



FRHS Student Handbook 2020-2021

We believe in **Respect, Integrity, Determination, Gratitude and Excellence** at Fossil Ridge High School. Our mission 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.

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 La Porte Ave, Fort Collins, Colorado 80527, phone: 970-490-3620.”

Administration

Julie Chaplain, Principal	488-6269
Brandon Carlucci, AP/Athletic Director	488-6308
Brad Nye, Assistant Principal/Activities	488-6401
Scott Torvik, Assistant Principal	488-6267
Ryan Wulff, Assistant Principal	488-6376
Andy Stevens, Dean	488-6387
Deana Kochis, Dean	488-6336
Campus Liaison	488-6311

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

School Resource Officer
Campus Security Officer

488-6306

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General Information About Fossil Ridge High School

Bell Schedule

Below is the schedule for Phase 4. Please refer to our website for all phases and schedules for this academic year: <https://frh.psdschools.org/calendars-and-schedules>

Fossil Ridge High School Weekly Schedule 2020-2021

Monday "ALL"	Tuesday "Black Day"	Wednesday "Green Day"	Thursday "Black Day"	Friday "Green Day"
0 7:35 – 8:50		0 7:35 – 8:50		0 7:35 – 8:50
1 9:00 – 9:49	2 9:00 – 10:28	1 9:00 – 10:28	2 9:00 – 10:28	1 9:00 – 10:28
2 9:54 – 10:43				
3 10:48 – 11:37	4 10:35 – 12:09 Announcements 10:35-10:41	3 10:35 – 12:09 Announcements 10:35-10:41	4 10:35 – 12:09 Announcements 10:35-10:41	3 10:35 – 12:09 Announcements 10:35-10:41
4 11:42 – 12:36 Announcements 11:42-11:47	Lunch 12:09 – 12:57	Lunch 12:09 – 12:57	Lunch 12:09 – 12:57	Lunch 12:09 – 12:57
Lunch 12:36 – 1:23				
5 1:23 – 2:12	6 12:57 – 2:25	5 12:57 – 2:25	6 12:57 – 2:25	5 12:57 – 2:25
6 2:17 – 3:06				
7 3:11 – 4:00	Advisory 2:32 – 4:00	7 2:32 – 4:00	Extended Learning Opportunity 2:32 – 4:00	7 2:32 – 4:00
9 4:10 – 5:05	9 4:10 – 5:05	9 4:10 – 5:05	9 4:10 – 5:05	9 4:10 – 5:05
49 minute periods 5 minute passing 5 minute announcements 47 minute lunch	88 minute periods 7 minute passing 6 minute announcements 88 minute Student Support 48 minute lunch	88 minute periods 7 minute passing 6 minute announcements 48 minute lunch	88 minute periods 7 minute passing 6 minute announcements 88 minute Advisory 48 minute lunch	88 minute periods 7 minute passing 6 minute announcements 48 minute lunch

COVID-19 & Remote Learning Disclaimer

This is a living document. As we phase in and out of remote and physical learning, we suggest that you refer to the links in this document and to the [FRHS Website](#).

Welcome Back Letter from Dr. Chaplain

Greetings Fossil Families & Students!

I want to extend a warm welcome to the new school year. I hope that you have had time to relax and enjoy some of our beautiful Colorado weather this summer. Our teachers and staff have been working hard to prepare lessons, materials, and activities for our first quarter together in Phase 1: Remote Learning. Remote learning in 2020-2021 will NOT look the same as it did last spring when we were thrown into a new arena of educating students with little time and warning. I know that this year will present challenges and our schedule may not be ideal for all families, but our goals have been to create a schedule that will be easy to follow for students, families, and teachers. I want to help you understand the new schedule, structures, and requirements for instructional delivery, student participation/engagement, and earning grades in this new phase.

2020-2021 Daily Schedule: [Phase 1 Daily Schedule](#) (click to open schedule)

Fossil Ridge has a new daily schedule and structure. We will be running an adjusted modified block schedule for this year only. Students will only be enrolled in 4 classes each quarter. Students will earn 5 credits for every class they complete each quarter, for a total of 20 credits per quarter and 40 credits per semester.

Students will attend periods 1,3,5,7 during the 1st and 3rd quarters of the school year. Students will attend periods 2,4,6, Advisory during the 2nd and 4th quarters of the school year. Our main reason for changing our daily schedule was to minimize the number of classes that a student is focusing on during each quarter while moving in and out of the various phases throughout the year. Our students will be required to enroll in a minimum of 3 classes each quarter to meet the requirements set forth by the Colorado Department of Education. Please note: Students taking zero period classes, 9th period classes, or 10th period music classes will still need to enroll in three periods during the school day to meet full-time enrollment status due to the shortened meeting times of these classes that meet daily for the full semester.

Student Learning Structures & Daily Engagement Requirements:

PSD has created four phases of learning that we will potentially move in, and out of, in response to COVID-19. For more information about each phase, I encourage you to read the descriptions listed on the PSD website. <https://www.psdschools.org/psd2020-21>

We will operate under the same class structure throughout the entire school year, with varying amounts of time in remote learning and in-person as we move in and out of each phase.

All students at Fossil Ridge will start school in Phase 1 (full remote learning) on Monday, August 24, 2020 at 9:00am.

- Students will need to check their PSD email accounts and *Teacher Learning Pages* (described later in this document) for directions from their teachers to access their online classrooms BEFORE 9:00am Monday morning.
- Students will follow the Fossil Ridge bell schedule for each of their classes Monday – Thursday.
- **All students will log into their online classroom at the beginning of each class period, Monday through Thursday.**
- Attendance will be taken for every student, as required by the Colorado Department of Education.

Remote Instruction Delivery:

During remote learning students will log into their online classroom at the beginning of each period to create structure, routine, and maintain a system of learning that will support students as we transition in and out of remote learning this year. Synchronous (real-time learning) will be recorded and accessible for students to review during asynchronous (any-time learning) and independent work time.

Monday – Thursday:

Remote instructional time (class periods) will consist of **approximately 50% synchronous learning activities and 50% asynchronous** learning activities, accompanied with independent practice assignments for completion prior to the next day are assigned due date.

- **Synchronous Learning (Real-Time Remote Learning)** – Online learning in which teachers and students participate at the **same time**, but not in the same physical place. Synchronous learning is delivered through a virtual meeting platform.
- Fossil Ridge High School will use Google Suite and Microsoft Teams platforms for all synchronous (real-time learning) online instruction, meetings, and 1:1 or small group support.
- **Achronous Learning (Any-Time Remote Learning)** – Online learning in which students learn at different times and locations. Asynchronous learning is often supported by posted media materials.
- **Independent Practice** – Activities that support student learning. Independent practice may include reading assignments, general practice, homework, and projects.

Teachers will blend instructional models to support student learning. Weekly remote instructional time (class periods) will consist of approximately 50% synchronous learning activities and 50% asynchronous learning activities, accompanied with independent practice assignments for completion prior to the next day are assigned due date.

Friday:

- Students will be expected to complete independent and asynchronous work, and teachers can also arrange for additional synchronous instruction for individual students or small groups.
- Independent and Asynchronous Student Work: Students work on asynchronous and independent learning tasks. Students and parents can access their teachers and counselors during office hours as well.
- Teacher Scheduled Office Hours: Teachers are available for students or parents to schedule additional virtual academic support, answer parent or student questions, or schedule time with school counselors and other school staff. School staff will communicate how students and parents can sign up for individual needs during Office Hours.

September 8th – 11th [Schedule for Labor Day](#) (click to open schedule)

Please note that because there is no school on Labor Day, students will be engaged in synchronous and asynchronous learning every day that week.

Monday: No School

Tuesday – Friday: Synchronous and asynchronous learning. Students will log into class periods 1,3,5,7 **all four days of the week – including Friday.**

Teacher Learning Pages:

Every teacher at Fossil Ridge will have a *Teacher Learning Page* linked to our website. *Teacher Learning Pages* can be found under our "Quick Links" icon located in the top right corner of our home page. Every *Teacher Learning Page* will use a similar format for locating teacher updates and live calendar feeds with designated units of study, work assigned, and end of unit timelines for submitting work for full credit. Once a parent or student finds the specific *Teacher Learning Page* they are looking for, they will use this page to gain further access to teacher specific sites such as Google Classroom or Blackboard. Parents who would like to access these specific teacher sites will be given entry codes by their student's teacher, but parents will navigate to the sites through the *Teacher Learning Pages*.

Grading Expectations:

Students will earn grades by submitting and completing work that is assigned to them throughout the entire school year. **Student work submitted = Student grade earned.** We will continue to grade work based upon points earned in the class. A = 100-90%; B = 89-80%; C = 79-70%; D = 69-60%; F = 59% and below.

In our new block system, students should expect independent work almost daily as the pace of learning is much faster and an entire unit of learning may only take 5-7 school days. "Turning things in next week" or waiting for the weekend to "catch up" will result in poor outcomes for learning that will be reflected in a student's grade. All work must be submitted before the end of a unit to receive full credit and once again, students are completing a full semester of work in one quarter.

THIS IS A NEW MINDSET FOR OUR STUDENTS WHO ARE RETURNING TO FOSSIL RIDGE.

Students: This message is from my heart and is directed specifically to you:

Missing class and not engaging in the work that is required to **learn** the information in your classes will affect you more quickly in this new block format. The positive aspect of the block format is that you attend the same 4 classes every day and there is consistency every day. You will end each day at 4:00pm knowing exactly what work needs to be submitted the next day. You will not have to juggle 7 odd and even classes that have work due on opposite . Work will pile up quickly and you will only receive full credit for the work you submit during the current unit. Learning the material in the current unit is essential for your success in the next unit because the information and difficulty builds upon previous learning. We are here to support you! Fossil students are AMAZING, and we want to help you succeed whether we are in person or meeting with you online. Your teachers and counselors are here to support you so please do not wait to reach out for help. [Phase 1 Schedule](#) [Phase 2 Schedule](#) [Phase 3 Schedule](#) [Phase 4 Schedule](#)

Important Dates

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

Wed. 9/02 8:00 p.m.	Virtual Back to School Night	5:30 –
Mon. 9/7	NO SCHOOL	
Thurs. 10/01 7:30 p.m.	Parent Teacher Conferences	4:30 -
	(Conferences probably virtual)	
Weds. 10/14 7:30 p.m.	Parent Teacher Conferences	5:00 –
	(All Drop-in Conferences In Gym)	
Fri. 10/16	NO SCHOOL/Comp Day	
Weds. 10/28 7:30pm	Trick or Treat Street (<i>Subject to Cancellation</i>)	5:00 -
11/25 - 11/27	NO SCHOOL/Thanksgiving Break	
12/21 - 1/4	NO SCHOOL/ Winter Break	
Mon. 1/18 TBD	NO SCHOOL Curriculum Fair	6:00 –
	(PAC, Commons, Roundhouse)	
Fri. - Sun. 2/5 - 2/7 Events	Student Body Leadership Retreat	All Day
	(<i>Subject to Change</i>)	
Mon. 2/15 TBD	NO SCHOOL-Teacher Collaboration Day Parent Teacher Conferences	
Fri 2/26	Fossil's Got Talent	TBA
Fri. 4/1	Trivia Night	TBA
Fri 4/2 9:00pm	STUCO Spring Dance (<i>Subject to Change</i>)	7:00 -
Fri. 4/16	NO SCHOOL @ FRHS - Variance Day (All Staff on Duty)	
Fri. 4/12	NO SCHOOL/Comp Day	
Wed. 5/22 10:49 a.m.	People's Choice Assembly	9:10 –
	(Gym)	
8:30 p.m.	Scholarship Gala	7:00 –
	(Commons)	
Thurs. 5/20 8:00 p.m.	Capping Ceremony (PAC)	6:00 –
Fri. 5/21	Graduation Practice (Moby Arena) (Senior Advisory Teachers and Counselors)	TBD
	Capping Ceremony (PAC)	6:00 –
7:00 p.m.		

Sat. 5/22 Graduation Ceremony (Moby Arena)
TBDp.m. (All Teachers Required)

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 them. Fliers or advertisements may not be placed on windshields of vehicles on campus. Posting notices of private profit making organizations are prohibited.

Assemblies

Assemblies and pep rallies are provided for the education and entertainment of the student body. Assemblies will be scheduled primarily during Advisory period and at other times designated 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 and Food Court facilities are 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 at <http://frh.psdschools.org> often 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

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
- 9th Grade transition
- Concurrent Enrollment opportunities
- IEP and 504 plan support
- Requested/walk-in student appointments

Counselors

Melissa Vasa	A-B	West Wing	488-6345
Chris Savage	C-FL	West Wing	488-6272
Matt Murphy	Fo-Ha	North Wing	488-6338
Sarah Switala	He-Ka	West Wing	488-6261
Kelli McPhee	Ke-Mc	West Wing	488-6365
Jen Smela	Me-Q	North Wing	488-6431
Nicole Alvarado	R-Sr	North Wing	488-6271
Carolyn Fries	St-Z	North Wing	488-6264
Sandi Emanuel	Registrar	Room 408	488-6265
Dona Reynolds	Secretary	West Wing	488-6353
Susan Jin	Secretary	North Wing	488-6367
Rachel Nye	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

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.

Lock-down emergency drills will also be practiced throughout the school year. Students are required to respond according to administration and staff instructions.

Fundraising

The school Activities Director or Principal must approve all fundraising activities and events. All money collected at events must be handled and recorded by the school's bookkeeper through the Public Schools Activities Account.

Guests & Visitors

Adult visitors to FRHS are welcome but 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 approved by administration prior to each scheduled event. Guests are only permitted for Homecoming and Prom. Any FRHS student wishing to bring a guest from another school for Homecoming and Prom must follow guest pass procedures. Guest forms are available in the East Wing and need to be returned to the Deans. FRHS students are required to present current school ID for dance admission.

Students/parents may set up a pre-arranged school tour given by a FRHS Ambassador student **after** school hours. Please call Ms. Smela 24 hours ahead of time at 488-6431.

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 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.

Information Technology

PSDSchools.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 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 school staff. 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.

Lunch/Food Service

Cash and checks payments are accepted for lunches (\$3.20) and breakfast (\$1.45) during the normal serving hours. Cash and checks are accepted at the school during breakfast and lunch serving times. Online payments can be made through the PSD main page website, (click on lunch menus in the quick link box). A credit balance can be maintained throughout the school year for any food items offered. Remaining balances will be carried over to the next school year. Graduating seniors and students leaving the district may ask for a refund by seeing the kitchen manager and filling out a Request for Refund Form. **FRHS breakfast hours are from 8:30 a.m. to 9:00 a.m.** For questions, please contact the Kitchen Manager at 488-6304.

Individual teachers may have restrictive policies regarding food and drink. Please refer to individual teacher syllabi for classroom food/drink policies. **All** food and drinks are prohibited in the gyms, weight facilities, auditorium, and computer and broadcasting labs.

Media Center

The Media Center is open Monday through Friday, **7:30 - 4:15**. It is available to students before and after school, at lunch, and for drop-in use during off-periods. 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. Magazines and newspapers are also available. 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. See the circulation desk for password information needed for use outside the building.

Students can print school-related documents in the media center, in black and white or in color. The cost for color prints is fifty cents a page. There is no charge for black and white prints. The media center features a few desktop computers, laptop charging stations, and scanners 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.
- Current issues of magazines are for media center use only. Back issues can be checked out for one week.
- 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.
- Overdue fees are 25 cents per day up to a maximum of five dollars per item.
- Students cannot check out books if they owe five dollars or more in media fines.

Rules and Expectations:

- Keep conversation(s) volume at a reasonable level so that you do not distract others
- Use headphones / ear buds 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 re-shelve 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 the policy that no otherwise qualified student shall be excluded from participation in, be denied the benefits of, or be subject to discrimination under any District program or activity on the basis of race, color, religion, national origin, ancestry, sex, sexual orientation or disability. This policy shall apply to access to and participation in educational activities, course offerings, athletics, counseling, employment assistance, and extracurricular activities.

Every student of this District shall have equal educational opportunities regardless of race, color, religion, national origin, ancestry, sex, sexual orientation, or disability.

The Director of Student Services is responsible for coordinating the District's compliance with the terms of this policy and compliance with applicable civil rights laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. Inquiries concerning such compliance should be directed to the Director at 2407 La Porte Avenue, Fort Collins, Colorado 80521, or by phone at 970-490-3033.

Open Campus

Open-campus is a privilege, not a right, of senior 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, he or she may leave campus, use the media center for study, or visit 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, he or she 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.

Student Resource Officer (SRO)

Along with all other secondary schools in Poudre School District, Fossil Ridge High School participates in a partnership with the Fort Collins Police Department known as the School Resource Officer (SRO) Program. The purpose of the SRO Program is to ensure a safe learning environment, improve relations between law enforcement and students, and to be a resource to students, staff and parents. The SRO will handle complaints such as theft, harassment, motor vehicle accidents (in the parking lot) as well as all other criminal nature circumstances. The SRO maintains an office in the main commons area of Fossil Ridge. Students are encouraged to stop in or contact the officer at 488-6306.

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.

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:

First offense – The student(s) involved in the offense will receive a zero (0) for the work or exam assigned. Parents or guardians will be notified, as well as administration for possible additional school consequences.

Second offense - The student(s) involved may receive a suspension from school in addition to a loss of assignment points. Parents or guardians will be notified, as well as administration for possible additional school consequences.

Third offense – The student(s) involved will be dropped from the course with an "F". Parents will be notified of additional school consequences, including but not limited to suspension.

Repeated offenses - May result in administrative recommendation for expulsion.

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.

Policies and procedures for addressing absences are as follows:

- Any student arriving after first 10 minutes will be marked absent.

- Absences and 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. Doing so will result in disciplinary consequences.
- Arriving late or leaving early: parents need to call the attendance line to excuse the student.
- Students 17 years or older may be denied credit due to excessive unexcused absences.
- 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.

Unexcused Absences

Every week a list of unexcused absences will be generated by administration. **Students who accumulate three or more unexcused absences within that time period will be assigned a 45 minute detention for the third and every subsequent unexcused absence up to 6 unexcused absences.** Students who have 7 or more unexcused absences will result in an office referral. Students will be personally notified of their detentions through the campus security team. Failure to serve the detention within 5 school days will result in an office referral.

Tardies

A student is considered tardy if they arrive to class after the last bell has rung. Parents can call to excuse tardies for illness, injury, court, or doctor appointments. Tardy students will be assigned disciplinary actions as follows:

- Students may have 2 unexcused tardies (TU) per week without consequence.
- Students who have 3-4 TU must serve one 20-minute detention
- Students who have 5+ TU must serve two 20-minute detentions and have a Dean referral

Detention

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 will assign detentions during lunch, late start, or off hours. However, if a student has missed a significant number of class periods, that student may be assigned a ½ day or full day of In School Suspension.

If detentions are not served within the assigned time frame, each detention will become an hour of community service. Community service hours will remain on a student's account until graduation. Having an outstanding balance of community service hours can result in the loss of privileges, including participation in FRHS events and activities.

You will receive a notification on Monday the week you need to serve detention.

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 to download the most current version of the PSD Code of Conduct.

- Possession or use of drugs, alcohol or tobacco products
- Sales or distribution of drugs or controlled substances (expulsion offense)
- Causing or attempting to cause physical injury to another person (stepping up, fighting)
- Committing any act, that if committed by an adult, would be robbery or assault as defined by state law (expulsion offense)
- Violating district policy regarding dangerous weapons in schools (expulsion offense for carrying, bringing, or using a dangerous or deadly weapon)
- Promoting or involvement in gang or gang-like activity (gang dress or behavior)
- Harassment (sexual, racial, physical, verbal) that creates material and substantial disruption that is overt and willful or that incites violence
- Exhibiting behavior on or off school property that is detrimental to the safety and welfare of other students or school personnel
- Causing or attempting to cause damage to school property, or theft or attempted theft of school property.
- Violating criminal law
- Throwing objects that can cause bodily injury or damage to property
- Directing profanity, vulgar language, or obscene gestures toward other students, school personnel, or visitors
- Committing extortion, coercion, or blackmail
- Lying, forgery, or giving false information, either verbally or in writing to school personnel
- Engaging in academic/scholastic dishonesty
- Engaging in rioting, property destruction or seizure, break-ins, sit-ins, picketing or other disruptive behavior
- Violating school attendance policies
- Violating the provisions for expression of differences of opinion policy
- Repeated interference with school officials.

- Publishing expressions that violate school regulations and state law
- False alarms
- Bullying
- Repeated interference with school officials

Dress Code

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:

- Clothing must be worn so it covers underwear, as well as the back, midriff, chest and buttocks. Beach and swimwear are inappropriate for school.
- Clothing that promotes alcohol, drugs, tobacco, gang affiliation, weapons, or profanity is prohibited.
- Any jewelry or accessories that could be used as a weapon will not be allowed.
- Skirts and shorts must be of appropriate length (no buttock crease visible).
- Half shirts, undershirts, see through or mesh shirts, tube tops or any tops without a back will not be allowed.
- Sunglasses, dark glasses, masks or any attire which covers the face are prohibited.

Administration will make final determinations of dress code violations. Students found in violation of the dress code will be asked to change their attire. Failure to follow staff requests will be grounds for disciplinary action. *Students who receive multiple referrals for dress code violation may face more severe consequences, including but not limited to suspension.*

Electronic Devices

Radios, stereos and other similar items are not to be brought to school with the exceptions of phones, I-Pods, and MP3 players with headsets. Laser pointers are prohibited and will be confiscated. 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 or stolen electronic or communication devices.**

Personal Communication Devices

Personal Communication Device" or "PCD" is defined to include all cell phones, pagers, personal digital assistants, cameras, audio/video recorders, and other hand-held electronic communication and data storage devices.

Students may possess and use PCDs at school except under the following circumstances:

- Students shall not use PCDs at any time during testing, when they are in class or participating in or attending education-related activities, unless expressly authorized by the principal or his/her designee.
- Students shall keep all PCDs out of sight at all times when they are in class and in or attending education related activities, unless expressly authorized by the principal or his/her designee.
- Students shall keep PCDs turned off or dormant at all times they are in class and at all times they are participating in or attending education-related activities, unless expressly authorized by the principal or his/her designee. In this regard, "dormant" means

elimination of all vibration alerts, alarms, ring tones, flashes, and other methods of notification of incoming calls or messages.

- Students shall not use PCDs when they are not in class or when they are not otherwise participating in or attending education-related activities if such use results in disruption of the educational process or of school operations, as determined by the principal or his/her designee.

If one or more of these rules conflicts with a student's IEP or Section 504 Plan, the conflicting terms of the rule(s) shall not apply with respect to that student.

Students who violate any of these rules are subject to one or more of the following consequences for each violation:

1st offense: Teacher may confiscate the PCD until the end of the school day.

2nd offense: Teacher may confiscate the PCD. PCD will be held with a Dean until the end of the school day. The student must have an administrative conference with the Dean. A Dean will notify parent/guardian of concern.

3rd offense: Teacher may confiscate the PCD. PCD will be held with a Dean until a student and parent conference is completed.

Further offenses may result in the loss of PCD privileges in school and/or other disciplinary action.

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 **JUE** – 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. Student 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 vehicle 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 No Permit slip may be used to avoid some tickets. See a Dean of Students for additional questions.

The following is a partial list of offenses that may be ticketed:

- 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
- 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 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 **15mph** and are posted at the entrance of the parking lots
- No student parking in marked visitor or staff parking
- No parking in bus lane 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 contraband. 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 will 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 District 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 will 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 will be returned to the parent, guardian or legal custodian of the student from whom it was seized.

Police Dogs

Each school is authorized to use police dogs for in routine patrolling of student parking lots, student lockers, all areas of the school, visual inspection of student automobiles, and the use of police 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 hot line, 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.

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. Students who violate Colorado High School Activities Association rules pertaining to alcohol/drugs, tobacco, vandalism, violations of the criminal code, hazing, racial/religious/sexual harassment or violence, will not be eligible for an academic letter award.

Advisory

The Advisory program at Fossil Ridge High School is a four-year program where students meet weekly with a teacher advisor in a small class setting. This helps to create a smaller-community feeling and a sense of belonging. Since every student is in an Advisory class, it is a perfect venue for sharing information, touching base with goals and grades, attending assemblies, and participating in common school activities. The Advisory curriculum focuses on critical skills that help to prepare students for life and high school through personality inventories, career assessment and research, college searches and applications, scholarship searches, interviewing skills, job skills, service learning, academic success strategies, and more. Students will complete their high school experience by graduating as an Advisory class at the commencement exercises. Each week in Advisory, students receive lessons and assignments that help them progress toward the completion of their ICAP.

Common Advisory Curriculum for All Grade Levels:

- Academics: Academic/Study Time, Class Registration, Test Preparation.
- Counseling & Character: Academic Planning, Drug & Alcohol Awareness, Suicide Awareness, Abilities/Disabilities Awareness Day, Character Trait Awareness, Career

Planning, Communication Skills, Team Building, Leadership Skills, College Fairs, Career Fair

- Critical Skills- Job Related: Resume, Letter of Application, Job Application, Interviewing Skills, Mock Interview, Job Shadow
- Personality Inventories: True Colors, Bridges Values, Interests, Aptitude Survey, Learning Styles
- Student Council & School Awareness: Spirit Assemblies, Elections, Awards Assemblies, Motivational Media, Ridge TV, Announcements, Student Clubs & Organization Awareness
- Community Involvement: Giving Tree, Community Service Projects

Extended Learning Opportunity

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

- SAT Assessment – junior students. Test is given in April. Mandatory test.
- 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.

Blackboard/Google Classroom

Fossil Ridge High School supports an instructional and communication website application program called “Blackboard”. All Fossil Ridge staff have received training and support to use the Blackboard program for their instruction and communication with students and their families. Teachers also may use Google Classroom. Using Blackboard/Google Classroom, 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. Many FRHS staff also use the more advanced features of the Blackboard program to enable students to share and evaluate multimedia presentations, participate in course blog and discussions, and access recorded course lectures and presentations.

Parents/Guardians can access their child’s Blackboard site by visiting: <http://vhs.psdschools.org> click on **User Login**; Username is Student ID number, Password is student’s 7 digit PIN number; Click on the Course Name

Field Trips

It is the expectation that all students will communicate with teachers before missing any class about making up assignments. Students with more than one “F” may be denied the privilege of participating in field trips or other non-athletic out-of-school activities. Prior to the field trip or out-of-school activity, it is the responsibility of the student to check with his or her teacher. A teacher can recommend that a student not be allowed to go on the activity if his or her grade is

failing or if the absence would cause harm to his or her regular course of study, such as missing a test.

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, he or she 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 e-mail. **Students will be charged \$1 to replace a lost official schedule.**

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. Students will not be allowed to attend the next term of classes or enroll in another

school until checkout is completed. If a student has any unpaid fees, fines or other charges, the school will hold the following items: locker assignments, report cards, transcripts, graduation cap and gown, diploma and participation in graduation ceremonies until those fines and fees have been paid in full. Students may check out or take exams early only with administration approval. **Students may be charged to replace a lost checkout sheet for not returning completed check-out sheets.** Checkout forms can be obtained in the registrar's office.

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.

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. 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 also entitles 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 of \$5.00. Please see the campus security officer for 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.

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.aspx>

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 2 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 3 weeks to process receipt of transcripts. All transcripts are \$3 and should be paid to the bookkeeper. Any transcripts needed beyond graduation must be requested through the PSD website.

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
- 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 25 hours of courses per semester.
- To maintain eligibility, students must not be failing more than one class per 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 must attend a half-day to participate in an athletic competition scheduled for that date.
- 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 on 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/e-mail 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 Lacrosse, Swimming, Track

Commented [1]: This item frequently changes; please see websites for most up to date information

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.