

Florence High School



Student Handbook 2016-2017

“SUCCESS ISN’T OWNED. IT’S LEASED AND RENT IS DUE EVERYDAY”

JJ WATT

FHS Bell Schedule 2015-16 School Year

Regular Day

2 Hr. Late Start

Period 1 7:25 – 8:22
ADVISOR 8:26 – 8:53
Period 2 8:57 – 9:54
Period 3 9:58 – 10:55
Period 4 10:59 – 11:56
Lunch 12:00 – 12:22
Period 5 12:26 – 1:23
Period 6 1:27 – 2:24
Period 7 2:28 – 3:25

Period 1 9:25 – 10:09
Period 2 10:13 – 10:57
Period 3 11:01 – 11:45
Period 4 11:49 – 12:33
LUNCH 12:37 – 1:00
Period 5 1:04 – 1:48
Period 6 1:52 – 2:37
Period 7 2:41 – 3:25

* = Announcement

Academic Guidelines

Academics

Florence High School operates under the motto: "Striving for Excellence in Academics and Building Foundations for the Future through Respect and Responsibility." Rigor in the academics and the instructional process are the core for building this foundation. It is the primary responsibility of the administration and staff at Florence High School to challenge students from an academic standpoint, and it is the primary responsibility of students to accept this challenge to prepare themselves for their own future.

Class Rank

Academic GPA will determine class rank. Only full-time students are eligible for class ranking. Aides, work study, or classes from an alternative educational program that are not part of Florence High School or from modified schedules do not qualify for class ranking; however, post-secondary option classes do compute towards GPA

Credit Requirements

Classification of students:

Sophomore	7 credits
Junior	14 credits
Senior	21 credits

All academic classes carry one credit for each class enrolled in and passed with the exception of aide positions, Senior Economics, and American Government. All students must register for seven credits for the school year; except seniors who must take at least six credits. **It is highly recommended that seniors take full and challenging loads to better prepare themselves for the next level.**

Grading Legend

	<u>Percentage</u>	<u>GPA</u>	<u>ACADEMIC GPA</u> (Academic GPA is used to determine Valedictorian and Salutatorian only)
A+ =	98%-100%	4.0	4.3
A =	93%- 97%	4.0	4.0
A- =	90%- 92%	3.7	3.7
B+ =	88%- 89%	3.3	3.3
B =	83%- 87%	3.0	3.0
B- =	80%- 82%	2.7	2.7
C+ =	78%- 79%	2.3	2.3
C =	73%- 77%	2.0	2.0
C- =	70%- 72%	1.7	1.7
D+ =	68 %- 69%	1.3	1.3
D =	63 %- 67%	1.0	1.0
D- =	60 %- 62%	.7	.7
F =	59% and below	0	0

Failed Classes

Failed classes must be retaken prior to graduation. Please see guidance counselor for options.

Home-based Educational Programs

Any student who has participated in a nonpublic home-based educational program and then enrolls at Florence High Schools may be tested by the district to determine placement in the proper grade level. The parent is responsible for all fee related to this testing. The prerequisites for granting credit are:

1. A minimum of 172 days of instruction averaging four instructional contact hours per day.
2. A log of student/teacher contact hours.
3. A course curriculum.
4. Documentation of assessments in each subject area.

Florence High School will accept transcripts from the home-based educational program and award pass/fail grading for each course. Grades from home-based educational programs do not count towards GPA or class rank. See the Fremont RE-2 School District Home Schooling Policy for more information.

Incomplete Grades (I)

Students who do not complete the necessary work in a class by the end of the grading period may receive an Incomplete (I) grade on their report cards. Students have one week after the grading period ends to clear incompletes. No incomplete grades will be issued 2nd semester.

Make-up Work

All class work and academic assignments are expected to be turned in on time. Late work may not be accepted and will not be counted with full credit except for excused absences. If a student has an **excused absence he or she will be allowed time-for-time to turn in all make-up work for full credit. Students are allowed 8 parent excused absences per semester.**

Report Cards

Report cards are issued every semester. Parent/ Teacher Conference dates and times are to be determined.

Scholastic Dishonesty

Scholastic dishonesty, which includes, but is not limited to, cheating on a test, plagiarism, or unauthorized collaboration with another person to prepare written work, will result in a student receiving a failing grade for that assignment and possible referral to the assistant principal. Cheating and plagiarism from Internet sources will be treated as any other act of scholastic dishonesty. Continued acts of scholastic dishonesty may result in a failing grade for the entire class or suspension from school.

Assemblies

Assemblies will follow the assembly schedule whenever possible. Assemblies are usually held in the Gym. Pep assemblies will be scheduled as determined by the athletic director/ assistant principal.

Academic Recognition Assembly

These are events when the faculty and staff of Florence High School recognize and honor students for their academic achievement. Parents and community are invited to attend.

Academic Letters

Academic letters are awarded to students who **apply** after achieving a 3.6 GPA over two consecutive semesters.

Required State Assessments

All students are expected to adhere to the required guidelines set forth by Colorado Department of Education and U.S. Department of Education.

Honor Roll

To be eligible for honor roll consideration, a student must be enrolled in a minimum of 3 credits for the semester. Classes not considered for the honor roll include Office Aide or Media Center Aide or Credit Recovery, and courses completed outside the school curriculum. Honor roll students will be selected by semester grades:

3.8 or greater Gold Honor Roll
3.6-3.79 Silver Honor Roll

Enrollment and Withdrawals

Transfer Students

Transfer students will receive equivalent credit for transcript transfer classes. Exceptions must be verified by the former school and must be accredited, or the policies and guidelines of the Colorado State Department of Education will be used to determine credits.

Students transferring from non-accredited schools (public, private, on-line or religious) will receive pass-fail grades only.

Boundary Waivers

Students requesting a boundary waiver will be reviewed on a case-by-case basis. Boundary waivers will be reviewed at the end of each academic year.

Withdrawal from School

Parental notification is required before a student may withdraw from school. The written notification should be presented to Counseling Secretary/Registrar who will assist the student with the checkout process. All fees and bills owed by the student must be paid to the book keeper before transcripts will be released.

Graduation Requirements

Senior Requirements

To earn a Florence High School diploma, a student must earn at least sixteen credits at FHS or another **accredited public or private school** and attend Florence High School for at least the last semester of their senior year. **Twenty-six credits are required for graduation from Florence High School. Seniors must maintain a 90% attendance rate for all classes, complete all graduation requirements, pass all classes taken, has a zero balance concerning fines and fees with the school**, and be full time students in order to participate in the graduation exercises. A full-time schedule consists of three credits per semester. There are no exceptions to this rule.

Seniors must be passing all classes for graduation by 3:00pm on Tuesday May 18, 2017, the last day of year for seniors. The deadline for correspondence courses will be the first of the 2015-16 school year. There will be **NO** make-up of any class work after the May 18th date.

Early Graduation

Students requesting early graduation must have a scheduled meeting with administration, parent, student and counselor by the **end of their junior year** for approval.

Foreign Exchange Students

Foreign exchange students will be classified as juniors and not eligible for graduation at FHS or receiving a diploma. No exceptions will be made.

Honor Cords

Gold cords will be earned by seniors graduating with a cumulative Academic GPA of 3.80 or higher (graduation with distinction). Silver cords will be earned by seniors graduating with a cumulative Academic GPA of 3.60-3.79 (graduation with honors). These honors are determined at second semester midterm.

Valedictorian and Salutatorian

Ranking is determined by academic GPA up to May 4, 2017. GPA will be taken three places past the decimal (#.000). A student must be in attendance for at least two years at Florence High School in order to be eligible for valedictorian or salutatorian. In addition to academic GPA, school and community leadership, and citizenship will be factored into Valedictorian and Salutatorian selection.

In the event of a tie of either Valedictorian or Salutatorian a student's academic rigor will be evaluated based on the following scale:

PSEO, Honors, and Upper Level Academic courses	4 points
Academic Elective courses	3 points
Non-Academic Elective courses	2 points
Teacher Assistants/ Husky Temp/ Peer Counselor	1 point
Free Hour	0 points

No senior may participate in the graduation ceremony unless all graduation requirements are completed.

General Graduation Requirements	Pre-Collegiate Requirements
4 credits English – Fr., Soph., Jr., plus one elective LA (Composition, Speech, CW, FLA)	4 credits English – Fr., Soph., Jr. (Honors recommended), Composition 1
3 credits Math	4 credits Math Algebra 1 and above – Alg. 1, Geometry, Alg. 2, Pre-Calculus (minimum) Calculus, Statistics, and College Algebra recommended.
4 Credits Social Studies – Intro. To SS, World History, US History, Government-Economics	4 credits Social Studies – same as general requirements
2 credits Science – Biology 9, Physical Science 10	3 credits Science (minimum) – Biology 9, Physical Science 10, 3 rd <u>Lab based science</u> . Chemistry 1 and Physics recommended if science oriented.
1 credit Humanities	2 credits Foreign Language (3 cr. Recommended for some colleges)
1 credit Physical Education	1 credit Humanities
11 additional elective credits	1 credit Physical Education
	8 additional elective credits

Post-Secondary Education Options

In accordance with Colorado House Bill 1244, any junior or senior enrolled in high school and meeting qualifications for post secondary options may enroll in college level courses each semester and receive credit for the successful completion of this course. If a student does not receive a C or better in any college level course he or she will be required to reimburse Florence High School for all tuition and fees paid. No other college level classes will be offered to said student until previous fees are paid back. Any failed class disqualifies a student from post-secondary courses. Post-secondary courses cannot be taken in lieu of classes offered at Florence High School.

The school district will reimburse the tuition for one course provided that (a) our principal authorizes such coursework, (b) the student applies in writing at least 60 days prior to the beginning of each college semester and (c) the student receives a C or better for the course. All such coursework will receive 1.0 high school credit and assigned college credit.

In the event that a college course is lower than a C or if a student withdraws from the class after the withdrawal period, the student will not be reimbursed for the cost of tuition. Students must meet the minimum pre-determined ACT scores or accuplacer scores to be eligible for college courses. Interested students should see his or her guidance counselor for more information.

Student Schedules

Registration for Classes

Students register for classes in the spring.

Schedule Changes

All schedule changes must be made through the Counseling Office. Any class change requires a parental meeting. There will be no schedule changes after the designated schedule change date of August 28, 2015.

Schedule changes will **ONLY** be granted for the following reasons;

- **Incomplete or conflicting schedule,**
- **Errors in sequencing of classes,**
- **Failure or inadequate grade in pre-requisite class**
- **Student inappropriately placed,**
- **Medical reasons, or**
- **Grossly imbalanced schedule of academic classes.**

If a student does not meet any of these requirements and still chooses to be taken out of a class, a W/F will be placed on his or her transcript.

There will be no changes to student schedules based on teacher preference.

General Information

This handbook is not meant to be all inclusive with regards to disciplinary actions or policy variations. It should be noted that because a specific offense and/or incident has not been addressed in this book, school officials still have the right and duty to take necessary action to resolve the problem.

Computer Network and Internet

Students are responsible for good behavior on school computer networks just as they are in any other aspect of school life. Inappropriate use of the internet will result loss of internet privileges. The network is provided as a privilege for students to conduct research, complete classroom tasks, and communicate with others. Students are responsible for their behavior and their communications over the network.

Network storage areas may be treated like school property. The school reserves the right to review files and communications without prior notice to maintain system integrity and ensure students are utilizing the network appropriately. Failure to comply with district and school rules may result in a loss of networked computer access, disciplinary action by the school administration, and referral to law enforcement agencies.

Media Release Information

Parents must sign and indicate whether they give permission or not for their student's name to be posted with photos in any print media or internet sites. This form is part of the registration packet.

Late Start/Early Dismissal Due to Inclement Weather

Establish a plan for your students in case of a late start or early dismissal. If there are siblings, designate a meeting place and prearrange transportation. If your student rides the bus or drives, keep in mind that they may be late due to road conditions. In case of an early dismissal, a district office administrator will call the local radio stations to notify them. Please tune in to local stations to hear updates on school late starts/early dismissals or closures. The reverse call system will notify households of late starts or early dismissals – please make sure your information is updated correctly.

Final Exams

Students will be expected to take final exams in their classes at the end of each semester. Exams missed due to an excused absence will be made up within two days after the end of the semester.

Any student wanting to take final exams before the designated time must have approval from the Principal along with a written plan developed and agreed upon by students and parents.

Food and Drinks in the Hall

Students are expected to **take pride** in and help keep the school clean. Students are to **eat in the commons area only. Neither food nor drink is allowed on any of the carpeted areas** (with the exception of water in a sealable container). This includes the carpeted area of the commons and the pit area of the south hall. Eating and drinking in the hallways is not permitted. Drinks and food are allowed only in the halls if they are unopened or covered in such a way as to prevent spilling. Students who throw food or leave a mess will be assigned consequences, which could be detention, lunch detention, clean-up duties or suspension. Students are expected to clean-up their area after eating.

Former Student Visitor Policy

No former student visitors, still in high school, will be permitted in the building during school hours. This includes lunch periods. **Shadowing of FHS students is only allowed with administrative approval.** Former students in the military and in uniform may visit teachers after checking into the office. College students wishing to visit teachers may do so before or after school, or during the teachers plan period after checking into the office.

Fund Raising

All fund raising projects must be approved by the Activities Director. Tickets or articles of any kind, other than those associated with school sponsored activities, are not to be sold on school property by students or outside organizations.

Nurse's Office

The nurse will not be available in the early morning or late afternoon. Students must have a pass from a teacher to come to the nurse's office. If the student does not check-in with the nurse/office, it will count as an unexcused absence. If after 20 minutes the student has not recovered, parents will be called and asked to come for the student. Medication is housed and dispensed only if a signed permission for medication form is completed by the parent and submitted to the nurse. Forms are available through the nurse or main office.

Media Center

The media center is available to students for reading, studying, researching and checking out library materials on school days from 7:30 a.m. to 2:45 p.m. All books are checked out on loan. Students who lose books or library materials must pay to replace them. Students are responsible for any materials in their care. Students may renew library materials. If materials are not returned within three (3) weeks beyond the date due, a minimum fine of \$3.00 will be assessed.

Lost and Found

A lost and found box is located in the main office for students who are missing books, coats, etc. Students may also check the front office for small items like jewelry, wallets, keys, etc. The lost and found box is emptied regularly throughout the year and unclaimed items are donated to a local charity.

School Announcements

Announcements concerning school activities, up-coming events, or school interest are made during the school day, during Homeroom/ Advisor period. Announcement forms may be obtained by class, club, activity sponsors, and coaches. Announcement forms are available in the main office and should be returned to the main office.

Signs/Posters

From time to time students may wish to publicize class activities, elections, special school events and fundraisers by using signs or posters. Students are expected to use appropriate judgment in order to send a positive message throughout the school. Students need permission from the administration before posting signs or posters. Once approved an initial or stamp will be placed on the poster/sign. **Posters and signs will be removed if they have not been approved with a stamp or initial.**

Physical Education Lockers

Physical Education lockers are assigned to students on a semester basis. Students will be issued a lock by their physical education teacher and are responsible for this lock. A replacement fee of \$5.00 will be issued should this lock become lost or damaged. The school is not liable for items stored or stolen from the locker room. To help prevent theft, all items need to be locked in the locker.

Student Messages/Dropped off Items

Students receive messages frequently while school is in session. In consideration of teachers, students, and staff we are requesting that parents make arrangements with their student for after school plans before they leave for school. Students will only be called out of class in the case of an emergency. Please do not state it is an emergency unless it absolutely is. No student to student messages will be taken. **Cell phones are not allowed during classes, please honor this policy by not calling or texting your student while they are in class.** In case of an emergency please contact through the office.

Students are expected to be prepared for school on a daily basis. If a student knows something is being dropped off, it is their responsibility to check in the main office to pick up the items(s) such as homework, projects, clothing, athletic items, lunches, lunch money, etc.

Supervision (Before and After School)

No students should be in the building prior to 7:00 a.m. unless they have an appointment with a staff member or an extra-curricular activity; **nor should students be in the building after 3:45pm unless requested and supervised by a teacher or participating in a supervised activity. No loitering is allowed.** Evening activities involving students that are conducted on the school grounds require a teacher sponsor.

Groups using the building in the evening must use only the section of the building reserved for them and leave all rooms and equipment in a proper condition.

Parking Lot

Students are allowed to go to the parking lot during school hours with a pass from the office. Students are not allowed to loiter in the front of the building during school hours. During lunch hours students are allowed to go outside in the back of the building, and must stay within view of the commons area.

Guidance Office

The Guidance Office is located in the Main Hall opposite the Main Office. Rebecca Colon is the guidance counselor at Florence High School. Her counseling services are available to every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study helps, help with home, school or social concerns, or any other questions students may want to discuss with the counselor.

Mrs. Colon is also available to help students with plans for continuing their education after high school. Information on colleges, universities, vocational schools and training programs is available through the Counseling Office. Information regarding financial aid and scholarships may be obtained from the Counseling Office. Parents Nights are scheduled during the school year to inform families of educational opportunities and plans.

Student Parking

Notice to Parents and Student Drivers:

Student parking at Florence High School is on District RE-2 property. The administration at Florence High School will not be responsible for damages to vehicles or loss of personal property from vehicles parked on school property. Parents and students are notified that as a drug free school zone, school officials reserve the right to search vehicles parked on school property upon reasonable suspicion. Furthermore, items that are considered dangerous or illegal such as guns, knives, other weapons, drugs, alcoholic beverages, or incendiary devices shall be seized and given to the appropriate law enforcement agency. Students in possession of such items in their vehicle will be referred to the administration for disciplinary action. Legal reference: CRS 19-2-20 et.seq.

Parking and Parking Passes \$20/year or \$10/semester

Students wishing to drive to Florence High School must obtain a parking pass from the school and obey all parking rules. The 2010-2011 student parking passes will be available the first week of school. Student parking is in the west lot in front of the school. Visitor and handicapped parking is clearly marked, student are not to park in these areas without proper documentation. Parking passes must be in placed on rearview mirrors in plain view from the front of the vehicle. Parking permit forms and passes are available from the main office. Student must present a valid drivers license, registration, and insurance to obtain a pass. Lost passes can be repurchased at full parking fee price.

Parking Guidelines

Speed limit on campus is 5 mph!

Students driving a vehicle to school must register their vehicle and have their parking pass displayed.

Any changes to registered vehicles must be reported immediately.

Students who drive recklessly, carelessly, or intentionally damage other vehicles will lose all driving privileges and will be subject to disciplinary actions.

Parking violations will result in referral to office and could lead to a suspension of driving privileges

Student fees

Student fees are recorded in the Cashier's Office. Fees are to be paid to Mrs. Benker each semester. A statement of fees will be sent to each student's home address bi-annually. Students may request statements at any time, or account balances can be seen in the Parent Portal. Transcripts and school records **will not** be released until all outstanding debts have been paid. **If a student has an outstanding debt he or she will not**

- **be allowed to sign up for any fee based classes,**
- **be allowed to participate in any extra-curricular activities including athletics,**
- **allowed to participate in the graduation ceremony.**

Activity Fee

All students are required to purchase the **\$30.00** activity/ insurance fee. This is a non-refundable fee. This fee provides admittance to all regular season varsity games (no playoff) plus various other activities throughout the school year. This revenue is also used to purchase academic awards, computer/ media/printing supplies, and other media resources used by students including iPad coverage. **The student fee cannot be waived.**

All student fees must be paid by September 1, 2016. If fees are not paid by the due date the student will be placed in only non fee based classes (if enrolled in a fee based class). If a student is placed in a different class he/she will be responsible for all work already missed. If the student is participating in an extracurricular activity he or she will be ineligible to participate in practice or competition until his or her fees are paid.

iPad/ Technology Fee

All students are expected to use an iPad to aid and enhance their educational opportunity at Florence High School. Students are expected to pay the \$25.00 technology fee. This covers general use of the device. This fee is non-refundable and does not cover any repairs to the iPad. The student will be responsible to pay for any repairs to the iPad. The student is not to remove the iPad case without permission from a building iPad technician. A student will not have an iPad checked out to him or her until the fee is paid. If a student loses or gets his or her iPad stolen he or she will not get a new iPad checked out to them until he or she has paid for their previous one.

End of Year Checkout

Any student who fails to complete the checkout process will be fined \$10.00

Elective Class Fees (per block):

Applied Tech	\$10
Art: Photography	\$25
Fiber	\$20
Drawing/Painting	\$20
Pottery	\$20
Intro to Art	\$15
Band Uniform fee	TBD
Bldg. Trades:	Students purchase hardhat, safety glasses, & partial cost of tool belt
Finance	\$10
CAD/Eng. Tech	\$10
MED Prep	\$50 Lab Fee
	\$123 CNA Certification Test
Wood Shop	\$30/semester
Welding	\$30/semester
Agriculture	\$20/semester
Science	\$15/semester (A/P, Biology 2, Health and Kinesiology, and Chemistry 1 & 2)

Each student is to bring in one ream of paper to be delivered to the main office.

Woodshop policy:

1. **No Credit extended**
 - a. Student will have 1.5 weeks to find a project and bring materials into the school.
 - b. **FHS/ Woodshop teacher will place orders only for those who have previously paid for their materials (see Mrs. Benker for this)**
 - i. It is a life skill for all students to take their own materials list to the lumber/ hardware store and make all purchases themselves.
2. **\$30 Dollar Tech Fee**
 - a. Used for replacement and maintenance of tools
3. **If a student currently already has an outstanding bill he/she will not be able to take another woodshop class until that balance is paid.**
4. **There will be a fee associated with the use of scrap lumber (depending on type of wood)**
 - a. **Small Piece - \$10.00-\$15.00**
 - b. **Medium Piece - \$15.00-\$23.00**
 - c. **Large Piece - \$23.00-\$35.00**

Students may apply for a few waivers through the principal's office.

Athletic Passes

10 game Punch Cards can be purchased for \$30.00 per card for students and senior citizens and \$40.00 for adults. That comes out to \$3.00 and \$4.00 per game respectively.

Transportation

School buses are operated on a regular schedule and new students may get information concerning schedules from the Transportation Office at 784-2542. Students must obey state bus regulations and cooperate with the bus driver at all times. Disorderly conduct and refusal to cooperate with the driver will be sufficient reason for students to lose their transportation privileges. After returning from away events, buses will stop in Penrose and/or Florence at points determined by the transportation director.

Lunch

Free and reduced lunch forms are available at the cafeteria and main office. Paperwork must be completed in order to receive free/reduced lunches and breakfast. Lunch monies are collected by the cafeteria cashier at the time of service. Students are not allowed to charge lunch fees.

Closed Campus

Florence High School is a closed campus. Students are not allowed to leave for lunch, to run errands, or be off campus without a parent physically coming into Florence High School and checking out their child. Please do not attempt to call your child out of school unless he or she has a doctor appointment or court appointment that can be verified by official paperwork. A student will be treated as truant if he or she leaves campus without following the proper procedure.

Behavior and Discipline

As students prepare themselves for the responsibilities and expectations that are part of the mature, adult life, appropriate ethical behavior needs to be developed. While the staff and administration recognize that all cultures have unique ethical principals, they also believe that certain basic beliefs transcend all societies. These include the idea that people are responsible for their actions and should be held accountable when their behavior is disruptive or causes harm to others. A safe school environment is only possible when all members of the school community accept the principle that basic rules must be established, enforced, and abided by in order for students to focus on their educational needs.

Discipline

Students are expected to be honest concerning all discipline issues. Failure to do so may result in **double** the consequences.

Administration/Faculty Responsibility

Teachers and staff have a responsibility to guide young people in their patterns of behavior. To this end, it is their responsibility to model appropriate behavior for students and hold students accountable for unacceptable behavior. The administration and faculty will enforce school policies as a means of teaching students correct behavior.

Student Responsibility

Students are responsible for learning and abiding by the rules of appropriate behavior and accepting consequences of their actions when they choose to violate school policies. Students are expected to conduct themselves with integrity and to be sensitive to the needs of others. **No student has the right to disrupt the learning environment of others.**

Parental Responsibility

Parents are responsible for helping their sons/daughters make good decisions regarding behavior. It is expected that parents understand the principle that a safe learning environment must be maintained for all students and **that no one student has the right to disrupt the learning environment of others.**

If a parent needs to contact their child the administration of Florence High School asks for the parent to respect Florence High School and every student's right to an education without distractions by calling the main office and ask for their child. The main office phone number of Florence High School is (719) 784-6414.

Cell Phones & Electronic Devices - Technology

It is the objective of Florence High School to teach students the appropriate use of cell phones and other electronic devices in a public setting. Cell phone usage (including texting) will be permitted in the commons before and after school and during lunch. Cell phone usage in the classroom is teacher dependent, **this does not include texting during class**. Different teachers will have different expectations in his/her classroom. Florence High School asks everyone to be respectful of its policies and individual teachers classroom policies. Students are to make sure they understand the policies before using any electronic device. **Parents are expected to understand the policies of Florence High School before allowing their kids to bring any electronic device to Florence High School.** Cell phones and other electronic devices inappropriately used during the school day may be confiscated by any staff member. **When a cell phone or other electronic device is confiscated the parent or guardian of the child will be required to come to Florence High School to retrieve the cell phone or electronic device. If a child gets his/her cell phone taken away on more than one occasion he/she may be required to turn his/her phone into the front office upon entering the building and retrieving it at the end of the day. In addition to turning in his/her phone the student may receive disciplinary action. Cell Phone use in Florence High School is NOT a right, it IS a privilege.**

If a student is found to use his or her cell phone to record a fight or any other illegal activity on any Re-2 School District campus his or her phone may be temporarily confiscated as evidence.

Students and parents must understand that cell phone, voice mail messages and texting records can be used against them if it involves any disruption to the educational environment. Texting or voice messages that can be construed as threatening, bullying or instigating a physical or verbal altercation will be considered a violation of school discipline policy. See discipline policy for specific consequences.

Please keep in mind any personal property a student brings on campus is the **responsibility of the student**. Florence High School **will not be responsible** for any personal property brought on campus.

If a student get his or her electronic device confiscated and brought to the office because of inappropriate use the following incidence steps are followed:

1. **First Offense – Teacher confiscates cell phone AND makes contact home**
 2. **Second Offense – Teacher confiscates cell phone and turns it into the office. Student may retrieve the device at the end of the school day. Parent contact will be made.**
 3. **Third Offense – Teacher confiscates cell phone and turns it into the office. Parent has to come into Florence High School to retrieve the device. Parent contact will be made.**
 4. **Fourth Offense – Student will face further disciplinary action, including but not limited to suspension. Parent contact will be made.**
- * If a student at any time refuses to give up device to teacher or administrator he or she will face further disciplinary procedures including but not limited to suspension.**

Dances and Social Activities

Students from outside the school may attend dances provided they and their respective escorts are registered with the dance's sponsor two days before the scheduled activity. **No outside guests will be allowed to attend FHS school dances whom are less than ninth grade or over 20 years of age.** The Florence High School student is responsible for the behavior of the guest. Admittance fee will be collected at the door of each dance by the club sponsoring the dance. Anyone leaving a dance will not be re-admitted.

Hallways

During class time, students are to be in class. Students will be dismissed when the bell rings at the end of the period with teacher permission. **Students must have a hall pass when in the halls during class periods.** Any student wandering in the halls or grounds without a pass will be considered truant.

Internet Users Code of Ethics

The internet offers vast, diverse, and unique resources to both students and teachers. Providing this service to teachers and students promotes educational excellence at our schools by facilitating resource sharing, innovation, and communication. Students and parents must have signed the Internet Access Agreement before using the Internet. Students must follow the rules and regulations of the agreement. Internet user agreements should be turned in to the main office secretary.

Student Safety

Students may take part in education as long as they act in a non-aggressive, non-violent fashion, which will guarantee the safety and welfare of all Florence High School students and staff. Students can only learn when they feel safe and secure. Those students who **commit or incite** violent or disruptive acts will be removed from the school environment (including buses and all school sponsored activities) in order to guarantee a safe and secure environment for others. Due to safety considerations, skateboards, rollerblades, roller skates, squirt guns, and snowballs are not allowed on campus at any time. If skateboards or skates are in use during the school day, they will be confiscated for a determined period of time.

Public Displays of Affection

The only acceptable public displays of affection shall be holding hands. All other displays of affection shall be considered inappropriate and will be referred to the administration for disciplinary action.

First Offense: Warning

Second Offense: After school detention and phone call to both parents

Zero-Tolerance Policy

Florence High School's **Zero Tolerance** policy includes any behaviors that will result in an automatic out of school suspension. The length of the suspension will vary according to the offense.

According to Colorado State Law, the following behaviors will result in immediate suspension by Florence High School administration and expulsion following a hearing before the Board of Education:

1. Carrying, bringing, using, or possessing a dangerous weapon (as defined by State Law S.S. 22-33-102).
2. The sale of a drug or controlled substance on school grounds, during a school activity, or within the drug-free zone. Any student who distributes, trades, exchanges or sells controlled substances will be expelled.
3. The commission of an act which if committed by an adult would be felony robbery, felony assault, or arson.
4. S.S. 22-33-106: Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel including behavior which creates a threat of physical harm to the child or other children.

WEAPONS IN SCHOOL

The Board of Education determines that possession and/or use of a weapon by students is detrimental to the welfare and safety of the students and school personnel within the district.

Mandatory expulsion in accordance with State and Federal law

Carrying, bringing, using, or possessing a dangerous weapon in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity without the authorization of the school or the school district is prohibited.

As defined by Colorado State Law and as used in this policy, **dangerous weapon** means:

- (a) A firearm as defined in section C.R.S. 18-1-901.
- (b) Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
- (c) A fixed blade knife with a blade that exceeds three inches
- (d) A spring-loaded knife or pocket knife with a blade exceeding three and one-half inches in length

- (e) Any object, device, instrument, or any type of material intended to intimidate or harm another person such as a slingshot, bludgeon, brass knuckles, martial arts weapons stun gun, or any type of artificial knuckles

* Florence High School Administration will initiate expulsion proceedings immediately for students that violate this policy and Colorado State Law. In accordance with Federal law, expulsion shall be for no less than one full calendar year for a student determined to have brought a firearm to school.

* **Students found to have a weapon in their possession that is not deemed to be in violation of Board Policy or Colorado State Law may still be subject to disciplinary procedures.**

Suspension

According to Florence High School policy, the following behaviors will result in a minimum three days out-of school suspension, possible legal action, and possible recommendation for expulsion. The School Resource Officer, will be notified of any offense and the proper legal action will be taken.

When determined appropriate by Florence High School administration a student or the student parents or guardians may be given the choice of an In School Suspension in lieu of OSS.

*****Minimum Three Day Suspensions*****

1. **Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.**
2. **Causing or attempting to cause physical injury to another person. "You throw, you go." Police will be notified and third degree assault charges may be filed. FHS administration will determine whether to refer student to TEEN COURT or POLICE.**
3. **Tampering with the fire alarm system.**
4. **Committing extortion, coercion, or blackmail i.e. obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.**
5. **Verbal or physical threats directed towards any staff member, student, or the school in general. This includes verbal or physical threats sent via internet, voice mail or texting, and spitting.**
6. **Possessing, using or being under the influence of illegal drugs or alcohol, or possessing drug paraphernalia.**

Use and/or Possession—1st Offense

1. The student will receive three days out-of-school suspension and a parent/guardian conference will be scheduled prior to returning to school.
2. The student will be referred to law enforcement.
3. The student may elect to participate in a voluntary drug/alcohol abuse-counseling program with attendance verification submitted to the school administration. Upon choice of this option, the student will be readmitted. **If counseling is not elected, the superintendent may suspend the student from school for an additional five days.** The student and parent/guardian must attend a readmission conference during the suspension. At the end of five days, the student will be readmitted.
4. The administration will attempt to develop with the parent/ guardian and the student a procedure that will outline the responsibilities of the parent/guardian, the student, and the school in an effort to keep any further offenses from occurring.

Use and/or Possession—2nd Offense

1. The student will be suspended from school for a minimum of five days.
2. Upon re-admittance the administration will require evidence of the student's enrollment and/or participation in a voluntary drug counseling program prior to the student returning to school.
3. Appropriate law enforcement officials will be notified.

Use and/or Possession—3rd Offense

1. The student will be recommended for expulsion.
2. Appropriate law enforcement officials will be notified.

Distribution of Alcohol or Drugs

Students who sell, give, or exchange alcohol, drugs, other controlled substances or drug-containing paraphernalia in violation of Board policy will be recommended for expulsion plus law enforcement will be notified.

1. If any adult witnesses an act involving substances or drug-containing paraphernalia being transferred from one student to another, the adult will immediately report the incidence to the main office.
2. If a staff member witnesses an act involving substances or drug-containing paraphernalia being transferred from one student to another the staff member will attempt to detain the student and request that the student accompany the staff member to the principal or designee. If the student refuses, the staff member will notify the principal or designee immediately.
3. The principal or designee will attempt to obtain evidence by requesting it directly from the student or through search procedures in accordance with Board policy.

Minimum of One Day Suspension

The following behaviors will receive a minimum of one day suspension. When determined appropriate by Florence High School administration a student or the student parents or guardians may be given the choice of an In School Suspension/Community Service day. Community Service will involve school beautification with the custodial staff for the day.

*****Minimum of one-day out-of-school suspension:*****

- **Causing or attempting to cause damage to school property (vandalism), stealing, or attempting to steal school property of value.**
- **Causing, or attempting to cause damage to private property on school grounds (vandalism), stealing, or attempting to steal private property of value.**
- **Engaging in verbal abuse (name calling, profanity, ethnic or racial slurs or derogatory statements addressed publicly to others) that precipitates a disruption of the school program or incites violence. This includes verbal abuse sent via internet, voice mail or texting.**
- **Instigating or arranging a fight. This includes but is not limited to:**
 - * **Setting up a time or place for an altercation between other students.**
 - * **Being a willing and active spectator by verbally yelling directions, blocking the access of staff members to, being a lookout for, or preventing other students from breaking up an altercation.**
- **Profanity used during school time.**
- **Violation of the school district's sexual harassment policy.**
- **Use or possession of any tobacco product on school property or school grounds during the school day or a school activity.**
 - * **This includes any device used to light a tobacco product such as a lighter or matches.**
- **Use or possession of electronic cigarettes or vaporizers on school property or school grounds during the school day or a school activity.**
 - * **Due to possession of electronic cigarettes or vaporizers by minors is illegal if a student is caught with such product it will be turned over to the School Resource Officer and then the District Attorney.**
- **Leaving the campus without permission.**
- **Continued willful disobedience or open and persistent defiance of proper authority, or repeated interference with the school's or teacher's ability to provide educational opportunities to other students.**
 - * **Discipline action will be increased for repeated violations of the same policy, eventually resulting in Habitually Disruptive Status.**

In accordance with state law, a suspended student shall not be readmitted to a public school until a meeting between parent, guardian, or legal custodian and the suspending authority has taken place or until, in the discretion of the suspending authority, the parent, guardian, or legal custodian of the suspended pupil has substantially agreed to review the suspension with such suspending authority (H.B. 1203).

Classroom Disciplinary Procedure

The classroom disciplinary procedure is a **three-step process which includes parental contact by the teacher**. Students who have reached Step 3 in the classroom or have committed a Zero-tolerance Behavior will be referred to the administration. Suspensions will be determined by the administration according to school policy. Violations will accumulate during the entire school year, not by class period, term or block. An explanation of the school disciplinary policy to students will occur during the first week of school. **Again, it must be emphasized that no student has the right to disrupt the learning environment of other students at FHS.**

Habitually Disruptive Status

Students who continually disrupt the learning environment or continuously violate school policy will be placed on HD Status. Once a student has been classified as Habitually Disruptive, a meeting will take place to develop a behavioral plan that will be signed by student and parent/ guardian. All parties will be informed of what the Habitually Disruptive Plan encompasses.

Any subsequent disruption of the school environment and violation of the behavioral plan will result in:

1. Parental notification of Strike 1 on Behavior Plan, and a 3 days out-of-school suspension.
2. Parental notification of Strike 2 on Behavior Plan, and a 5 days out-of-school suspension. At this point a final meeting will be held between the school, student and parents/guardians.
3. Parental notification of Strike 3 on Behavior Plan and 10 days out-of-school suspension and recommendation for expulsion.

★ **When a situation dictates a student may be placed on a Habitually Disruptive Plan and be in violation of Strike 1 at the same time.**

Danger to self or others

Any student who is a danger to himself/herself or others will be removed from school for his/her personal protection and parents/guardians will be immediately notified. The student will be readmitted to school when the danger is past as determined by the administration and all necessary agencies.

If the situation dictates at the time of student danger determination police may transfer him or her to the necessary agency.

Additions to School Policy

During the school year it may become necessary to change or add to the guidelines. When this takes place, students and parents will be notified. If situations occur which are not covered in the above information, the administration or the school board will make decisions based on the individual situation.

Dress Code

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety.

The School Board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Parents are expected to support the Florence High School dress code.

Gang activity and/or attire are strictly prohibited.

DRESS CODE

Dress and hair should be neat, clean, and appropriate for school. It should not distract from the educational process or be a safety concern. Since every specific item of inappropriate dress and/or appearance cannot be listed, it is the responsibility of the school administrators to decide the appropriateness of an item in question.

- **Dresses, shorts and skirts must be finger tip length or longer.**
- **Shoulder straps on shirts must be at least three (3) inches wide and seamed at the sleeve. No loose fitting PE shirts**, halter tops, spaghetti straps, bare midriffs, see through, low cut neck lines, spandex, etc. are to worn at school. No undergarments are to be exposed.**
- Clothing with inappropriate designs (reference to racism, violence, aggressive/assault behaviors, tobacco, drugs, vulgarities, obscenities, sexual behaviors or death of oneself or others) are prohibited. As example, shirts that depict music groups supporting these kinds of behaviors are not acceptable.

- **Two** small facial piercing will be allowed in addition to appropriate ear piercing. Piercings must not be a distraction to the learning environment.
- Jewelry must be appropriate in nature. Dangerous jewelry or chains with links larger than 1/8” are prohibited (to include wallet chains.) Jewelry with inappropriate designs or gestures (racism, violence, drugs, inappropriate attitudes, or death) will not be permitted.
- Pants, slacks or shorts that are traditional in nature are allowed. Pants that are sagging, torn, ripped, or cut up are prohibited. **Pants are to be worn on hips or higher, and no undergarments are to be seen.**
- **Headwear (hats, scarves, bandannas, and stocking caps) and sunglasses must be removed upon entering the building in the morning and not worn until leaving the school at the end of the day. The only exception is on designated days. If a student wears his/her hat in the building they will lose it and a parent will have to come in and retrieve it. STUDENTS WILL NOT BE WARNED.**
 - **Hat infractions will be treated the same as cell phone/ technology infractions:**
 1. First Offense – Parent has to come into Florence High School to retrieve the device.
 2. Second Offense – Cell phone is confiscated for one week and parent has to come into Florence High School to retrieve the device.
 3. Third Offense – Cell phone is confiscated for the remainder of the semester and parent has to come into Florence High School to retrieve the device.
 4. Fourth Offense – Cell phone is confiscated for the remainder of the school year and parent has to come into Florence High School to retrieve the device.
- Clothing must be worn as it is designed: if there are snaps, the snaps need to be snapped and belts need to be looped (overalls.)
- No bare feet allowed during school hours. Sandals are allowed if they do not distract from the learning environment or present a safety issue in the lab or work shop.
- **Pajama bottoms and slippers are not acceptable.**
- The rollers from “Heeley’s” must be removed on school grounds.
- Student appearance may be deemed inappropriate or distracting by school administration.

Students in violation will be required to change inappropriate clothing, remove hats, jewelry or piercings. Parents will be contacted to bring a change of clothing and students will wait in the main office until a change into appropriate clothing has been made. The final decision will be made by the building administration in all cases.

Any class time missed will be counted as an Unexcused Absence

On the second offense, the student will receive one-day after-school detention and a conference with parents/guardians will be held. (*Note: The School Board will determine whether any classes missed as a result of the second offense are considered excused or unexcused absences*).

On the third offense, the student will be subject to suspension or other disciplinary action as outlined in the school discipline code.

Exceptions to Dress Code**

Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school-sponsored extra curricular or sports activities (such as cheerleading uniforms and the like) may be worn to school when approved by the sponsor or coach.

ATTENDANCE

Florence High School has set high and attainable goals for all students. A major factor in students meeting that goal is attendance. School District Re-2 has set a goal of 95% daily attendance for all students.

Colorado School Law C.R.S. 22-33-104 (5) (a)

“The general assembly hereby declares that two of the most important factors in ensuring a child’s educational development are parental involvement and parental responsibility. The general assembly further declares that it is the obligation of every parent to ensure that every child under such parents care and supervision receives adequate education and training. Therefore, every parent of a child who has attained the age of six years on or before August 1 of each year and is under the age of seventeen years shall ensure that such child attends the public school in which such child is enrolled in compliance with this section”. (Effective July 1 2008)

Because attendance is paramount to success, Florence High School has the “10%” Rule. A student’s grade will be affected if he or she violates the “10%” Rule.

- 0-8 Absences per semester (excluding Pre-Arranged, Medical, Court, Administration Excused, and Suspensions), Parents may excuse their child 8 times per semester = Grade not affected
- 9-11 Absences per period per semester (excluding Pre-Arranged, Medical, Court, Administration Excused, and Suspensions) = 11% deduction of final grade
- 12-14 Absences per period per semester (excluding Pre-Arranged, Medical, Court, Administration Excused, and Suspensions) = 21% deduction of final grade
- 15 or greater absences per period per semester (excluding Pre-Arranged, Medical, Court, Administration Excused, and Suspensions) = Failure of class

Seniors must maintain a **90% or better attendance rate and pass all classes to participate in the graduation ceremony**. Absences that will not count towards the attendance rule are: Pre-Arranged, Medical, Court, Administration Excused, and Suspensions.

Absences will be classified into three different categories: **Excused, Unexcused, and Truant**. Absences are counted in terms of class periods missed (ie: If a student missed their third period class but attended his/her other classes for the day that will equal one absence). Seven class periods missed will equal one full day absence.

Prearranged Absences

It is helpful to teachers, administrators and students if known absences longer than two (2) days are prearranged through the main office. The form must be signed by all teachers, parents, and an administrator to be considered excused. Make-up work can be coordinated between the teachers and student prior to the absence.

Excused Absences

According to Colorado State Law, the following criteria must be met in order for the absence to be excused:

- When a student is temporarily ill or injured and that absence is approved by the administration.
- Medical illness, with written verification from a medical professional. Extended periods of time due to physical, mental or emotional distress will require a meeting and plan for the student’s educational future.
- Court or Law enforcement custody with court affidavit verification.
- Bereavement or other absences involving family emergencies that are approved by the administration.
- School sponsored activities that are approved by the school administration (Field trips, sports, band, choir, etc.).

To be excused, all absences should be cleared **within twenty-four (24) hours** of the student’s return to school. This can be accomplished either by note or phone call to the attendance secretary.

Unexcused

Unexcused absences are those that do not meet the criteria above, and/or are not verified by the parents within the first twenty-four (24) hours. Unexcused absences also include -

- Failure to follow proper check in and check out procedures, including having (or not having) notes to meet with counselors, nurses or social workers.
- Students who miss class to work on assignments for another class without prior approval from both teachers.
- Oversleeping and car/transportation problems. A transportation related tardy may be excused by an administrator.
- Forged phone calls or notes are considered unexcused and disciplinary action will be taken.
- There are no school sanctioned skip days.

Truancy

Truancy means that the student was absent without the knowledge and/or permission of the teachers, administration, or the parents/guardians. Truancies will count towards the accumulation of unexcused absences mentioned below.

*Missing any part of a class (after coming to school) without prior parental or administrative permission.

*Leaving class or the campus without approval.

*Not attending or going on a school function and cutting classes during this time.

Truancy Policy Contract

If a student is under 17 years of age he or she may be referred to the Truancy board. If a minor student is already on a Truancy Contract he or she will be referred to Court.

If a student is over the age of 17 he or she may be placed on a School Truancy Contract. This may lead to dismissal from Florence High School.

Saturday School

Saturday School is a disciplinary action for all repeated disciplinary/truancy violations. Saturday School is held every other Saturday from 8:00-11:00 a.m. Students will need to make transportation arrangements to and from school. Failure to report to Saturday School will result in an automatic 1-day suspension the following Monday.

- If student is unable to serve Saturday School on the assigned date, parents must call or meet directly with the Assistant Principal by the Friday prior to Saturday School in order to have the student excused for that scheduled date. No notes will be accepted. If excused from a detention day, the student will be required to make-up detention time on the next scheduled day. Student athletes will not be excused from serving Saturday School due to practice or a game on the scheduled detention date.

County Truancy Officer

Absenteeism has a significant impact on student academic achievement. **If a student has incurred more than four (4) absences within a thirty-day period or more than ten (10) absences within a semester or block, the student will be referred to the county truancy officer.**

Unless pre-arranged with an administrator each absence after eight (8) will be **unexcused**. At this time the student will be referred to the truancy board or will be put on a Florence High School truancy policy contract.

- If a student has incurred such absences as above, but does not meet the age criteria for referral to the county truancy office, the student will be required to sign an attendance contract (according to the Truancy Policy). Failure to comply with the conditions of the attendance contract will result in withdrawal from school for the remainder of the block.
- Once a referral is made to the county truancy officer, the student's attendance will be monitored daily. Continued excessive absenteeism or unexcused absences can become grounds for legal action. Students and parents can be summoned to court to address attendance violations. The attendance policy was implemented in January 2002 is in compliance with Colorado State Attendance regulations 22-33-101, and school board policy file: JH.

Make-up Work

Make-up for excused absences can be completed for full credit. There will be one day allowed for make-up work for each day of absence. It is a student's responsibility to get the make-up work from each teacher for each class period missed. A student who is participating in a school-related activity can make up class work for full credit following the time frame for make-up work.

- Students with unexcused absences or truanies will receive a minimum of 50% credit for any assignment that they missed during their absence if completed within the given time frame.
- Missed work will be given to suspended students. Suspended students will receive a minimum of 50% credit for any and all work when made up in a time-for-time manner.

School-Wide Tardy Policy (suggested to teachers)

A tardy shall occur when a student is not in the classroom when the tardy bell rings. It is the school's belief that tardiness should incur a natural consequence in the classroom and it is the responsibility of the teacher and students to establish a procedure to handle tardiness. The following is a suggested teacher policy.

- Tardy #1-3: Teacher warning/ discipline + parent contact
- Tardy #4+: In School Suspension or Lunch Detention
- If a student is **more than five minutes** late he/ she will be marked absent.

Unexcused tardiness past the first five minutes of the class period will be considered truancy. **Students are not required to obtain a pass for tardies unless it is habitual and part of the natural consequence plan set up between student and teacher.**