

# Fairview High School Home of the Knights

## Student Handbook 2011-2012

1515 Greenbriar Blvd.  
Boulder, CO 80305

Fairview Switchboard	720-561-3100
Attendance Information	720-561-5347
Attendance Recorder	720-561-5352
Main Office Fax #	720-561-5353

Website: <http://bvsd.org/schools/Fairviewhs>

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## **PRINCIPAL'S WELCOME**

From Don Stensrud

Welcome to the 2011-2012 school year!

I believe that an excellent school is:

- A place of creativity and growth,
- A place for friends and laughter,
- A place to use our athletic and artistic abilities,  
and, most importantly, a place for learning.

I believe that Fairview High School is such a place.

I hope that this year you will choose to be involved with the many activities, clubs and sports we have here at Fairview. In addition, make sure you spend some time making Fairview a better place with your smile, a kind word or a supportive and caring attitude. Most of all, make sure you strive to be the best student you can be.

I am looking forward to this school year. I am excited to be part of Fairview and I hope you are, too.

## **FAIRVIEW'S ADMINISTRATIVE STAFF**

Principal: Don Stensrud  
Assistant Principal/Athletic Director: Frank Lee  
Assistant Principal: Sarah DiGiacomo  
Assistant Principal: James Hill  
Assistant Principal: Ross Sutter  
Dean of Students: Erin Hinkle

## **STUDENT GOVERNMENT EXECUTIVE COUNCIL 2011-2012**

Head Girl: Evelyn Nash	Head Boy: Grey O'Neil
Secretary: Katherine Kowal	Treasurer: Nico Huebler
Senior Class President: Tess Englund	Senior Class Vice President: Bonnie Rogers
Junior Class President: Kathryn Cuddington	Junior Class Vice President: MacLean Freund
Sophomore Class President: Aakash Vaidya	Sophomore Class Vice President: Blake Kitayama

Freshman Class Officers are elected in the fall.

## Quick Reference Guide

You may dial direct to reach the following people during business hours (7:30AM-3:00PM). A list of teacher's direct lines is available on the Fairview website:

<http://bvsd.org/SCHOOLS/FAIRVIEWHS/FHSSTAFF/Pages/default.aspx>

<b><u>Department:</u></b>	<b><u>Contact:</u></b>	<b><u>Phone:</u></b>
General Questions	Main Office Reception <a href="http://bvsd.org/schools/Fairviewhs/Pages/default.aspx">http://bvsd.org/schools/Fairviewhs/Pages/default.aspx</a>	720-561-3100
Academic Planning and Programs	Counseling Office <a href="http://bvsd.org/schools/FairviewHS/CounselingDepartment/Pages/CourseSelection.aspx">http://bvsd.org/schools/FairviewHS/CounselingDepartment/Pages/CourseSelection.aspx</a>	720-561-5328
Activities/Clubs	Athletic Secretary <a href="http://bvsd.org/schools/FairviewHS/athletics/Pages/AthleticProgram.aspx">http://bvsd.org/schools/FairviewHS/athletics/Pages/AthleticProgram.aspx</a>	720-561-5327
Athletics/Eligibility	Athletic Secretary <a href="http://bvsd.org/schools/FairviewHS/athletics/Pages/AthleticProgram.aspx">http://bvsd.org/schools/FairviewHS/athletics/Pages/AthleticProgram.aspx</a>	720-561-5327
Attendance Reporting (English and Spanish)	Attendance Office <a href="http://bvsd.org/schools/FairviewHS/parentinformation/Pages/AttendancePolicy.aspx">http://bvsd.org/schools/FairviewHS/parentinformation/Pages/AttendancePolicy.aspx</a>	720-561-5347
Attendance - Evening	Night Voicemail <a href="http://bvsd.org/schools/FairviewHS/parentinformation/Pages/AttendancePolicy.aspx">http://bvsd.org/schools/FairviewHS/parentinformation/Pages/AttendancePolicy.aspx</a>	720-561-5352
BVSD 360 (Knight Crew)	Merritt Lealman Rob Vandepol	720-561-3231 720-561-3165
Counseling Office	<a href="http://bvsd.org/schools/FairviewHS/CounselingDepartment/Pages/Counseling.aspx">http://bvsd.org/schools/FairviewHS/CounselingDepartment/Pages/Counseling.aspx</a>	720-561-5328
District Switchboard		303-447-1010
Health Room/Clinic		720-561-3336
IB/AP Office	Darren Bessett <a href="http://bvsd.fhsi.org/">http://bvsd.fhsi.org/</a>	720-561-5868
Library		720-561-3379
Newspaper - Royal Banner	Sarah Zerwin	720-561-3259
Post Graduate Office	<a href="http://bvsd.org/schools/FairviewHS/CounselingDepartment/PostGradCenter/Pages/PostGradCenter.aspx">http://bvsd.org/schools/FairviewHS/CounselingDepartment/PostGradCenter/Pages/PostGradCenter.aspx</a>	720-561-5860
Student Achievement Center	Hal Burns	720-561-3399
Student Government Info	Darrell Billington	720-561-3157
Testing-SAT, ACT	Counseling Office	720-561-5328
Transcripts	Counseling Office	720-561-5328
Yearbook - The Lance	Tracy Pearce <a href="http://bvsd.org/schools/FairviewHS/Clubsactivities/yearbook/default.aspx">http://bvsd.org/schools/FairviewHS/Clubsactivities/yearbook/default.aspx</a>	720-561-3163

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

## **IMPORTANT INFORMATION FOR STUDENTS & PARENTS**

### **ACTIVITIES & ATHLETICS**

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

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

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

**Athletics:** Fairview High School is a member of the Front Range League and offers an outstanding athletic program. Information can be obtained through the Athletic Director's Office. Please visit the Fairview website for more athletic information. <http://bvsd.org/schools/FairviewHS/athletics/Pages/AthleticProgram.aspx>

### **CHSAA Sportsmanship Rules:**

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

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

### **Sportsmanship Standards**

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

Display appreciation for a good performance regardless of the team.

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

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

Let the teams decide the outcome.

Win with dignity; lose with character.

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

## **ATTENDANCE PROCEDURES & REGULATIONS**

Attendance office: 720-561-5347

After-hours attendance recorder: 720-561-5352

**As required by Colorado State Law and BVSD Policy, students are expected to be in attendance every day that school is in session.** It is our firm belief that if students are to take advantage of the educational opportunities at Fairview, they must attend class. Students who attend all of their classes benefit from class discussions, demonstrations, teacher-student interactions, lab work, student projects, musical rehearsals, and peer contributions. At the same time, FHS is a student-centered environment that provides an array of opportunities that may cause a student to legitimately miss class. The FHS Attendance Procedures have been

developed to serve a two-fold purpose. First, is to meet state law requirements, and second, to maximize a student's opportunity to receive a quality education. For further information on the District's Attendance Policies, please refer to Policy JED in the Student Rights and Responsibilities Guide, and State Law (C.R.S. 22-33-104) which requires attendance at school for all students until the age of seventeen.

**Students are expected to attend each class every day for the entire class period.**

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

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

**It is the responsibility of parents and students to track the student's attendance. This can be done through the Parent Portal, as well as the Student Portal, on Infinite Campus.**

**ATTENDANCE POLICIES AND VIOLATION CONSEQUENCES:**

1. On the 2<sup>nd</sup> **Unexcused Absence** (UNX) in a class, parents will receive written notification.
2. On the 4<sup>th</sup> **Unexcused Absence** (UNX) in any one class in a semester, written notification will be sent to parents that a meeting must occur with administration. The student may also be placed on an attendance contract.
3. If a student is 5 minutes late for a class, this will be marked as an unexcused absence. Students are still expected to attend the class, as they will receive information for their academic progress.
4. Suspension from school does not apply to class failure and/or loss of credit.
5. Efforts will be made to call parents using the Infinite Campus Auto-dialer. This is a courtesy call. Due to unforeseen circumstances, the Auto-dialer may not run every night. Parents are responsible for calling in their student's absence - with or without notification by the Auto-dialer. Parents are encouraged to check their student's attendance each day on Infinite Campus.
6. When a student reaches a total of **6 absences** (excused, unexcused, or a combination of both) in a single class period during a single semester, parents will receive a warning letter indicating the student is approaching the 10 absence maximum. At this point, it may be required that all absences be excused only with a doctor's note.
7. If a student reaches **10 absences** in one class (excused, unexcused or a combination of both), all future absences will only be excused if the student is ill and brings a doctor's note the day upon returning to school or if the student has a court appearance and brings documentation upon returning to school.
8. **Detention:** Students may be assigned to detention or Saturday school for unexcused absences. Detentions occur on Tuesdays and Thursdays for one hour (3:15-4:15PM) and Saturday school is every other Saturday for four hours (8:00AM-12:00PM). If a student does not attend a detention, he or she must make up that detention and will be assigned to an additional Saturday school. Students who do not attend an assigned Saturday School may be suspended. Students cannot be excused from detention or Saturday School for athletics, any extra-curricular activity, or by parents for any reason.

**Student Responsibilities for School Attendance:**

1. In order to accrue no unexcused absences or tardies, students will attend all scheduled class sessions, regularly and punctually, with necessary materials and ready to learn.
2. To communicate all absences with parents, students may review their overall attendance status by accessing the Student Portal on Infinite Campus at any time during the year. Students will be given information about Infinite Campus at the beginning of the year.
3. To rectify errors with the Attendance Office or teachers in a timely manner. Attendance correction slips should be obtained from the Attendance Office by the student, filled out and signed by the teacher and then returned to the Attendance Office.
4. To initiate and maintain contact with teachers using email, voicemail, and direct conversation, in order to keep up-to-date on assignments missed during any absence.
5. To provide documentation to the Attendance Office for any absence due to an appointment.
6. To check out through the Attendance Office any time it is necessary to leave school during the school day due to illness. If a student becomes ill at school, they should visit the health room and, if necessary, parents will be called for permission to send the student home. This will count as documentation.

**Parent/Guardian Responsibilities for School Attendance:**

1. To initiate and maintain regular contact and work cooperatively with relevant school personnel regarding attendance.
2. To call the Attendance Office (720-561-5347 or 720-561-5352) on or before the day of the absence or by 10:00AM of the next school day to excuse the absence, or by providing the appropriate documentation for appointments within 24 hours. If this is not done, the absence will remain unexcused. Parent notes are not accepted. **Messages can be left at the above number in English or in Spanish.**
3. Parents should check their student's attendance each day on Infinite Campus. Errors can occur in attendance procedures. If you receive a call and feel there has been an error, your student should obtain an attendance correction slip, request the teacher to fill it out and sign it, then return it to the attendance office.

**Pre-arranged Absences:**

When a student knows they will be absent in advance, they are responsible for picking up an Extended Absence Form, getting assignments and signatures from teachers, and returning the signed form to the Attendance Office. Administrators may choose not to excuse the absence(s) if the student is not in good academic standing. All work received in advance will be due upon the student's return. Before planning any absence, the parents should make sure that the absence will not put the student above 10 absences in any class.

**Field Trips** – Field trips are considered prearranged absences and may be subject to the same rules above.

**Single Period/Partial Day Absences:**

No single period or partial-day absences may be excused without documentation (a doctor's note or court appointment notice). This rule applies to all periods, including 1<sup>st</sup> and 8<sup>th</sup>. Exceptions to this policy can only be made by a Fairview administrator.

Exceptions may be considered for: a) An absence occasioned by law or the courts as documented by the agency, b) An illness that takes place during the school day where the student is documented as leaving school from the health room or c) Participation in religious observances.

**Make-up Work for Absences:**

The faculty at FHS acknowledges that students may be legitimately absent from class. In such instances, teachers will provide a make-up activity designed to avail the student of the classroom activities that took place on the days missed.

Students with **excused** absences must make arrangements with their teachers to make-up work. Arrangements to complete make-up work must be initiated by students within two school days after they return to school. All work missed during an excused absence must be completed in a timely manner, as established by the teacher, not to exceed two weeks. Opportunities to make up labs, tests, etc. comparable to those given in class will be provided to all students legitimately absent. The teacher will provide the work in a timely manner. No student can miss a class in order to make up work for another class.

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

### **CAFETERIA**

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

**Payment Information:** Enter student name, ID, and Fairview High at the following website: [www.payforit.net](http://www.payforit.net)

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

### **COUNSELING SERVICES**

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

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

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

Wendy Herron	720-561-5334	Michelle Kletzky	720-561-5338
Sonja Gifford	720-561-5339	Paula Lee	720-561-5340
Matt Mowen	720-561-5332	Ashley Bangs	720-561-5862

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

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

Registrar	Vickie Rishel	720-561-5335
Counseling Secretary	Sharyn Corson	720-561-5328
Counseling Secretary	Sara Goldberg	720-561-3212
Intervention Specialist	Rose Lupinacci	720-561-5861
School Social Worker	TBD	720-561-5867
School Psychologist	Lauren Boryenace	720-561-5867
Post-Graduate Center		720-561-5860
FAX		720-561-5333

**Post Graduate Planning Center:** The Post Graduate Planning Center is an extension of the services that are available in the Counseling Office and is open from 7:30AM to 3:30PM Monday through Friday. It is located in the Counseling Center and provides students with innumerable resources to guide them through the process of making choices for their lives during high school and beyond. Information and consultation services are available to research possible areas of study, interests, skills, personality profiles, careers, colleges, technical training, volunteer and travel opportunities, jobs, conferences, summer opportunities, scholarships and financial aid, testing information, military options and leadership training. It also provides students and parents with the chance to meet representatives from colleges, business and technical schools, the military and volunteer organizations. Some specific activities include:

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

For more information, please visit the FHS Post-Graduate Center website:

<http://bvsd.org/schools/FairviewHS/CounselingDepartment/PostGradCenter/Pages/PostGradCenter.aspx>

### **Academic Integrity:**

Welcome to Fairview High School, one of the most academically intensive high schools in the state of Colorado. Our accelerated curricula give you the opportunity to excel. Unfortunately, this environment of excellence may compel some students to violate the code of academic integrity. While facing academic challenges can amount to a great deal of stress, it is important to resist the temptation to resort to academic dishonesty. It is of utmost importance in this atmosphere of excellence that academic integrity be upheld.

The Fairview High School community is committed to, and publicly acknowledges, the necessity to promote and reinforce self respect, respect for others, respect for property both personal and intellectual, respect for academic honesty, and responsible behavior. It is expected that students and staff at Fairview will maintain a high standard of personal honesty and integrity for themselves and for others.

**Academic Dishonesty:** Academic dishonesty is defined as the use of plagiarism, misrepresentation, collusion, or any other behavior to gain an unfair academic advantage for a student or to affect the results of another student.

- Plagiarism is the representation of the ideas or work of another person as the student's own.
- Misrepresentation is the intentional presentation of another person's ideas in a deceptive manner.
- Collusion is the knowing support of academic dishonesty by another student.

**Academic Integrity:** Fulfilling assignments in the manner in which they are intended. Assignments are designed to help students learn how to think. The intent is to exercise the thought process about a certain topic. As students genuinely work through their assignments, they grow intellectually. When a student does **not** go through this process, but gives an **appearance** of doing so, it can be viewed as academic malpractice. To ensure academic integrity, students may be required to submit assignments to [www.turnitin.com](http://www.turnitin.com).

**The Student Voice:** Student Council, Knight Crew, and the National Honor Society will continue to address the issue of academic integrity at Fairview High School. While it is the responsibility of all school district

personnel to uphold academic integrity, these student groups will collaborate in 2010-2011 to add the student voice to this process.

### **DRESS CODE**

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

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

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

### **DRUGS, ALCOHOL AND OTHER ILLEGAL SUBSTANCES POLICY**

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

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

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

### **GRADE REPORTING**

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

### **HEALTH ROOM/CLINIC**

The Health Room is located midway down the ramps opposite the Treasurer's office and is open from 8:00AM - 2:00PM. In case of illness or injury during the school day, students should report to the Health Room office for treatment. Health Room staff will make note of the student's name, time of visit, and outcome of the visit. This information will serve to verify/document an absence from class if necessary. Students may also contact a parent/guardian by phone from the Health Room office regarding their visit, as it might be necessary to arrange to be picked up and taken home. In addition to the Health Room, an Emergency Response Team is available to help when emergencies arise.

### **Medications in School:**

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

### **IDENTIFICATION CARDS**

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

### **INTERNET POLICY**

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

The smooth operation of the BVSD Net relies upon the proper conduct of the users who must adhere to strict guidelines. These guidelines are specified in the full text of the "Acknowledgement Regarding Use of Technology" in the Student Rights & Responsibilities Manual available at FHS or on the BVSD website: <http://bvsd.org/studentrights/documents/TechUse-secondary09-10.pdf>. Please remember that the use of the BVSD Net is a privilege, not a right. If a student is suspected to be in violation of the proper use agreement, system administrators are authorized to access the user's account including files and electronic mail.

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

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

### **LIBRARY MEDIA CENTER**

The library serves as the academic nerve center of the school by providing high quality materials, databases, computers and instructional services. The library staff is dedicated to assisting students and staff in carrying out research and making learning a positive experience.

#### **Circulation Information:**

- The Circulation Desk is open daily from 7:00AM-4PM
- A Fairview High School ID card is required for checkout.
- Books may be checked out for three weeks and may be renewed once.
- Periodicals and videos are checked out for three days and may be renewed once.
- The library assesses fines for overdue materials. Fines must be paid prior to future checkout.
- Several online databases are available to FHS students 24/7. Log-in: knights Password: password
- Students using the library must respect other students' needs for a quiet place to study.
- Food and drinks are not allowed in the library. Water, in a clear container with a sealable lid, is allowed.

### **LOCKERS**

Students who request, and are assigned, lockers may choose their locker partner, when possible. Only school-issued locks are to be used on school lockers. Locks are issued at no charge, but if not returned or lost, students will be charged \$15. Students should not bring valuables to school and leave them in their locker. Valuables have no place in the school and should never be considered totally secure in any school locker, including PE lockers. The school is not responsible for items that are lost or stolen. Lockers are school property and are subject to searches by school authorities.

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

- Locker assignments are for the full school year. Students will stay in the same locker, with the same locker partner, for the full year.
- You are responsible for all items in your locker. DO NOT share your locker combo with anyone other than your assigned locker partner.
- Do not write in, or on, lockers at anytime. This is considered vandalism and students will be held financially responsible. Please report any locker vandalism to Security.
- Do not leave food in lockers overnight.
- Any locks placed on lockers that are not school issued will be cut and all students will be removed from the locker and all locker privileges revoked for the remainder of the school year.

- Report any locker problems immediately to Security.

### PARKING

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

Seniors may purchase a year-long parking permit for \$50. The permit will be affixed to the inside of the vehicle and a record of the permit will be kept in the Security office. License plate number, car information (make, model and color) and a valid driver's license will be required to purchase and maintain a parking permit. At the time of purchase, students are required to sign an agreement listing the rules and policies required to purchase and maintain a permit. Violation(s) of these rules and policies may result in any of the following: the vehicle being ticketed, towed or booted at the owner's expense and the permit being revoked. Students must operate their vehicles in accordance with state and municipal law. Failure to do so may result in a permit being revoked. There will be no reimbursement of permit fees if a student has their permit revoked or if a student is withdrawn from the school.

### SAFE SCHOOL ENVIRONMENT

Fairview recognizes its obligation to provide a positive intellectual, emotional, and physical environment. In turn, students are expected to accept responsibility for their behavior, and to ensure that their behavior is consistent with the standards of good citizenship. We are very proud of the young adults who attend Fairview High School. However, on occasion, problems arise that require the attention of school authorities. Important information concerning specific disciplinary policies and procedures is presented below. Discipline policies and procedures have been established to enable the school to provide an orderly and safe environment conducive to the serious pursuit of academic interests. Disobedience and/or misconduct occurring when under the supervision of the school, during school-sponsored activities, while riding the school bus, including activities off school grounds that cause a disruption at school, will be cause for disciplinary action.

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

#### **Zero Tolerance Information:**

To ensure a safe learning environment at Fairview, we operate on a "Zero Tolerance" policy. Suspension and possible expulsion from school will result when students are guilty of infractions, on or off school property, or during school sanctioned activities, which include, but are not limited to the following:

1. **Continued willful disobedience.** Open and persistent defiance of proper authority, including a deliberate refusal to obey a member of the school staff.
2. **Willful destruction/stealing of school property.** Causing or attempting to cause damage to school property or attempting to steal school property of value.
3. **Willful destruction/stealing of private property.** Causing or attempting to cause damage to private property or stealing or attempting to steal private property. Included is vandalism to cars.
4. **Assault/Robbery.** Commission of any act defined by state law as assault. Expulsion if mandatory for first or second degree assault/robbery.
5. **Lasers.** Lasers are prohibited at Fairview and will be confiscated. Possessing or using lasers can be grounds for suspension.
6. **Weapon/weapon facsimiles.** Weapons or weapon facsimiles are not permitted inside any BVSD school or on school property. They will be confiscated and could be grounds for suspension/expulsion. Boulder police will be notified.

7. **Arson.** Setting fires, pulling false fire alarms, possessing or lighting fireworks or other incendiary items may result in suspension or expulsion. Students are not allowed to have matches, lighters or any other incendiary devices in their possession on school grounds or at school functions.
8. **Behavior detrimental to the welfare and safety of others.** No student will engage or encourage activity that is detrimental to the welfare and safety of students, teachers, or school personnel on or off school property, at any school activities or when being transported in vehicles approved by the District.
9. **Obscene conduct or behavior.** Directing profanity, vulgar language, or obscene gestures toward other students, school personnel or visitors to the school; or any behavior or conduct that can be classified as obscene or indecent.
10. **Verbal abuse.** Engaging in verbal abuse, i.e., name calling, using ethnic or racial slurs, or making derogatory statements toward others.
11. **Disruptive behavior.** Any behavior that impedes or interferes with classroom learning or with school activities or processes.
12. **Extortion.** Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
13. **Lying.** Giving false information or withholding information either verbally or in writing to a school employee.
14. **Scholastic dishonesty.** Cheating, plagiarism or unauthorized collaborating with another person. These acts could result in partial or full credit loss for the assignment in question. Multiple events can result in suspension and/or failure of the class.
15. **Harassment.** Forms of intimidation include any activity that would subject the individual to embarrassment, humiliation, or violence, whether or not the victim is willing.
16. **Threats.** Verbal or written, that is against another student or adult at Fairview.
17. **Gambling.** Wagering in any form is prohibited.
18. **Clothing.** Wearing clothing that is disruptive (e.g., gang related, depicts drugs, alcohol, or cigarettes, or is obscene or indecent).
19. **Drugs/Alcohol.** Use, possession, distribution or sale of alcohol or illicit drugs and the abuse of other drugs is prohibited in all BVSD schools, on school grounds, at school sanctioned activities, or when students are being transported in vehicles dispatched by the District. The use of drugs/alcohol will result in a suspension from school. **Expulsion is mandatory for the sale or distribution of drugs.**
20. **Tobacco.** Use and/or possession of tobacco products by students while in school or on school grounds, or while participating in school sponsored events are prohibited.
21. **Parking in Visitor or Staff Spaces.** Students parking in visitor or staff spaces are subject to having their cards ticketed, towed, losing their parking privileges and possible suspension.
22. **Throwing objects.** Throwing any object which can cause bodily injury or damage to property is prohibited.
23. **Trespassing.** Being in the building unsupervised or illegally is prohibited. Students can also be ticketed by the Boulder Police.
24. **Cell phones, MP3 players, CD players and other personal electronic devices.** Students may not use or have these items on inside any classroom or during any class period at any time. On the first violation of this policy, the student will have their electronic device taken away by the teacher. The teacher will turn it in to an administrator and the item will be returned at the end of the school day. On the second violation the item will be taken and turned over to an administrator and the item will only be returned to the student's parent. Under no circumstances will the item be returned directly to the student. On the third violation the item will be taken and turned over to an administrator and the student's parent will need to set up a meeting with an administrator (and the student) to discuss what consequences will take place in the future. **CHANGE IN POLICY FOR 2010-11:** We will no longer keep separate records for separate items (i.e., iPod or cell phone). If an iPod is taken the first time and a cell phone taken the second, it will be treated as one record, i.e., the cell phone would not be returned to the student, only to a parent.

**Non-Discrimination Policy:** In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Fairview High School does not tolerate unlawful discrimination on the basis of sex, race, color, national origin or handicap in admissions, access to, or employment in, educational programs or activities which it operates. For information regarding civil rights or grievance procedures, contact Diane Brumfitt, Counselor: 720-561-5332. If you have special needs due to a disability and wish to request accommodations in academic classes, please notify your student's counselor. In affirming that there shall be no discrimination, harassment, or violence against anyone in the school system, the Board of Education intends this regulation to define what constitutes a violation of the Board's nondiscrimination policy and to provide processes to prohibit discrimination, harassment and violence.

1. **Harassment:** Behavior toward students or adults based, in whole or in part, on race, ethnicity, national origin, gender, sexual orientation, age, disability or religion which interferes with a person's school performance or creates an intimidating, hostile or offensive school environment.
2. **Sexual Harassment of Students:** Verbal, visual or physical sexual or gender-based behavior that occurs when one person has formal or informal power over the other and such behavior creates an intimidating, hostile or offensive educational environment; or such behavior interferes with an individual's learning opportunities.
3. **Violation or Suspected Violation of the Nondiscrimination Policy:** It is a violation of the nondiscrimination policy if, on District property, in District vehicles or in connection with any District program, activity, or event, a District employee or student:
  - Makes demeaning remarks such as name-calling, slurs or jokes, directly, or depending upon the circumstances and context, indirectly; intimidates or physically threatens or harms an individual on the basis of race, ethnicity, national origin, gender, sexual orientation, age, disability or religion;
  - Harasses an individual on the basis of that individual's race, ethnicity, national origin, gender, sexual orientation, age, disability or religion;
  - Displays visual or written material with the purpose, or depending upon the circumstances or context, of demeaning the race, ethnicity, national origin, gender, sexual orientation, age, disability or religion; or
  - Excludes any qualified individual from participation in, denies any qualified individual the benefits of, or otherwise discriminates against any qualified individual in connection with any District program, activity, or event on the basis of the individual's race, ethnicity, national origin, gender, sexual orientation, age, disability or religion.

**Mandatory Expulsion Information:**

- **Assault/Robbery-First or Second Degree:** Commission of any act which, if committed by an adult, would be considered robbery or assault in the first or second degree.
- **Dangerous weapons:** Expulsion is mandatory for incidents involving the carrying, bringing, using or possessing of a dangerous weapon without the authorization of the school or school district. A dangerous weapon is defined as:
  - A firearm, whether loaded or unloaded, or a firearm facsimile that could be reasonably mistaken for an actual firearm.
  - Any pellet or BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
  - A fixed blade knife with a blade longer than three inches in length or a spring loaded knife, or a pocket knife with a blade longer than three and one-half inches.
  - Any object, device, instrument, material or substance, whether animate or inanimate, used or intended to be used, to inflict death or serious bodily injury.
- **Drugs:** Expulsion is mandatory for the sale or distribution of drugs or controlled substances.

**SAFETY DRILLS**

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

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

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

### **VISITOR INFORMATION**

**Visitors:** Students are not allowed to have visitors at any time during the school day. This includes "shadowing" experiences. Children of students, younger brothers and sisters, friends or relatives of students and students from other schools are not permitted to visit Fairview during the school day except through an activity sponsored by the school. Parents are always welcome, but we advise them to make an appointment if they want to see a teacher, counselor or administrator. All visitors must stop by the main office to sign in and receive a visitor's badge.

## CALENDAR AT A GLANCE

### AUGUST

8/1 & 8/2 Knight Crew Retreat  
8/1-8/30 Ramadan  
8/14 Knight Crew Rehearsal  
8/15 Freshman & New Student Transition  
8/16 First day for Grades 10, 11, 12  
8/17 Freshman Parent Night  
8/19 Back to School Dance  
8/21 IB Back to School BBQ  
8/31 Back to School Night

### SEPTEMBER

9/2 Professional Development Day-**NO STUDENTS**  
9/5 Labor Day - **NO SCHOOL**  
9/16 Progress Report Grades Posted  
9/19-9/23 Homecoming Week  
9/24 Homecoming Dance  
9/29-9/30 Rosh Hashanah begins at Sundown

### OCTOBER

10/3-11/15 AP & IB Exam Registration Window  
10/5 Parent/Teacher Conferences  
10/13 Parent/Teacher Conferences  
10/14 End of Quarter  
10/14 Professional Development Day-**NO STUDENTS**  
10/21 Progress Report Grades Posted

### NOVEMBER

10/3-11/15 AP & IB Exam Registration Window  
11/18 Olympiad - middle of day assembly  
11/18 Pack the Truck  
11/21-25 THANKSGIVING BREAK - **NO SCHOOL**  
11/30 Showcase "Knight"

### DECEMBER

12/8-16 Hanukah  
12/8 Cocoa & Cram  
12/12-16 Finals Week  
12/16 End of Semester  
12/19-1/2 WINTER BREAK - **NO SCHOOL**  
12/26-1/1 Kwanzaa

### JANUARY

1/2 WINTER BREAK - **NO SCHOOL**  
1/3 Professional Development Day-**NO STUDENTS**  
1/16 Martin Luther King Day - **NO SCHOOL**

### FEBRUARY

2/10 Progress Report Grades Posted  
2/15 "Knight" of Transition  
2/20 Presidents' Day - **NO SCHOOL**  
2/21 Professional Development Day-**NO STUDENTS**  
2/23 Parent/Teacher Conferences  
2/29 Parent/Teacher Conferences

### MARCH

3/6-3/15 State Testing for 9<sup>th</sup> & 10<sup>th</sup> grades  
3/9 End of Third Quarter  
3/23 Progress Report Grades Posted  
3/26-4/3 SPRING BREAK - **NO SCHOOL**

### APRIL

4/2-4/3 SPRING BREAK - **NO SCHOOL**  
4/7-4/13 Passover  
4/8 Good Friday  
4/20 Professional Development Day-**NO STUDENTS**  
4/24 State ACT Testing Day  
4/28 Prom

### MAY

5/2-5/22 AP & IB Testing  
5/8 State ACT Make-up Testing Day  
5/17 Graduation Rehearsal & Knight of Excellence  
5/18 Senior Field Trip  
5/24 **LAST DAY FOR STUDENTS**  
5/25 **LAST DAY FOR TEACHERS**  
5/28 Memorial Day