinity of the sheds or tennis courts, in fire lanes, or along any painted curb at any time. Students may not park in any dirt lot. Vehicles parked in these areas will be ticketed or towed at the owner's expense. Students are not allowed to loiter in cars. Automobile misuse may result in parking privileges being revoked. The school district does not assume any responsibility for items stolen from or damage done to vehicles in the parking lot.

Student IDs: Students will be issued a free student ID card, lanyard and case at the beginning of the school year or when they enroll in the school. Students are required to wear their ID at all times while on school property. Their ID will be used for gaining access to the building, as a library card, and also to enter school dances and activities. The replacement cost is \$5.00. See Treasurer Kory Beaver in the Main Office for replacements.

Textbooks: Textbooks are furnished by the school district and checked out to students each year. Students who lose or damage a book will be assessed a fine.

ATTENDANCE

Refer to the BVSD policies for detailed information on compulsory attendance:

[JH-Student Absences and Excuses\(English\)](#), [JH-R Student Absences \(English\)](#)

[JH- AUSENCIAS Y EXCUSAS DE LOS ESTUDIANTES \(Spanish\)](#), [JH-R- AUSENCIAS DE LOS ESTUDIANTES \(Spanish\)](#)

Absence Codes:

- Excused absences (EXC) include: school activities (ACT), administrative approval (ADM), medical or legal appointments (DOC), family excuse (EXC), illness or injury (ILL), or pre-arranged (PRE).
- Unexcused absences (UNX) include: single period absences without medical or legal documentation (UNX), truancy (TRU), or senior ditch day (UNX).
- Tardies (TDY) are marked when a student is up to ten minutes late to class. After ten minutes, the student is marked absent (UNX).
- Other codes may be used to indicate illness.

Supports and interventions for **unexcused absences**:

For **any unexcused** absence in any class period:

- Automated phone call from the BrHS attendance line.

At the **3rd unexcused** absence in any class period:

- Level one intervention assigned by the classroom teacher.
 - Email to student and family from the teacher and documentation by the teacher.

At the **4th unexcused** absences in any class period:

- Letter sent to the student and family from the attendance office.

At the **6th unexcused** absence in any class period:

- Level two intervention assigned by the Dean and Administrator.
 - Dean and Administrator will communicate and document the level two intervention with the student and family.

At the **10th unexcused** absences in any class period:

- Required conference with the student, family, Dean and Administrator.
- Level three intervention assigned and documented by the Dean and Administrator.
 - The student is no longer considered “in good standing” and may not be allowed to attend extracurricular school functions. Guest passes from other schools’ activities or dances may be restricted.

Parent/Guardian Responsibilities for Attendance:

1. Report absences by leaving a message on the attendance line (720-561-5381) or using the parent portal in Infinite Campus (IC).
2. Provide documentation for absences due to official appointments (medical or legal). Documentation may be brought to the attendance office in person, sent with your student, or scanned and emailed to renae.simmons@bvsd.org.
3. If a student needs to leave school during the day, call the Attendance Office (720-561-5381) at least an hour ahead of time so a pass may be written to release them from class.
4. If a student needs to leave school due to illness, they must check out from the Health Room.
5. Request a pre-arranged absence when you know in advance that your student will miss school for an event such as a college visit, family activity, club sports or religious observance. A pre-arranged absence form may be picked up in the Attendance Office and must be signed by the students’ teachers and an administrator before the day of the absence.
6. Check attendance records in the Infinite Campus Parent Portal and maintain regular communications with teachers, administrators, and the Attendance Office so we can support you and your student(s).

Student Responsibilities for Attendance:

1. Understand that absences and tardies will interfere with your academic success.
2. Contact teachers ahead of time for pre-arranged absences and immediately upon returning to school after an absence to arrange make up work.
3. If you need to leave during the school day, **check out** from the Attendance Office and **back in** when you return.
4. If you need to leave school due to illness, check out from the Health Room.
5. Check attendance records in the Infinite Campus Student Portal and maintain regular communications with your teachers, administrators, and the Attendance Office so that we can support you.

CODE OF STUDENT CONDUCT

As a school in the Boulder Valley School District, Broomfield High School follows the rules, policies and regulations outlined in the [BVSD Student Code of Conduct](#).

Dress Code: BrHS follows BVSD [Policy JRDC](#) on student dress. 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.

Food and Drinks: Food and drinks are not to be consumed in carpeted areas or hallways where classes are in session. Students may eat in the cafeteria area or in designated areas including the Atrium lobby, courtyard, and front lawn. Students are to keep all opened containers of food and drink out of their lockers for sanitation and health reasons.

Messages: Only emergency messages from parents will be accepted and conveyed during the school day.

Skateboards and Bicycles: A student may ride a skateboard or bicycle to school; however, these items are not to be ridden on school property. Violation of this rule will result in items being confiscated. These items should be locked up with a secure system in the racks provided. The school is not responsible for the loss, theft, or damage of student property.

Thefts and reporting: Students are reminded to secure bicycles, automobiles, valuables, and their lockers. The school is not responsible for lost or stolen items. Students who lose or have reason to believe their personal property has been stolen/vandalized are advised to make a report with the School Safety Advocate. Filing this report will assist the school and the police, should their involvement be warranted, in retrieving the lost or damaged property.

ACADEMIC INFORMATION

Disabilities / Accommodations:

Students with a Special Education IEP should reach out to their case manager with any question or concerns. 504 questions/concerns should be directed to Counselor Marissa Zufall (marissa.zufall@bvsd.org) and Assistant Principal Jennifer Barr (jennifer.barr@bvsd.org).

Graduation requirements:

Graduating classes of 2022 and beyond will be required to demonstrate performance measures in addition to the listed coursework. Minimum requirements for graduation from high school in the Boulder Valley School District include the following:

1. 220 units of credit, including completion of subject area requirements. A minimum of 100 credits must be earned in grades 11-12.
2. Eight semesters of attendance beyond the eighth grade, unless the student qualifies for early graduation (see counselor for details).
3. Students may earn five credits for community service and independent study. These must be approved prior to beginning coursework.

Units of Credit		Grading Scale:
Language Arts	40	A Exceptional Accomplishment
U. S. Government	5	B High Accomplishment
World Geography	5	C Average Accomplishment
World History	10	D Low Accomplishment
U. S. History	10	F Unsatisfactory ; No credit

Mathematics	20	I Incomplete
Science	20	
Physical Education	15	
Health	5	
Fine Arts	5	
Practical Experience	5	
World Languages (thru Level 2)	10	
Electives	70-80	
Money Management Course		
Graduation Performance Measures		
Total Needed for Graduation	220	

Check In: The check in process will occur during the last week of May for the upcoming school year. Students will receive confirmation of their course requests, take school pictures and finish other required paperwork based on grade. Counselors will be available during this time to assist students. Actual schedules will be available online through IC prior to the first day of class in August. No schedule changes are allowed, but students who have a full schedule may be allowed to drop courses according to the guidelines below.

A full schedule for freshmen and sophomores is six courses each semester, juniors and seniors are five courses each semester. Students must register each spring for the courses they plan to take the following year. New students will register with a counselor in the Counseling Office. The course catalog is online. Students and parents are strongly encouraged to formulate course requests together as course changes and drops are restricted. The graduating classes of 2022 and beyond will be required to demonstrate performance measures in addition to the courses listed. Please see the BVSD website for detailed information.

Dropped Classes: Students are allowed to drop a class during the first 15 days of a semester with no grade reported. To drop a class in the 16th-30th day of the semester, a drop form must be completed and approved by the counselor, teacher, parent, and administrator before the drop is effective and before students may discontinue attending class. The student will receive a grade of "WP" (withdraw passing) or "WF" (withdraw failing).

Students who drop the class after the 30th day will receive an "F," regardless of the quality of the student's work. In extremely extenuating circumstances, the building administrator or designee, in consultation with other professionals with knowledge of the student's situation, may also exempt a student from the practice of assigning an "F" for a class dropped after the 30th day, regardless of the quality of the student's work.

- 15th day first semester - 9/9/2022
- 30th day first semester - 9/30/2022
- 15th day second semester - 1/25/2023
- 30th day second semester - 2/19/2023

Eagle Learning Center: We have an opportunity for students to access additional support after school from 3:55 to 4:45 Monday through Thursday in the library. Teachers will be available to monitor and provide academic support. This support is totally voluntary and not used as punishment or detention for students. It is a safe place to get work done prior to going home.

Guidance and Counseling: Guidance services are available to every student. Students receive guidance counseling for individual, career and academic plans at each grade level. Students needing assistance can access a counselor at the Response Desk or arrange for a private appointment.

Post-Secondary/College Before Graduation: Visit with a counselor for more information.

Progress Reports: Progress Reports will be communicated to parents three times per semester through Infinite Campus before posting a final grade.

State Standardized Testing: In April, 9th, 10th and 11th grade students participate in state testing. Please try not to schedule appointments during the state testing window. This is typically the week of April 10th, this will be communicated in the Spring semester.

Withdrawal from School: Any student who transfers from Broomfield High or leaves permanently must obtain a withdrawal form from the Counseling Office. A parent's signature is required. All fees are to be paid, and if applicable, the Chromebook returned before transfer grades or transcripts will be released.

STUDENT SUPPORTS

Eagles N.E.S.T.: (New Experiences for Student Transfers) is a club founded by students who understand that changing schools is very hard. N.E.S.T leaders want to make the transition to Broomfield High as easy as possible for new students. Current students meet with new students before school starts to tour the building and then a few times during the first semester during common lunch (Room 841). Mrs. Higgins will send out dates and information after school starts. During lunches, students chat and make connections to other students, and get information about school and local events. All new students are welcome!

Four Year Advisory: All students in all grades are assigned to an Advisory class. Advisory meets on Tuesdays from 1:55-2:20. Lessons will focus on easing the transition to high school, building relationships, and promoting academic success. Advisory is a class; attendance is taken and a pass/fail grade will be awarded.

Tutor Time: Tutor Time is an opportunity for students to get additional academic assistance outside of the regular classroom setting. Tutor Time is part of our academic day. Teachers may require students to attend. Students who are attending Tutor Time are to be in classrooms or other educational settings. Students not engaged in academic endeavors are to be off campus. Please do not schedule appointments during Tutor Time, Wednesday afternoons from 3:00-3:55.

1:WEB: Broomfield High School is part of a program through the Boulder Valley School District that blends cutting-edge technology with first-class instruction and collaboration. Each student at Broomfield will participate in the 1:WEB program and may purchase a Chromebook to expand and enrich their educational experience.

STUDENT RECOGNITION PROGRAMS

Faculty Honors: These awards are presented to students by departments or organizations in which the faculty or committee selects the recipients. They are based on excellence in scholarship, leadership, citizenship, and service. These awards are given at Senior Awards Night and the Underclass Awards Assembly.

Graduation Honors: High academic achieving students shall be recognized and awarded summa, magna, and cum laude honors. To earn such honors, students will be selected based on their cumulative weighted GPA after seven semesters.

The GPA criteria for the Class of 2023, 2024, and 2025:

Summa cum laude – 4.600 and above
Magna cum laude – 4.300 to 4.599
Cum laude – 4.00 to 4.299

The GPA criteria for the Class of 2026 will be reviewed and determined after the first semester and communicated with parents. Students must have completed 50 Broomfield High School credits to be considered for Graduation Honors.

National Honor Society: Members in the Society are chosen on the basis of leadership, character, scholarship, and service. Membership in NHS is recognized nationally as one of the highest honors that can be bestowed upon a student. Any student who holds an accumulated grade point average of 4.0 or higher after completing three semesters of high school is eligible to be considered for membership in the Broomfield Chapter of the National Honor Society. Weighed equally with strong academic performance is service to the community and/or school, evidence of leadership activities and excellent personal character. The group seeks members of notable abilities who also choose to "make a difference" in their school and larger community. The member must sustain his/her entrance qualifications until graduation, where special recognition is given. All applications for membership are reviewed by the Broomfield High School NHS faculty council.

Roll of Honor/Academic Letters: All students with a 4.0 and above GPA for a semester in five or more classes will receive an academic letter or an Honor Roll Pin to wear on a previously received school letter. Bars and letters will be given for honors earned at Broomfield High and not for academic achievement prior to attending BrHS.

Super Kids: Recognizes and honors students who demonstrate good citizenship, behavior, attendance, participation and respect for others. This event is sponsored by Broomfield Rotary and BrHS.

GRADUATION 2023

1. May 2, 2023: Seniors in danger of not graduating because of failing grades must turn in progress reports. If still failing, they may not walk in the commencement ceremony.
2. The last day to turn in proof of successful completion of approved credit retrieval and online courses will be determined by BVSD Online Learning.
3. Graduating seniors must be currently enrolled in Broomfield High School and meet all Boulder Valley School District requirements.
4. Students who do not have 150 credits at the beginning of the school year will not be considered a candidate for graduation.
5. Students must earn at least 50 BVSD credits in order to receive a BVSD diploma.
6. All graduation honors will be determined at the conclusion of a student's seventh semester.

ATHLETICS/ACTIVITIES

The philosophy of the Office of Athletics and Activities at BrHS is to teach, counsel, encourage and present an opportunity for students to experience successes that will carry into their adult life. Initiation and hazing for participation in any club, sport, or activity is not permitted. Athletic fees are \$185 per sport with a maximum of \$405 per family per year.

All students must sign the [BVSD Code of Conduct](#) prior to participating in any athletic activity. This Code of Conduct is enforced year round for any student athlete.

It is the purpose of athletics and activities to promote the physical, mental, moral, social, and emotional well-being of the individual participants. Student conduct at athletic events must support this purpose and the educational values inherent in interscholastic events. Fair play, courtesy, generosity, self-control, and friendly feelings toward the opposing teams or schools must not be sacrificed in the desire to win.

The expectation at Broomfield High School is that students exhibit courteous, friendly, and fair treatment to visiting players, school officials, fans, and game officials. Students and all spectators are reminded that taunting, profanity, unsafe behavior in the stands, or any unacceptable conduct will result in removal from the activity and possible future activities. Taunting is defined as any actions or comments by coaches, players, or spectators which are intended to bait, anger, embarrass, ridicule, or demean others, whether or not the words are vulgar or racist. The image and reputation of Broomfield are best served by having a large and devoted spectator section whose conduct typifies all the

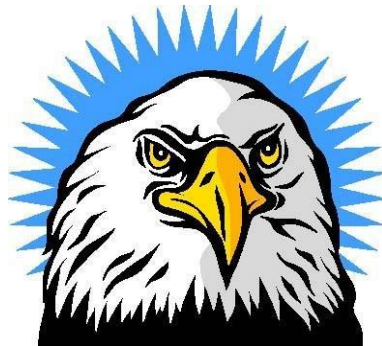
expectations of good sportsmanship.

Athletic and activities eligibility guidelines are in accordance with Colorado High School Activity Association rules. All students involved in athletics and activities at Broomfield High School must be taking and attending at least five classes and failing no more than one class. Failure to do so results in the students being ineligible for the next week's contests. Additionally, if a student is failing the same class two consecutive weeks, they will be ineligible for the following week's contests.

NCAA eligibility: It is extremely important for students who are considering playing Division I or Division II sports in college to be informed about NCAA eligibility requirements. The NCAA has determined that high school students need to carefully consider eligibility standards when making high school plans and course selection. Students can be ineligible to play college sports if they do not adhere to NCAA Eligibility Guidelines.

The NCAA Core Course requirements stipulate that student athletes must complete specific courses in English, mathematics, science, social science and additional electives in foreign language, computer science, philosophy or non-doctrinal religion. Please see the NCAA Eligibility Center for specific requirements for Division I and Division II athletics.

Parents and students should know that not all courses that BrHS offers are accepted by the NCAA Eligibility Center. More information is also available on [this link](#). After completing their junior year, students will need to submit an online registration form with the NCAA Eligibility Center certifying them as eligible if they intend to participate in Division I or Division II college athletics next year. Students should see their counselors to clarify any of the above information.



BROOMFIELD FIGHT SONG

Eagles Fight, Eagles Fight, Eagles Fight on with all your might.
Eagles Fight, Eagles Fight, we're backing the blue and white.
Eagles Fight, Eagles Fight, You're the Eagles we love best.
Hail, Hail, the gang's all here and it's goodbye to all the rest.

Fight Broomfield down the field, Broomfield must win.
Fight on to victory, Eagles in blue and white.
Fight, to guard our honor high, never give in.
Shoulder to shoulder we will fight! fight!
Go, fight, win!