



# FRHS Student Handbook 2025-2026

**Our Mission @ Fossil Ridge:** Our mission at Fossil Ridge High School is to ensure that upon graduating from Fossil Ridge High School, each student will possess the character, skills, aptitude, and knowledge to successfully engage in every option they choose in work and in post-secondary education.

**RIDGE @ Fossil:** We believe in **Respect**, **Integrity**, **Determination**, **Gratitude** and **Excellence** at Fossil Ridge High School. This belief applies to the classroom, the sports arena, academics and leadership. Our students know that together we are the strongest community of learners and RIDGE is how we operate to be the best school in the state.

5400 Ziegler Rd., Ft. Collins, Colorado 80528

**Main Office: 970.488.6260**

Attendance Line: 970.488.6270

FAX Number: 970.488.6263

Athletics: 970.488.6268

Web Site: <http://frh.psdschools.org>

"The Poudre School District is committed to the policy that no otherwise qualified person shall be denied access to, be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under, any District program or activity on the basis of race, color, religion, national origin, ancestry, sex, sexual orientation, marital status, veteran status, age or disability. District compliance with this policy shall be the responsibility of, and reports and complaints of discrimination based on these protected classifications should be directed to: For District students and community members: Director of Student Services, 1630 South Stover Street, Fort Collins, Colorado 80525, phone 970-490-3033; For District employees: Executive Director of Human Resources, 2407 LaPorte Ave, Fort Collins, Colorado 80527, phone: 970-490-3620."

## Administration

Mark Barry, Principal	488-6269
David Walck, AP/Athletic Director	488-6308
Brad Nye, Assistant Principal/Activities	488-6401
Scott Torvik, Assistant Principal	488-6267
Dr. Sonja Gedde, Assistant Principal	488-6387
Brooks Ramsey, Dean	488-6376
Melissa Stapleton, Dean	488-6298
Campus Liaison	488-6311
School Resource Officer	488-6306
Campus Security Officer	488-6322

## Front Office

Office Manager	488-6262
Receptionist	488-6260
Attendance	488-6270
Registrar	488-6265
Bookkeeper	488-6266
Athletic Secretary	488-6268
Health Office	488-6305

## **Table of Contents**

*To navigate this handbook digitally, use command keys [Ctrl + F]. Then search the title of the contents you seek.*

### **General Information About Fossil Ridge**

#### **High School**

Bell Schedule  
Important Dates  
Advertisements, Bulletin Boards, & Posters  
Assemblies  
Building Safety and Security  
Commons  
Communication  
Counseling Department  
College & Career Center  
Emergency Drills & Evacuations  
Student Resource Officer  
Surveillance Cameras  
Guests & Visitors  
Health Services/Medication  
Information Technology  
Lockers  
Lost & Found  
Lunch/Food Service  
Media Center  
Nondiscrimination/Equal Opportunity  
Open Campus  
Fundraising

### **Student Conduct/Policies and Procedures**

Academic (Scholastic) Dishonesty  
Attendance Policy  
Code of Conduct  
Dress Code

Electronic Devices  
Loitering & Trespassing  
Parking  
Police Dogs  
Reporting Threats/Inappropriate Conduct  
Skateboards, Bicycles, and Skates

### **Fossil Ridge High School Academic Policies**

Academic Eligibility for Clubs/Activities  
Academic Letters  
Advisory  
Assessments  
Google Classroom  
Grading Information  
Grade Change Policy  
Registration  
Schedule Changes/Class Drop Policy  
Student ID Cards  
Student Organizations and Clubs  
StudentVue/ParentVue  
Transcripts

### **Fossil Ridge High School Athletic Programs**

Academic Sanctions/Athletic Eligibility  
Admission  
Coaching Staff Contact Information  
Fees  
Letters, Awards, and Recognition  
Sports Offered  
Sports Schedules  
Student Athlete and Fan Code of Conduct

## General Information About Fossil Ridge High School

### Bell Schedule

Please refer to our website for an in-depth list of schedules:

<https://frh.psdschools.org/about-our-school/calendars-schedules>

We regularly post schedules related to our day-to-day operations, special schedules for inclement weather, district assessments and special events. Events such as Back-to-School-Night and Parent/Teacher conferences are posted on our scrolling calendar on the homepage.

**Homeroom:** Homeroom is Fossil's designated time where students are able to access and complete their ICAP graduation requirements and learn more about socio-emotional health to help them manage obstacles, both academically and socially, throughout their Fossil Ridge career. Homeroom dates are listed in the calendar below.

**Study Support:** Study support is a great opportunity for students to receive additional support from teachers, make-up quick tests or quizzes, or connect with classmates on projects.

### **Fossil Ridge High School Weekly Schedule 2025-2026**

Monday	Tuesday	Wednesday	Thursday	Friday
<b>0</b> 7:05-8:55	<b>0</b> 7:05 – 8:55	<b>No Zero Period</b> <b>Study Support</b> <b>9:05 – 9:35</b>	<b>0</b> 7:05 – 8:55	<b>0</b> 7:05 – 8:55
<b>1</b> 9:05 – 10:34	<b>1</b> 9:05 – 10:34	<b>1</b> 9:40 – 11:02	<b>1</b> 9:05 – 10:34	<b>1</b> 9:04 – 10:34
<b>2</b> 10:41 – 12:15 Announcements 10:41-10:46	<b>2</b> 10:41 – 12:15 Announcements 10:41-10:46	<b>2</b> 11:08 – 12:30	<b>2</b> 10:41 – 12:15 Announcements 10:41-10:46	<b>2</b> 10:41 – 12:15 Announcements 10:41-10:46
<b>Lunch</b> Served 12:15 – 1:00	<b>Lunch</b> Served 12:15 – 1:00	<b>Lunch</b> Served 12:30-1:15	<b>Lunch</b> Served 12:15 – 1:00	<b>Lunch</b> Served 12:15 – 1:00
<b>3</b> 1:00 – 2:29	<b>3</b> 1:00 – 2:29	<b>3</b> 1:15 – 2:37	<b>3</b> 1:00 – 2:29	<b>3</b> 1:00 – 2:29
<b>4</b> 2:36 – 4:05	<b>4</b> 2:36 – 4:05	<b>4</b> 2:43 – 4:05	<b>4</b> 2:36 – 4:05	<b>4</b> 2:36 – 4:05
<b>9</b> 4:15 – 5:44	<b>9</b> 4:15 – 5:44	<b>9</b> 4:15 – 5:37	<b>9</b> 4:10 – 5:44	<b>9</b> 4:10 – 5:44
89 minute periods (except for 0 hour) 7 minute passing 5 minute announcements 45 minute lunch	89 minute periods (except for 0 hour) 7 minute passing 5 minute announcements 45 minute lunch	82 minute periods 6 minute passing 45 minute lunch	89 minute periods (except for 0 hour) 7 minute passing 5 minute announcements 45 minute lunch	89 minute periods (except for 0 hour) 7 minute passing 5 minute announcements 45 minute lunch

# Fossil Ridge High School Weekly Schedule with Homeroom 2025-2026

Monday	Tuesday	Wednesday	Thursday	Friday
<b>0</b> 7:05 – 8:55	<b>0</b> 7:05 – 8:55	<b>No Zero Period</b>	<b>0</b> 7:05 – 8:55	<b>0</b> 7:05 – 8:55
<b>1</b> 9:05 – 10:34	<b>1</b> 9:05 – 10:34	<b>1</b> 9:05 – 10:28	<b>1</b> 9:05 – 10:34	<b>1</b> 9:05 – 10:34
<b>2</b> 10:41 – 12:15 Announcements 10:41-10:46	<b>2</b> 10:41 – 12:15 Announcements 10:41-10:46	<b>2</b> 10:34 – 11:57	<b>2</b> 10:41 – 12:15 Announcements 10:41-10:46	<b>2</b> 10:41 – 12:15 Announcements 10:41-10:46
<b>Lunch</b> 12:15 – 1:00	<b>Lunch</b> 12:15 – 1:00	<b>Lunch</b> 11:57 – 12:43	<b>Lunch</b> 12:15 – 1:00	<b>Lunch</b> 12:15 – 1:00
<b>3</b> 1:00 – 2:29	<b>3</b> 1:00 – 2:29	<b>3</b> 12:43 – 2:06	<b>3</b> 1:00 – 2:29	<b>3</b> 1:00 – 2:29
		<b>Home Room</b> 2:06 – 2:36		
<b>4</b> 2:36 – 4:05	<b>4</b> 2:36 – 4:05	<b>4</b> 2:42 – 4:05	<b>4</b> 2:36 – 4:05	<b>4</b> 2:36 – 4:05
<b>9</b> 4:15 – 5:44	<b>9</b> 4:15 – 5:44	<b>9</b> 4:15 – 5:38	<b>9</b> 4:15 – 5:44	<b>9</b> 4:15 – 5:44
89 minute periods 7 minute passing 5 minute announcements 45 minute lunch	89 minute periods 7 minute passing 5 minute announcements 45 minute lunch	83 minute periods 6 minute passing 30 minute home room 46 minute lunch	89 minute periods 7 minute passing 5 minute announcements 45 minute lunch	89 minute periods 7 minute passing 5 minute announcements 45 minute lunch

## HOMEROOM DATES:

**August 27th**  
**September 24th**  
**November 22nd**  
**December 3rd**  
**January 14th**  
**February 25th**  
**May 6th**

## **COVID-19 Information**

### **Current PSD COVID Protocols**

- District and school leaders continue to work with and follow guidance from public health officials to meet evolving health and safety requirements. Throughout the year, procedures will be monitored continuously to ensure schools and district buildings are safe environments for everyone. All students, staff, and families are expected to follow all health and safety protocols to keep everyone as safe as possible.
- **If a student or staff member is feeling sick with symptoms of a respiratory virus such as flu, RSV or COVID-19, they should remain home while sick and it is recommended they seek testing, either through a home COVID-19 test or through a medical facility.**

### **Returning to School Following COVID**

- PSD follows [How Sick Is Too Sick guidelines/¿Qué tan enfermo es demasiado enfermo?](#) on when students and staff should stay home and when they may return to school following illness.
- To prevent outbreaks and reduce COVID-19, flu RSV or other respiratory virus transmission in school settings, we recommend parents/guardians report when their child has tested positive for respiratory virus to their school directly. Staff members are available to assist you with determining when your student may return to school activities after testing positive for any communicable infection.

### **Arriving at School:**

The front doors will open at 8:00 am each day.

### **Entering the Building:**

All students dropped off by the bus on Rock Creek will enter through the North East Door.

All students dropped off by the bus on the South side of the Staff Parking lot will walk around the building and enter through the front doors.

If you provide your own transportation, please enter through the Main Entrance.

### **Lockers:**

Lockers will be used this year per student request. Students should be courteous of other students who need access to their locker. Students should not congregate in groups while in hallways, locker bays, Media Center, flex labs or common areas throughout the building in a way that blocks the travel of others.

### **Hall Passes:**

All students will remain in their classes for the entire period and will not be allowed to leave unless they are escorted by staff or provided a designated hall pass that must be on their person at all times until they return to their classroom. Students leaving for restroom needs will be given five minutes, be required to obtain a hall pass from their teacher, and will be expected to use the restroom located closest to their classroom. Students with additional needs should talk with their counselor or teacher directly. Students who are in the hallway without a pass and/or who are on an off period can anticipate communication with any FRHS staff member who may ask for verification of class schedule.

### **Health Office Protocols:**

If a student begins to feel sick while at school, they should immediately tell their teacher. The teacher will call the front office and alert the staff that the student is on their way down. The student will be required to wear

a hall pass and should not enter the front office without first stopping at the medical check-point window, located on the east side of the front office entrance.

#### **Passing Periods and Hallway Protocols:**

Passing periods will be seven minutes in length. Students are expected to leave their class and promptly make their way to their next class. Students should not congregate in groups while in hallways, locker bays, Media Center, flex lab or common areas throughout the building.

#### **Off Periods:**

All students who have an off period and choose to remain on campus **must report to the Commons or Media Center**. Students will not be allowed in the locker bays, hallways, or flex lab areas. Students needing to meet with a counselor or other staff member must go to the front office to confirm the availability and obtain a hall pass.

#### **Lunch Dismissal:**

All students who are leaving campus should promptly exit the building and not congregate in locker bays, hallways, flex lab or common areas. Students who are waiting for siblings or are meeting up with other students at lunch should do so outside of the building. For ease of travel we recommend that students use the exit closest to their class when leaving for lunch. Students who remain on campus will promptly pick up their hot or cold lunch from the Commons. Students are allowed to eat in the Commons, Media Center, flex labs, locker bays and hallways. Please help keep our school clean by placing garbage in trash or recycling bins located around campus. Habitual littering may result in disciplinary actions and loss of unsupervised lunch privileges.

#### **School Meals:**

Our District will continue to participate in the Healthy School Meals for All Program, which allows all enrolled students to receive one free breakfast and lunch per day at no cost. A la carte options will continue to be offered for purchase.

#### **While in classrooms:**

NO FOOD or eating is allowed during class. Students are allowed to have water and are encouraged to bring their own water bottles.

#### **End of Day Dismissal:**

Once dismissed, students must leave through the doors in which they entered or the exit the closest to their last class if weather permits. Students must leave campus immediately, unless they have a scheduled appointment with a staff member or are participating in after school activities or athletics. No students can loiter in the building. If students are waiting for a family member to pick them up they must report to the commons and sit at a table or wait outside of the building.

#### **Visiting the Media Center, Front Office, Dean's Office and Counseling Offices:**

Students may ask to get tech help, see their counselor, talk to a Dean, or may have various Health Office needs. Students should not leave class until the teacher has called and arranged for passage. This will help hold the students accountable for reporting to the appropriate location and will also allow staff to determine their availability for support.

## **Important Dates 2025-2026**

*For most up to date information on dates, please refer to the [FRHS](#) and [Poudre School District Website](#).*

8/5/25	Check In 11th & 12th graders
8/6/25	Check In 10th & 9th graders
8/6/25	License staff on duty (W/W day)
8/7/25	W/W Day
8/8/25	B/B day
8/11/25	District PL day
8/12/25	B/W day
8/13/25	Transition Day; 9th Grade Only
8/14/25	1st Day of School; all grades
8/15/25	Add/Drop - (Changes for quarters 1, 2, 3, & 4) 7:30 –9:30 am
8/20/25	Makeup check in 7:30am - 9:30am (Studio 5 in the media center)
8/20/25	Back to School Night – 5:30 – 7:30 pm
9/1/25	No School - Labor Day
9/11/25	Virtual Parent/Teacher Conferences 4:15 - 7:15 pm
10/6 - 10/10	<b><u>Homecoming Week</u></b>
9/?/24	Peach Fuzz @ 6:30 p.m. <b>still TBD</b>
9/?/24	Powder Puff @ 5:30 p.m. <b>still TBD</b>
10/10/25	Homecoming Football Game
10/10/25	Homecoming Assembly (Alt schedule)
10/11/25	Homecoming Dance @ 7:00 p.m.
10/15/25	Periods 1 & 2 AM, FINALS periods 3 & 4 PM
10/16/25	FINALS periods 1 & 2 AM, Make-up Finals (No classes held) PM
10/17/25	No School for Students -W/W Day for staff
10/20/25	No School for Students - Licensed Staff Exchange Day
10/21/25	PSAT-NMSQT Testing AM in the Health Rm/Wrestling Rm/Media/Roundhouse (8-11am)
10/27/25	Trick or Treat Street (4:00pm - 9:00pm)
11/18/25	Diversity Day
11/19/25	Virtual Parent/Teacher Conferences 4:15 - 7:15 pm
11/24 - 11/28	No School - Thanksgiving Break
12/3/25	Fall Parade of Champions- (Homeroom Day)
12/4/25	FRHS Open House 6:00 - 8:00 pm
12/18/25	Periods 1 & 2 AM, FINALS periods 3 & 4 PM
12/19/25	FINALS periods 1 & 2 AM, Make-up Finals (No classes held) PM End of Second Quarter/First Semester
12/22/25-1/2/26	No School - Winter Break
1/5/26	No School - Teacher Work Day; Staff on Duty
1/6/26	First day of classes second semester

1/7/26	Add/Drop - Student Opportunity for Quarters 3 & 4, 7:30am-9:30am
1/19/26	No School - Martin Luther King Jr. Holiday
1/21/26	Class Info Fair
2/4/26	Virtual Parent/Teacher Conferences 4:15 - 7:15 pm
2/23-2/27/26	Wish Week
2/16/26	No School for Students - B/B day for staff
2/28/26	Science Olympiad regional tournament (all day whole building)
3/11/26	Periods 1 & 2 PM, FINALS periods 3 & 4 PM
3/12/26	Finals periods 1 & 2 AM, Make-up Finals (No classes held) PM End of Third Quarter
3/13/26	District PL Day
3/16-3/20/26	Spring Break
3/27/26	Winter Parade of Champions
4/7/26	Unity Day
4/13/26	??SAT Testing and PSAT 9 Testing AM/Asynchronous classes PM (date may change)
4/14/26	??PSAT 10 Testing and CMAS Testing AM/ Asynchronous classes PM (date may change)
4/11/26	Prom 7:00-10:00 pm @ CSU/Canvas Stadium
4/13/26	Graduating class 2026 mandatory meeting (6:00-7:00 pm Main gym & commons)
4/16/26	Virtual Parent/Teacher Conferences 4:15 - 7:15 pm
4/24/26	No School – Exchange Day
5/1/26	Special Olympics
5/15/26	No School – Teacher workday
5/18/26	Spring Parade of Champions
5/20/26	People’s Choice Assembly (Seniors Last Day) 9:00am
5/22/25	Graduation Rehearsal @ Moby
5/23/26	Graduation Ceremony @ Moby Arena (date may change, time TBD)
5/25/26	No School – Memorial Day
5/22/26	Periods 1 & 2 AM, FINALS periods 3 & 4 PM
5/26/26	Finals Periods 1 & 2, Make-up finals PM
5/27/26	Make-up Finals AM - half day of school End of Fourth Quarter/ Second Semester

### **Advertisements, Bulletin Boards, and Posters**

Student groups may display important notices, posters, and fliers in designated areas and public bulletin boards after an administrator has approved items. Students who wish to distribute more than 10 copies of non-school materials must notify the principal of their request at least three school days in advance of planned distribution and provide a copy of the materials they wish to distribute to seek approval. No materials shall be placed on car windshields in school parking lots.

### **Assemblies**

Assemblies and pep rallies are provided for the education and entertainment of the student body. Assemblies will be scheduled by administration. Students attending assemblies should take their seats quickly and



conduct themselves appropriately and respectfully during presentations and performances. Attendance at assemblies is required unless otherwise posted.

### **Building Safety and Security**

Students are permitted to enter through the Main Entrance only. During arrival, students may also enter the building through the Northeast entrance near bus drop-off. Students are not to prop-open exterior doors or open exterior doors for other students.

All visitors to any school must check in at the administrative office immediately upon arrival. Unauthorized visitors will be asked to leave school property and may be cautioned that in the future they may be cited for trespassing. Uncooperative visitors may be referred to the appropriate law enforcement agency by the building administration.

### **Commons**

The Fossil Ridge Commons is open for the convenience of students and staff to dine, study, or quietly socialize. Students and staff are expected and responsible for cleaning tables and areas they use prior to leaving. Students are expected to conduct themselves in a safe and respectful manner and are not allowed to sit or put their feet on tables, counters or backs of chairs. Students who act inappropriately in the Commons may be denied the use of the area for periods of time by administration.

### **Communication**

#### **School Web-Site**

Students and parents are encouraged to check the FRHS website often at <http://frh.psdschools.org> for updated information including daily news and announcements. Important news articles and detailed announcements are posted regularly to the SaberCat News Central section of the school website. Please check this section regularly to keep informed of what is happening at Fossil Ridge High School.

#### **PSD Communications**

PSD will use its emergency notification system, School Messenger, to email parents and send text messages using parent contact information on file in Synergy (the student information system). Using this tool provides many benefits to parents including:

- Ability to target communications to specific groups within a school (ie. specific grade levels)
- Ability to send text messages
- Parent/guardian emails will follow students from school to school

#### **Email & Phone Calls**

Fossil staff will utilize email and/or phone calls to communicate with individual families. Emails and/or robo calls about specific and/or timely information related to the larger community will also be offered.

### **Counseling Department**

Guided by the American School Counseling Association National Model, Fossil Ridge High School Counselors serve as advocates, guiding and fostering the potential in all students during their development toward academic, career and personal/social success. Counselors believe we can benefit students most through multiple, direct interactions that are initiated throughout the student's high school career regarding, but not limited to, the following:

- Social/emotional support
- College and career planning
- SAT and ACT test preparation
- Peer support/mediation/mentoring

- Course/Academic advising
- ICAP/Career Cruising support
- Academic support and access to tutoring help
- Advanced Learning Plan support
- 9<sup>th</sup> Grade transition
- Concurrent Enrollment opportunities
- IEP and 504 plan support
- Requested/walk-in student appointments

## Counselors

Chris Savage csavage@psdschools.org	Ci-Ga & ELL Students	West Wing	488-6272
Matt Murphy mmurphy@psdschools.org	A-Ch	North Wing	488-6338
Hailey Swanbom hswanbom@psdschools.org	Ge-Je	West Wing	488-6261
Kelli McPhee dmcphree@psdschools.org	Jo-Mar	West Wing	488-6365
Josh Jackson jjackson@psdschools.org	Mas-Ph	North Wing	488-6431
Nicole Alvarado nalvarad@psdschools.org	Pi-Sn	North Wing	488-6271
Carolyn Fries cfries@psdschools.org	So-Z & ILS Students	North Wing	488-6264
Sandi Emanuel	Registrar	Room 408	488-6265
Jennifer Ford	Secretary	West Wing	488-6432
Donna Lentz	Secretary	North Wing	488-6367
Candi Joshi	College & Career Center Secretary	College & Career Center	488-6303

## College and Career Center

The FRHS College and Career Center is student-centered and designed to assist students and their families in a variety of ways. These include:

- Transcript requests
- Scholarships
- NCAA
- Information on FRHS/District college and career events
- College, career, technical school & military recruiter visits
- College visit field trips
- Any other walk-in questions related to college and career planning

## **Emergency Drills & Evacuations**

Poudre School District and Fossil Ridge High School are committed to an inclusive and safe climate for all students. For more information about School Safety and Security, please review:

<https://www.psdschools.org/schools/safety-and-security>

Emergency drills are conducted in cooperation with the local fire department in order to safeguard the students in case of an emergency. The building fire alarm is sounded during fire drills or emergencies. It is important for students and staff to evacuate the building calmly and immediately, following procedures and posted exit plans. Students and staff are to move quickly out of and away from the building and to remain in designated locations until permission is given to re-enter the building. Individuals who deceitfully pull a fire alarm will be subject to suspension and/or criminal charges.

**Secure Status:** Fossil may be put in lockdown, now known as “Secure,” when there is police activity in the surrounding neighborhood. When Fossil is placed in Secure, all activity inside the school is “business as usual.” No students or staff are allowed outside of school. All exterior doors are secured and locked.

**Lockdown:** A school Lockdown can be initiated for circumstances that would require staff and students to be secured in classrooms. When Fossil is placed in Lockdown, all exterior doors, windows and access points are closed and locked to secure the area and protect those inside of the building. In addition, staff will secure students in their classrooms. Lock-down emergency drills will be practiced throughout the school year. Students are required to respond according to administration and staff instructions.

During a Secure or Lockdown staff and administration will be focused on the event and keeping staff and students safe. Communication about the incident will be through the PSD website, which will have the most current information. Fossil will use school email and/or voice mail to communicate updates as soon as possible. Please avoid calling the school directly during a Lockout or Lockdown so as to allow the office staff to focus on the safety of the student population.

**Hold:** A school Hold may be initiated temporarily for designated classrooms or areas of the building where students would need to remain in their classrooms until it is appropriate for them to leave. This is the most commonly used safety or privacy precaution used in schools.

**School Closure Due to Weather:** Information about school closings due to inclement weather is broadcast on local radio and TV stations beginning at 6 a.m. The Poudre School District website will also post information on school closures. In the event a decision is made to close school during the day, we will work to ensure the safety of students in accordance with school policy.

**Campus Security Officer:** With Campus Security Officers serving as the eyes and ears of the district and School Resource Officers (certified police officers) based at all middle and comprehensive high schools, safety of students and staff is a top priority. Fossil’s Campus Security Officer is Glen Dildine.

## **Student Resource Officer (SRO)**

The goal of the Poudre School District School Resource Officer (SRO) program is to provide a safe learning environment and help reduce school violence while improving perceptions and relations between students, staff and law enforcement officials. PSD and its partner agencies agree not only to help protect the safety of PSD’s school communities but also continue striving toward a restorative-practices approach to disciplinary issues. The SRO maintains an office in the main commons area of Fossil Ridge. Students are encouraged to

stop in or contact SRO Adam Brunjes at 488-6306. For more information about the PSD SRO program, see <https://www.psdschools.org/schools/school-resource-officer-program>

### **Surveillance Cameras**

As a part of the effort to ensure a safe and secure learning environment, video cameras are located in and around the building.

### **Guests & Visitors**

Please contact our front office before coming in. When adult visitors are welcome, they must check in at the office and wear a visitor sticker/badge while in the building. Visitors will be approved for specific academic or school-related reasons only.

No students from other schools will be permitted to visit FRHS while either their home school or FRHS is in session without prior written permission from an administrator. As a general rule FRHS does not allow students to “shadow.” Access to Fossil Ridge students during the school day is allowed only for immediate family members who can verify their relationship with proper identification. Visitors on campus who are not authorized to be on campus may face trespassing charges.

Guests invited to attend Fossil Ridge dances or other special events by a Fossil Ridge student must be in 9th grade or higher and not be over 20 years of age. Guests are only permitted for Homecoming and Prom. FRHS students and guests are required to present their current ID (school, driver’s license, or passport) for dance admission.

Students/parents may set up a pre-arranged school tour given by a FRHS Ambassador student **after** school hours by completing a request form. The forms are located on the FRHS website (About Our School) and on the FRHS counseling page.

Classroom instruction is protected from unnecessary interruptions. Classes may be interrupted **only** for appropriate or emergency reasons. **Students will be called down between periods for messages or items left for them. It is the student’s responsibility to retrieve messages and/or items.**

### **Health Services/Medication**

All students are required to provide a certificate of immunization or present a valid exemption. Poudre School District and state law requires all students to be compliant. For complete information regarding these requirements, please contact the School Nurse or Health Technician at 488-6305. Hours for the school nurse and health tech vary, as they are both part-time.

If a student becomes ill or is injured while at school, he or she should report to the office for assistance and evaluation by the nurse or office staff. Students with ongoing health issues should provide a yearly updated health plan to be placed on file in the office. This information will be used to guide school staff if medical intervention is necessary.

**Medications:** All medications taken at school are to be managed and administered per current district policy. No medications are to be taken on school premises without required parent and health care provider’s signatures. For further information regarding medical services, go to the FRHS website and click on the health tab; <https://frh.psdschools.org/about-our-school/health-information>

## **Information Technology**

PSDschoools.org is the Poudre School District networking service domain that allows students to do research on the Internet, send and receive electronic mail (email) messages, and store class work on school file servers. Students are automatically assigned user accounts to access systems on PSDSchools.org. Parents who do not want their students to access the Internet or utilize computer technology must sign a non-permission form. The following guidelines have been established by PSD and FRHS to enable students to understand expectations for the use of technology at school. PSD networking violations will be treated as any other conduct issue at FRHS. Loss of network access and the privilege to use school equipment may be a consequence of any violation. The technology systems administrator reserves the right to determine potential violations. All students are expected to read and comply with the PSD-Net terms and conditions printed in the district Student Rights and Code of Conduct publication.

### **How to Open a Student Account:**

If you have previously had a PSD Network Account, or if you were registered by the first day of school, your account will be activated at the beginning of school. Listen for announcements regarding activation of access. If you are a new student at Fossil Ridge, see the Technology Manager immediately after registration.

### **Expectations for Network Use of Computers: Use of network access systems is a privilege, not a right.**

- Students should never share their account information with another student (or use another student's account).
- All students are expected to use appropriate care and discretion when using computers and program applications to avoid unnecessary damage to equipment and support programs.
- Headphone use in the computer lab is left to the discretion of the teacher. In general, students may wear headphones if the teacher is not lecturing.
- A PSD laptop device will not be issued to a student if he/she has an outstanding technology fee at the time of distribution. Students must pay all outstanding fees first and then will be issued a PSD laptop device for use during the current school year.

### **Use of the Network:**

Inappropriate use of the PSD Network will result in consequences ranging from warning, suspension of network privileges and even expulsion. Some examples of inappropriate use include but are not limited to the following:

- Safety violations: threats, harassment, slander, and vandalism
- Viewing, storing, sharing, and/or concealing offensive/inappropriate/unauthorized materials. This includes, but is not limited to pornography, profanity, games, music files/players, executable files, and unauthorized software
- Sending, receiving, or printing inappropriate email messages including annoying messages, chain letters, and SPAM
- Online games and discussions (except as authorized by a staff member). **NO GAMES of any kind should be installed or located on PSD laptop or desktop computers.**

### **Computer Usage Violation:**

Students who fail to follow computer usage guidelines will be subject to administrative referral.

**Levels of Computer Usage Violation** Students who violate the usage policy may do so on multiple levels. The following includes examples of violations, but is in no way an all-inclusive list. Final determination of level of violation and consequence remains with administration.

Level One: playing online games, accessing inappropriate websites if not blocked

Level Two: downloading games or other software, using a proxy server to circumvent the district filters, using technology to harass or threaten others

Level Three: manipulation of servers, hacking the computers or accounts of district personnel, making physical changes to a laptop

Consequences for technology violation range from a warning to a suspension or recommendation for expulsion. Multiple offenses will result in increasingly severe consequences.

### **Lockers**

Lockers are assigned to students for the storage of books and personal items. Students may use only one locker and are responsible for general upkeep, as well as any items stored within. **Students may be required to share lockers.** Students are responsible for any damage to their locker and will be billed for any misuse or abuse. Defacing a locker or displaying offensive or inappropriate material on a locker may result in loss of locker, fines, or other disciplinary actions. *The school will not accept responsibility for any items stored in a locker that are stolen or damaged.* Students are encouraged not to store money or other valuables in their lockers. Students may not use personal locks on hallway lockers. Personal locks placed on hallway lockers will be removed by administration. Personal locks may be used for P.E. lockers only. All lockers must be cleaned out by the last day of school. Students will be billed for any required cleaning.

According to district policy, school lockers are the property of Poudre School District and at all times are under the control and supervision of school administration. Lockers and their contents may be searched and examined at any time by the Principal or Principal Designee. Similarly, at the school's request, trained search dogs may be brought in unannounced to search school grounds and locker areas. Inappropriate and/or dangerous items found in lockers may be seized during searches by staff or administration.

### **Lost and Found**

The lost and found area for common items is located on the south end of the commons just east of the main office. Any electronic items are securely kept behind the receptionist desk in the main office. Other larger items may be kept in the Campus Security Officer's office or the School Resource Officer's office. All lost and found items are disposed of regularly.

### **Media Center**

The Media Center is open Monday through Friday, 8:00am - 4:30pm. It is available to students before and after school, at lunch, and for drop-in use during off-periods.

The Media Center is where our technology managers are located and where students can receive help with their school laptops.

The Media Center houses a diverse collection of non-fiction and reference books, classic and contemporary fiction, bestsellers, graphic novels, foreign language books, and audio and e-books. The Media Center also provides a number of online databases with access to full-text magazine and journal articles, reference works, viewpoint essays, primary sources newspapers, radio and TV transcripts and multimedia. These databases can be freely accessed within the school building. For a list of databases and any necessary password information to access them, please visit this website:

<https://frh.psdschools.org/academics/media-center/online-resources-and-databases>.

Students can print school-related documents in the media center, in black and white or in color. The cost for color prints is twenty-five cents a page. There is no charge for black and white prints. The media center

features a few desktop computers, and laptop charging stations available for student use on a drop-in basis. Internet access is provided for educational purposes.

**Book Drop-Off Points:** There are two places to return books: in the drop box in the Media Center hallway (at any time) and in the slot at the circulation desk when the media center is open.

**Checkout Policies:**

- Students must have their student IDs to check out books and materials.
- Fiction and non-fiction books circulate for three weeks. Reference books circulate for three days. Items can be renewed multiple times.
- Reference books can be checked out for three days.
- Students can have a maximum of ten items checked out at a time.
- If a book is lost, you are responsible for the replacement cost plus a three dollar district processing fee.

**Rules and Expectations:**

- Keep conversation(s) volume at a reasonable level so that you do not distract others
- Use headphones / earbuds if you listen to audio on a computer
- Refrain from talking on cell phones so that you do not distract others
- Arrange furniture after use
- Place books and media on designated carts to be shelved by staff and do not reshelve materials yourself
- Clean up your work area, dispose of trash properly and recycle items in bins located throughout the media center

**Nondiscrimination/Equal Educational Opportunity**

Poudre School District is committed to providing a safe learning and working environment where all members of the School District community are treated with dignity and respect. The District is subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of a protected class, and is committed to the policy that no otherwise qualified individual shall be denied access to, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any District program or activity on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, gender identity, gender expression, pregnancy, family composition, marital status, veteran status, age, disability, or need for special education services. For employees or applicants, protected class also includes genetic information. The District does not discriminate on the basis of a protected class in access or admission to, or treatment or employment in, its programs or activities.

This policy defines prohibited conduct and guides individuals to the specific regulation governing the applicable reporting and response processes. Supportive measures and prompt response times are required components of all regulations.

The District's compliance officers are responsible for District compliance with this policy. For District students the compliance officers for harassment or discrimination, including under Title IX, Title VI, Americans with Disabilities Act (ADA) and Section 504:

**Compliance, Prevention, & Response Coordinator:**

2407 LaPorte Avenue  
Fort Collins, Colorado 80521  
Phone: (970) 490-3333

### **Open Campus**

Open-campus is a privilege, not a right, of high school students, and shall be subject to regulations adopted by the principal of each high school.

If a student is not registered for a class during a period, they may leave campus, use the media center for study, or sit quietly in the student commons. Parents are encouraged to discuss with their student(s) the option of leaving campus during the day during a free period or lunch. If a student chooses not to attend a scheduled class, they may be prohibited from certain areas of the campus by administration. Students who drop a class or have been dropped from a class may also be prohibited from certain areas of the campus by administration. Students may not sit in their vehicles, loiter in the halls or parking lots, or disrupt classes if they have an open period in their schedule.

### **Fundraising**

The school bookkeeper, Activities Director, Athletic Director or Principal must be informed of all fundraising activities and events. All money collected for school-sponsored organizations must be handled and recorded by the school's bookkeeper through the Public Schools Activities Account.

## **Student Conduct/Policies and Procedures**

### **Academic (Scholastic) Dishonesty**

Per the Poudre School District Code of Conduct, scholastic dishonesty, or plagiarism/cheating are serious offenses and will not be tolerated at Fossil Ridge High School. Violations of FRHS policy include but are not limited to:

- Giving another student completed assignments to copy and submit as their original.
- Copying another student's work or paraphrasing another's words or ideas and submitting them as original work.
- Submitting another individual's work as your own.
- Distributing exam information to other students.
- Copying portions or pages from books or electronic references or sources without proper citation (including using translation services such as Google Translate).
- Taking or copying answers from another student during a test situation.
- Viewing or using a cell phone or wireless device during an examination.

Offenses carry from year to year and apply to all courses a student is enrolled in. The following consequences apply for incidents of dishonesty:

- 1st offense: teacher contacts home and completes referral to the Deans for documentation and includes evidence of cheating. Students may receive a zero or an alternative assignment to prove learning and for partial credit per teacher discretion.
- 2nd and subsequent offenses: Refer to Deans

### **Code of Conduct**

Each student will have access to a PSD Student Rights and Code of Conduct Booklet on an annual basis. Students will be responsible for knowing and abiding by its contents. Listed below is **a limited summary** of the most serious offenses for which a student will be subject to disciplinary action that may include in-school



suspension, out-of-school suspension, placement on the code of conduct leading to expulsion, and expulsion. Visit the PSD website [www.psdschools.org](http://www.psdschools.org) to download the most current version of the PSD Code of Conduct.

1. Willful destruction or defacing of District property.
2. Commission of any act which, if committed by an adult, would be robbery, first- degree assault or second-degree assault, as defined by state law.
3. Violation of District policies regarding conduct involving weapons, drugs, and alcohol.
4. Continued willful disobedience or open and persistent defiance of proper authority, including deliberate refusal to obey a member of the District staff.
5. Behavior on or off school property that is detrimental to the welfare or safety of one or more other students, District staff or other persons, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students.
6. Engaging in behavior that materially disrupts school or District operations, including violation of criminal law that materially disrupts school or District operations.
7. Threats of serious bodily injury or death to one or more District employees, students or other persons, threats to damage or destroy District property or the property of one or more District employees, students or other persons, and/or threats to disrupt school or District operations.
8. Repeated interference with a school's ability to provide educational opportunities to other students.
9. Making a false accusation of criminal activity against an employee of the District to law enforcement authorities or District officials or staff.
10. Being declared a habitually disruptive student.

### **Dress Code**

The Board of Education recognizes that responsibility for the dress and appearance of students generally rests with individual students and their parents. All students should be able to dress comfortably and in a manner that expresses their individuality without fear of or actual unnecessary discipline or body shaming. To ensure effective and equitable enforcement of the dress code, school officials shall enforce the dress code consistently and in a manner that does not create disparities, reinforce stereotypes, or increase marginalization or oppression of any group. This dress code will not be more strictly enforced against students because of their race, color, creed, national origin, ancestry, sex, sexual orientation, gender identity, gender expression, marital status, age or disability.

Still, school is, in part, a workplace for students. Thus, an environment that encourages appropriate clothing is necessary. Students at FRHS should dress in a way that is not offensive to members of the school community, not disruptive to the educational process, or a threat to the safety and health of others. District approved guidelines at FRHS for student attire is as follows:

### **Students Must Wear**

- Apparel that covers breasts, nipples, genitals, midriff, and buttocks.
- A shirt (with fabric in front, back, and on the sides underneath the arms); AND
- Pants or the equivalent (eg., a skirt, sweatpants, leggings, a dress, or shorts); AND
- Shoes (eg., sandals, boots, or athletic shoes).

#### **Students Cannot Wear**

- Apparel that causes or is likely to cause disruption of the educational process, which may include apparel that displays symbols of hate or speech that expresses animus or violence toward a group or individual on the basis of race, color, creed, national origin, ancestry, sex, sexual orientation, gender identity, gender expression, marital status, age or disability.
- Apparel that depicts, implies, advertises, or advocates illegal or lewd conduct;
- Pornography, nudity, or sexually suggestive language or messages;
- Vulgar or obscene languages or images.
- Swimsuits (except as required in class or athletics).
- Apparel that covers a student's face or ears. (Hats or hoods that do not obscure a student's face are permitted. Protective facial coverings or apparel/headgear worn for religious or medical purposes are also permitted.)

Administration will make final determinations of dress code violations. Students found in violation of the dress code will be notified of the violation. Before re-entering class, the student will be provided with three options: (1) wear their own alternate clothing, if available at school; (2) wear school provided clothing; or (3) call a parent or guardian to bring alternative clothing. A parent conference may be held at the discretion of the building-level administrator. More severe disciplinary consequences, including suspension or expulsion, may result from repeated or serious violations.

#### **Electronic Devices & Personal Communication Devices**

FRHS has adopted new phone-free guidelines for students to enhance our student experience and foster a positive and healthy student culture. Cell phones, AirPods/ear buds and all other personal communication devices (other than student laptops) are to be turned off and stored in a backpack or locker during the entirety of instructional periods. They should not be utilized in hallways/restrooms during instructional periods either. Cell phone use is only permitted during off periods in the commons, passing periods, and lunchtime. Students who repeatedly violate these expectations may lose the privilege of carrying these devices on campus and face disciplinary action. FRHS is not responsible for any lost, stolen, or damaged electronic or communication devices.

Students who violate the FRHS Cell Phone Policy are subject to one or more of the following consequences:

**1st Offense:** The phone is confiscated and kept in the main office for the remainder of the school day. Students can pick their phone up at the end of their school day in the front office.

**2nd Offense:** The phone is confiscated and kept in the main office for the remainder of the school day. The parent/guardian must pick up the phone after school from the front office.

Multiple infractions of the FRHS Cell Phone Policy may necessitate a behavior/technology plan to support the student's compliance with the policy. Multiple infractions may lead to a formal referral and disciplinary action, including detentions and/or suspension.

If one or more of these rules conflicts with a student's IEP or Section 504 Plan, the conflicting terms of this policy shall not apply to that student. Please contact your child's case manager and/or counselor to ensure that we have proper plans in place.

## **Loitering and Trespassing**

Students are not allowed on any other campuses in Poudre School District other than their own. No students or other individuals shall loiter, idle, or wander in the building or on school grounds with the intent to interfere with or disrupt the school learning environment, or with the intent to endanger students or school personnel. The School Resource Officer may cite offenders for loitering or trespassing.

## **Parking**

The school has two (2) lots for students to park in. Students can park both in the southeast and southwest lots (except for staff parking in the southeast lot). The northwest lot is for staff only. Visitor parking is in the front circle. Handicapped parking has been provided in all three (3) lots. All lots have signs to designate areas for visitor, handicapped, and staff parking only.

Student drop off and pickup is restricted to the outside lanes of the southwest, southeast lots, the front circle, and Rock Creek unless marked for bus parking.

Students and staff attending FRHS on a regular basis are expected to obtain hang tags or stickers to identify their vehicle. Hangtags and stickers are used to identify vehicles for safety reasons.

PSD policy **JLIE** – student vehicle use and parking, allows for the following rules and guidelines: When parking lots are provided on campus, all student-driven vehicles shall be parked in such lots. No vehicles may be driven on school grounds except in designated parking areas. Student-driven vehicles shall remain parked while students are scheduled to be in class. No loitering in parked cars or on school parking lots shall be permitted during the school day. The privilege of bringing a student-operated motor vehicle onto school premises is based upon the condition of consent by the student driver to allow a search of the vehicle when there is reasonable suspicion the search will yield evidence of contraband. Refusal by a student, parent/guardian, or vehicle owner to allow search access to a motor vehicle on school premises when requested shall be cause for termination without further hearing of the privilege of bringing any vehicle onto school premises by said individual. Each school is authorized to engage in routine patrolling of student parking lots, visual inspection of student automobiles, and the use of dogs trained to alert at the scent of drugs, explosives and other contraband. Principals may adopt additional parking and driving regulations as necessary for the proper operation of their schools and programs.

In order to park at Fossil Ridge High School, students must obtain a hang tag for a one-time fee of \$25. The hang tag is valid for the time they are at FRHS. Students need to first purchase a hang tag, then bring a receipt, a completed application, a valid driver's license, proof of current insurance, and current vehicle registration slip to the Campus Security Officer. A \$5.00 replacement fee will be required for additional or lost hangtags. Hangtags are assigned to the students and not to the vehicle and may be transferred to any vehicle the student is driving on campus. Hangtags may not be given to another student to use. Hangtags are to be displayed to be readable through the front windshield.

Driving and parking on campus is a privilege. Students who drive and park their vehicles on campus will adhere to FRHS traffic rules, PSD policies, and State and Federal statutes regarding traffic. Inappropriate behaviors in the parking lot will be addressed by school officials and may result in school community service, booting, loss of driving and parking privileges on school property, tickets from local law enforcement, and/or towing of vehicles at owner's expense. Students will be required to pay a \$25 parking fee if their parking privileges have been revoked and are reinstated during the school year. In the event that an offense recklessly endangers self,

others, or property, privileges may be automatically suspended or revoked. Violations may be appealed and a See a Dean of Students for additional questions.

The following is a partial list of offenses that may result in community service, booting, or loss of parking privileges:

- Valid hang tag not displayed
- Hang tag # not visible or readable
- Improperly parked
- Parked on curb, sidewalk or grass
- Parked or driving on snow piles
- Exceeding posted speed limit **15 mph**
- Burn outs or squealing of tires
- Failing to stop where posted or marked
- Student parked in staff or visitor space
- Student parked in a handicapped space without proper permit
- Parked in a striped, red curb or no parking area
- Display of lost stolen or copied hang tag
- Careless or reckless driving
- Parked in the bus lane of or drop off lane.

**Additional driving and parking policies are as follows:**

- Any Student or staff vehicle parked on campus must display a PSD authorized hang tag or sticker. PSD, Police, Fire, or other marked service vehicles are excluded.
- Hang tag or sticker # must be visible and readable through the front windshield
- Hang tag or sticker may not be transferred to another person
- Campus security or appointed school official must be notified if hang tag or sticker is lost or stolen and new one purchased
- Hang tag must be returned to Campus security or appointed school Official if student has lost parking privileges, been expelled, or withdrawn from FRHS
- Campus security must be notified, and information updated if a new vehicle is being driven due to old vehicle being sold traded or permanently wrecked and will not be driven or parked on campus again
- Speed limit in parking lots are **15 mph** and are posted at the entrance of the parking lots
- No student parking in marked visitor or staff parking
- No parking in bus lanes or bus parking areas. Vehicles may be towed at owner's expense
- No driving or parking on curbs, sidewalks or grass areas. PSD, Police, Fire, or marked service vehicles excluded
- No parking in striped, red curb or marked no parking areas
- No driving or parking on snow piles
- No parking, drop off or pickup in marked bus areas
- No parking taking more than one space
- No car or truck in motorcycle parking
- No unattended vehicle parked in drop of lane
- No burnouts, doughnuts, squealing of tires or driving actions that will leave tire marks on ground
- Display of lost, stolen, or copied hang tags will result in vehicle being booted and disciplinary action
- Vehicles parked in handicapped spaces not displaying handicapped placard or plates will be ticketed by Fort Collins Police
- Offensive writing, signage, or perceived gang affiliation items may not be displayed in or on vehicles on PSD property
- Parking lot accidents involving extensive vehicle damage must be reported to SRO, CSO, or appointed school official. Minor accidents may be handled by exchanging phone #'s and insurance information
- Persons found to be involved in a hit and run accident will be cited by Fort Collins Police and have parking privileges revoked at FRHS

- Vehicles larger than parking spaces or with trailers taking more than one space must have administrator approval
- Moving another person's vehicle without their permission will result in school disciplinary action and parking privileges being revoked
- Disrespect to other drivers or insubordination to staff may result in disciplinary action and driving and parking privileges being revoked
- Students are expected to help keep the parking areas clean by disposing of trash in nearby trash receptacles

### **Vehicle Searches**

Per the Poudre School District Code of Conduct (JIH):

Each school retains the authority to patrol its student parking lots, and all vehicles parked in student lots are subject to sniffs by dogs trained to alert at the scent of drugs, explosives and other illegal or unauthorized materials. In addition, the interiors and trunks of all vehicles parked by students at school may be searched upon reasonable suspicion that they contain items or substances which it is illegal for students to possess and/or items or substances which District policy or regulations prohibit from being on school property. Failure to allow the search of a vehicle's interior or trunk under these circumstances shall result in the student's automatic loss of the privilege of parking at school for at least the remainder of the academic year.

Any item found in the course of a search conducted in accordance with this policy and determined to be evidence of a violation of District policy, school rules, or federal, state or local laws shall be immediately seized and tagged for identification. Such evidence shall be kept in a secure place by the principal or principal's designee. If such evidence is determined to concern a violation of the law, the principal or designee shall promptly contact a law enforcement officer to pick up the evidence. Otherwise, the evidence shall be maintained by the principal or principal's designee until it is no longer needed as evidence in a school disciplinary hearing, at which time it shall be returned to the parent, guardian or legal custodian of the student from whom it was seized.

### **Police Dogs**

Each school is authorized to engage in routine patrolling of student parking lots, visual inspection of student automobiles, and the use of dogs trained to alert at the scent of drugs, explosives and other contraband.

### **Reporting Threats/Inappropriate Conduct**

If a student believes that they or others are being threatened or if they have knowledge of the presence of drugs, alcohol or weapons on campus, they should report this information immediately. Students can share information and concerns with teachers, counselors, administrators, the School Resource Officer, or other school staff. They may also use Safe2Tell, the 24-hour confidential Safe2Tell hotline, either by texting or calling 877-542-SAFE. Student privacy and anonymity will be appropriately protected in all situations where possible.

### **Skateboards, Bicycles and Skates**

Skateboards, skates, and bicycles may be used to arrive and depart from school. These and other similar equipment must be dismounted when students enter campus to prevent pedestrian accidents or injuries. Participating in tricks, stunts, or jumps while using these items on school property is prohibited. The previous actions are subject to school discipline or tickets by school Security or Police. Skateboards and skates are to be placed in assigned lockers or locked in available racks during school time. Bicycles may be parked and locked only at designated bike racks. Bicycles parked and locked at any other locations may have locks cut and bicycles taken inside for the owner to claim.

## **Attendance & Truancy Process**

### **Attendance Policy**

Regular daily attendance is vital for students to succeed at FRHS. The loss of real-time instruction with teacher and classmates cannot be replicated and may impair the absent student's academic progress. Therefore, parents/guardians and students should make every effort to prevent intentional absences from school. PSD's goal for student attendance set by the Colorado Department of Education is 95% or higher for daily student attendance. The responsibility of meeting this goal is shared between the student, the parent/guardian, and the school. FRHS is expected to meet or exceed this goal.

Students are expected to be in classrooms when they have a scheduled class. Systems have been implemented to keep students from loitering in the hallways, flex labs, etc. FRHS is an open campus. Students may use the Commons or Media Center during scheduled off periods, or leave campus, but will be actively encouraged to be in scheduled classes or they will be escorted to a supervision location for attendance intervention.

### **Restorative Practices and Attendance**

Our goal is to positively impact our school-wide attendance and ultimately student success by creating a more immediate and meaningful response to unexcused absences. Generally speaking, we seek to solve the problems regarding attendance and behavior through restorative practices and seeking to understand the root cause of behavior.

### **Policies and procedures for addressing absences are as follows:**

- Any student arriving up to 10 minutes late without a pass will be marked Tardy Unexcused.
- Students arriving between 11 and 44 minutes late will be marked EXT (Extreme Tardy) but will be counted as present for class.
- Students arriving after 45 minutes late will be recorded as an Unexcused Absence.
- Students leaving *after* the half-way point in a class period and not returning will be marked LE (Left Early).
- Absences and EXT tardies must be called into the attendance office within 5 school days by a parent or guardian. **Absences called in after 5 school days will remain unexcused.**
- Students may not call in to excuse their own absences, even at 18 years of age.
- Arriving late or leaving early: parents need to call the attendance line to excuse the student.
- Make-up work shall be provided for excused and school/activity absences. The student is responsible for picking up all makeup assignments on the day he or she returns to class. Students shall have at least one day to complete make-up work for each day of absence. The school provides students serving suspensions the opportunity to make up the work missed.
- Students with unexcused absences have an opportunity to earn up to 60% of the value of the earned grade on the assignment.

### **Excused Absences**

The following are considered ***excused*** absences according to district policy:

- Absence due to illness or injury, or to attend a doctor's appointment
- Pre-arranged absences approved by administration for family activities, appointments or circumstances that cannot be taken care of outside of school hours

- Absences to attend school-sponsored activities approved by administration. **Athletes must attend at least a half-day to participate in an athletic competition scheduled for that date.**
- Absences to attend required legal proceedings
- A student who is excused by a parent/ guardian for observance of a religious holiday.

Please note: Absences must be called into the attendance line. However, the school may require adequate verification for the above absence exceptions including written statements from physicians.

#### **Attendance Procedures:**

- All parents will have access to excuse student absences through ParentVUE **or** using the attendance line
- All absences will only be excused for reasons outlined above (per the PSD Code of Conduct)
- All absences must be excused within 5 school days
- Attendance letters for chronically absent & habitually truant students will be sent monthly through an automated process.

#### **Attendance Letters:**

- Chronically Absent Letter #1
  - 10% total excused and unexcused absences
  - Notification of the concern
- Chronically Absent Letter #2
  - 15% total excused and unexcused absences
  - Required doctor's note to excuse absences and/or family contact to develop plan if this is a barrier
- Chronically Absent Letter #3
  - 25% total excused and unexcused absences
  - Parent, student, site team meeting recommended and required if there is an academic impact
- Habitually Truant Letter #1
  - 4 unexcused absences in one month
  - Notification of the concern
- Habitually Truant Letter #2
  - 10 unexcused absences within one year
  - Required documentation of absences and/or family contact to develop plan if this is a barrier

#### **Withdrawal/Unenrollment Processes**

##### **Unenroll from school procedures:**

A student (under the age of 17) can be unenrolled from FRHS if they accrue 15 full consecutive days of absences (no call, no show, no return contact). School staff must document three attempts to contact the family prior to unenrolling. FRHS must notify parents and guardians and provide a 15 Day Consecutive Absences Withdrawal Letter in the event their student is unenrolled.

##### **Withdrawal from a course procedures:**

A student can be withdrawn from a FRHS course after 4 consecutive weeks of absences (no call, no show, no return contact). Classroom teachers must document three attempts to contact the family prior to withdrawing the student from a course. A withdrawal completed under these circumstances can be a W. (FRHS must ensure students under 17 years of age remain enrolled full-time via enrollment in mind center/support class, online courses/credit recovery at the school, workkeys, etc.).

##### **Unenroll as a drop-out procedures:**

A student (over the age of 17) can be unenrolled from FRHS if they accrue 15 full consecutive days of absences (no call, no show, no return contact). School staff must document three attempts to contact the family prior to unenrolling. FRHS will request a meeting to review and modify the student's schedule/create a plan for the student. (This meeting should include parent or guardian, student, school staff (administrative designee, counselor, support provider, etc.). If parent/student is unable to be located or is unwilling to participate in a meeting, FRHS will mail a Dropout Withdrawal Letter to the last known address.

## **Fossil Ridge High School Academic Policies**

### **Academic Eligibility for Clubs/Activities**

FRHS is proud to foster an active and vibrant Performing Arts Department, including opportunities in Band, Choir, Orchestra, Drama and Technical Theater. All Performing Arts courses and groups do involve required activities that take place outside the academic school day, including evenings and weekends. Please visit the teacher syllabus or specific course handbook for course grading, attendance and performance policies.

### **Academic Letters**

Fossil Ridge honors students who commit to accepting personal ownership for their educational plan and who maintain high academic achievement. The Academic Letter symbolizes the outstanding educational improvement, commitment, and development for those distinguished students. Students are recognized in the fall for an academic letter earned in the previous school year.

*Qualifications:*

- Must be a sophomore, junior or senior
- Must have at LEAST a 3.75 GPA average for the academic school year
- Must attend Fossil Ridge High School for one full semester to be considered for an Academic Letter, if transferring from another school
- Must have a minimum of 95 percent attendance for the academic school year (School excused absences do not count against this percentage)
- Must be a full-time student

*Please note:* Students are also expected to demonstrate good citizenship daily. Any student that has served a suspension for either of the two qualifying semesters will not be eligible for the letter.

### **Assessments**

The following tests will be administered at FRHS. Fees, if applicable, should be paid to the bookkeeper. Most colleges and universities require students to submit scores from the SAT or ACT exam as part of the college application process. Information about these exams and application forms are available in the College & Career Center.

#### **First Semester**

- PSAT/NMSQT Assessment – fee required, recommended for juniors

#### **Second Semester**

- PSAT9 & PSAT10 - freshman and sophomore students. Test is given in April.
- SAT Assessment – junior students. Test is given in April.
- Advanced Placement Exams – fee required for each test taken. Students taking AP courses who are seeking college credit for these classes must take the AP exams in the spring.

### **Google Classroom**



Many teachers at Fossil Ridge High School use Google Classroom as their learning platforms. Fossil Ridge staff can post current class notes, announcements, assignments, and even tests for students to access at any time whether they are at school or at home.

### **Field Trips**

It is the expectation that all students will communicate with teachers before missing any class about making up assignments. Prior to the field trip or out-of-school activity, it is the responsibility of the student to check with his or her teacher.

Field trips may potentially involve risks and responsibilities for your child that are beyond the scope of those normally associated with educational activities at school. Such risks are personal injury and/or damage to personal property. Students attending a field trip are required to fill out a Student Permission Form (provided by the field trip sponsor/teacher). High School students will at times take a field trip that they may be asked to drive or carpool to. In this case the “designated driver” is required to fill out the Volunteer Field Trip Driver Application and provide a copy of their driver’s license and current insurance coverage (copies from previous trips are not accepted). To account for all students, passengers are required to be on the list of the appropriate driver. Students 18 years of age or older are still required to provide the Student Permission Form and Volunteer Field Trip Driver Application.

### **Grading Information**

Fossil Ridge High School’s grading scale is as follows:

90 – 100	=	A
80 – 89	=	B
70 – 79	=	C
60 – 69	=	D
Below 60	=	F

### **Grade Change Policy**

Students may retake the same PSD course and be credited with the higher earned grade upon approval from administration and space availability. The original grade will be denoted on the transcript as “repeat forgiven”. A student may receive credit for the course only once. After a student has retaken a course, they must complete a grade change form and submit it to his or her counselor to receive administrative approval. Forms are available in the Registrar and Counseling offices.

### **Registration**

#### **Change of Address**

To assist FRHS staff in responding to emergencies and to ensure that parents and guardians receive all school mailings, please notify the Registrar by calling 488–6265 with any changes of address, phone numbers or email addresses.

#### **Check-In**

Prior to the first day of classes, all students are required to check in at their designated time. During check-in, students will receive their official schedule, locker assignments, and ID cards. Students will also have their school pictures taken, pay fees, and receive parking permits, etc. Notification for check-in dates and procedures are provided to students in the July newsletter email.

## **Check-Out**

At the end of the school year, students are required to check out of their classes. During checkout students must account for all books, equipment, fines, fees and the condition of their lockers. If a student has any unpaid fees, fines or other charges, the school may withhold participation in extracurricular events and graduation ceremonies until those fines and fees have been paid in full. Students may check out or take exams early only with administration approval.

## **Schedule Changes/Class Drop Policy**

Schedule repairs and Add/Drop opportunities are offered to students who have errors on their schedules or reasons for needing to change their classes. Schedule changes are limited to these opportunities each semester. Schedule repairs and Add/Drop are student-initiated processes and conducted within designated times and on a space-available basis.

### **Schedule Repairs will be limited to the following:**

1. Class on schedule that a student has already passed
2. Scheduled in the same class twice (ex: 2 Chemistry classes)
3. Student is not meeting a graduation requirement (seniors only)
4. Incorrect level placement (teacher approval required)
5. Change in 4 year academic plan that impacts college admission – approved on an individual basis.
6. Dropping a class ONLY and not taking another in its place.

All Students must be enrolled full time.

## **Add/Drop**

Add/Drop is an event that occurs a few times a year that allows students the opportunity to make minor changes to their schedule that do not fall in the criteria for schedule repairs. No schedule changes will be made outside of these designated opportunities and there is no guarantee that all students will be able to make their desired changes. When long lines occur during ADD/DROP students may not have time to make changes with that specific department and the end time of ADD/DROP will not be extended. Please see the FRHS Counseling website and FRHS homepage for schedule repair and ADD/DROP dates for this school year.

## **Dropping a Class**

Students may drop a class up to the 2nd week of a quarter with a “W”, if the drop will not put the student below the required credit hours. Permission will only be granted with administrator, teacher, parent, and counselor approval. After the 2nd week, a dropped class will result in a “WF”. A “WF” drop requires student, parent, and counselor or administrator approval.

## **Student ID Cards**

All students are required to have an ID card. Cards are issued at the time the student checks into FRHS. Cards will be collected if a student drops out of school. Students must have ID cards to check out library media materials. Students may add an activity pass feature to their card at time of check-in or at any time of the school year by paying an activity fee. This pass will admit students to home athletic contests and some other designated events. The pass may also entitle students to student prices at away events. Passes do not admit students to district, regional, or state competitions, or to invitational or conference

tournaments. **Lost or damaged cards will be replaced for a fee. Please see the campus security officer in the East wing for a new ID.**

### **Student Organizations and Clubs**

Students at Fossil Ridge are encouraged to participate in co-curricular activities to add yet another positive experience to their high school career. Fossil Ridge has a wide range of Student-Initiated Clubs, and School-Sponsored Clubs available for students. Please note that all Board of Education policies regarding student conduct are in effect at any scheduled activity or event regardless of where they are held. Contact the Activities Director in the front office if you have questions.

### **StudentVue/ParentVue**

Using the Internet, PIV may provide you with term grades, assignment grades, and missing assignments. Access to the PIV from your home or public library is controlled by **Student ID** number and **PIN** number. Follow these steps to gain access to the PIV. Go to:

<https://gradebook.psdschools.org/Pinnacle/PIV/Logon.as.px>

Enter **Student's ID**, enter **PIN**, select **Fossil Ridge High School**, click on the **Request Report**

### **Transcripts**

All transcript requests must be made through the College & Career Center. You can request official transcripts for colleges, scholarships and NCAA. You must submit your request two weeks before needed. Transcripts will be sent electronically or through the mail. It is your responsibility to follow through with the receiving entity to make sure your transcript has been received. Institutions can take up to three weeks to process receipt of transcripts. All transcripts are \$3 and should be paid to the bookkeeper or through SchoolPay. Any transcripts needed after final transcripts have been sent out must be requested through ScribOrder on the PSD website:

<https://www.psdschools.org/academics/student-records-transcripts>.

# **Fossil Ridge High School Athletic Programs & Policies**

## **Academic Sanctions/Athletic Eligibility**

Athletic forms are available on the FRHS athletics home page. The following must be completed before practice:

- Payment of athletic fees
- Submission of tryout packet to Athletic Office to receive practice card for coach:
  1. PSD Participation Permission & Release
  2. Physician Certification
  3. PSD Student Medical Information Sheet
  4. CHSAA Student Eligibility Form and Anti-Hazing Policy
  5. PSD Eligibility Form
  6. Athletics In-State Overnight Field Trip Release Indemnity & Assumption of Risk
- Any other information required by the Colorado High School Activities Association (CHSAA) or by the Poudre School District.

## **Eligibility Requirements**

- All athletes must be enrolled in 30 hours of courses per semester.
- To maintain eligibility, students must be passing at least 3 classes each week.
- Students who are identified as ineligible on the weekly eligibility check will not be allowed to compete for one full week beginning the following Monday.
- Athletes may regain eligibility by earning credit in summer school courses. Summer school credits must be in courses that were failed, meet graduation requirements for PSD and equivalent credits must be completed by the Thursday prior to Labor Day of the fall term.
- Athletes who turn 19 prior to August 1 are ineligible.
- Freshmen athletes (ninth graders) have eight consecutive semesters of eligibility and must meet the eligibility guidelines stated by CHSAA.

Make-up work: Athletes are allowed one day for each day missed to complete make-up work.

Athletes transferring schools must meet CHSAA regulations governing the terms of their eligibility.

## **Admission**

Admission is generally charged for most athletic events. Discounted punch cards are available for student and parent purchase through the FRHS bookkeeper. Students who have purchased Activity Passes are admitted into regular season home games at no additional cost. Ticket prices are posted at all games and on the Athletic web page. CHSAA regulates the ticket cost of state level events. Schools in the Front Range League may charge for entrance to events.

## **Coaching Staff Contact Information**

Contact numbers/email addresses for coaching staff can be found on the FRHS Web Site in the Staff Contact Information section: <http://frh.psdschools.org>. Select the Athletics tab for specific coach information.

## **Fees**

Poudre School District requires that students pay a participation fee for each sport before they can practice or compete in a contest or scrimmage. Students who meet the requirements for the free and

reduced lunch program will have their fee for participation waived if they submit a completed fee waiver to the student for secretary.

### **Letters, Awards, and Recognition**

Students may earn varsity letters if they meet the requirements and expectations set by head coaching staff. The head coach for each sport will have the final authority to award letters to athletes. Athletes earning multiple letters may also receive awards in the form of certificates or plaques.

### **Sports Offered**

For most current information, go to <https://chsaanow.com/tools/calendars/2020-21/>

Fall Girls: Volleyball, Cross Country, Softball, PSD Girls

Field Hockey, Cheer, Gymnastics at FCHS or RMHS

Fall Boys: Football, Tennis, Soccer, Cross Country, Golf

Winter Girls: Swimming, Basketball

Winter Boys: Basketball, Wrestling

Spring Girls: Soccer, Tennis, Track, Golf, PSD Lacrosse

Spring Boys: Baseball, PSD Volleyball, PSD Lacrosse, Swimming, Track

Unified Co-Ed Sports: Flag Football (Fall), Basketball (Winter), Soccer (Spring)

### **Sports Schedules**

Schedules of Events can be found on the FRHS website under Calendars & Schedules or on the Compete (Athletics) section of the web site. Select the athletic events calendar icon.

### **Student Athlete & Fan Code of Conduct**

Positive and supportive behavior and sportsmanship are expected and emphasized at all school athletic events. SaberCat fans and students will conduct themselves in a respectful manner in their interactions with guests, opponents and game officials. Students will not engage in negative or offensive cheers or gestures during games or events. Students who persistently engage in inappropriate behavior may be removed and/or prohibited from attending all future contests. Students and fans are asked to observe league rules prohibiting signs and noisemakers at athletic contests.

# ***CHEER FOR OUR TEAM, NOT AGAINST OUR OPPONENT***

<b><i>DO</i></b>	<b><i>vs.</i></b>	<b><i>DON'T</i></b>
Use encouraging language to support our SaberCats		Use foul language
Respect our opponent		Target players or coaches <i>*Do not use names, numbers or any other identifying characteristics*</i>
Support/Applaud our Spirit Groups-Cheer/Dance/Band		Override our cheer team, ignore band/dance
Use our voice to encourage and support our SaberCats		Use noise makers
Honor our opponent and each other		Boo or Taunt our opponent and each other
Incorporate cheers that encourage and support our SaberCats  “Thank you for doing that” instead of “You Can’t do that”  “I believe that we will win”		<u>Use the following cheers;</u> <ul style="list-style-type: none"><li>• “Start the Bus”</li><li>• “Left, Right...<b><i>SIT DOWN</i></b>”</li><li>• “Push it, Push it”</li><li>• “Dumb, deaf...I want to be a ref”</li><li>• Using the word “sucks” after the introduction of individual players</li></ul> <i>*This list is an <u>example</u> of cheers that will not be allowed, but does not include ALL cheers that are unacceptable*</i>
Respect our Officials		Harass the Officials
Support R.I.D.G.E. values		Throwing items ( <i>candy, coins, water bottles, etc.</i> ) at coaches, athletes and/or other participants ( <i>fans, cheerleaders, band members, officials, etc.</i> )

**\*\*\*We encourage a positive and spirited environment conducive to sportsmanship, fair play and a positive environment for our teams, fans and community at Fossil. Anything negative that goes against the spirit of, “*Cheering for our team, NOT against our opponent*” will not be tolerated. Fans or groups of fans (students, parents, and/or visitors) will be asked to leave immediately.\*\*\***