
Fossil Ridge High School

**Parent
Handbook
2009 -2010**

Fossil Ridge High School

Parent Handbook 2009-2010

* 5400 Ziegler Rd. * Ft. Collins, Colorado 80528 * Main Office (970) 488-6260 *
* Attendance (970) 488-6270 * FAX Number (970) 488-6263 * Athletics (970) 488-6268 *
WEB Site - <http://schoolweb.psdschools.org/frhs>

Welcome to Fossil Ridge High School and a new adventure!

This handbook has been developed to provide useful information to our new freshman and sophomore parents. In this handbook, you can find information that promotes a safe environment, that supports you and your child, and that clearly communicates school routines and policies. It also provides answers to those frequently asked questions, where and how to get help when you need it, and ways to contact school personnel. We suggest you read it carefully and keep it so you can refer to it during the year. This handbook will be posted on the school website at: <http://schoolweb.psdschools.org/frhs>

At Fossil Ridge High School, a specific emphasis will be placed on 9th and 10th grade. We realize it is a critical year in determining a student's success or failure in high school. Our students come to us from feeder middle schools, which in most cases are intimate and controlled environments. Many 9th and 10th graders struggle with a high school's size, freedom, and level of responsibility. This environment will provide a safety net for students to gradually experience the additional responsibilities of a high school program with the major emphasis on the individual student's academic success.

Parents and legal guardians have a critical role in the education of their children and in our school. Years of research and numerous studies reveal that students with invested parents and guardians have a better overall high school experience. We encourage you to participate in school activities and volunteer at Fossil Ridge.

We look forward to joining you in working toward the optimal achievement of your student.

Remarks on Our Mission, Vision, Goal, and Identity

Mission statements, vision statements, and goals are often wordy and over-complicated. Ours are simple, clean, and easily understood. Every decision made in our school is directly related to our mission, vision and goal. Our collective pursuit of excellence in character and of achievement is our identity at Fossil Ridge High School. These are our reasons for being.

Poudre School District Mission
Educate... Every Child, Every Day

FRHS Vision
Fossil Ridge High School exists to support and inspire every child to think, to learn, to care, and to graduate prepared to be successful in a changing world.

Corollary
Our mission and vision will be accomplished in an environment that is safe, nurturing, and free from disruption of teaching and learning.

Our Goal
Excellence, Everywhere.

Our Identity
At Fossil Ridge High School, our identity centers on our quest for excellence. We strive for excellence of character as a means of reaching excellence of achievement.

We have set our goal as "Excellence, Everywhere." We engage students, parents, and staff collaboratively to plan measures to achieve this goal. We perform frequent evaluations to determine our progress in this search.

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FOSSIL RIDGE HIGH SCHOOL

5400 Ziegler Road
Fort Collins, CO 80528

(970)488-6260
(970)488-6263 Fax

As the principal of Fossil Ridge High School I would like to extend my warmest welcome to you. FRHS is rated *Excellent* by the State of Colorado and ranks in the top 8% of high schools in the State. The SaberCat spirit permeates throughout our community. Our green facility has received National recognition for our sustainable design.

FRHS has three learning houses; West Wing, East Wing, and North Wing. Each house meets the needs of 600 students including a counselor, assistant principal, flex labs, lockers and instructional spaces. Beyond our amazing facility, we have a staff of committed, caring teachers who work to ensure that every student is challenged academically.

Our goal is to prepare each student for their postsecondary options including work and college readiness. There are four dimensions to that preparation. **Academic Behaviors:** attendance, class preparation, character education. **Content Skills:** mastery in reading, writing, algebraic skills. **Cognitive strategies:** problem solving, research, analysis and synthesize, reasoning. And lastly **Planning and Awareness** around what postsecondary options are. This handbook will assist you in navigating these four areas.

Our focus is on a learning community which supports students through an Advisory Program, service learning, Drop Everything and Read program, and the three R's – Rigor, Relevance and Relationship.

Student Activities is at the heart of our community. FRHS is proud to offer a wide variety of clubs and sports for students to participate in. The more involved students are in their high school experience, the more positive and broad based their opportunities will be.

We invite all students to build upon our tradition of "Excellence, Everywhere."
Again, Welcome to FRHS!

Dr. Dierdre Cook

History of Fossil Ridge

Fossil Ridge High School is named for the low ridge in front of the foothills to the west and south-west of Fort Collins and attests to the rich collection of fossils found in the Fossil Creek area. The name reminds us of our rich geological history and present stewardship of natural resources.

Fossil Ridge opened in August 2004. Designed for an optimum capacity of 1800 students, the school was designed using PSD's nationally recognized, environmentally friendly, sustainable guidelines.

Learning Communities

In an effort to support the variety of essential community needs, Fossil Ridge utilizes the "school within a school" concept or Learning Communities. All students are assigned to learning communities where they are assigned to a counselor, assistant principal and an advisory teacher. In this structure, students find additional support and attention from staff and begin to recognize and value their high school experience as a pathway to higher education and careers.

The following summary is the location and positions of our administrative team, counselors and office support:

Front Office

Principal

- Office Manager
- Attendance Clerk
- Health Office
- Bookkeeper
- Receptionist
- Registrar

Assistant Principal/Athletic Director

- Athletic Secretary

East Wing

Assistant Principal/Test Coordinator

- Counselor
- Counselor
- Wing Secretary

Career Center

(Located off the Commons)

- Career Counselor
- Wing Secretary

West Wing

Assistant Principal/Activities Director

- Counselor
- Wing Secretary

North Wing

(located on the 2nd floor)

Assistant Principal/9th Grade Programs

- Counselor
- Counselor
- Wing Secretary

GENERAL INFORMATION-2009/2010

970-488-6260

| FUNCTION | STAFF MEMBER | PHONE | E-MAIL (add @psdschools.org to each staff member name) |
|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|----------------------------------------------|--------------------------------------------------------------|
| Activities | Jeff Johnson, West Wing Assistant Principal Joan Suder, West Wing Secretary | 488-6330 488-6367 | jefferyj jsuder |
| Athletics | Andrea Tribelhorn, Athletic Director/AP TBA, Athletic Secretary | 488-6308 488-6268 | andreat |
| Attendance | Jo Taggart | 488-6270 | jtaggart |
| Band | Dan Berard | 488-6285 | dberard |
| Bookkeeper -Fees, Fines, Holds | Connie Van Doren | 488-6266 | cvandore |
| Campus Security -ID Cards, Parking Permits/Fines | Barb Ozee | 488-6322 | bozee |
| Career Center -College/Career Planning, Transcript Requests, FRCC High School Program | Diane Campbell, College Counselor Valle Watada, College Secretary | 488-6332 488-6303 | dcampbel vwatada |
| Counseling Department - Scheduling, Curriculum, Graduation Requirements | Melissa Vasa Matt Murphy Rachel Eaton Katie Zabransky | 488-6345 488-6338 488-6264 488-6376 | mediaz mmurphy Reaton kzabrans |
| Health Services -Medication, Immunizations, Health Care Plans | Nancy Weber, School Nurse Kirsten Goffena, Health Tech | 488-6305 488-6305 | nweber kgoffena |
| Media Center | Lana Fain, Media Specialist Susan Jin, Media Assistant | 488-6276 488-6334 | lanaf sjin |
| Mental Health Services | Lisa Cole | 488-6323 | lcole |
| Psychologist | Brittany Hutson | 488-6316 | bhutson |
| Registrar -New Enrollment, Credits | Sandi Emanuel | 488-6265 | semanual |
| School Resource Officer | Officer Suzanne Rice | 488-6306 | srice |
| Special Education | Julie Edler, Department Head | 488-6307 | jedler |
| Student Council (STUCO) | Tara Oswald | 488-6281 | toswald |
| Testing -PSAT, PLAN, ACT, AP, CSAP | Scott Torvik, East Wing Assistant Principal Amy Slevin, East Wing Secretary | 488-6267 488-6365 | storvik aslevin |
| Volunteer Organization | Tim Dolan, Parent VIPS | 223-2427 | tim@dolanfanglycom |

COMMUNITY RESOURCE CONTACTS

| | | | |
|----------------------------------|----------|----------------------------------|----------------|
| First Call Service Net | 407-7066 | Child Abuse Hotline | 498-6990 |
| Fort Collins Police | 221-6540 | Larimer Center for Mental Health | 494-4300 |
| Rape Crisis Hotline | 472-4200 | Alcohol and Drug Abuse Hotline | (800) 252-6465 |
| Larimer County Health Department | 498-6700 | HOPE Center | 493-1157 |
| The HUB | 498-6990 | | |

ACADEMIC PROGRAM INFORMATION

Academic Houses:

FRHS has three academic houses: West Wing, East Wing and North Wing. The majority of freshman classes will be held in the North Wing on the second floor. Each house has classrooms, administration, counselors and lockers to meet the needs of 600 students. Elective areas include: Art, Music, PE, Family and Consumer Science, Digital Media and Business.

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 |

Grade Change Policy

Any student receiving a "D" or "F" grade in a course may retake the same PSD course and be credited with the higher earned grade. The original grade will be changed to a "W" (withdraw). 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 Counseling and/or Registrar offices.

Academic Dishonesty

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

- 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.
- Copying portions or pages from books or electronic references or sources without proper citation.
- Taking or copying answers from another student during a test situation.

The following consequences will be applied 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 will receive a 3 day suspension from school.
- Third offense - the student(s) involved will be dropped from the course with an "F". Parents will be notified of additional school consequences.

Repeated offenses - May result in administrative recommendation for expulsion.

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 mailed home in June.

Parent Resources for Student's Academics

- PIV
- Blackboard
- Email or Call Teachers (page 29-30)

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: <http://piv.psdschools.org/piv/piv.exe>

- Enter **Student's ID** (If you do not know your student's ID or PIN, please contact a wing secretary or counselor)
- Enter **PIN**
- Select **Fossil Ridge High School**
- Click on the **Request Report**

Blackboard

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 communications with students and their families. 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:

- Visit: <http://vhs.psdschools.org>
- Click on User Login.
- Username: Student's ID # Password: Student's 7 digit PIN #
- Click on the Course Name.

Student Advisory Program

Advisory connects every student to Fossil Ridge High School. For all four years at FRHS, students meet with their Advisory in a small class setting once a week. This helps to create a smaller community feeling and 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.

Fossil Ridge is unique in that it has chosen to incorporate the district required Critical Skills class into the Advisory curriculum. Critical Skills helps to prepare students for life after high school through personality inventories, career assessment and research, college searches, interviewing skills, job skills, and many more career-related activities.

Advisory class earns one credit each semester.

Common Curriculum for All Grade Levels:

Academics—Grade Checks, Academic/Study Time, Advisor One-on-One Talks, Report Card Distribution, Portfolio Development, 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—Adopt-a-Family, Canned Food Drive, Community Service Projects

ATTENDANCE (Attendance Line 488-6270)

Regular daily attendance is essential and required for students to be successful at Fossil Ridge High School.

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.

Please note: The school may require adequate verification for the above absence exceptions including written statements from physicians.

Policies and procedures for addressing absences are as follows:

- All absences and tardies must be called into the attendance office line (488-6270) by a parent or guardian even if a student is 18 years of age. **Notes are not accepted.** When you call to excuse your student, please leave the time they will be absent.
- Student attendance is primarily a student and parental responsibility. All absences not called in by a parent or guardian on the school attendance line (488-6270) will be considered unexcused absences. After 48 hours from the unexcused absence, parents will need to contact a wing assistant principal to excuse the absence.
- Students that need to leave during class time for an appointment do not require a note from their parent. They need to inform their teacher of the appointment, leave the classroom quietly and sign out in the front office. Parents need to call the absence line to excuse the student.
- FRHS staff is required to record attendance during the first ten minutes of each class. **Any student arriving late to a class beyond the first ten minutes of a class period will be marked absent by the instructor.** It will be the responsibility of the student to meet with the instructor to address the absence within **one school day**.
- At **four** unexcused absences to any class during a grading term, attendance staff will prepare and submit an attendance concern notification to an administrator for an intervention contact.

- An administrator will forward the attendance concern to the appropriate teacher(s) so they can notify parents/guardians and initiate a student conference or other documented interventions.
- Teacher(s) will submit signed copies of attendance notification conferences or other interventions to administration.
- At **six** unexcused absences to any class in a grading term a student may be denied course credit or be **withdrawn from the class with an F**.
- For unexcused absences, students will be allowed to complete the work missed, but will only receive partial credit as determined by the instructor.
- Attendance drop appeals may be made directly to an administrator. Exceptions will be considered only for legitimate medical reasons or extreme hardships encountered by a student and his or her family.

Pre-arranged Absences

Students should observe the following requirements when seeking approval for an absence known ahead of time:

- Pick up a pre-arranged absence form from the attendance office and complete and present it for administration approval and signature.
- The student must obtain signatures of approval from all affected teachers and a parent or guardian, and return the completed form to the attendance office at least three days prior to the scheduled absence. Please note: Junior and Senior students may have two college visits per school year excused by submitting a completed pre-arranged absence form prior to their scheduled visit. Upon their return, students must submit a green college visit form with signature and contact information from the college they visited. This will allow the pre-arranged excused absence to be recorded as a school-excused absence. Both forms are available in the attendance office.

Tardies and 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.

Students at FRHS are expected to arrive to all classes on time. Students will be marked tardy if they arrive to class after the last bell has rung. Any student arriving late to a class beyond the first ten minutes of a class period will be marked absent by the instructor. It will be the responsibility of the student to meet with the instructor to address the absence within one school day. Students who are habitually late can be assigned disciplinary consequences and/or community service by administration, or be withdrawn from the class.

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. Excessive truancy may result in loss of classes and or suspension consequences. The school provides students serving suspensions the opportunity to make-up the work missed. Assignments given and the terms of credit granted will be determined by individual instructors. Students and parents should make contact with individual instructors and consult course websites or Blackboard sites.

Make-up Work Policies

Make-up work shall be provided for any class for which a student has an excused absence. The student is responsible for picking up all make-up 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. Assignments given and the terms of credit granted will be determined by individual instructors. Students and parents should make contact with individual instructors and consult course websites or Blackboard sites.

Health Services and Medications (Health Office Line-488-6305)

Please note: Additional required immunizations have been established for high school students entering the 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.

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.

ATHLETICS (Athletic Office Line-488-6268)

Schedules of Events can be found on the FRHS website under Athletics.

Athletic Participation Fee

Poudre School District requires that students pay a participation fee of **\$85.00** per sport before they can practice or compete in a contest or scrimmage. There is a district maximum limit fee charge of no more than \$250.00 per family (\$127.00 for private school, charter school or home-schooled athletics with no family maximum).

Cheerleaders, athletic trainers and managers are exempt from this requirement. 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.

Requirement for Participation

(Must be completed before practice)

- Payment of athletic fee if applicable.
- Submission of tryout packet to Athletic Office to receive blue card for coach;
 1. Senior High Authorization for Athletic Participation (includes physician's signature, parent and athlete signatures and verification of health insurance for the athlete).
 2. Medical Information sheet signed by parent.
 3. Eligibility sheet signed by parent and athlete.
- 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 school at least 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 be recorded on the student's transcript prior to Labor Day of the fall term.
 - Athletes who turn 19 prior to August 1 are ineligible.
 - Freshman athletes (ninth graders) have eight consecutive semesters of eligibility and must meet the eligibility guidelines stated by CHSAA. **Athletes transferring schools must meet CHSAA regulations governing the terms of their eligibility.**

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.

French Field Rules

- No outside food or drink allowed.
- Once spectators leave the field, they will not be allowed in again unless another ticket is purchased. Spectators are advised to bring any blankets, coats, umbrellas, etc. when they **first** arrive.

Girls Sports by Season

FALL: Volleyball, Cross Country, Softball, PSD Girls Field Hockey, Cheer, Gymnastics @ Fort Collins High School or Rocky Mountain High School

WINTER: Swimming, Basketball

SPRING: Soccer, Tennis, Track, Golf @ Fort Collins High School or Poudre High School

Boys Sports by Season

FALL: Football, Tennis, Soccer, Cross Country, Golf

WINTER: Basketball, Wrestling

SPRING: Baseball, PSD Lacrosse, Swimming, Track

Letters, Awards & 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.

Coaching Staff Contact Information

Contact numbers and e-mail addresses for coaching staff can be found on the Fossil Ridge Athletic Web page at: <http://schoolweb.psdschools.org/frhs/athletics> or contact the Athletic Assistant in the main office.

Admission Costs to Athletic Events*

Ticket prices to individual events are as follows:

Adults \$5.00

Students with ID's and seniors over 60 \$4.00

Children under 6 free

Punch cards are available to purchase - twenty passes for \$60.00. Student activity cards can be purchased for \$22.00. They provide students admission to all home contests.

*Prices will vary during post-season and tournament events

COUNSELING/CAREER CENTER

East Wing

| | | |
|----------------|-----------------|----------|
| Counselor | Melissa Vasa | 488-6345 |
| Counselor | Katie Zabransky | 488-6376 |
| Wing Secretary | Amy Slevin | 488-6365 |

West Wing

| | | |
|----------------|-------------|----------|
| Counselor | Matt Murphy | 488-6338 |
| Wing Secretary | Joan Suder | 488-6367 |

North Wing, 2nd floor

| | | |
|-----------|--------------|-----|
| Counselor | Rachel Eaton | TBA |
| Counselor | TBA | TBA |
| Secretary | TBA | TBA |

Career Center

| | | |
|-------------------|----------------|----------|
| College Counselor | Diane Campbell | 488-6332 |
| College Secretary | Valle Watada | 488-6303 |

Front Office

| | | |
|-----------|---------------|----------|
| Registrar | Sandi Emanuel | 488-6265 |
|-----------|---------------|----------|

Student Services

Fossil Ridge's Student Services Department is open from 7:30 a.m. to 3:30 p.m. daily.

The FRHS counseling and college/career program is student centered and designed to assist students and their families in a variety of ways. These include:

- Assistance, support and referrals concerning emotional/social issues.
- College selections and national testing programs.
- Career and college planning.
- Applying for scholarships.
- Academic concerns and assistance.
- Registration for the upcoming year.
- Student initiated counseling appointments should be scheduled, if possible, during the student's free time. Personal emergencies are considered and addressed at any time.

Testing Programs

EXPLORE TEST-Fall, 2009

This practice ACT test will be given to **ALL freshmen** at FRHS.

PLAN TEST-October, 2009

This practice ACT test is for **ALL sophomores** at FRHS. There is no registration or charge for this test.

PSAT TEST-October, 2009

The PSAT is recommended for **juniors** and will be given at FRHS. Cost for test is \$20. Register with the FRHS bookkeeper.

PRACTICE ACT-March, 2010

The Practice ACT is recommended for **juniors** and will be given at FRHS. Cost for test is \$20. Register with the FRHS bookkeeper.

CSAP TESTING-March, 2010

CSAP testing for ALL FRESHMEN and SOPHOMORES. There is no registration or charge for this test.

STATE ACT-April, 2010

The STATE ACT will be given to ALL juniors at FRHS. There is no registration or charge for this test.

ADVANCED PLACEMENT EXAMS-May, 2010

Students will sign up with the FRHS bookkeeper.

Registration

Counselors will deliver registration materials - including curriculum guides, registration cards, and any class specific additional materials - to each 8th and 9th grade student at the junior highs in February. With delivery, counselors will give an overview of how to use the curriculum guide, which classes most students should register for, and how to get help making tough choices for placement. Parents and students can attend our curriculum fair where they will be able to meet with teachers, look at curriculum and books, attend sessions on how or when to take an AP course, attend sessions on how registration works (timeline). Counselors will then return to the junior highs to collect each registration card from the students individually. Students will have a very brief one-on-one meeting with the counselor to assure the card was filled out correctly. If a student misses this pick up date, they need to give their cards to their current junior high counselor as soon as possible. Any student attending Fossil who does not turn in a card before spring break will have their schedule chosen for them. Once cards are turned in, no changes can be made to requests/schedules until the Drop/Add period at the beginning of the school year.

Schedule Changes

Students are responsible for following the schedule change process. The process is posted in each counseling office and changes can be made the first 3 days of school and 2nd semester. Class availability will be posted on line once a day.

We understand schedules are important to your students but please keep in mind that changes are very hard to accommodate due to seat availability within a class, volume of requests made, and credit/graduation requirements.

Transcript Request

Students can request unofficial transcripts from the counselors, wing secretaries and registrar. All **official** transcript requests must be made by the student in the Career Center. There is a \$3.00 fee for an official transcript and payment is due at the time of the request.

GENERAL INFORMATION

Block Schedule

A block schedule is a weekly class meeting schedule format that provides longer daily class periods for students and staff to collaborate and learn essential course materials in more depth during the course of a school day. A block schedule format reduces the number of daily class changes, and other interruptions and fragmentations of the learning environment that are common to traditional school schedules that have 6 to 8 class period meetings every day. Fossil Ridge currently uses a modified alternating block schedule with 7 class periods and a Student Advisory period that has the following features:

- Monday: All classes (except Advisory) meet for 52 minutes per period.
- Tuesday: All "odd" numbered classes (1, 3, 5, & 7) meet for 87 minutes per period.
- Wednesday: All "even" numbered classes (2, 4 & 6) meet for 87 minutes per period.
- Thursday: All "odd" numbered classes (1, 3, 5 & 7) meet for 87 minutes per period.
- Friday: All "even" numbered classes including Advisory (2, Advisory, 4 & 6) meet for 87 minutes per period.

Current Weekly Schedule 2008–2009

| Monday | Tuesday | Wednesday | Thursday | Friday |
|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| 1 7:50–8:42 | 1 7:50 -9:17 | Late Start | 1 7:50 -9:17 | 2 7:50 -9:17 |
| 2 8:47–9:39 | | | | |
| 3 9:44–10:36 | 3 & DEAR 9:26–10:53 | 2 & DEAR 9:26–10:53 | 3 & DEAR 9:26–10:53 | Advisory 9:26–10:53 |
| 4 10:41–11:34 (1 min/announcements) | | | | |
| Lunch 11:34–12:24 | Lunch 11:17–12:07 | Lunch 11:17–12:07 | Lunch 11:17–12:07 | Lunch 11:17–12:07 |
| 5 12:24–1:16 | 5 12:07–1:34 | 4 12:07–1:34 | 5 12:07–1:34 | 4 12:07–1:34 |
| 6 1:21–2:13 | | | | |
| 7 2:18–3:10 | 5 12:07–1:34 | 6 1:43–3:10 | 5 12:07–1:34 | 6 1:43–3:10 |
| 52 minute periods 5 minute passing 1 minute announcements 50 minute lunch | 87 minute periods 9 minute passing 4 minute announcements 20 minute DEAR 50 minute lunch | 87 minute periods 9 minute passing 4 minute announcements 20 minute DEAR 50 minute lunch | 87 minute periods 9 minute passing 4 minute announcements 20 minute DEAR 50 minute lunch | 87 minute periods 9 minute passing Video Announcements 50 minute lunch |

FRHS Student Clubs & Organizations

Students at Fossil Ridge are encouraged to participate in co-curricular activities to add yet another positive experience to their high school career. All groups must have a faculty sponsor and schedule their events in coordination with the School Activities Director. Please note that all district policies regarding student conduct are in effect at any scheduled activity or event regardless of where they are held. For a brief description of the clubs/organizations, go to the school website and click on Student Life. Below is a list of clubs and organizations that are available at FRHS.

| | | |
|--------------------------------------------------|--------------------------------------|-------------------------------|
| Amnesty International | FRESH (FR Energy Saving High) | Programming Club |
| Art Service Club | FRHS Equestrian Club | Science Bowl |
| Book Club | Game Time Club | Ski Club |
| Café San Juan / Spanish Club | Games Society | Skills USA Club |
| Cheerleading | Gay Straight Alliance | Student Ambassadors |
| Cycling Club | German Club | Student Council |
| Debate Club | History Club | Technical Theatre Club |
| Drama Club | Key Club | Writer 's Guild |
| Equestrian Club | Knowledge Bowl | Yearbook |
| FBLA/DECA(Fossil Ridge Business Leaders) | Model United Nations | Young Democrats |
| Fellowship of Christian Athletes | National Honor Society | Young Republicans |
| Film Club | Newspaper | |
| French Club | PETA | |

FRHS Student Commons/Food Court

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 are accepted for lunches and breakfast. Checks can be made out to FRHS and it is highly encouraged that students prepay for lunches during breakfast hours to save time during the busy lunch hour. A credit balance can be maintained throughout the school year for any food items offered.

Our Breakfast hours are from 7:30 am to 9:30 am. For questions, please contact the Cafeteria Manager at 488-6304.

Open/Closed 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.

Computer Networking and Usage Guidelines

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 violations. 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.

Expectations for Network Use of Computers

Use of network access systems is a privilege, not a right.

- Students may use any computer in the building under the supervision of a staff member only. At the present time, the Media Center is the only drop-in lab.
- Students should never share their account information with another student (or use another student's account)!
- To use computers in the flexible-use area, students must request staff permission & supervision.
- 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.
- NO food or drink will be allowed at any time in computer labs or in the flexible use areas.
- 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.

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/un-authorized 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 on school 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.

FRHS Media Center (Media Center Line-488-6276)

The mission of the Fossil Ridge High School media center is to support student achievement by developing student information literacy skills, by providing access to a rich variety of multimedia information resources and active participation in a worldwide community of learners, and by stimulating student interest in reading and life-long learning.

Media Center Information

The media center houses a diverse collection of approximately 13,000 non-fiction and reference books, classic and contemporary fiction, bestsellers, graphic novels, foreign language books, and audio 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, newspapers, radio and TV transcripts, encyclopedias, dictionaries, literary criticism, and author biographies. These databases can be freely accessed within the school building. See the circulation desk for password information needed for use outside the building.

Hours of Operation

The media center is open Monday - Friday 7:30 a.m. - 4:00 p.m. The circulation desk is closed during DEAR (Drop Everything and Read) time and during Advisory.

Services

Students can print school-related documents in the media center, in black and white or in color. The cost for color prints is 50 cents a page. There is no charge for black and white prints. The media center features 31 computers, two scanners, a video-editing station, and a coin-operated copier that charges 10 cents a page, all available for student use on a drop-in basis. Internet access is provided for educational purposes. A beverage cart offers an assortment of hot drinks and snacks for sale.

Checkout Policies

- Students must have their student ID to check out books and materials.
- Books circulate for three weeks. They 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 10 items checked out at a time.
- If a book is lost, you are responsible for the replacement cost plus a \$3 district processing fee.
- Overdue fees are 25 cents per day up to a maximum of \$5 per item.
- Students cannot check out books if they owe \$5.00 or more in fines or fees.

Rules and Expectations for Students

- Please do not enter the media center with food or drinks, except for water in bottles.
- Items purchased from the beverage cart may be consumed in the upper level of the media center, away from the computers.
- Speak softly, so that others can work without distraction.
- If you want to listen to audio on a computer, use headphones.
- Do not use your cell phone in the media center.
- Please push in chairs after use.
- Please do not re-shelve books, but place them on carts to be shelved by media staff.
- Recycle! Recycling bins are located throughout the media center.
- Please dispose of your trash properly.

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 are not to share lockers, and 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 Search 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.

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 of \$25.00. This pass will admit students to home athletic contests and some other designated events such as plays, musical performances or dances. 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 Ms. Ozee for ID replacement (office next to Ms. Campbell's/Career Center).

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.

Field Trips

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 appropriate driver. Students 18 years of age or older are still required to provide the Student Permission Form and Volunteer Field Trip Driver Application.

Drop Everything And Read (DEAR)

Our mission is to ensure that students have every option available to them in the world of work and post-secondary education. To ready students for "life after" Fossil Ridge, we, as a staff, have to arm them with excellent skills, superior knowledge, and relevant experiences. A major skill all of us must have is the ability to read well, and by consistently reading high-interest materials of their own choice, students will not only increase their enjoyment of reading, but will also improve their reading skills.

To that end, we have included in our block day schedule a twenty minute reading period three days per week. This program is research based, with a proven correlation between reading and increased vocabulary, higher test scores, and college preparation. During this period, students and staff will read self-selected, school-appropriate material. Students should bring their reading material or check out books from the media center to participate in our school-wide DEAR program. Students not scheduled for a 2nd or 3rd period class are expected to observe and participate in school-wide DEAR time. Students should not be socializing in hallways, locker bays, or flexible use areas during DEAR time. Students arriving during DEAR time should remain in the commons area until lunch begins

School Resource Officer (SRO)

Along with all other secondary schools in the 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. Fossil Ridge's School Resource Officer is Suzanne Rice. Officer Rice maintains an office in the main commons area of Fossil Ridge. Students are encouraged to stop in or contact her at 488-6306.

Visitors Policies and Procedures, Messages or Items for Students

(Front Office Line-488-6260)

Visitors to FRHS are welcome but must check in at the office and wear a visitor 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.

Access to Fossil Ridge students during the school day is allowed only for immediate family members who can verify their relationship with proper identification. Classes may be interrupted **only** for appropriate or emergency reasons. Classroom instruction is protected from unnecessary interruptions. **Students will be called down between periods for messages or items left for them. It is the student's responsibility to pick them up.**

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 the FRHS Ambassadors **after** school hours. Please call Ms. Vasa 24 hours ahead of time at 488-6345 .

Lost and Found

The lost and found area for common items such as notebooks, articles of clothing, water bottles, etc. is located on the south end of the commons just east of the main office. Any items that are deemed more valuable (i.e. jewelry, cell phones, car/house keys, etc.) 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.

Parking (Student & Visitor)

- Student parking is available in the southwest (SW) and southeast (SE) parking lots.
- Students who wish to park their car on the school grounds must obtain a parking pass from the campus security officer and they must provide their driver's license and registration card.
- Handicap parking is available in both the SW and SE lots.
- Please park in designated areas. No student or visitor parking is allowed in the west lot.
- Student drop-off and pick-up areas are available in both the SW and SE lots. No drop-off or pick-up is allowed in the bus loop or on the west side of the building.
- Visitor parking is located in the SW parking lot and is clearly labeled.
- Buses will drop students off and pick them up in the main bus loop on the south side of the school. Some exceptions are made for students with special needs.
- For students who use the city of Fort Collins public transportation, please visit their website for more detailed information.
- All lots are supervised by the Campus Security Officer and the School Resource Officer.

For more details regarding the parking policies, please refer to the Fossil Ridge student handbook.

School Store - Smiledon

School Store hours are Monday thru Friday during school, providing student store workers are not absent. Various school supplies and only low-fat, low-calorie foods are sold.

Student Dress and Appearance

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, as are halter tops and other revealing tops with spaghetti straps that do not cover the back or chest.
- Clothing that promotes alcohol, drugs, tobacco, gang affiliation, sexuality or profanity is prohibited.
- Any jewelry or accessories that could be used as a weapon will not be allowed. Bandannas are not allowed to be worn or displayed at any time on school grounds.
- Skirts and shorts must be of appropriate length.
- Half shirts, undershirts, see through or mesh shirts, tube tops or any tops without a back will not be allowed.

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, which can include suspension.

School Policies & Expectations

Radios, Stereos, Pagers, Cell Phones and Laser Pointers

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

FRHS expectations concerning student possession and use of 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 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.

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

- Discipline, including suspension or expulsion from school.
- Receiving a failing grade with respect to any test or assignment during which the student has possessed or used a PCD in violation of the rules.
- Confiscation of the PCD possessed or used in violation of the rules for a period of time to be determined by the principal or his/her designee, up to and including the remainder of the school year. Confiscated PCDs shall not be returned until after a meeting to discuss the violation is held between the student's parent/guardian and the principal or his/her designee.

Skateboards, Bicycles and Skates

Skateboards, skates and other similar equipment must be picked up and carried when students enter campus grounds. Using these items on campus and surrounding sidewalks is prohibited by city ordinance. Students must walk their bicycles on the sidewalks near the building. Bicycles may be parked and locked only at designated bike racks.

Parent Involvement

Communicating With Parents

ONLINE E-MAIL SIGN-UP FOR PARENTS

The district has developed an online e-mail subscription system for parents. This takes the place of parent e-mail groups that individual schools have been maintaining. Here's how it works!

1. Go to the PDS website: <http://www.pdschools.org>
2. Click on the Gold Star titled "eNewsletter Sign-Up"
3. Enter your name and e-mail address
4. Select the school(s) from which you would like to receive electronic communications.

A confirmation e-mail will be sent to you to confirm your subscription.

If your e-mail address changes, you simply follow the same steps to make any changes.

The district did a one-time import of all the email addresses the schools provided them. If you've already received an e-mail confirmation, you don't need to do anything. If you've not received an e-mail confirmation, please follow the above steps to subscribe.

Newsletters

FRHS mails one newsletter to all student's homes during July. During the school year, newsletters are posted to the FRHS website at the start of each quarter. An email is sent to parents on the email list letting them know when newsletters are posted. Parents are encouraged to check the FRHS website at <http://schoolweb.pdschools.org/frhs> often for updated information.

Parent Orientation

Fossil Ridge High School will host a Freshmen/Sophomore Parent Orientation prior to the beginning of school. Administrators, counselors, SRO (School Resource Officer) and students will share important information on the following topics: attendance, dress code, athletics & activities, important terminology, school safety, Code of Conduct, academic success in high school, testing dates. Current high school students will also answer questions in a panel format from a student's perspective

Change of Address/Phone Number/Email Address

To assist FRHS staff in responding to emergencies and to ensure that parents and guardians receive all school mailings, please notify the Registrar, Sandi Emanuel, at semanuel@pdschools.org, or by calling 488-6265 with any changes of home address, phone numbers, or email addresses.

Volunteer Opportunities

Parents are always welcome at Fossil Ridge High School and are encouraged to become involved in a variety of school activities and support organizations. Parents are welcome to volunteer their time in the following clubs and organizations:

- VIPS-Volunteers In Poudre Schools (See below.)
- Booster Groups and Parent Athletic Clubs
- After Prom Committee
- School Improvement Team (SIT)

For more information regarding these or other groups, please contact the main office at 488-6260.

Parents are important for the success of the school and contribute their time, expertise and energy in many ways. The VIPS program at FRHS provides a range of opportunities to assist students and teachers. Interested volunteers need to register online on the Poudre School District webpage (www.psdschools.org), click on **Community** and then click on **Volunteers and Partnerships**.

A criminal background check is conducted for all new PSD volunteers. Training is required for certain roles.

How to Help Your Student at Home

- Discuss what happened at school with your student each school day.
- Let your student know school is important-this includes attending school everyday.
- Give students opportunities to be independent and responsible for their own actions. Hold them accountable.
- Help students to think and to solve problems. Discuss options and examine alternatives with them.
- Limit television viewing and video game time. Students who watch little or no TV tend to have higher grades, read more books and exercise regularly.

How to be an Involved Parent

- If your student is involved in an incident at school, be willing to listen to all sides.
- Set aside space and time for your student to do homework and to read each day.
- Join in the life of your student's school. Volunteer!
- Show your student your own love for learning and set their learning sights high.
- Learning is a process. Praise students when they do well; support them when they make mistakes; and give them the respect they deserve.
- Know your student's friends and whereabouts.
- Keep communication lines open with other parents of high school age students.
- If you speak another language at home, continue to use it so that family communication remains effective.

Steps to Resolve Concerns

District policy sets out a hierarchy of contact. Concerns should be addressed first to the staff member involved and then followed in this order, if needed:

1. Teacher (See following list.)
2. School principal or principal's designee
3. Superintendent or superintendent's designee
4. Board of Education

School personnel will ensure prompt and equitable resolution of complaints. Complaints should be resolved within 30 days of their origin and no later than 60 days. When there are extenuating circumstances which prevent a resolution within this time frame, the parties may mutually agree to an extension of time. In circumstances where danger to persons or property is involved, school personnel should immediately respond to the complaint.

Communicating with Teachers by Email or Phone

Depending upon your need, you may choose to communicate via email or phone. Staff members will make every effort to respond to you within two (2) school days. Parents who have concerns about their child's academic achievement should discuss their concerns with the classroom teacher first. Teachers and parents working together often establish informal adjustments.

Email

Email works well when asking questions or making simple requests for information. Each school staff member has an email account. Suggestions when emailing your student's teacher, principal or any school staff:

- Please remember email is not confidential.
- Be concise.
- Make a simple request for information.
- If the concern is lengthy or involved, please request a conference instead of using email.
- The need to repeat emails over an extended period of time is a signal that the parent or teacher should request a conference.

Phones

Each teacher can be contacted by telephone. Please be respectful of the increased demands and heavy workload of teachers. They must cover a large amount of curriculum in a short period of time. Parents and others should not expect classroom telephones to be answered during the instructional day when staff is teaching. See the following page for a list of teachers, email addresses and phone numbers.

2008 –2009 Staff Contact List

Phone Prefix – 488 Suffix for all e-mails @psdschools.org

| <u>NAME</u> | <u>EXT</u> | <u>E-MAIL</u> | <u>DEPT.</u> |
|-------------------|------------|---------------|----------------------------|
| Ahermae, Sylvia | 6290 | iahermae | Science |
| Alcaraz, Tanya | 6338 | talcaraz | Bus./PACE/DECA |
| Anastasia, Joe | 6291 | janastas | Science |
| Archer, Lorraine | 6297 | larcher | Spanish |
| Arroyo, Norma | 6343 | narroyo | Spanish |
| Bailey, Bonnie | 6300 | bonnieb | ACE Coordinator |
| Bamford, Vicki | 6268 | vbamford | Athletic Secretary |
| Barry, Mark | 6349 | mbarry | Social Studies |
| Bates, Rob | 6282 | rbates | Math |
| Bejcek, Elaine | 6360 | ebejcek | Con./Family Studies |
| Berard, Dan | 6285 | dberard | Band |
| Bladow, Catherine | 6372 | cbladow | District ESS Support |
| Bryan, Brenda | 6395 | bbryan | ESS - Autism |
| Campbell, Diane | 6332 | dcampbel | College & Career Counselor |
| Campbell, Sheri | 6262 | scampbel | Office Manager |
| Cohen, Kim | 6321 | kcohen | Art |
| Cole, Lisa | 6323 | lcole | Mental Health Service |
| Cook, Dierdre | 6261 | dierdrec | Principal |
| Cooper, Karen | 6274 | kcooper | Head Custodian |
| Coy, Erin | 6370 | ecoy | ESS-Moderate Support |
| Cranor, Martha | 6393 | mcranor | Math |
| Curran, Dan | 6329 | dcurran | Math |
| DeVries, Karen | 6287 | kdev | Vocal Music |
| DeVries, Scott | 6382 | sdev | Social Studies |
| Dill, Steve | 6408 | Sdill | Language Arts |
| Eaton, Rachel | 6264 | reaton | Counselor - W. Wing |
| Eberhart, Kim | 6396 | kime | ESS - ED |
| Edler, Julie | 6307 | jedler | ESS – Moderate Support |
| Emanuel, Sandi | 6265 | semanuel | Registrar |
| Ervin, Robert | 6368 | roervin | Math |
| Espinoza, Maria | 6336 | maespino | Spanish |
| Fain, Lana | 6276 | lanaf | Media Specialist |
| Fick, Clint | 6378 | cfick | Math/Head Football |
| Fink, Michelle | 6328 | mfink | ESS – Mild Support |
| Goffena, Kirsten | 6305 | kgoffena | Health Tech |
| Hall, Carlie | 6373 | cbrown | Science |
| Hegdal, Kristine | 6284 | khegdal | Math |
| Hellmark, Mary | 6375 | mhellmar | Spanish/Mind Center |
| Huckaby, Tod | 6341 | thuckaby | Social Studies |
| Ingham, Cheryl | 6337 | cingham | Math |
| Jensen, Dana | 6344 | danaj | Science |
| Jin, Susan | 6334 | sjin | Media Assistant |
| Johannsen, Matt | 6288 | mjohanns | PE/Head Boys' Basketball |
| Johnson, Jeff | 6330 | Jefferyj | Assistant Principal |
| Johnson, Ulla | 6438 | ujohnson | German |
| Jones, Michelle | 6313 | mjones | Business Secretary |
| Keyworth, Terri | 6383 | tmawhinn | PE |
| Kisla, Tom | 6384 | tkisla | Social Studies |
| Lemmon, Karen | 6277 | klemmon | Art |
| McCabe, Erin | 6293 | emccabe | Social Studies |
| McMorrow, Glenn | 6299 | gmcmorro | ESS – Extensive Support |
| Menefee, Jamie | 6362 | jmenefee | Business/WEB/T.V. |
| Morehouse, Mark | 6340 | mmorehou | Science |

| NAME | EXT | E-MAIL | DEPT. |
|-------------------------|------------|--------------------------|---------------------------------------|
| Moster, Frank | 6273 | fmoster | Technology Manager |
| Murphy, Matt | 6338 | mmurphy | Counselor |
| Oswald, Jesse | 6361 | joswald | Science |
| Oswald, Tara | 6281 | toswald | Lang. Arts/STUCO/Head Track |
| Ozee, Barbara | 6322 | bozee | Campus Security |
| Petrie, Neil | 6390 | npetrie | ESS – Mild Support |
| Pierson, Greg | 6385 | gpierson | Language Arts/Speech |
| Randles, Shannon | 6289 | srandles | PE/Head Girls' Basketball |
| Redmond, Kari | 6406 | credmond | Lang Arts/Health/Mind Ctr |
| Rice, Suzanne | 6306 | srice | School Resource Officer |
| Rigby, Tara | 6294 | trigby | Social Studies |
| Rust, Kristin | 6363 | krust | Language Arts/Theater |
| Rypma, Dan | 6275 | drypma | Social Studies |
| Salz, Kim | 6311 | ksalz | Language Arts |
| Sanford, Erik | 6312 | esanford | Language Arts |
| Seaman, Nick | 6309 | nseaman | ESS-ED |
| Seeton, Karen | 6278 | Kseeton | Business |
| Sexton, Sarah | 6298 | ssexton | French |
| Sheen, David | 6337 | dsheen | Language Arts |
| Sheets, Greg | 6347 | gsheets | ESS-Extensive Support |
| Silvestri, Louie | 6286 | lsilvest | Orchestra |
| Slevin, Amy | 6365 | aslevin | East Wing Secretary |
| Speight-Haas, Jacquelyn | 6295 | jspeight | Social Studies |
| St. Romain, Jennifer | 6364 | jstromai | Language Arts |
| Stewart, Betty | 6279 | bstew | Language Arts |
| Stinehour, Megale | 6327 | megales | Reading/Language Arts |
| Suder, Joan | 6230 | jsuder | West Wing Secretary |
| Taggart, Jo | 6346 | jtaggart | Attendance Clerk |
| Tarver, James | 6339 | jtarver | Math |
| Thayer, John | 6302 | john | Tech Ed |
| Torvik, Scott | 6267 | storvik | Assistant Principal |
| Tribelhorn, Andrea | 6308 | andreat | Athletic Director/Assistant Principal |
| Van Doren, Connie | 6266 | cvandore | Bookkeeper |
| Varoz, Debra | 6301 | dvaroz | ESS-Mild Support |
| Vasa, Melissa | 6345 | mediaz | Counselor - E. Wing |
| Vecchio, Steve | 6292 | svecchio | Science |
| Watada, Valle | 6303 | vwatada | Counseling Secretary |
| Watrous, Betty | 6391 | bwatrous | Speech Language Pathologist |
| Weber, Nancy | 6305 | nweber | School Nurse (Mondays) |
| Widhalm, Donna | 6389 | dwidhalm | Science |
| Williams, Kim | 6407 | Kiwillia | North Wing Secretary |
| Williams, Patrick | 6342 | pawillia | Social Studies |
| Wind, Andrew | 6283 | awind | Math |
| Woodall, Rhonda | 6260 | rwoodall | Receptionist |
| Wright, Bill | 6280 | wwright | Language Arts |
| Zabransky, Katie | 6376 | kzabrans | Counselor |

STAFF CONTACT INFORMATION

For most current information regarding staff contact numbers and e-mail addresses, please consult the school web site at <https://schoolweb.psdschools.org/frhs>.

