
FOSSIL RIDGE HIGH SCHOOL

Student 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>



This Student Handbook belongs to:

Name _____

Address _____

City _____

Phone _____



FOSSIL RIDGE HIGH SCHOOL

5400 Ziegler Road (970) 488-6260
Fort Collins, CO 80528 (970) 488-6263 Fax

As the Administrative Team of Fossil Ridge High School, we would like to extend our 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, and character education; **Content Skills** – mastery in reading, writing, and algebraic skills; **Cognitive Strategies** - problem solving, research, analysis, synthesis, and 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
Principal

Ken Denning
AD/Assistant Principal

Brad Nye
Assistant Principal

Scott Torvik
Assistant Principal

Julie Edler
Dean of Students

Ryan Wullf
Dean of Students

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.

Everything we do, every decision we make, is in keeping with our district's mission, our vision, our goal, and our identity.

"Character is your behavior when no one is watching."

Fossil Ridge High School Weekly Schedule

Monday "ALL"		Tuesday "ODDS"		Wednesday "EVENS"		Thursday "ODDS"		Friday "EVENS"	
1 7:30 – 8:22		1 7:30 – 9:00		LATE START 7:30 – 9:00		1 7:30 – 9:00		2 7:30 – 9:00	
2 8:27 – 9:19									
3 9:24 – 10:16		3 9:08 – 10:38 announcements & DEAR 10:38 – 10:58		2 9:08 – 10:38 announcements & DEAR 10:38 – 10:58		3 9:08 – 10:38 announcements & DEAR 10:38 – 10:58		ADVISORY And Academic Time 9:08 – 10:58 Video announcements	
4 10:21 – 11:13 announcements									
5-B 11:19 – 12:11	LUNCH A 11:13 – 12:02	5-B 11:06 – 12:36	LUNCH A 10:58 – 11:42	4-B 11:06 – 12:36	LUNCH A 10:58 – 11:42	5-B 11:06 – 12:36	LUNCH A 10:58 – 11:42	4-B 11:06 – 12:36	LUNCH A 10:58 – 11:42
LUNCH B 12:11 – 1:00	5-A 12:02 – 12:54	LUNCH B 12:36 – 1:20	5-A 11:42 - 1:12	LUNCH B 12:36 – 1:20	4-A 11:42 - 1:12	LUNCH B 12:36 – 1:20	5-A 11:42 - 1:12	LUNCH B 12:36 – 1:20	4-A 11:42 – 1:12
6 1:00 – 1:52									
7 1:58 – 2:50		7 1:20 – 2:50		6 1:20 – 2:50		7 1:20 – 2:50		6 1:20 – 2:50	
52 minute periods 5 - 6 minute passing 49 minute lunch		90 minute periods 8 minute passing 15 minute DEAR 44 minute lunch		90 minute periods 90 minute Late Start 8 minute passing 15 minute DEAR 44 minute lunch		90 minute periods 8 minute passing 15 minute DEAR 44 minute lunch		90 minute periods 8 minute passing 110 minutes Advisory and Academic Time 44 minute lunch	

Student Services – Guidance & Counseling

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

East Wing

Counselor	Melissa Vasa (Students A – Go)	488-6345
Counselor	Katie Zabransky (Students O – Z)	488-6264
Wing Secretary	Amy Slevin	488-6365

West Wing

Counselor	Matt Murphy (Students Gr – N)	488-6338
Wing Secretary	Joan Suder	488-6367

North Wing, 2nd floor

Counselor	Rachel Eaton (Students M – Z)	TBA
Counselor	Nick Peterson (Students A – L)	TBA
Secretary	Sharon Coil	TBA

College And Career Center

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

Front Office

Registrar	Sandi Emanuel	488-6265
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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:

1. Assistance, support and referrals concerning emotional/social issues.
2. College selections and national testing programs.
3. Career and college planning.
4. Applying for scholarships.
5. Academic concerns and assistance.
6. 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.

College And Career Center

Scholastic Assessments

Most colleges and universities require students to submit scores from the ACT or SAT exam as part of the college application process. Information about these exams and application forms are available in the Career Center.

Testing Programs

EXPLORE TEST- Fall, 2009

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

PLAN TEST- October 14, 2009

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

PSAT TEST- October 14, 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 28, 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.

Transcript Request

Students can request official and unofficial transcripts in the Career Center by filling out a transcript request form. All transcript requests must be made by the student. A \$3.00 payment must be made at the time of the request.

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

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**

- 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 has 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 ID #

- Password: Student's 7 digit PIN #

- Click on the Course Name

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. To sign-up:

- Go to the PSD website: <http://www.psdschools.org>
- Click on the Gold Star titled "eNewsletter Sign-Up"
- Enter your name and e-mail address.
- 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, simply follow the same steps to make any changes.

Newsletters

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

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.

Class Changes (Drops & Adds)

Students wishing to change their schedule may do so on a space available basis during student check-in the week of August 3 – 7, and during Late Start and after school on August 19. Schedule change requests for second semester can be made the last week of school in December and during the first Late Start of second semester. Students will need to complete a schedule change request form located in your counselor's office, or online under the counseling link in the FRHS school website. Counseling staff will authorize appropriate schedule changes. **Please note:** Schedules will be changed only for appropriate educational or personal reasons. Students may drop a class up to the 4th week of a semester without receiving an "F" if the drop will not put the student below the required credit hours. Permission will only be granted with administrative, teacher, parent, and counselor approval. A "WF" drop requires student, parent, and counselor or administrator approval. Any class dropped after the 4th week for reasons of attendance or administrative discipline will be recorded as an "F". Students must be enrolled in a minimum of 25 credits (5 classes) every semester they attend FRHS. This does not include PaCE classes or zero hour classes.

Class credit requirements are as follows:

- 9th – 70 Credits
- 10th – 70 Credits
- 11th – 60 Credits
- 12th – 50 Credits

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 Registrar and Counseling 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:

1. Giving another student completed assignments to copy and submit as their original work.
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.

The following consequences will be applied 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 will 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.

Required Assessments

The following tests will be administered at FRHS during first semester.

1. Explore Assessment – for all freshmen students – TBA
2. PLAN Assessment – for all sophomore students – October 14, 2009

The following state mandated tests will be administered at FRHS during second semester.

1. Colorado Student Assessment Program (CSAP) – for all freshmen and sophomore students. Tests will be given before and after Spring Break in March. Dates, times and testing sites will be published in a school-wide communication.
2. ACT Assessment – for all junior students. Test is given on the fourth Wednesday in April.

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 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.

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.

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.

FRHS Media Center

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 more than 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 7:00 a.m. – 3:30 p.m. The circulation desk is closed during DEAR (Drop Everything and Read) time.

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

- 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 on 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.

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.

FRHS Student Clubs and 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 Board of Education policies regarding student conduct are in effect at any scheduled activity or event regardless of where they are held. Below is a list of the clubs and activities that have banners currently displayed in the FRHS commons.

Amnesty International
 Art Service Club
 Book Club
 Café San Juan/Spanish Club
 Cheerleading
 Cycling Club
 Debate Club
 Drama Club
 FBLA/DECA (Fossil Ridge Business Leaders)
 Film Club
 French Club
 FRESH (FR Energy Saving High)
 Game Time Club
 Games Society
 Gay/Straight Alliance
 German Club
 History Club
 Key Club
 Knowledge Bowl
 Model United Nations
 National Honor Society
 Newspaper (Etched In Stone)
 PETA

Programming Club
 Science Bowl
 Ski/Snowboard Club
 Skills USA Club
 Student Ambassadors
 Student Council
 Technical Theater Club
 Writer's Guild
 Yearbook
 Young Democrats
 Young Republicans

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.

Attendance Policies (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:

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.

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 Dean of Students 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 attendance 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 five 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 a Dean for an intervention contact.
- A Dean 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:

1. Pick up a pre-arranged absence form from the attendance office and complete and present it for administration approval and signature.
2. 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.

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.

Tardies

Students at FRHS are expected to arrive to all classes on time. Students are considered tardy if they arrive to class after the last bell has rung. Students who are tardy to class will be assigned disciplinary actions that include: detention, community service, removal from a class and/or suspension. Any student arriving late to a class beyond the first five 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. Parental excuses for tardies will only be accepted for the first period that the student is in attendance that school day. Once his or her day has started, excuses for tardies will only be made and accepted by Fossil Ridge staff members.

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. 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. Assignments given and the terms of credit granted will be determined by individual instructors. Issues of truancy will be referred to the District truancy officer.

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 contact individual instructors and consult course websites or blackboard sites.

Athletics (Athletic Office Line 488-6268)

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

Athletic Participation Fees

- 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 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.
- Freshmen 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.**

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. Athletes earning multiple letters may also receive awards in the form of certificates or plaques.

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.

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 (488-6268).

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.

*Prices will vary during post-season and tournament events.

General Information

Nondiscrimination Notice

The Poudre School District does not discriminate on the basis of race, color, national origin, sex, age, marital status, or disability in admission or access to, or treatment or employment in its educational programs or activities. Anyone having concerns regarding compliance with Title VI, Title IX, Section 504 or ADA are directed to contact the district Pupil Services Director at 2407 Laporte Avenue, Fort Collins, CO 80521 (970) 490 – 3033. For employment concerns, parties should contact the district Director of Personnel at 2407 Laporte Avenue, Fort Collins, CO 80521 (970) 490–3620.

Check-in and Checkout Procedures

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 school mailings. **Students will be charged \$1 to replace a lost official schedule.**

At the end of the school year, students are required to check out of their classes. During checkout students must account for all books, equipment, fines, fees and the condition of their lockers. Students will not be allowed to attend the next term of classes or enroll in another school until checkout is completed. If a student has any unpaid fees, fines or other charges, the school will hold the following items: locker assignments, report cards, transcripts, graduation cap and gown, diploma and participation in graduation ceremonies until those fines and fees have been paid in full. Students may check out or take exams early only with administration approval. **Students will be charged \$2 to replace a lost checkout sheet.** Checkout forms can be obtained from Sandi Emanuel in the registrar's office.

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. **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).**

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, Sandi Emanuel, at semanuel@psdschools.org, or by calling 488–6265 with any changes of address, phone numbers or email addresses.

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.

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. Students who are unwilling to observe open campus expectations will be denied the privilege of open campus.

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, locker bays, auditoriums, the media center, 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 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 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.

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 the 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 in the west side of the building.
- Visitor parking is located in the SW parking lot and is clearly labeled.
- Busses 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.

Driving and Parking Policies

Students with a valid driver's license may drive to FRHS and park in designated student lots only. Students with vehicles must obtain a mirror parking hanger from the Campus Security Officer, Barbara Ozee. Hangers must be displayed on rear view mirrors at all times when a vehicle is parked on school lots. Lost or damaged hangers will be replaced for a \$5.00 fee. Hangers are not transferable. Students who transfer hangers may lose parking privileges on campus. Hangers are used for student protection to identify vehicles that have been parked illegally or inappropriately, damaged, or have their lights on.

Driving and parking motorized vehicles requires consideration and responsibility for the safety of others. Misconduct and unsafe operation of a vehicle on school grounds or parking lots can result in fines, community service, suspension of parking privileges and/or suspension from school.

Additional driving and parking policies are as follows:

1. Speed limits on campus drives and lots are 15 mph.
2. Careless and reckless driving behavior is prohibited.
3. Parking in a bus or fire lane will result in a towing of a vehicle. Towing fees are the vehicle owner's responsibility.
4. Student vehicles parked in handicapped parking will be ticketed by police or SRO.

5. Student vehicles parked in Visitor, designated Staff parking or red curbed area, will receive a \$75.00 fine.
6. Students receiving three tickets will have their parking privileges revoked until the tickets are paid or they have appealed to the Campus Security Officer.
7. Individuals who continue to park on campus after their privilege has been revoked will have their vehicle booted and/or towed. The cost to remove a boot is \$50.00
8. 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

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.

Health Services and Medications

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 of 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.

Announcements

School announcements will be given over the P.A. system or read in classes during fourth period on Mondays, and second and third periods on Tuesdays, Wednesdays and Thursdays. Video announcements will be presented during the Advisory period on Fridays. Announcements should be submitted in advance and approved by a staff member or administrator. Announcements will be made by both students and staff on a variety of school topics.

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 windshield of vehicles on campus. Posting notices of private profit-making organizations is 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 on Fridays 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.

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. FRHS breakfast hours are from 7:10 a.m. to 9:10 a.m. For questions, please contact the Cafeteria Manager at 488 – 6304.

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:

1. 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.
2. 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.
3. 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.
4. 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. Discipline, including suspension or expulsion from school.
2. 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.
3. 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.

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.

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.

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.

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.

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.

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. Student privacy and anonymity will be appropriately protected in all situations where possible.

Surveillance Cameras

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

Student 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.

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 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 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/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 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.

Code of Conduct/ FRHS Discipline Policies

Each student will receive 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.

- 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.
- Publishing expressions that violate school regulations and state law.
- False alarms.

Community Resource Contacts

First Call Service Net	407-7066
Fort Collins Police	221-6540

Rape Crisis Hotline	472-4200
Larimer County Health Department	498-6700
The HUB	498-6990
Child Abuse Hotline	498-6990
Larimer Center for Mental Health	494-4300
Alcohol and Drug Abuse Hotline	(800) 252-6465
HOPE Center	493-1157

Other community resource numbers can be obtained from the Student Services Office.

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

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

