



# FRHS

## Student Handbook

# Student Handbook

## 2017-2018

School Address: 5400 Ziegler Rd., Ft. Collins,  
Colorado 80528

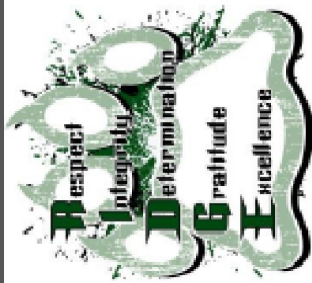
Main Office: 970.488.6260

Attendance Line: 970.488.6270

FAX Number: 970.488.6263

Athletics: 970.488.6268

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



# Positive Behavior Intervention Support Matrix

Positive behavior intervention support is a school-wide approach to support and teach expected student behavior. All FRHS staff and students will use the matrix on a daily basis to learn and practice social behaviors that are conducive to a positive school climate. This chart is a teaching tool for the FRHS community.

\*The expectations below can apply in ALL areas of the matrix. To avoid repetition, bulleted items may not appear in all boxes.

	Classrooms/ Academic Areas	Common Areas Hallways, Restrooms, Media Center, Flex Labs, Locker Bays, Commons	Off Campus	School Activities/ Events	Parking Lot/ Outside Areas
<b>R</b> espect <i>Be considerate of our community</i>	<ul style="list-style-type: none"> <li>Be an active listener and participant</li> <li>Follow instructions</li> <li>Use positive language</li> <li>Honor &amp; value all property</li> <li>Foster healthy relationships with others</li> <li>Look for the best in others</li> </ul>	<ul style="list-style-type: none"> <li>Value diversity and differences</li> <li>Honor and value personal boundaries</li> <li>Use positive language</li> <li>Maintain proper hygiene</li> <li>Clean up after yourself</li> <li>Allow others to pass</li> </ul>	<ul style="list-style-type: none"> <li>Pick up trash</li> <li>Dress appropriately</li> <li>Honor and value all property and equipment</li> <li>Report harassment and bullying</li> <li>Be honest</li> <li>Stand up for others</li> </ul>	<ul style="list-style-type: none"> <li>Be an active listener and participant</li> <li>Follow instructions</li> <li>Foster healthy relationships with students from other schools</li> <li>Display positive sportsmanship</li> </ul>	<ul style="list-style-type: none"> <li>Leave surroundings nicer than they were when you found them</li> <li>Honor &amp; value all property</li> <li>Yield to pedestrians</li> <li>Obey all traffic laws</li> </ul>
<b>I</b> ntegrity <i>Do the right thing when nobody is looking</i>	<ul style="list-style-type: none"> <li>Fulfill all commitments</li> <li>Be truthful and honest</li> <li>Uphold academic honesty</li> <li>Take responsibility for your actions</li> <li>Follow instructions</li> </ul>	<ul style="list-style-type: none"> <li>Pick up trash</li> <li>Dress appropriately</li> <li>Honor and value all property and equipment</li> <li>Report harassment and bullying</li> <li>Be honest</li> <li>Stand up for others</li> </ul>	<ul style="list-style-type: none"> <li>Represent FRHS well at community events</li> <li>Be considerate of our world and community</li> <li>Be helpful to others</li> <li>Choose positive influences</li> <li>Respond to people in need</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate positive school spirit</li> <li>Remind others to keep the area clean</li> </ul>	<ul style="list-style-type: none"> <li>Take responsibility for your actions</li> <li>Report any problems to an adult</li> <li>Pick up trash</li> </ul>
<b>D</b> etermination <i>Persistence through challenges</i>	<ul style="list-style-type: none"> <li>Attend every class, on time, every day</li> <li>Learn every day</li> <li>Set goals and strive for your personal best</li> <li>Manage your time well</li> <li>Seek help when needed</li> <li>Turn work in on time</li> </ul>	<ul style="list-style-type: none"> <li>Be courteous</li> <li>Get to your destination on time</li> <li>Maximize classroom attendance</li> </ul>	<ul style="list-style-type: none"> <li>Reach out to our feeder schools to include them in the FRHS community</li> <li>Reach out to our community through service learning</li> <li>Build positive relationships in the community</li> </ul>	<ul style="list-style-type: none"> <li>Attend school activities and events</li> <li>Cheer for our SaberCats</li> <li>Get involved</li> </ul>	<ul style="list-style-type: none"> <li>Plan to arrive in a timely manner</li> </ul>
<b>G</b> ratITUDE <i>Display an attitude of appreciation</i>	<ul style="list-style-type: none"> <li>Appreciate others</li> <li>Leave surroundings nicer than they were when you found them</li> <li>Appreciate educational opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Leave surroundings nicer than they were when you found them</li> <li>Thank those who keep our school clean and maintained</li> </ul>	<ul style="list-style-type: none"> <li>Show appreciation for community support of FRHS</li> <li>Forgive yourself</li> <li>Forgive others</li> </ul>	<ul style="list-style-type: none"> <li>Appreciate the efforts of the individuals performing</li> <li>Support and encourage each other</li> <li>Contribute to a positive atmosphere</li> </ul>	<ul style="list-style-type: none"> <li>Treat equipment and facilities with care</li> <li>Thank those who keep our campus clean and maintained</li> </ul>
<b>E</b> xcellence <i>Go beyond the expectation</i>	<ul style="list-style-type: none"> <li>Complete school work to the best of your ability</li> <li>Be prepared</li> <li>Plan for your future</li> <li>Be a "see-through"</li> </ul>	<ul style="list-style-type: none"> <li>Make healthy choices</li> <li>Have positive and encouraging social interactions</li> <li>Reduce and recycle</li> <li>Be a first initiator</li> </ul>	<ul style="list-style-type: none"> <li>Display a quality image of FRHS</li> <li>Dare to dream</li> <li>Start a Chain Reaction</li> <li>Be a positive role model for peers and others</li> </ul>	<ul style="list-style-type: none"> <li>Extend and apply your learning</li> <li>Represent yourself and your school with pride</li> </ul>	<ul style="list-style-type: none"> <li>Uphold a high standard of conduct</li> <li>Be a positive role model</li> <li>Lead by example and action</li> </ul>

## Fossil Ridge High School Weekly Schedule 2017-18

Monday "ALL"	Tuesday "ODDS"	Wednesday "EVENS"	Thursday "ODDS"	Friday "EVENS"
<b>0</b> 6:20 – 7:20	<b>0</b> 6:20 – 7:20	<b>LATE START</b> 7:30 – 9:10	<b>0</b> 6:20 – 7:20	<b>0</b> 6:20 – 7:20
<b>1</b> 7:30 – 8:21	<b>1</b> 7:30 – 9:03		<b>1</b> 7:30 – 9:03	<b>2</b> 7:30 – 9:03
<b>2</b> 8:27 – 9:18				
<b>3</b> 9:24 – 10:15	<b>3</b> 9:10 – 10:49 Announcements 9:10-9:16	<b>2</b> 9:10 – 10:49 Announcements 9:10-9:16	<b>3</b> 9:10 – 10:49 Announcements 9:10-9:16	<b>ADVISORY</b> 9:10 – 10:49 Announcements 9:10-9:16
<b>4</b> 10:21 – 11:17 Announcements 10:21-10:26				
<b>5</b> 11:23-12:14	<b>5</b> 10:56-12:29	<b>4</b> 10:56-12:29	<b>5</b> 10:56-12:29	<b>4</b> 10:56-12:29
<b>Lunch</b> 12:14-1:02	<b>Lunch</b> 12:29-1:17	<b>Lunch</b> 12:29-1:17	<b>Lunch</b> 12:29-1:17	<b>Lunch</b> 12:29-1:17
<b>6</b> 1:02 – 1:53				
<b>7</b> 1:59 – 2:50	<b>7</b> 1:17 – 2:50	<b>6</b> 1:17 – 2:50	<b>7</b> 1:17 – 2:50	<b>6</b> 1:17 – 2:50
<b>9</b> 3:00 – 4:00	<b>9</b> 3:00 – 4:00	<b>9</b> 3:00 – 4:00	<b>9</b> 3:00 – 4:00	<b>9</b> 3:00 – 4:00
51 minute periods 6 minute passing 5 minute announcements 48 minute lunch	93 minute periods 7 minute passing 6 minute announcements 48 minute lunch	93 minute periods 7 minute passing 6 minute announcements 48 minute lunch	93 minute periods 7 minute passing 6 minute announcements 48 minute lunch	93 minute periods 7 minute passing 6 minute announcements 93 minutes Advisory 48 minute lunch

### Administrators

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
Mark Barry, Assistant Principal	488-6387
Ryan Wulff, Dean	488-6376
Amanda Jones, 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	488-6306

"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."

## Counseling

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

Melissa Vasa	A-B +IEPs +ELA (GT Coordinator)	West Wing
Nick Peterson	C-FL + IEPs	West Wing
Matt Murphy	Fo-Ha + ILS	North Wing
Sarah Switala	He-Ka + ILS	West Wing
Kelli McPhee	Ke-Mc + IEPs	West Wing
Jen Smela	Me-Q + IEPs	North Wing
Nicole Alvarado	R-Sr + IEPs	North Wing
Carolyn Fries	St-Z + IEPs (GT Coordinator)	North Wing
Sandi Emanuel	Registrar	Room 408
Carrie Hintzman	Secretary	West Wing
Susan Jin	Secretary	North Wing

## College and Career Center

Betsy Hanlin Secretary

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

## General Academic Information

### Grading Scale

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

### Academic Lettering

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 on a daily basis. 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.

### Academic Dishonesty

Plagiarism and/or cheating are serious offenses and will not be tolerated at Fossil Ridge High School. Violations of FRHS policy include but are not limited to:

1. Giving another student completed assignments to copy and submit as their original.
2. Copying another student's work or paraphrasing another's words or ideas and submitting them as original work.
3. Submitting another individual's work as your own.
4. Copying portions or pages from books or electronic references or sources without proper citation.
5. Taking or copying answers from another student during a test situation.

6. Viewing or using a cell phone or wireless device during an examination.

The following consequences apply for incidents of dishonesty:

1. 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.
2. Second offense - The student(s) involved may receive a 3 day suspension from school.
3. Third offense – The student(s) involved will be dropped from the course with an “F”. Parents will be notified of additional school consequences.
4. Repeated offenses - May result in administrative recommendation for expulsion.
5. Over the course of an academic year inclusive of all classes.

### 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. Optional test.

### Transcript Requests

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.

### Grade Change Policy

Students may retake the same PSD course and be credited with the higher earned grade upon approval from 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.

### Middle School Course Credit at the High School

Students are eligible to receive PSD high school graduation credit for an approved course taught at a PSD middle school by meeting these requirements:

- \*Pass the course with a grade of D or higher and
- \*Complete all four quarters of the year-long course.

### Grade Reports

Progress grade reports for the quarters and report cards for the first semester will be distributed at school during the Student Advisory period. Report cards for second semester will be available on Student VUE and ParentVue in June.

### Schedule Repairs & Add/Drop

Schedule repairs and Add/Drop opportunities are offered to students who have errors on their schedules or particular 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. All Students must be enrolled full time.

### Add/Drop

Add/Drop occurs twice per year (one time for each semester). The purpose of Add/Drop is for students to make minor changes to their schedule that do not fall in the criteria for schedule repairs. Add/Drop is only offered at one time during each semester, student MUST attend Add/Drop in order to adjust their schedule for the semester. No schedule changes will be made outside of these designated opportunities. Please see the FRHS Counseling website and FRHS home page for schedule repair and add/drop dates for this school year.

### Dropping A Class

Students may drop a class up to the 4<sup>th</sup> week of a semester 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 4<sup>th</sup> week, a dropped class will result in a “WF”. A “WF” drop requires student, parent, and counselor or administrator approval.

### **Class Credit Requirements:**

Class credit requirements are as follows:

9<sup>th</sup> – 70 Credits

10<sup>th</sup> – 70 Credits

11<sup>th</sup> – 60 Credits

12<sup>th</sup> – 50 Credits

**Attendance Policies (Attendance Line 488-6270)** Regular daily attendance is vital in order for students to succeed at FRHS. The PSD 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.

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

1. Absence due to illness or injury, or to attend a doctor’s appointment
2. Pre-arranged absences approved by administration for family activities, appointments or circumstances that cannot be taken care of outside of school hours
3. 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.**
4. Absences to attend required legal proceedings
5. 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.

### **Examples of Unexcused Absences:**

- studying for a test
- oversleeping/alarm clock malfunction
- skiing or snowboarding
- standing in line for a fine or ticket
- visiting another high school
- trains/car/traffic issues

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 any and all intentional absences from school.

**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.
- Students may not call in to excuse their own absences. Doing so may 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.
- If an absence is not called in within 5 school days, it will remain unexcused without Dean approval.

**College Visits:** Junior and Senior students may attend college visits as a school-excused absence by submitting both a prearranged absence form and a green college visit form (upon return) signed by the contact at the college they visited.

**Attendance:** Attendance in class is the foundation of academic success. Therefore, 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.

**Tardies:** Students at FRHS must arrive to all classes on time. Tardy students will be assigned disciplinary actions that include: detention, community service and/or suspension.

- students are tardy if they arrive to class after the last bell has rung.
- can only be excused by parents for illness, injury, court or doctor appointments.
- traffic is not an excusable tardy

### **Tardy & Detention Policy:**

- 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
- If detentions are not served within the assigned time frame, each detention will become an hour of community service. Students will have three weeks to serve their community service before the hours double. 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 the graduation ceremony.

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

### **Truancy:**

The state defines a truant as: A child who has attained the age of seven years and is under the age of seventeen years having four unexcused absences from public school in any one month or ten unexcused absences from public school during any school year.

- FRHS truancy policies follow district guidelines.
- If a student is absent without parent excuse or leaves a class or school without instructor or administrator permission, the student will be considered truant and an unexcused absence will be recorded.
- Issues of truancy will be referred to the District truancy review board.

### **Make-up Work Policies:**

Make-up work shall be provided for excused and school/activity absences.

### **Excused & School Excused 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 and parents should contact individual instructors and consult course websites or blackboard sites.

### **Unexcused Absences:**

- Students must have an opportunity to earn up to 60% of the value of the earned grade on the assignment.

### **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 the Blackboard program, 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**

### **Parent Internet Viewer (PIV)**

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**

## **Curriculum**

### **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

### **Co-Curricular Programs and Expectations**

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.

### **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.

### **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.

### **Announcements**

School announcements, including video announcements are played and posted daily to the school website and TVs. Announcements should be submitted electronically in advance and approved by a staff member or administrator.

### **Research / Media Center**

The research / 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. Along with the exceptional print collection, the media center 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.

**Mission of the Research / Media Center:** To support student achievement by developing student information literacy skills, by providing access to a rich variety of multimedia information resources, by providing active participation in a worldwide community of learners, and by stimulating student interest in reading and life-long learning.

**Hours of Operation:** The media center is open Monday through Friday, 7:15-3:15, with an hour closure after lunch for the media specialist to take lunch. It is available to students before and after school, at lunch, and for drop-in use during off-periods.

**Services:** 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 eighteen desktop computers, eight laptop charging stations, and two 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 west 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 research / media center

#### **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 as long as 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 required to demonstrate knowledge of the current computer rules in order to receive access to their computer account. They may also receive community service for misuse. There is an appeals process in place for students who lose their privileges due to disciplinary action.

**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.

## **School 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 web site. 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

## **Athletics at Fossil Ridge**

### **Athletic Office Line: 488-6268**

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.

### **Sportsmanship Expectations**

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.

### **Participation 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.

## **Requirements for Participation**

### **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 AntiHazing Policy.
  5. PSD Eligibility Form
- Any other information required by the Colorado High School Activities Association (CHSAA) or by the Poudre School District.
- Forms are available on the FRHS athletics home page.

### **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.

### **Letters, Awards and Recognitions**

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 by Season**

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

**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.

### **Admission Costs to Athletic Events**

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.

## **Student 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 and Checkout Procedures**

**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.

**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. Checkout forms can be obtained in the registrar's office.

### **Health Services and Required Documentation Please note:**

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.

### **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.**

## **General Information About Fossil Ridge**

**Nondiscrimination/Equal Opportunity-** 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. The District does not unlawfully discriminate on the basis of race, color, religion, national origin, ancestry, sex, sexual orientation, marital status, age or disability in access or admission to, or treatment or employment in, its programs or activities. District compliance with this policy shall be the responsibility of, and complaints of discrimination based on these protected classifications should be directed to: Director of Student Services 2407 LaPorte Ave. Ft. Collins, CO 80521, or by phone at 970-490-3033.

**Nondiscrimination/Equal Educational Opportunities-** 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**

Students are encouraged to stay on campus during the school day. Freshmen and sophomore students have a full class schedule. Food service is available on campus for lunch. Parents are encouraged to discuss with their students the benefits of not leaving campus during the day. The exceptions include: students taking classes at Front Range Community College, CSU and PACE students.

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. 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.

### **Dancing Guidelines**

Students are expected to dance in a respectful manner. Dancing that is inappropriate, overtly sexual in nature, or creates unsafe conditions is not allowed. No slam dancing, violent "mosh pit" style dancing, crowd surfing, twerking, freak dancing, grinding or other sexually provocative dancing is allowed. School officials reserve the right to make decisions on suitable dancing and individuals who engage in the above-mentioned behaviors will be removed from the dance and parents/guardians will be notified.

### **Guests and Proper Identification**

Dances are held for the enjoyment of Fossil Ridge High

School students. Guests are only permitted for Homecoming and Prom. Guests are not permitted to any other FRHS dances. 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 West Wing and need to be returned to the Deans. FRHS students are required to present current school ID for dance admission.

### **FRHS 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.

### **Lunchroom Procedures**

Cash and checks payments are accepted for lunches (\$2.90) and breakfast (\$1.25) 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 7:00 a.m. to 8:45 a.m. For questions, please contact the Kitchen Manager at 488-6304.

### **Food and Drink Policy**

Only water in a clear plastic container with a lid will be allowed for use in classrooms. Individual teachers may have more restrictive policies regarding food and drink. Students **will not** be allowed to eat on the carpeted areas of the school. **All** food and drinks are prohibited in the gyms, weight facilities, auditorium, and computer and broadcasting labs.

### **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.

### Locker Searches and Seizure

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.

### Driving and Parking Policies

The school has (3) lots for visitors, students, and staff to park in. The southeast lot is a student lot with a small section for staff. The southwest lot is a student lot with a small section for visitors. The northwest lot is for staff only. Handicapped parking has been provided in all (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 southwest and southeast lots. The front oval and northwest staff lot is for buses only.

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:

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

The first hangtag is provided at no cost from the campus security officer. A hangtag is obtained after turning in a completed application and showing a valid driver's license, proof of current insurance, and current vehicle registration slip. **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.

All lots are patrolled by the campus security officer and school resource officer (Ft. Collins Police Officer).

Parking on campus is both a privilege and a service. Inappropriate behaviors in the parking lot will be addressed by school officials and may result in loss of parking privileges and/or towing of vehicles at the owner's expense. **Students will be required to pay the \$25.00 parking fee if their parking privileges are reinstated during the school year.**

Students who park their vehicles on campus will adhere to the FRHS Traffic Rules and Board Policies Brochure in addition to this Code of Conduct.

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 of or drop off lane.

Consequences for violation of these policies may include but are not limited to:

- First offense: warning
- Second offense: warning and parent contact
- Third offense: parking privileges suspended for period determined by administration
- Fourth offense: parking privileges revoked. Privileges may be restored for \$25.00 fee after suspension period

In the event that an offense recklessly endangers self, others, or property, privileges may be automatically suspended or revoked. Violations may also include, but are not limited to booting and/or towing off the vehicle at the owner's expense and restitution.

Violations may be appealed and a No Permit slip may be used to avoid some violations.

Please refer to FRHS website or the parking brochure for additional information.

Campus security may be able to assist with minor vehicle problems.

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

- Speed limits on campus drives and lots are 15 mph.
- Careless and reckless driving behavior is prohibited.
- Parking in a bus or fire lane may result in a towing of a vehicle. Towing fees are the vehicle owner's responsibility.
- Student vehicles parked in handicapped parking will be ticketed by police or SRO for violation of federal law.
- Individuals who continue to park on campus after their privilege has been revoked may have their vehicle booted and/or towed. Booting and/or towing fees are the responsibility of the vehicle's owner.
- Students are expected to help keep the parking areas clean by disposing of trash in nearby trash receptacles.

### **Vehicle Searches**

School Board Policy states that no loitering in parked cars or in parking lots shall be permitted during the school day. The privilege of bringing a student operated motor vehicle on school premises is conditional on 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 vehicle on school grounds when requested will be cause for terminating the privilege of bringing a vehicle onto school premises. FRHS and/or Poudre School District are not responsible for the theft or damage to vehicles parked on school property or at school activities.

### **Student Dress and Appearance**

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. All tops must have straps and must cover chest, back and stomach.
- Clothing that promotes alcohol, drugs, tobacco, gang affiliation, weapons, sexuality 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.

Staff members 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.*

### **Student 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 profitmaking 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.

### **Fundraising Policies and Procedures**

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.

### **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.

### **Electronic Devices**

Radios, stereos and other similar items are not to be brought to school with the exceptions of 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.



School officials shall not view the content of or any information on a student's PCD without the consent of the student or student's parent/guardian, unless expressly authorized by the appropriate assistant superintendent of school services.

**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:**

**1<sup>st</sup> offense:** Teacher may confiscate the PCD until the end of the school day.

**2<sup>nd</sup> 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.

**3<sup>rd</sup> 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.

**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.

**Visitors and Messages/Items for Students (Front Office Main Line: 488-6260)**

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. A staff member or a designated student aide must escort visitors at all times while inside of the school. Visitors should wait in the main office until their escort arrives to assist them.

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.

Students/parents may set up a pre-arranged school tour given by a FRHS Ambassador student **after** school hours. Please call Ms. Vasa 24 hours ahead of time at 488-6345.

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.**

**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.

**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 call 877-542-SAFE, the 24 hour confidential Safe2Tell hot line. Student privacy and anonymity will be appropriately protected in all situations where possible.

**Code of Conduct/ FRHS Discipline Policies** 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.

- 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 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

### **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.

### **Community Service**

Students who are assigned community service as a discipline consequence must serve all community service during late start, off periods or other times as arranged by the student. Failure to complete community service within assigned timelines will result in doubling the community service, holds on report cards, and may not participate in graduation ceremonies.

### **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.

**Emergency Drills and 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.

### **Revisions / Updates to FRHS Student Handbook**

The Colorado Department of Education, Poudre School District Board of Education and PSD Leadership regularly provide updates and revised district policies and procedures to schools. Therefore, the FRHS Student Handbook is a document that is constantly under revision.

Please consult the Quicklinks section of our school web site to access the most up-to-date version of our FRHS Student Handbook. If you have questions or concerns, please contact our main office and you will be directed to the appropriate department or building administrator.