

**FLORENCE  
HUSKIES**



**Florence Junior/Senior High School  
Student and Family Handbook  
2019-2020**

**Dan Melendrez-Principal  
Krissi Camper-Assistant Principal  
Gregory Biga-Assistant Principal/AD  
Sheryl Gifford-Assistant Principal  
Rebecca Colon- Counselor 9th-12th Grades  
Julie O'Rourke- Counselor 7th-9th Grades**

**2006 Highway 67, Florence, CO 81226  
Phone 719-784-6414 | Fax 719-784-2727**

**Senior High is a member of the Tri-Peaks League  
Junior High is a member of the Tri-County League**

***“Trust the process because we are in this together”***

## **Message from the Principal**

Dear Husky Community,

Welcome to Florence Jr./Sr. High School. My name is Mr. Melendrez and it is an honor to introduce myself as the new Principal of this amazing community and school. As we begin a new year, I am excited about the passion and eagerness that I am already seeing from my staff and students. Many of our teachers and staff have spent hours preparing for our students in the upcoming transition to a 7-12 Jr./Sr. High School. We are all looking forward to welcoming you and our students back for the 2019-2020 school year!

We request that parents and FJSHS work together to create a unique and supportive experience for all our students. Our district, administration and staff are excited to help in anyway we can so please do not hesitate to stop by or gives us a call. Go Huskies!!!

Mr. Melendrez

## **District Mission**

***“Growing a Destination District with  
Intent, Purpose and Pride”***

- ★ ***We commit to preparing Fremont RE-2 graduates who can demonstrate critical thinking, academic performance, and workforce pathways.***
  - ★ ***We commit to safe learning environments where all students can grow, develop, and learn.***
  - ★ ***We commit to being a team that supports each other professionally, respectfully, openly communicates and uses a solution-based approach to problem solving.***
  - ★ ***We commit to working collaboratively to accomplish our goals.***
  - ★ ***We commit to building positive relationships involving home, community, and school.***
- 

### **School Board Members**

**President**

Joe Caruso

**Vice President**

Greg Dickey

**Secretary**

Linda Schmidt

**Treasurer**

Andy Franklin

**Director**

Brad Knifong

**Superintendent**

Dr. Brenda Krage

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## **Notice of Non-Discrimination**

**The Fremont RE-2 School District and Florence Jr/Sr High School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all designated youth groups.**

## **Social Media and Communication**

Communication with our community is a priority of Florence Jr./Sr. High School. We know that with change, we will need to communicate even more. For this reason, we will be using many forms of communication to ensure our community is aware of important information.

Please “Like” Florence Jr/Sr High School on Facebook and watch our website for the most up to date information. Please make sure student contact information is correct in Infinite Campus to receive emails and important phone calls.

Florence Jr/Sr High School website: <http://fhs.re-2.org/home>

Florence Jr/Sr High School Athletics: [www.florencehuskies.org](http://www.florencehuskies.org)

FREMONT RE-2 SCHOOL DISTRICT | 2019-2020 | INSTRUCTIONAL CALENDAR

<p><b>JULY 2019</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p>4 FOURTH OF JULY</p>	<p><b>JANUARY 2020</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p>1-2 CHRISTMAS BREAK 20 MARTIN LUTHER KING DAY [NO SCHOOL]</p> <p>[15 DAYS]</p>							
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## Bell Schedules

### Florence Senior High School Schedule

#### Regular Schedule

1-BKFST	7:25 AM	-	8:26 AM
2	8:30 AM	-	9:31 AM
3	9:35 AM	-	10:34 AM
4	10:38 AM	-	11:37 AM
5	11:41 AM	-	12:39 PM
LUNCH	12:43 PM	-	1:13 PM
6-SNK	1:17 PM	-	2:21 PM
7	2:25 PM	-	3:25 PM

#### 7-Period-Assembly Afternoon-4 day week

1-BKFST	7:25 AM	-	8:19 AM
2	8:23 AM	-	9:17 AM
3	9:21 AM	-	10:15 AM
LUNCH	10:19 AM	-	10:50 AM
4	10:54 AM	-	11:47 AM
5	11:51 AM	-	12:44 PM
6-SNK	12:48 PM	-	1:42 PM
7	1:46 PM	-	2:39 PM
ASSEMBLY	2:43 PM	-	3:25 PM

#### 7-Period-Assembly Morning-4 day week

1-BKFST	7:25 AM	-	8:19 AM
2	8:23 AM	-	9:17 AM
3	9:21 AM	-	10:15 AM
LUNCH	10:19 AM	-	10:50 AM
ASSEMBLY	10:54 AM	-	11:36 AM
4	11:40 AM	-	12:33 PM
5	12:37 PM	-	1:30 PM
6-SNK	1:34 PM	-	2:28 PM
7	2:32 PM	-	3:25 PM

#### 2 Hour Delay Schedule

Breakfast	9:00 AM		9:20 AM
1	9:25 AM	-	10:07 AM
2	10:11 AM	-	10:53 AM
3	10:57 AM	-	11:39 AM
4	11:43 AM	-	12:25 PM
LUNCH	12:29 PM	-	12:59 PM
5	1:03 PM	-	1:45 PM
6-SNK	1:49 PM	-	2:39 PM
7	2:43 PM	-	3:25 PM

### Florence Junior High School Schedule

#### Regular Schedule

1-BKFST	7:25 AM	-	8:26 AM
2	8:30 AM	-	9:31 AM
3	9:35 AM	-	10:34 AM
4	10:38 AM	-	11:37 AM
LUNCH	11:41 AM	-	12:11 PM
5	12:15 PM	-	1:13 PM
6-SNK	1:17 PM	-	2:21 PM
7	2:25 PM	-	3:25 PM

#### 7-Period-Assembly Afternoon-4 day week

1-BKFST	7:25 AM	-	8:19 AM
2	8:23 AM	-	9:17 AM
3	9:21 AM	-	10:15 AM
4	10:19 AM	-	11:12 AM
LUNCH	11:16 AM	-	11:47 AM
5	11:51 AM	-	12:44 PM
6-SNK	12:48 PM	-	1:42 PM
7	1:46 PM	-	2:39 PM
ASSEMBLY	2:43 PM	-	3:25 PM

#### 7-Period-Assembly Morning-4 day week

1-BKFST	7:25 AM	-	8:19 AM
2	8:23 AM	-	9:17 AM
3	9:21 AM	-	10:15 AM
ASSEMBLY	10:19 AM	-	11:01 AM
LUNCH	11:05 AM	-	11:36 AM
4	11:40 AM	-	12:33 PM
5	12:37 PM	-	1:30 PM
6-SNK	1:34 PM	-	2:28 PM
7	2:32 PM	-	3:25 PM

#### 2 Hour Delay Schedule

Breakfast	9:00 AM		9:20 AM
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7	2:43 PM	-	3:25 PM



## **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.**

It is the intent of this handbook to inform students about major expectations. Not every situation can be anticipated and will be addressed as they occur. Information contained herein may be adapted or altered by the administration on an as-needed basis.

### **Arrival and Departure from Campus**

Students should not arrive on school grounds prior to 7:00 am. If Students walk or are dropped off prior to 7:00 am, the school is not liable for supervision. Once students arrive on campus they must remain on campus for safety precautions and follow all closed campus expectations.

### **Closed Campus**

Florence Jr/Sr 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 the FJSHS and checking out their child. Please do not attempt to call your child out of school. If your child needs to leave due to a doctor appointment or court appointment that can be verified by official paperwork either an email or handwritten note, with parent signature, should be sent to the front office secretary. A student will be treated as truant if he or she leaves campus without following proper procedure.

Administration reserves the right to determine open campus privileges for upperclassmen as the year progresses.

### **Hall Passes**

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. Students may not leave class the first 10 minutes or the last 10 minutes of class. Any student wandering in the halls or grounds without a pass will be considered truant. Students who abuse the hall pass system may be placed on a "no pass" list and will lose their privilege to leave classes without an escort.

## **Communication from School**

### **Newsletters, Websites and Social Media Pages**

Florence Jr/Sr High School strives to produce excellent avenues of communication with students, parents and community members. The following types of communication will be used:

1. Grade level teacher teams will communicate through a variety of methods consistently throughout the year, including phone calls, emails and notes.
2. Newsletters and letters home to parents/guardians with monthly important information, events and important dates. Newsletters will also be posted on website and Facebook.
3. Please visit the district/school website for announcements and important information on district policies and procedures. [www.re-2.org](http://www.re-2.org)
4. Florence Jr/Sr High School Facebook and Athletic Facebook pages will post weekly important dates, events and information. Please like us on Facebook for the most up to date information.
5. School Messenger automated calling system will be used to notify parents of upcoming events and emergency communication. Please keep your primary contact phone numbers up to date in the school office to avoid missing any important communication from the school.

### **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 site. This form is part of the registration packet.

## **Student Registration**

### **Registration**

Registration for Junior and Senior High student classes will happen in the spring for the following year. If your student is a returning student please register the student through the [Parent Portal](#). For new students to the district please go online at [http://www.re-2.org/parents/new\\_student\\_registration](http://www.re-2.org/parents/new_student_registration) to register your student. If you have any problems during the registration process please contact the school.

### **Changes to Student Information**

All changes to student contact or registration must be reported to the main office as soon as possible. It is important that the school has the most up to date information in case of emergency.

### **Schedule Changes**

All schedule changes must go through the counseling office. There will be no schedule changes after the deadline of August 29, 2019. Any class change requires a parental meeting and administration approval after the deadline.

Schedule changes will only be granted for the following reasons:

- Incomplete or conflicting schedules
- Errors in sequencing of classes
- Failure or inadequate grade in a prerequisite class
- Student inappropriately placed
- Medical reason
- 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/her transcript. There will **not** be any change to student schedules based on teacher preference.

### **Senior Free Hour**

Providing that any senior is on track to graduate, he or she may be able to take one senior free period. Seniors that have free hours are to be in the commons or off campus. If a senior has a free hour and is found anywhere else in the building, other than the commons, he or she may be placed in a class for the remainder of the year.

### **Assemblies**

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

### **Lockers**

Florence Jr/Sr High school does not have lockers for daily instructional/academic use. Therefore, students are required to carry their own materials, books, jackets, etc.

## **Enrollment and Withdrawal**

### **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 Department of Education will be used to determine credits.

Students transferring from a non-accredited school (public, private, online or religious) will receive pass/fail grades only.

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

1. A minimum of 172 days of instruction equalling 1080 contact hours per year.

2. A log of student/teacher contact hours
3. A course curriculum
4. Documentation of assessments in each subject area

Florence Jr/Sr High School will accept transcripts from the home-based education 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.

## **Non-resident Students**

### **Boundary Waivers**

Non-resident students are students who live outside the Fremont RE-2 boundary. Non-resident students requesting boundary waivers will be considered on a case by case basis and will be expected to meet all conduct requirements.

### **Resident who become non-residents**

The district has a policy regarding Non-Resident Student Attendance (JFAB). Secondary students who become nonresidents during the school year may remain enrolled through the semester at the student's current school. Students enrolled in the twelfth grade may finish the school year at the current school.

### **Conduct for Non-resident Students**

1. Transportation to and from the requested school is the responsibility of the parent/guardian and student.
2. This Agreement is subject to sufficient classroom/school space available at the receiving school.
3. Student shall attend all of his or her classes on a daily basis. Absences will be limited to extreme illness and emergency situations and all absences must be cleared through the administrative office. All other absences will constitute a violation of this agreement.
4. Student shall maintain a passing grade in each class. Failing grades will be considered a violation of this agreement.
5. If requested, student shall complete and return weekly progress reports to his or her parent(s)/guardian/sponsor and school administrator.
6. Student shall adhere to all of the identified rules and regulations of the School District that apply to all students in the building.
7. Student understands that his or her involvement in any drug or alcohol-related incidents will constitute immediate revocation of this agreement. Upon such involvement, the student will be dropped and police involvement can be expected.
8. Student understands that fighting, harassment, or instigating fights will be considered a violation of this agreement. Upon such an incident, student will be dropped and police involvement can be expected.
9. Student understands that waivers can be denied/revoked for poor attendance, inappropriate behavior, or academic failure.
10. Student understands that eligibility to participate in extracurricular activities is governed by the CHSAA and the receiving school district.

### **Withdrawal from School**

Parent notification is required before a student may withdraw from school. The written notification should be presented to the Counseling Secretary/Registrar who will assist the student with the checkout process. **All materials loaned, including his or her iPad, must be returned undamaged plus all the fees and bills owed must be paid to the bookkeeper before transcripts will be released.**

## **Academic Expectations**

### **Academics**

Florence Jr/Sr 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 in instructional process are the core for building this foundation. It is the primary responsibility of students to accept this challenge to prepare themselves for their own future.

### **Grading Legend for Grades 7-12**

	<u>Percentage</u>	<u>GPA</u>	<u>Academic GPA (Valedictorian and Salutatorian only)</u>
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%	0.7	0.7
F	59% or below	0	0

### **Failed Classes**

Failed classes must be retaken prior to graduation or in compliance with the retention policy. Please see guidance counselor for options.

### **Incomplete Grades**

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 card. Students have one week after the grading period ends to clear incomplete grades. 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 will be accepted per the school wide policy and will not be counted for 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.** All parent unexcused absences will be marked as unexcused and will affect the students final grade as per the attendance policy.

- School wide Late Work Policy
  - 10% deduction per day until a total of 50% deduction has occurred
  - Late work will be accepted up to two weeks prior to the end of the semester.

### **Report Cards**

Report cards are issued every semester. Parent/Teacher Conference dates and times are to be determined and will be posted on the school website and Facebook page. A parent may request a grade check at any time by contacting the student's teacher.

### **Infinite Campus**

Infinite Campus is utilized as the student information system. Parents and students may access student grades at any time via the Parent Portal at the district website ([www.re-2.org](http://www.re-2.org)). If internet access is not available, the parent may contact the office to use a school computer. Parents must obtain a password from the counseling office in order to view grades. A photo ID will be required when password information is obtained.

### **Academic Watch List for 7th and 8th Grades**

Students who receive a grade of 69 or below for one or more courses at the end of the five week midterm date and/or at the end of the 10 week marking period are placed on the academic watch list. An updated academic watch list will be posted every Monday. The list runs from Monday to Sunday. All students and the course or courses they are on the list for are listed on this document.

Students remain on the academic watch list until the next grading period (5 or 10 week grades). An "OKAY" will appear next to the name of each student on the list who has met the requirements and can participate in the following week's activities. To earn an okay students must do both of the following:

Complete work for the week that meets our academic watch list standards of 70 percent or above. This is determined by the teachers of the classes the student is on the list for. This does not mean the student is passing the course. It means the student has made the effort that week and has attended class, participated and completed assignments, tests, and quizzes to earn a grade of 70 percent or higher for the week.

### **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.

### **Academic Recognition**

Academic recognition assemblies will be held for the purpose of faculty and staff of Florence Jr/Sr High School to recognize and honor students for their academic achievement. Parents and community members are invited to attend.

Academic letters are awarded to Freshmen through Seniors who achieve a 3.6 GPA over any semester.

### **Renaissance**

Students in 7th and 8th grade will be recognized quarterly for meeting the following criteria:

#### Gold Card:

- 4.0 GPA
- No more than 2 tardies to all classes
- No office referrals

#### Blue Card:

- 3.2 - 3.99 GPA
- No more than 3 tardies to all classes
- No office referrals

#### White Card

- 2.5 - 3.19 GPA
- No more than 4 tardies to all classes
- No office referrals

#### Bronze Card

- Showing improvement in all areas OR
- Students with a 4.0 GPA and exceeded absence or tardy requirements

Renaissance card holders will be recognized by means of treats, activities and special acknowledgment throughout the quarter. Students are expected to have their card with them at all times, as cards must be presented upon request. Lost cards will not be replaced. **Florence Jr./Sr. High School administration may change this system throughout the year to best meet the needs of our PBIS system.**

### **Required State Assessments**

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

### **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 must 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 the student and parents.

Students will not be able to check out of school early for the 2019-2020 school year. If a student does and is not in school, and does not produce a school approved note (doctors note or note from court), he or she will not be permitted to take his or her final exam.

**FINAL SCORE BREAKDOWN (not to exceed):**

- 7th, 8th and 9th grades = 5% of total grade
- Sophomores = 10% of total grade
- Juniors and Seniors = 15% of total grade

### **Post-Secondary Education Options**

In accordance with Colorado House Bill 1244, any freshman, sophomore, 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 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 Jr/Sr 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 Jr/Sr High School.

The school district will pay the tuition for two courses per semester provided that (a) the 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 0.5 high school credit and assigned college credit.

In the event that the college course is less than a C or if a student withdraws from the class after the withdrawal period, the student will be required to reimburse the district for the cost of tuition. Students must meet the minimum pre-determined ACT/SAT scores or accuplacer scores to be eligible for college courses. Interested students should see his or her guidance counselor for more information.

### **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 Jr/Sr High School or from modified schedules do not qualify for class ranking; however, post-secondary option classes do compute towards GPA.

## Credit Requirements

Florence Jr/Sr High School uses an academic credit system to advance students from one grade level to another. This credit system will help students focus on academic goals and increase participation in their education. Students will start with zero credits the first day of 7th grade and the first day of 9th grade.

7th and 8th grade classes are worth  $\frac{1}{4}$  credit per quarter, equal to one full credit for a full year. 9th -12th grade classes are worth  $\frac{1}{2}$  a credit per semester. This applies to all core content areas and electives. Students can accumulate three and a half credits per semester and seven credits per year.

### Classification of students at the Jr. High Level

8th Grade	5 Credits
Freshmen	10.5 Credits

### Classification of students at the Sr. High Level

Sophomore	7 Credits
Junior	14 Credits
Senior	21 Credits

All Sr. High academic classes carry one/half credit for each class enrolled per semester 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.**

## Retention Policy

If a student has not met the minimum number of credits to be promoted to the next grade level, they will be required to earn those credits through summer school or correspondence classes. If a student does not have the credits required to move onto the next level by the END of the summer, they will need to repeat that grade for the next school year. Credit recovery tutoring classes will also be offered after the school day throughout the school year to help students prevent required attendance at summer school and/or possible retention.

## Senior Requirements

To earn a Florence Jr/Sr High School diploma, a student must earn at least sixteen credits at FJSHS or another accredited public or private school and attend Florence Jr/Sr High School for at least the last semester of their senior year. **Twenty six credits are required for graduation from Florence Jr/Sr High School. Seniors must maintain a 90% attendance rate for all classes, complete all graduation requirements, pass all classes taken, have a zero balance concerning fines and fees with the school, and be a full time student in order to participate in graduation exercises.** A full time schedule consists of three credits per semester. There are no exceptions to this rule. **Any senior who has unpaid student fees, bills or has not returned all loaned supplies, including iPad, undamaged will not be permitted to participate in the graduation ceremony.**

Senior must be passing all classes for graduation by 3:00 pm on Tuesday May 12, 2020, the last day of school for seniors. The deadline for correspondence courses will be the first day of the 2019-2020 school year. There will be **NO** make-up of any class work after the May 12th date.

## Valedictorian and Salutatorian

Ranking is determined by academic GPA up to May 3, XXXX. GPA will be taken three places past the decimal (#.000). A student must be in attendance for at least two years at Florence Jr/Sr 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
- Priority will be given to students who have completed their Junior and Senior year at Florence Jr/Sr High School
- Priority will be given to students who score at least 1200 on their SATs

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

### **Honor Chords**

Gold chords will be earned by seniors graduating with a cumulative Academic GPA of 3.80 or higher (graduating with distinction). Silver chords will be earned by seniors graduating with a cumulative GPA of 3.6 - 3.79 (graduating with honors). These honors are determined at second semester midterms.

## **Graduation Requirements**

### **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. Students who are approved for early graduation will need to complete their capstone project graduation requirement on their own with guidance from staff.

### **Community Service**

Starting a student's freshman year, they will be required to complete community service hours. The following will be part of a student's graduation requirements and tracked each year.

Freshman:	10 hours of approved community service
Sophomore:	20 hours of approved community service
Juniors:	30 hours of approved community service
Seniors:	40 hours of approved community service



## Florence Jr/Sr High School Graduation Pathways

	<b>College</b> Associates of Arts & Science	<b>Traditional</b>	<b>Project Based Learning</b>	<b>Internship/ Apprenticeship</b>
<b>Freshman</b>	Alg/Geo/or appr math (1) English 9 (1) Bio or appr science (1) Fresh Seminar/civics (1) Physical Education (1) Elective/ Humanities (1) *Elective/ Humanities (1) *PCC College Course(s) in place of...	Algebra/geometry (1) English 9 (1) Biology (1) Fresh Seminar/civics (1) Physical Education(1) Elective/ Humanities (1) Elective/ Humanities (1)	Math (1) English (1) Science (1) Social Studies (1) Elective/ Humanities (1) Physical Education (1) Capstone or Community Service (1)	CTE Math 1/Alg/Geo (1) CTE English 1 / English 9 (1) Biology (1) Fresh Seminar/civics (1) Physical Education(1) Elective/ Humanities (1) Elective/ Humanities (1)
<b>Sophomore</b>	Alg/Geo/Alg 2/ or appr math (1) English 10 (1) Phys. Science or appr. Sci (1) Career Prep (1) Elective/Humanities (1) *Elective/Humanities (1) *Elective/ Humanities (1) *PCC College Course(s) in place of...	Algebra/Geometry (1) English 10 (1) Physical Science (1) Social Studies Elective (1) Career Prep (1) Elective/ Humanities (1) Elective/ Humanities (1)	Math (1) English (1) Science (1) Social Studies (1) Career Prep (1) Elective/ Humanities (1) Capstone or Community Service (1)	CTE Math 2/Alg/Geo (1) CTE English 2 / English 10 (1) Physical Science (1) US History (1) Career Prep (1) Elective/ Humanities (1) Elective/ Humanities (1)
<b>Junior</b>	*Geo/Alg 2/Pre-Calc/or appr (1) *English 11/or appr. Eng(1) Science Elective (1) US History (1) *Elective/Humanities (1) *Elective/Humanities (1) *Elective/ Humanities (1) *PCC College Course(s) in place of...	Math of choice (1) English 11 (1) US History (1) Elective/ Humanities (1) Elective/ Humanities (1) Elective/ Humanities (1) Elective/ Humanities (1)	Math (1) English (1) Science (1) Social Studies (1) Elective/ Humanities (1) Elective/ Humanities (1) Capstone or Community Service (1)	Finance/Accounting (1) CTE Eng (Tech/creat writing) (1) Science Elective (1) Internship/ Apprenticeship (4) <ul style="list-style-type: none"> <li>Has to earn <u>Industry Certificate(s)</u></li> </ul>
<b>Senior</b>	* <i>English of Choice (1)</i> <i>Gov't/Senior Seminar (1)</i> * <i>Elective/Humanities (1)</i> * <i>Elective/Humanities (1)</i> * <i>Elective/Humanities (1)</i> * <i>Elective/Humanities (1)</i> * <i>Elective/ Humanities (1)</i> *PCC College Course(s) in place of...	English of choice (1) Gov't/ Senior Seminar (1) Elective/ Humanities (1) Elective/ Humanities (1) Elective/ Humanities (1) Elective/ Humanities (1) Elective/ Humanities (1)	Math (1) English (1) Science (1) Social Studies (Gov't Sen Sem)(1) Elective/ Humanities (1) Elective/ Humanities (1) Cumulative Academic Review + Community Service (1)	Gov't/Senior Seminar (1) Elective (1) Elective (1) Internship/ Apprenticeship (4) <ul style="list-style-type: none"> <li>Has to earn <u>Industry Certificate(s)</u></li> </ul>
<b>Graduation Req.</b>	4 English 4 Math 4 Social Studies 4 Science 1 Humanity 1 PE 1 Career Prep 7 Electives  Senior Capstone Project Community Service  Students can take college credit at FHS and PCC & CSU Pueblo  Most elective credits can be taken as college credit starting as a sophomore	4 English 3 Math 4 Social Studies 2 Science 1 Humanity 1 PE 1 Career Prep 10 Electives  Senior Capstone Project Community Service  Students can take college credit at FHS	4 English 4 Math 4 Social Studies 4 Science 1 Humanity 1 PE 1 Career Prep 7 Electives  Community Service	3 English 3 Math 2 Social Studies 3 Science 1 Humanity 1 PE 1 Career Prep 4 Electives 8 work study/internship or apprenticeship  Senior Capstone Project Community Service

**ICAP (Individualized Career and Academic Plan) is a multi-year process that intentionally guides students and families in the exploration of career, academic and post-secondary opportunities. With the support of adults, students develop the awareness, knowledge, attitudes, and skills to create their own meaningful and powerful pathways to be career and college ready. As mandated by the Colorado Department of Education, the Florence ICAP program will be implemented through ICAP classes. Each student's ICAP is a requirement for graduation from any high school in the state of Colorado. Starting with the class of 2021, the district has identified additional graduation requirements from the State of Colorado menu of options. This information is available in the Guidance Counseling Office or on the Colorado Department of Education website.**

<https://www.cde.state.co.us/postsecondary/graduationguidelines>

## **Health and Safety Services**

### **Medications**

All prescription and nonprescription medication given at school require a written authorization from your health care provider with prescriptive authority, as well as parent written consent. If you would like your child to receive medication while at school, the following three conditions must be met:

1. The health care provider with prescriptive authority must fill out a Medication Administration Authorization form and/or Individual Health Care Plan. The authorization must match exactly what the prescription label states. You can get the appropriate forms from the school, the provider's office, or the Colorado Department of Education website.
2. The prescription medication must be brought to school by an adult in an original container with the pharmacy label. Medication cannot be accepted at school or sent home from school with a student. The pharmacy label must match exactly what the authorization form/health care plan states. A non-prescription medication must be brought to school in the original container, sealed in original packaging with directions for use, expiration date, list of ingredients, the child's name, and prescribing entity.
3. The parent must give written permission for the medication to be given. The easiest way to do this is to sign the Medication Administration Authorization form and/or the Individual Health Care Plan. Medications cannot be accepted at the school without the above forms in completion.

These conditions meet the requirements of the State of Colorado, as well as the medication policy of Fremont RE-2 and are designed to ensure the greatest safety for your child. The policy applies to all medications, including inhalers and epi-pens. We cannot accept or administer any medication (prescription or non-prescription) until all the requirements are met. Of course, as a parent, you are always welcome to come to your child's school and personally administer medications to your child.

### **Immunizations**

**All** students enrolled must have a complete immunization record on file at the school. Students transferring into Florence Jr/Sr High School will have 14 calendar days in which to have the records at school or obtain needed immunizations. Students entering the 7th grade must have updated records on file or they may not be allowed to remain in school.

Colorado law ([Board of Health rule 6 CCR 1009-2](#)) requires all students attending Colorado schools to be vaccinated against certain diseases, unless an exemption is filed. The minimum number and spacing of doses is set forth in the Advisory Committee on Immunization Practices (ACIP) [Child](#) and [Adolescent](#) Immunization Schedules. Meeting the initial vaccine requirements does not excuse a student from meeting additional requirements. In addition to the vaccines required for school entry, there are several vaccines recommended by the ACIP that provide protection against other diseases. These include Meningococcal, Hepatitis A, Rotavirus, Human papillomavirus and Influenza.

Below are the vaccines required for students attending Colorado schools.

Vaccines required to enter school (K-12)

- Hepatitis B.
- Diphtheria, tetanus, pertussis (DTap).\*
- Inactivated poliovirus (IPV).\*
- Measles, mumps, rubella (MMR).\*
- Varicella (chicken pox). \*
- Tetanus, diphtheria, pertussis (Tdap).\*\*

\*Students 4 through 6 years of age are required to have their final doses of DTaP, IPV, MMR and Varicella prior to kindergarten entry.

\*\*Students are required to have Tdap prior to entry into 6th grade. One dose of Tdap is required for 6th through 12th grades

### **School Health Technician Information**

Students **MUST** have a pass from a teacher to visit the nurse's office. If the student does not check in with a 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 make arrangements to pick up the student.

### **Food Allergen Information**

It is the responsibility of the parents/guardians and students to notify the school main office and school nurse of any food allergies.

### **School Resource Officer (SRO)**

Florence Junior/Senior High School has two School Resource Officers (SRO). The role of the SRO is to assist in providing a safe and secure learning environment. This mission is accomplished in many ways. Strict enforcement of the law is one of the most important objectives in providing a safe school. The SRO is also available to teach law-related education classes, including topics of drug and alcohol education, gang awareness, juvenile crime, and the police officer's role in the community. By educating students concerning the police officer's duties, it is hoped that better communication will result between the Police Department and the community. The SRO, by his attitude and respect, acts as a role model for students at Florence Junior/Senior High School. The intended result is that students who willingly conform to behavior will enhance their ability to be successful in the real world.

### **Guidance Office**

The Guidance Office is located in the Main Hall opposite the Main Office. Counseling services from our guidance counselors 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 a counselor. Counselors are also available to help students with plans for continuing their education after high school. Information on colleges, universities, vocational schools and training programs are available through the Guidance Office. Parent Nights are scheduled during the school year to inform families of educational opportunities and plans.

**Rebecca Colon- Counselor 9th-12th Grades**

**Julie O'Rourke- Counselor 7th-9th Grades**

### **Nutrition Services**

#### **Breakfast**

Breakfast will be available for purchase to all students before the school day.

## **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. ALL students are required to complete the paperwork for free and/or reduced lunch at registration.

## **Price Lists**

7-12 Breakfast

Paid \$1.60

Reduced and Free \$.00

Adult/Visitor \$2.50

7-12 Lunch

Paid \$2.55

Reduced and Free \$.00

Adult/Visitor \$3.75

Snack is provided free of charge to every student, daily.

## **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 exception to water in a sealed 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 by an administrator based on the discipline matrix. Students are expected to clean up their area after eating.

## **Announcements**

### **School Announcements**

Announcements concerning school activities, upcoming events, or school interest are made during the school day, during 1st period. Announcement forms may be obtained by class, club, activity sponsor, 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 judgement 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 or sign. Posters and signs will be removed if they have not been approved.

## **Lost and Found**

Lost and Found items are located in the wooden bin next to the front entrance. Items that are not claimed by the last day of each month are donated to local charities.

## **Visitors and Parent Messages**

**All visitors entering Florence Jr./Sr. High School for any reason are required to be "buzzed" in. Before entering the building visitors are required to show their driver's license or state issued ID and state the reason for entering the building. Upon entering the building, all visitors will be required to turn in their ID for a photocopy to be made and background check to be run. All visitors will be required to wear a visitor's badge if entering the school building for any reason during the school day.**

Requests to have visitors who are not parents or guardians will be closely screened by the principal. NO SCHOOL AGE VISITORS WILL BE ALLOWED. DO NOT SHOW UP TO SCHOOL WITH A FRIEND AND EXPECT THE SCHOOL TO ALLOW THAT FRIEND TO ATTEND CLASSES WITH YOU. No outside students will be allowed to attend extra-curricular events such as dances, fun nights or field trips. Parents are always welcome at Florence Jr./Sr. High School. If parents wish to visit classrooms with their child, they are asked to notify teachers at least 24 hours in advance.

### **Former Student Visitor Policy**

No former student visitors, still in grades 7-12, will be permitted in the building during school hours. This included lunch periods. Shadowing of a FJSHS student is only allowed with administrative approval. Former students in the military and in uniform may visit teachers after checking in at the office. College students wishing to visit teachers may do so before or after school, or during the teacher's plan period after checking into the office.

### **Student Messages/Dropped Off Items**

Students receive messages frequently while school is in session. In consideration of teachers, students, and staff, please make arrangements with your students or after schools plans before they leave for school. Students will only be called out of class in the case of an emergency. 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 emergency, please make contact through the office.**

Students are expected to be prepared for school on a daily basis. If a student knows that something is being dropped off, it is their responsibility to check in the main office to pick up the items.

### **Deliveries/Gifts**

Special deliveries of flowers, gifts and the like will not be delivered to students during the school day. Students who receive such deliveries will be notified that they can pick up their delivery at the end of the school day.

### **Badges**

Students will receive a free picture ID on picture day. Every student will need to wear their ID card at all times while at school and during school hours. School badges are the property of the school and school district. Upon leaving the school at the end of the school year or at any time of disenrollment. during the school year they will be surrendered to school. If a student loses a badge, replacements will cost \$5.00.

### **Volunteers**

Chaperones and/or volunteers for any activity must be approved through the district office in accordance with state law and district policy.

### **Emergency School Delays and Closures**

The Superintendent of Schools or designee is empowered to close schools, delay start time or dismiss early in the event of hazardous weather or other emergencies that threaten the safety of students and staff. If, at any time, a parent feels that the weather is too hazardous for the safety of the student, the parent will need to call the office and or come in and sign the student out of the building.

### **School Closing Procedures**

**School Cancellation:** If the decision is made to cancel school a School Messenger call will go out to the primary phone number of all students. KRLN radio and KOAA TV stations will also be notified. Parents may also access the Fremont School District website at [www.re-2.org](http://www.re-2.org), school website and Facebook pages to obtain current school closings. . Every effort will be made to finalize the decision by 6:00 a.m.

Delayed Start: If adverse weather conditions appear to be developing, the Superintendent may make the decision to delay the start of school. A School Messenger call will be sent out. Radio and television stations will be notified. Parents may also access the Fremont School District website, school website and Facebook pages to obtain current school closings.

Establish a plan for your students in case of 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.

### **Emergency Preparedness**

Florence Jr./Sr. High School has developed procedures for many types of emergencies. These procedures include Lockout, Lockdown, Evacuate and Shelter. The school will run emergency drills on a regular basis throughout the year. In the event of an actual emergency, parents will be contacted through School Messenger and other press releases as to the situation and any other pertinent information. Emergency drills could result in some inconvenience if a parent is coming to the school at that time. Please be patient, cooperate with the drill and understand these actions are taken to help ensure student safety.

### **Student Fees**

Students 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
- Be allowed to participate in graduation ceremony

### **Activity Fee For ALL Students in Grades 7 - 12**

All students are required to purchase the \$30.00 activity fee. This is a non-refundable fee. This fee provides admittance into all regular season varsity games (no playoffs) 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. The student fee cannot be waived.

All student fees must be paid by August 30, 2019. If fees are not paid by the due date, the student will be placed in only non fee based classes (if involved in a fee based class). If the student is placed in a different class he or 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.

### **Technology Fee**

**All students are expected to use and iPad to aid and enhance their educational opportunity at Florence Jr./Sr. 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 the previous one.

### **End of Year Checkout**

Any student who does not complete the end of year check out process will be fined \$10.00.

**Elective Class Fees (per block)**

<b>Applied STEM</b>	<b>\$10</b>
<b>Art: Drawing/Painting</b>	<b>\$20</b>
<b>Pottery</b>	<b>\$20</b>
<b>Intro to Art</b>	<b>\$15</b>
<b>Applied Art</b>	<b>\$15</b>
<b>Independent Art Studio</b>	<b>\$35</b>
<b>Band: Uniform Fee</b>	<b>TBD</b>
<b>Building Trades</b>	<b>Students purchase hardhat, safety glasses, &amp; part cost of tool belt.</b>
<b>CAD/Eng. Tech</b>	<b>\$10</b>
<b>MED Prep</b>	<b>\$50 Lab Fee</b>
	<b>\$123 CNA Certification Test</b>
<b>Wood Shop</b>	<b>\$30 per semester + cost of project supplies</b>
<b>Welding</b>	<b>\$30 per semester + cost of project supplies</b>
<b>Jewelry/Metal Arts</b>	<b>\$15 per semester + cost of project supplies</b>
<b>Agriculture</b>	<b>\$25 per semester + cost of project supplies</b>
<b>Science</b>	<b>\$15 per semester (A/P, Biology 2, Health and Kin. &amp; Chemistry 1&amp;2)</b>

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

**Woodshop policy:**

1. No credit extended
  - a. Students will have 1.5 weeks to find a project and bring materials to the school.
  - b. FJSHS/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. 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.
3. 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 fee waiver through the principal's office.

**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 room.

**Parking**

**Notice to Parents and Student Drivers**

Student parking at Florence Jr/Sr High School is on District RE-2 property. The administration at FJSHS 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, alcohol, 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 Jr/Sr High School must obtain a parking pass from the school and obey all parking rules. The 2019-2020 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, students are not to park in these areas without proper documentation. Parking passes must be placed on rearview mirrors in plain view from the front of the vehicle. Parking permit forms and passes are available from the main office. Students must present a valid driver's license, registration, and insurance to obtain a pass. Lost passes can be repurchased at full parking fee price.

Only seniors with the proper sticker may park in the designated senior parking spots. In all locations, with the correct sticker, parking is available on a first-come, first-served basis.

Cars illegally parked will be ticketed. This includes parking outside of designated spaces, parking in the faculty/visitor lot, parking in a fire lane or parking on the school lot without a "Florence JR/SR High School Parking Pass". **Tickets are assessed a \$10 fine per offense and is payable in the school's Activities Office within 14 days. Upon a third violation, parent notification will occur and student parking privileges will be revoked.**

Students are urged to keep their vehicles locked at all times. The north, south dirt parking lots are for faculty, and staff only.

***In case of an accident***, notify the main office and do not move the vehicles. A police report will follow. Parking violations are subject to loss of parking privileges and/or detention, In-School Suspension or suspension. Students may be ticketed for parking illegally. Do not park in the fire lane!

***Smoking and/or vaping in parked vehicles or loitering/smoking in the parking lot is prohibited.***

**Speed limit on campus is 5 mph.** 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.

### **Bicycles**

There is a bicycle rack located at the front of the school. Students are responsible for providing a lock and securing it to the bike rack.

### **Scooters and Skateboards**

Scooters and Skateboards can be brought into the building, but have to be checked in at the office and are not allowed in classrooms during the school day.

## **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 Jr./Sr. 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 administration to decide the appropriateness of an item in question.

- Dresses, shorts, holes in ripped jeans and skirts must be at finger tip length or longer
- Shoulder straps on shirts must be at least three inches wide and seamed at the sleeves. No loose fitting PE shirts\*\*, halter tops, spaghetti straps, bare mid-drifts, see through, low cut neck lines, spandex, etc. are to be 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. For example, shirts that depict music groups supporting these kinds of behaviors are not acceptable.
- Two small facial piercings 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 or torn above the midthigh are prohibited. Pants are to be worn on hips or higher, and no undergarments are to be seen.
- Hats are not allowed to be worn on school grounds from 7:25 until 3:25 per School Board Policy.
- 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).
- Trench coats or dusters are not allowed.
- 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 workshops.
- Pajama bottoms and slippers are not allowed.
- Any shoes with insertable wheels, must have the wheels 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 parents will wait in the main office until the change into appropriate clothing has been made. The final decision will be made by the building administration in all matters.

Any class time missed will be counted as an Unexcused Absence.

On the second offense, the students will be subject to further discipline procedures and a conference with the parent/guardian 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*).

Subsequent infractions will be subject to action based on the published discipline matrix.

### **Exceptions to the dress code**

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

## **Technology**

### **Cell Phones and Electronic Devices**

It is the objective of Florence Jr./Sr. High School to teach students the appropriate use of cell phones and other electronic devices in a public setting. Cell phone usage privileges will increase as a student moves into higher grades and can show they are responsible with their devices. Cell phone usage (including texting) will be permitted in the commons before and after school. Students in grades 9 - 12 can also use their phones during lunch. Students in

grades 7-8 will not be allowed to use their cell phones during the school day. This includes texting. **If parents need to contact a student, this will need to be done through the main office.** All students will be checked out an iPad for use in classes. Cell phones should not be used. Parents are expected to understand the policies of Florence Jr/Sr High School before allowing their kids to bring any electronic device to Florence Jr/Sr 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 following matrix will be followed:

**Reminder: Starting at 7:25am-3:25pm-NO Cell Phones use for 7<sup>th</sup>-12<sup>th</sup> Grades  
9<sup>th</sup>-12<sup>th</sup> Grades allowed to use at lunch-it is ok for students to have in pockets**

*If a student gets his/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, brings down to the office and student will receive the device at the end of the day
2. **Second Offense:** Teacher confiscates cell phone and turns it into the office. Parent contact will be made and parent will need to pick up the device.
3. **Third Offense:** Teacher confiscates cell phone and turns it into the office. Parent has to come into Florence Jr./Sr. High School to retrieve the device. Parents will be informed that the device will no longer be allowed at school or needs to be turned in everyday
4. **Fourth Offense:** Student will face disciplinary action for insubordination, including but not limited to ATS/suspension.

\*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.

**Cell phone use in Florence Jr/Sr 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, voicemail 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 Jr./Sr. High School will not be responsible for any personal property brought on campus.

\*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.

Furthermore, students may not employ the photographic, video, or audio recording or reproduction of any student or staff person without the prior consent of the student or staff person, or under the supervision of a teacher or administrator. The use of cameras, camera phones, or video recorders is strictly forbidden in private areas such as locker rooms, dressing areas, or restrooms at any time. This applies at all times while on school property or at school events.

## **iPads**

It is the expectation that all students will have their iPad with them each day in every class. These instructional tools are expected to be charged and ready to use for class. Any student who is found to be misusing their iPad in any way (physically damaging or accessing inappropriate content) will be subject to fines and/or disciplinary action. **Florence**

**Jr./Sr. High School expects that all students will bring their iPad to school every day, charged and ready to use.** Grades in some courses may be affected if a child does not have their school provided device.

### **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 in loss of 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 shortage 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.

### **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 in 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.

## **Athletics and Activities**

**The Complete Florence Jr./Sr. High School Athletic/Activities Handbook can be found on the athletics website. Florence Jr./Sr. High School conducts random drug testing for students who are in athletics and activities. The complete drug testing procedure can also be found in the athletics/activities handbook.**

### **Florence Jr./Sr. High School Athletic Goals**

The goal of the FJSHS athletic program is to foster the total growth of the young person participating in an effort to develop:

1. Sportsmanship
2. Teamwork
3. Positive self-concept
4. Good self-control
5. Strong work ethic
6. A sense of fairness.

The district supports a competitive athletic program with competition between school districts within our league. The degree of competitiveness will vary depending on the age/grade level of the students participating.

The focus should be on skills development, understanding the fundamentals of the game, encouragement to play their best and involvement of participants. The philosophy of our athletic program is to build character in students by teaching them good sportsmanship, teamwork, a positive self-concept, good self-control, a strong work ethic, pride in a job well done, and a sense of fairness. It should be our obligation to make that opportunity available to as many students as possible.

The district realizes the importance of winning at any level, but especially at the varsity level. It is important to teach the students how to win and learning how to win cannot be left to varsity level only. However, win/loss records should not be the only factor used to judge the accomplishments of any sports program. Athletes should not be subjected to psychological abuse while participating in their chosen sport. Psychological abuse means a pattern of treatment by their coaching staff which demeans, intimidates, belittles, or harasses a student athlete, and which practices are not acceptable to the Activities Director or his/her designee. Psychological abuse does not include disciplinary and motivational techniques unless those techniques include use of profanity or public humiliation.

**The program will help students achieve their athletic potential by focusing on the following traits:**

**A) A HEALTHY COMPETITIVE ATTITUDE**

A good competitor plays to win. However, he/she understands that the measure and standard for performance is not winning, but in giving the best one has to give. Winning and losing are not critical evaluations of the self, but the outcome of the contest.

**B) GOOD SPORTSMANSHIP**

Sportsmanship includes knowing, playing by and respecting the rules. A result of good sportsmanship is respect for yourself, teammates, coaches, officials, opponents and fair play.

**C) KNOWLEDGE OF FUNDAMENTAL SKILLS AND STRATEGIES**

Athletes need to have knowledge of and performance capabilities in the fundamental skills and strategies in the particular sport in which one competes.

**D.) TEAMWORK**

Athletes need to learn the skills and values necessary for teamwork, including such traits as loyalty, trust, compassion, tolerance, honesty, cooperation, and respect. Development of various interpersonal skills such as listening, expressing one's own opinion, following directions, accepting constructive criticism, and supporting teammates and coaches are necessary. Teamwork allows athletes and coaches to work together to accomplish common goals.

**E) GOOD WORK HABITS**

Athletes need to demonstrate organizational skills, time management and goal setting.

**F) SELF-WORTH, CONFIDENCE AND ESTEEM**

Athletes must be able to accept the challenges that competition demands, and deal effectively with pressure and conflict.

**G) STRONG SENSE OF ONE'S OWN VALUES**

An athlete will be able to think independently and deal effectively with peer pressure. He/she will be able to demonstrate self-discipline, self-control, and effective decision-making, accepting responsibility for the consequences of that decision.

**H) PERSONAL VALUES FOR GOOD HEALTH**

Athletes who value healthy living will understand the relationship between fitness, nutrition and performance. They will demonstrate a respect for one's own body and those of teammates and opponents. They will refrain from substances which compromise health and performance.

**I) SENSE OF VISION AND VALUE OF IMPROVEMENT**

Dreams are important and realistic team and individual goals allow one to value improvement and practice dedication, commitment and responsibility to oneself and others. The athlete will display both physical and emotional/psychological endurance in achieving those goals.

### **Line of Communication**

If an athlete believes he/she is being subjected to psychological abuse, he/she shall report his/her concern to the Activities Director.

The Activities Director may investigate and resolve the matter, or the matter may be referred to the Superintendent or the Board of Education, at the discretion of the Activities Director.

If the matter is resolved by the Activities Director or by the Superintendent in a manner unsatisfactory to the athlete, the athlete may request a review of the matter by the Board of Education. The Board of Education, however, may accept or reject review of the matter at its sole discretion.

The status of the athlete on the team shall not be changed as a result of a report made by the athlete under this philosophy statement. All participants in athletics should be aware of and follow the set procedures for solving problems at the lowest level possible. These lines of communication provide clarification as to where participants can go for relief concerning any problem related to athletics.

Step 1: PLAYER/COACH

Step 2: PARENT

Step 3: ASSISTANT PRINCIPAL/ACTIVITIES DIRECTOR

Step 4: PRINCIPAL

Step 5: SUPERINTENDENT

Step 6: THE BOARD OF EDUCATION

## **General Athletic Training Rules**

### **Required Attendance**

An athlete must be in attendance at all assigned classes, unless excused by the school in advance, to participate in practices or contests.

1. Parents must notify the office by 8:30 a.m. if the student is going to be absent during any part of the day. If the office is not notified, the student will not be able to participate in scheduled practice or activities that day. Students will also be required to attend at least half of the school day unless there is a prearranged reason discussed with the Athletic Director.
2. An absence from a sport, activity, game, contest or practice, will be considered unexcused unless cleared through the office or per the Athletic Director's discretion.

### **Parental Responsibilities**

Nutrition, hydration and rest are as important as skills and conditioning to an athlete's performance. Since each athlete has different nutritional and rest needs, it will be the parent's responsibility to see that the athlete has a balanced diet and gets the proper amount of sleep. If fatigue or poor diet keeps athletes from functioning at peak performance, they may be held out of competition. Each coach will give their athletes times that practices and games will conclude. It is the parent's responsibility to be at the school to pick up the student within 15 minutes of the activity or athletic event. Coaches may remove a player from the team if a parent does not pick up their child at the designated time.

### **Coaches' Policies and Training Rules**

In addition to the general training rules, each coach may include training rules specific to that sport, and/or more strict training rules if they believe it is necessary for the success of their program.

## **General Athletic Activities and Policies**

1. Each athlete is encouraged to participate in as many different sports during each school year as possible. The choice of sports should be left up to the athlete and their parents.
2. Each student must be enrolled at FJSHS and meet age requirements as set by the league.
3. All athletes are expected to ride to and from the out of town games with the team, unless they are riding with their parents and have notified the coach in person and have signed district release form.
4. Athletes are expected to be aware of and follow school bus rules as set by the school district.
5. Equipment and uniforms issued to an athlete, that are lost, stolen, or damaged will be paid for in full by the athlete.

6. An athlete must follow the correct procedures for quitting a sport:
  - a. The athlete must make their reasons known to the coach.
  - b. The athlete must take 24 hours to reconsider their reasons.
  - c. The athlete must return all equipment and clear all financial responsibility with the school within five (5) school days.
7. Athletes found in violation of the drug/alcohol or any other policy will be disciplined as per guidelines in the student handbook and the general athletic training policies. In addition, athletes must follow the training rules laid down by the coach of the sport, including the use of tobacco, alcohol, drugs and behavior while participating in any event.
8. Any athlete who has not turned in uniforms or equipment after the completion of a season may not go out for another sport until the equipment or uniforms are returned or paid for.
9. Cell phones and music devices such as, but not limited to, mp3 players, are not allowed at practice, unless the coach has given prior approval.

### **Athletic Code of Conduct**

In order for the athletic program to contribute to the functions, purposes and philosophy of the district, its primary objectives must relate to the teaching of wholesome attitudes and imposed disciplines. It must teach an appreciation for physical fitness, loyalty, personal sacrifice, dedication and teamwork in conjunction with upholding traditions of excellence and requiring standards of proficiency.

There are physical and mental discipline which must be practiced by the individual, as well as members contributing to a team effort, in order for the potential of the athletic program to be realized.

The conduct and general behavior of the individual is very important with respect to the credit the athlete brings onto themselves, their team, school and community. Any questionable conduct in the community, school and classroom should be avoided without hesitation by the athlete. Conduct or general behavior that brings discredit or embarrassment to the community, school team, or athletic department may result in temporary or permanent suspension from the athletic program.

An athlete must approach competitive athletics from the standpoint of contributing their utmost and playing the best they are capable of. Therefore, the responsibility of keeping their body in the best condition possible should become a top priority. Use of tobacco, alcohol, or drugs will not be tolerated.

Care for the body is closely associated with personal appearance and good grooming. Coaches may require participants to groom their hair and facial growth for purposes of meeting requirements of the sport involved or regulations prohibiting certain styles because of safety factors or hazards of the sport. Specific requirements of each sport will be outlined by the Head coach. Each participant will be expected to adhere to the requirements made of them for the particular activity they are involved with as well as school district, league and state requirements.

### **Expectations/Responsibilities of the Total Team Athlete**

1. While out for a sport, set a good example on the playing field, in the classroom and outside of school. Maintain high academic standards.
2. Be willing to commit 100% to the sport in which you are competing.
3. Show good sportsmanship and respect for teammates, coaches, opponents, officials and parents.
4. Maintain honest communication and cooperation with teammates, coaches and parents.
5. Know that you can communicate with your coaches. If there is a problem, try to work it out with the coach first.
6. Improve fundamentally and emotionally. Work to become better athletes and develop higher self-esteem.
7. Set realistic goals and strive for them.

8. Keep things in perspective and always strive toward a positive attitude.
9. Maintain healthful living and physical conditioning at all times.
10. Learn the fundamentals for the sport and execute the fundamentals to the best of your ability.
11. Follow the rules of the sport and of the district in letter and in spirit.
12. Understand and strive to achieve the goals of the athletic philosophy, enjoying yourself in the process.
13. Take responsibility for your own behavior.
14. Keep winning and losing in perspective.
15. Substituting is one way of providing opportunities for more students to participate in the game activity.
16. Always remember that it is a privilege to represent the Platte Valley School and community.

### **Coaches**

1. Teach the skills, fundamentals and rules of the sport.
2. Set goals for yourself; facilitate goals for the team and for individuals. Discuss and evaluate these goals. Clearly communicate the goals to athletes and parents.
3. Provide the safest environment possible for athletes.
4. Keep an open mind at the beginning of the season and not judge athletes until they prove themselves.
5. Stay informed about the latest coaching techniques and new developments in the sport you are coaching.
6. Support the athletes and work to motivate athletes to improve. Inspire in the athlete a love for the game and the desire to compete fairly.
7. Set an example you wish your athletes to follow. Practice what you preach, demonstrate integrity, and show good sportsmanship at all times.
8. Dress in a professional and appropriate nature as set by administration policy.
9. Communicate with your athletes at all times. Set season policies for your sport and be willing to give explanations.
10. Be able to work well with and understand student athletes. Always remember your efforts as a coach should be for the athletes.
11. Help each participating student to achieve a high level of skill and appreciation for the values of discipline and sportsmanship and an increased level of self-esteem.
12. Provide the opportunity for participation. At all levels there are times when the score is such that substituting from the bench seems a reasonable opportunity to allow increased participation, and thereby increased participation, and thereby increased enthusiasm within the team, parents and fans. It is not the intent to tell coaches when to substitute. The district realizes that the coaches work with the athletes daily and take many factors into account in making a decision and that spectators are not aware of many of those factors considered.
13. In grades 7 and 8, focus on skills development, understanding the fundamentals of the game, and encouragement to play his/her best with a maximum involvement of participants.
14. Show support of other programs and extracurricular activities.
15. Know and enforce the rules of the district, league, state federation and sport.
16. Strive to instill positive work habits and healthful living in athletes.
17. Promote the sport and athletic program through sound public relations in working with the media.
18. Treat all parties with dignity and respect including players, officials, opponents, parents, spectators, etc.
19. Supervise your activity until it is over and the students safely leave school property.
20. Be responsible for the care of equipment and the security of the facility.
21. Perform all required duties at the end of your season (uniform check in, awards banquet, inventory equipment, etc.)

22. Foster an environment of open communication and support between yourself, athletes, parents, administration and faculty.
23. Respect a student's decision as to their participation in the athletic program.

### **Parents**

1. Provide positive encouragement for athletes through verbal communication and attendance including parent meetings and events.
2. Focus on the team concept. Realize that it is not just your son or daughter, but a team.
3. Encourage athletes to improve, but not pressure too much. Realize the ability of the athletes and their limits. Realize they are not you.
4. Respect a coach's decision and avoid talking negatively about the coaches. Instead encourage your son/daughter to keep working hard.
5. Act as role models by keeping a positive attitude. Demonstrate sportsmanship at athletic events to all those involved, whether players, opponents, coaches, or officials.
6. Encourage the athletes to look at the team effort and/or goals reached in a contest, not just the win/loss record.
7. Encourage athletes to constantly work hard and to stay out for that sport for the duration of the season.
8. Know, understand and support the goals of the athletic programs.
9. Encourage and support your son or daughter to resolve their own problems.
10. Be aware of the lines of communication and try to resolve any problem at the lowest level possible:
  - a. Coach
  - b. Athletic Director
  - c. Principal
  - d. Superintendent
  - e. School Board
11. Understand your role as parents, and keep things in perspective.
12. Attend pre-season meetings held by coaches in order to understand the goals of the coach and the sport program.
13. Recognize the coach as head of the team, respect him/her accordingly, and avoid trying to coach your own child.

### **Administrators**

1. Know and enforce the rules of the district, league and state federations, and the sport. Ensure that the district's athletic philosophy is supported in spirit and in face.
2. Support on an equal basis all athletes and coaches involved in the athletic program.
3. Help educate parents and community members towards understanding the district's athletic philosophy.
4. Organize and facilitate the district's athletic program.
5. Manage the athletic budget, facilities and equipment.
6. Promote and enforce positive lines of communication, ensuring a process that handles problems efficiently, effectively and fairly.
7. Provide job descriptions, evaluation procedures and annual in-service programs for coaches.
8. Establish guidelines and standards for employing and evaluating coaches and recommend only qualified coaches.

### **Faculty**

1. Help students set attainable academic goals that treat the athlete and non-athlete on an equal basis.
2. Be a positive influence by encouraging students to participate so physical fitness and healthful living become lifelong goals.



3. Show support of extra-curricular activities in order to establish student-teacher relationships outside of the regular classroom.
4. Use the classroom as another setting to promote to students the traits of teamwork, cooperation, loyalty, dedication, positive work habits and self-esteem.
5. Be supportive of coaches in their endeavors to help students learn self-discipline, sacrifice for the good of self and/or the team achievement of goals and respect for others.
6. Encourage the students to be reliable by maintaining good attendance in the classroom and in the athletic arena.
7. Encourage the student to give his/her best in all settings, whether in the classroom, on the athletic field or in any other school activity.
8. Help maintain a two-way communication with the coach in an endeavor to head off possible problems involving the student athlete.

### **Eligibility**

**Students must meet eligibility requirements to participate in many activities at Florence Jr./Sr. High School, including athletics and school sponsored clubs.** Those requirements may include, but are not limited to, a student's academic performance and grades, attendance and tardies, and behavior. Grades will be monitored each week during each season through the end of the final grading period. The athletic director will notify coaches of any ineligible student. Any athlete failing one or more classes at the weekly period will be ineligible for the next week. (Monday-Saturday) Athletes become eligible by passing all classes for the next weekly period. Ineligible athletes may not travel to away games with teams. They may practice. They may attend home games, but not dress/sit on bench with team during games.

Dances, field trips and other extracurricular activities may fall under separate eligibility requirements as determined by coaches and/or sponsors. Students will be notified in a timely manner prior to each event as to the requirements that must be met in order to participate.

### **Student Athletes from Online or Homeschool**

FJSHS encourages all students who are participating in sports from online or homeschools to take part in on campus electives. If interested, please contact the counseling department.

### **Dances**

Students are expected to conduct themselves at games, assemblies, and dances in conjunction with school rules. Students who do not follow established guidelines will be asked to leave without refund and/or parents will be notified. Participation at a school activity is a privilege not a right. Students whose behavior does not warrant the privileges of participation may be removed from the activity for a period of time as determined by the coach or sponsor and the building administrator. Persistent and flagrant instances of undesirable behavior or disregard of school and team rules will result in dismissal from activities.

**High school dances are for students in 9th-12th grades only. Middle school dances will be for 7th-8th grade students only.**

### **Homecoming/Prom**

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 high school school dances whom are less than ninth grade or over 19 years of age. The Florence Jr/Sr 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 readmitted.**

## **Fundraisers**

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.

## **Campus Events**

Florence Jr./Sr. High School reserves full authority over the scheduling and conduct of all on-campus events and activities. Only those events and activities that are approved by the Administration as per its scheduling procedures and event policies may take place on campus. Any event or activity that does not have Administrative approval is prohibited from taking place on campus. Any event that violates scheduling procedures or event policies will be discontinued pending Administrative review and individual violators subject to possible school disciplinary and/or legal action. To schedule events, please fill out an facilities use request through the Athletic Director.

## **Athletic Passes**

Season home athletic passes can be purchased at Florence Jr./Sr. High School for:

Adult Individual	\$40.00
Youth	\$30.00
Family (Immediate)	\$100.00

Students who pay their activity fee of \$30.00 will get free admittance to all home athletic events.

## **Transportation**

School buses are operated on a regular schedule and new students may get information concerning schedules from the Transportation Office at 719-784-2542. 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 a student to lose their transportation privileges. **Riding in a district vehicle is a privilege and not a right.** After returning from away events, buses will stop in Penrose and/or Florence at points determined by the transportation director. Please contact the Athletic Director for more information about the activities bus.

# **Student Discipline Policy**

## **Rationale**

A priority at FJSHS is to create and maintain a school environment that is highly conducive to learning and is safe for all students. One important aspect of this is a discipline code that is clear and understood by all students and parents. Students are expected to exhibit good citizenship at all times. It is expected that students will respect people and property and participate in processes which enhance the educational environment.

All policy statements enumerated herein apply to student conduct in school, school sponsored activity, on school buses, or when under the supervision of any staff member. Students shall also be subject to disciplinary consequences, including but not limited to suspension and expulsion, when they engage in conduct off of school property which meets the requirements of state law and/or district policy.

This handbook does not reflect any new changes in discipline law as outlined in the recently passed legislation. This handbook attempts to define violations and punishments for a wide variety of offenses. It is not possible to define every offense which may occur, and no attempt to do so is herein implied. In the handling of discipline, administrative discretion is always possible, **AND CONSEQUENCES BETWEEN SUSPENSION/EXPULSION MAY BE IMPOSED WHERE APPROPRIATE, NOTWITHSTANDING ANY PROVISION HEREIN CALLING FOR PARTICULAR DISCIPLINARY CONSEQUENCES FOR A FIRST, SECOND, OR THIRD OFFENSE.**

Students should be aware that expulsion could lead to grade level retention. The school may involve law enforcement agencies in the investigation of any serious violations.

## **Expectations**

As students prepare themselves for the responsibilities and expectations that are part of the mature, adult life, appropriate and ethical behavior needs to be developed. While the staff and administration recognize that all cultures have unique ethical principles, 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 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.

## **Danger to Self or Others**

Any student who is a danger to themselves or others will be removed from school for their 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.

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 included information, the administration or the school board will make decisions based on the individual situation.

## **Material and Substantial Disruption**

Offenses that will be considered as a material and substantial disruption are offenses that warrant more than a one (1) day suspension from school.

## **Discipline Contracts**

After a second suspension for a material and substantial disruption, the student may be placed on a remedial discipline contract. This contract may be established during a conference with the student, parents, administration and any members of the staff that might be required to attend. The purpose of the plan will be to establish goals, objectives, and time lines to modify the student's disruptive behavior. The plan may also include consequences in the event the student continues to exhibit material and substantial disruptive behavior. The student will be declared "habitually disruptive" after the third suspension for a material and substantial disruption. If the student has been suspended three times for material and substantial disruptions, expulsion proceedings will be implemented.

## **Expulsion**

In accordance with Colorado state law, any student found in violation of the following may be immediately expelled from Fremont RE-2 schools for a period of up to 12 calendar months:

1. Student who has violated Strike 3 on his or her Habitually Disruptive Plan.
2. Behavior on or off school property that is detrimental to the welfare or safety of other pupils or of school personnel, including behavior that creates a threat of physical harm to the child or other children.
3. Use or possession of a deadly weapon as defined by state law without the authorization of the school or the school district. This includes:
  - a. a firearm, loaded or unloaded
  - b. a firearm facsimile that could reasonably be mistaken for an actual firearm.
  - c. Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
  - d. A fixed blade knife with a blade that exceeds three inches
  - e. A spring-loaded knife or pocket knife with a blade exceeding three and one half inches in length

- f. Any object, device, instrument, or any type of material intended to intimidate or harm another person such as a slingshot, brass knuckles, martial arts weapon or stun gun.
- 4. Use, possession, or sale of a drug or controlled substance as defined in section 12-22-303, C.R.S.
- 5. Commission of an act which if committed by an adult would be robbery as defined in part 3 of article 4 of title 18, C.R.S. 4) Commission of an act which if committed by an adult would be assault as defined in part 2 of article 3 of title 18, C.R.S.
- 6. Repeated interference with the school's ability to provide educational opportunities to other students.
- 7. Making a false accusation of criminal activity against an employee of an educational entity.

This list is meant to be a guide, it is not meant to be all encompassing. If you have any questions or need further clarification please make an appointment to speak with the building principal.

## **PROGRESSIVE DISCIPLINARY MATRIX**

### **Category One Offenses**

These offenses are usually minor in nature and usually involve a violation of a handbook rule or procedure. These violations are handled with the "folder pull" system at the classroom level for 7th and 8th graders or an online form for 9th through 12th graders. For example: running in hallways, unnecessary physical contact, undirected profanity, violating lunchroom rules, failure to follow instructions, tardies, classroom disruption, cheating/ plagiarism, etc.

#### **Consequences**

Enforcing consequences for category one offenses are considered the domain of individual teachers or grade level teams. The range of consequences may include verbal warning, teacher / student conference, detention, parental contact, loss of privileges, assigned seating, or intervention. Hallway refocus and other options may also be used.

**Repeated category one infractions will result in a written category two referral.**

### **Category Two Offenses**

These offenses are usually more serious in nature than category one offenses and usually involve danger to another student or willful disregard for rules or policy. Continued and excessive category one offenses will escalate to a category two referral. For example: throwing objects, verbal assaults, disruptive behavior, uncooperative behavior, leaving school without permission, directed profanity, defiance, inappropriate displays of affection, major cheating, etc.

#### **Consequences**

Category two offenses will be referred to the principal (and will remain in the office until the end of the period), and the student will be disciplined by being assigned community service and/or one to three days of detention for the first offense. A second offense will result in further detentions or in school suspension depending on the severity of the offense. A third offense will result in three to five days of detention and/or one day of in-school suspension and may result in a Behavior Intervention Plan and/or a category three referral.

### **Category Three Offenses**

These offenses represent severe misconduct and extreme disregard for other students, staff, and school in general or excessive category two offenses. For example: inciting, provoking, harassing or threatening others to the extent their well-being is threatened, major disruptive behavior, physical fighting with bodily harm intended, truancy, blatant disrespect, minor theft, and damaging or defacing school property, etc.

#### **Consequences**

Category three offenses will result in the student being sent directly to administration. The first offense will result in one to three days of in-school suspension. Additional offenses will result in three to five days in-school suspension or out of school suspension, depending on the frequency and severity of the offense. If damage to school property is involved, the student may be held financially responsible for repair or replacement cost. Parents will be notified of all category three offenses. Any category three offense may count toward the implementation or enforcement of an Educational/Behavior plan, Habitually Disruptive status, and/or a category four referral.

### **Category Four Offenses**

These offenses represent the most severe and deliberate acts of willful misconduct. These violations could result in extreme danger for students, staff, or the school as a whole. For example: habitually disruptive behavior, possession, use or distribution of tobacco, alcohol or drugs, associating with or advocating gang activity, assault (as defined by law), robbery (as defined by law), major theft, extortion, willful, deliberate or malicious destruction of school property, possession of a deadly weapon or incendiary device including: fireworks, pellet/BB guns, facsimile guns, pepper spray, knives, etc. **Consequences**

Category four offenses will result in the student being sent immediately to the administration where the student will be assigned one to five days out of school suspension. All category four offenses will count as a step toward implementation or enforcement of a Habitually Disruptive Plan. Due to state law, further action, including expulsion and law enforcement notification, may be taken. It may be requested a parent enroll in an effective parenting program (at parents expense), in combination with the development of an educational / behavior plan for the student.

### **Habitually Disruptive**

**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 behavior 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 behavior plan will result in:

1. Parental notification of Strike 1 on Behavior Plan and a 3 day out of school suspension.
  2. Parental notification of Strike 2 on Behavior Plan and 5 days out of school suspension. At this point a final meeting will be held between the school, student and parent/guardian.
  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, he or she will be in violation of Strike 1 at that time.**

### **Behavior Intervention Plan**

When a student has excessive or severe discipline issues; the staff, administration, and parents will develop a Behavior Intervention Plan through the school MTSS Team.

In an effort to support students who have shown a propensity for inappropriate behavior, a Behavior Intervention Plan may be developed through the school MTSS Team. The plan would be used in an effort to promote positive choices by students and avoid further consequences of the FJSHS discipline code. Students may progress onto a Habitually Disruptive Plan at any time in the intervention process.

### **Drug, Alcohol and Tobacco**

#### **Drugs/Alcohol**

Knowingly possessing, using, being under the influence of, and/or giving indication of use of any narcotic drugs, hallucinogenic drug, (Includes use, as an inhalant, of any product either brought to school or provided by the school) amphetamine, barbiturate, marijuana, or alcohol of any kind, on school grounds, at any school sponsored or sanctioned event at home or away from the school, and on the way to or from such event is forbidden. Engaging in the unlawful selling or distribution of narcotics or alcohol will be punishable with expulsion. Use of a drug authorized by a medical prescription from a registered physician shall not be a violation of this policy.

#### **VIOLATION OF THIS POLICY IS PUNISHABLE AS FOLLOWS FIRST OFFENSE:**

If a student provides the school officials with the name of the drug or alcohol supplier the punishment will be a five (5) day minimum suspension by building administrator with an additional ten (10) days suspension by the superintendent

possible and contact with the Youth and Family Connections. Length of the suspension beyond the five (5) days minimum will be determined by when the student has completed the intake process at the Youth and Family Connections or presents a written statement from the center that states counseling sessions are not necessary for the particular student. All costs for evaluation and treatment at Youth and Family Connections will be borne by the parent/guardian. Violators may be reported to local law enforcement authorities.

If the student does not follow through with counseling sessions recommended after the intake interview the student will be recommended for expulsion.

If the student refuses to provide the name of the drug or alcohol supplier the student will be expelled. Depending on the severity of the violation, expulsion may be imposed on the first offense. The degree of severity of this offense takes into consideration the following:

1. Whether the drugs or alcohol was used on school grounds.
2. Whether drugs or alcohol was used, or the effects noticed, within the school day.
3. Behavior that resulted from use of drugs or alcohol.
4. Whether the drugs or alcohol were distributed/sold to others.

The school contracts with a private company that provides the use of dogs to inspect the property for illegal substances.

### **Tobacco**

Possession, and/or use of tobacco in any form is forbidden at school, on school grounds, at any school sponsored event, or while an occupant in any school operated vehicle. For the purpose of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarettes, and any other smoking products, (such as vapor pipes or hookahs), spit tobacco (also known as smokeless, dip, chew, and snuff, in any form), or any mint, herbal chew or other tobacco "look-alike" products. A person who warns smokers or chewers of supervisors approaching (acting as look-out) will be treated as a tobacco user. Their judgement of the administration in such cases will be used in determining whether there is reason to believe the student is aiding others as a "lookout". Any activity of the type will result in involvement of law enforcement and possible expulsion.

### **VIOLATIONS OF THIS POLICY ARE PUNISHABLE AS FOLLOWS:**

FIRST OFFENSE: 3 day suspension

SECOND OFFENSE: 5 day suspension

THIRD OFFENSE: Expulsion for one quarter minimum based on "continued willful disobedience or open and persistent defiance of proper authority".

## **Bully Prevention and Education Policy**

BOE Policy: JICDE

Bullying Prevention and Education The Board of Education supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation (which includes transgender), national origin, religion, ancestry or the need for special education services, whether such characteristic(s) is actual or perceived.

Bullying is prohibited on district property, at district or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

A student who engages in any act of bullying and/or a student who takes any retaliatory action against a student who reports in good faith an incident of bullying, is subject to appropriate disciplinary action including but not limited to suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment shall be subject to investigation and discipline under related Board policies and procedures. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment.

The superintendent shall develop a comprehensive program to address bullying at all school levels. The program shall be aimed toward accomplishing the following goals:

1. To send a clear message to students, staff, parents and community members that bullying and retaliation against a student who reports bullying will not be tolerated.
2. To train staff and students in taking proactive steps to prevent bullying from occurring.
3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
4. To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
5. To foster a productive partnership with parents and community members in order to help maintain a bully-free environment.
6. To support victims of bullying by means of individual and peer counseling.
7. To help develop peer support networks, social skills and confidence for all students.
8. To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

The district's comprehensive program to address bullying shall incorporate provisions for adequate due processes and safeguards for students accused of bullying behaviors, in accordance with applicable law and Board policy.

## **Students Rights and Explanations**

### **Suspension**

In accordance with Colorado state law (22-33-105) and Fremont RE-2 School Board Policy, the administration has been given the right to suspend. A suspension is a temporary removal from school for disciplinary reasons. Suspensions are considered an unexcused absence and will affect a student's grade according to the attendance policy. A suspension will eliminate the student from participation in all extra-curricular activities for the period of the suspension. A one day suspension is assumed to be 24 hours, two days, 48 hours, etc. This applies to both in school and out of school suspensions. Example: A student receiving a one day suspension at noon on one day suspension at noon on one day will regain his/her eligibility at noon the next school day. Students who have been suspended may not be present on District property for any reason, nor may students attend school sponsored programs or extracurricular activities held outside the District, during the entire period of the suspension.

### **Alternative to Suspension**

Alternative to suspension is the removal of a student from the general population of school by placing him/her in an isolated environment (ATS) with the consent of his/her parent. Students will attend a required amount of time assigned in an alternative to suspension class. ATS will be administered for disruptions which warrant attention but are not serious enough to require suspension or expulsion. ATS will not affect the student's eligibility to participate in any extracurricular activities. Any work completed by the student during the period of ATS shall receive full or partial credit equal to the amount extended to other students who have been suspended.

### **Why Suspend or Alternative to Suspension**

The logic of suspension and ATS is sometimes misunderstood. The school suspends students as a warning that their conduct, if continued, may cause a disruption of their education permanently. The school relies on parental support in

such matters in order to make the student view the punishment as viable. The school cannot take away dates, cars, T.V.s, stereo, etc.,we can only enlist parental support in such matters.

## **Attendance Procedures**

### **Philosophy**

Florence Jr/Sr High School has set high and attainable goals for all students.. One criteria of a student's success in school is regular and punctual attendance.

Frequent absences may lead to poor academic work, lack of social development, and academic failure. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence. According to state law, it is the parents' obligation to ensure that every child under their care and supervision receives adequate education and training pursuant to compulsory school attendance (CRS 22-33-104). Each year the School Board establishes the school attendance period by adopting a school calendar.

**According to state law, it is the obligation of parents to insure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school.**

Absences are reported in the district's student information system and frequent absences, whether excuses or unexcused may result in a referral to the District Truancy Officer, the Fremont County Truancy Review Board and/or a petition filed with the district court.

### **Pre-arranged Absences**

Pre-arranged absences must be approved by the Principal or Assistant Principal

It is helpful to teachers, administrators and students if known absences longer than (2) days are pre-arranged 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 students prior to the absence. Students who have exceeded 8 excused absences or are failing one or more classes will not receive a pre-arranged absence.

Pre-arranged absences will not be administered the final two weeks of each semester. If a student is gone during that time he or she will be required to produce a doctor's note or note from the court to make up any work missed during that time.

### **Excused Absences**

According to Colorado State Law, the following criteria must be met in order for an 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 a 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 accompanied either by a note or phone call to the attendance secretary.

### **Unexcused Absences**

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 nothaving) notes to meet with counselors, nurses or social workers.



- 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.

## **Tardiness**

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that school or class begins. Because of the disruptive nature of tardiness and its detrimental effect upon learning, students and parents may be contacted by the School Counselor, Assistant Principal, and/or the Principal for excessive tardies.

### **School-Wide Tardy Policy**

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 (5) 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 tardiness unless it is habitual and part of the natural consequence plan set up between student and teacher.

## **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 above.

- Missing any part of 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.

Four (4) unexcused absences within a month or ten (10) unexcused absences in an academic year result in a habitual truancy and may constitute a referral to the District Truancy Officer, the Fremont County Truancy Review Board and/or a petition filed with the district court.

## **Attendance Procedures**

1. After the third excused absence and/or the first unexcused absence during a quarter, the parent/guardian will be informed by a letter that the absences have occurred.
2. After a student has reached 5 excused absences or the second unexcused absence, a parent/guardian conference will be held. The only absences that will be excused for the rest of the quarter are:
  - a. Verifiable emergency.
  - b. A medical problem with a doctor's documentation.
3. If an unexcused absence occurs after the sixth excused absence and /or second unexcused absence, the following procedures will take place.
  - a. A conference will be held with the principal, counselor, parents/guardians and the student. In this meeting the following will occur:
    - i. The student will sign an attendance contract.
    - ii. The student will be placed on probation for the remainder of the quarter.
    - iii. Receive zeroes for uncompleted work during the unexcused absences.

### **Attendance Contract Conditions**

The student will not have another unexcused absence.

The student will complete all required class work.

The student will not have a discipline referral from any teacher or staff member.

If a second unexcused absence occurs after the 5 day limit has been met or if a student violates the probation conditions, the following will take place:

1. Attendance and participation at all extra-curricular activities will be denied.
2. Exclusion from field trips during the day unless they are directly related to an academic assignment.
3. All absences not excused in reference to the probation contract will result in a 2% reduction in the student's grade for each class missed.

### **Parental Responsibility**

Parents have a responsibility to notify the school when the child is absent from school. The school may be notified as follows:

1. By telephone:
  - a. On the day of the absence
  - b. On the day the student returns to school
2. A signed and dated note to the school on the day the student returns to school.

### **Student Responsibility**

The students are responsible to be familiar with the school's make-up policies.

1. All assignments that are announced ahead of time are due the day the student returns to school.
2. Students must make-up assignments and tests within 48 hours of an excused absence (24 hours if the absence is unexcused) unless the assignments are due on a later date. If the assignments are not completed on time, the student will receive a "zero" for such assignments.
3. Extended absences will be reviewed on an individual basis.
4. Students who receive an incomplete at the end of any grading period will have one (1) week to make up the work. Any incompletes which are not cleared in that length of time may convert to an F.

### **Teacher Responsibility**

1. To inform students of assignments and/or tests
2. To inform students of the make-up policy

### **Make-up Work**

Make-up for excused absences can be completed for full credit. There will one day allowed for make-up work for each day of absence. It is the 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 trancies 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.

### **STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES (APPEALS PROCEDURE):**

It is in the interest of the district that procedures for settling differences provide for prompt and equitable resolution at the lowest possible administrative level and that all students be assured an opportunity for orderly presentation and review of grievances without fear of reprisal.

For both the Informal Procedure and the Formal Procedure concerns, complaints for grievances must be addressed with the appropriate person as follows:

1. CONDUCT OF A STAFF MEMBER:

ADDRESS WITH: Staff member of concern and building Principal

2. DEPARTMENTAL PROCEDURE:

ADDRESS WITH: Department Head

3. BUILDING PROCEDURES:

ADDRESS WITH: Building Principal

4. BOARD POLICIES AND REGULATIONS:

ADDRESS WITH: Building Principal

5. CURRICULAR PROGRAMS:

ADDRESS WITH: Department head or building Principal

6. CIVIL RIGHTS:

ADDRESS WITH: Building Principal

7. ALL OTHER CONCERNS/COMPLAINTS:

ADDRESS WITH: Building Principal

### **INFORMAL PROCEDURE**

It is recommended that the student meets with the appropriate persons above in an informal situation in an attempt to find a solution to the concern. Should this fail, the party or parties have the option to appeal the decision to the next administrative level on an informal basis. All parties should be present at this meeting.

This procedure may continue to the level of the Superintendent. If satisfactory resolution is not achieved through this informal procedure, the following formal procedure is available to the student.

### **FORMAL PROCEDURE:**

Concerns, complaints or grievances must be filed in writing, dated and signed by the complainant/grievant.

## **Open Record Policy**

### **OPEN RECORDS POLICY STATEMENT**

All parents and guardians of pupils who have attended, who are attending, or who will be attending school in Fremont RE-2 Schools, shall have the opportunity to view the school records for their children, if they so desire.

When a student reaches the age of eighteen (18), he/she will be provided the same opportunity to view the records as that provided to parents and guardians.

Person or persons of interest shall be defined as the pupil, to whom the record pertains, or his or her parents or guardians. No other individuals shall have the right to view the school records without written consent of the person or persons of interest except the following:

1. School officials, including teachers within the educational institution or local educational agency who have legitimate educational interests.
2. Officials of other schools or school systems in which the student intends to enroll, upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record.
3. Authorized representatives of the Comptroller General of the United States, the Secretary, and administrative head of the Federal education agency, or State educational authorities.
4. Personnel evaluating records in connection with a student's application for, or receipt of financial aid.
5. Person or persons of interest shall be provided with an opportunity for a hearing to challenge the content or accuracy of the record of a pupil, according to the procedures of this policy.

Where access to student records is granted by the school district pursuant to subpoena or court order, the person or persons of interest must be notified in advance of compliance by the school with subpoena or court order.

Further clarification of this statement is to be found at the RE-2 Administration Office. Policies are open for review during normal office hours, generally Monday through Friday, 8:00 a.m. to 3:25 p.m.

Those qualified persons requesting to view student records may be required to give advance notice of 72 hours to school officials before records are released.

#### **FERPA information**

##### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are 'eligible students.'

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in student handbook, or newspaper article) is left to the discretion of each school.

##### **School Board Policy**

**File: JICJ**

##### **Student Use of Electronic Communication Devices**

The Board of Education recognizes that electronic communication devices can play a vital communication role during emergency situations. However, ordinary use of electronic communication devices in school situations disrupts and interferes with the educational process and is not acceptable. For purposes of this policy, "electronic communication devices" include cell phones, beepers, pagers, walkie talkies, and any other telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

Students may carry electronic communication devices. These devices must be turned off inside school buildings, on school buses, at school-sponsored activities and on field trips, unless they are used for instructional purposes, as determined by staff. In these locations, electronic communication devices may be used during emergencies. For purposes of this policy, "emergency" shall mean an actual or imminent threat to public health or safety, which may result in loss of life, injury or property damage.

Electronic communication devices with cameras are prohibited in locker rooms, bathrooms, or other locations where such operation may violate the privacy rights of another person.

It is the student's responsibility to ensure that the device is turned off and out of sight during unauthorized times. Violation of this policy and/or use that violates any other district policy shall result in disciplinary measures and confiscation of the electronic communication device. Confiscated devices shall be returned to the student only after a conference with the parent/guardian, student and school personnel. The building principal or designee may also refer the matter to law enforcement, as appropriate.

The district shall not be responsible for loss, theft or destruction of electronic communication devices brought onto school property.

**Florence Jr./Sr. High School**  
**Handbook**  
**Acknowledgement Sheet**

**I have read the Parent/Student Handbook with my student and agree to abide by the guidelines set forth within this document.**

I understand that this document has been approved by the Fremont RE-2 Superintendent and School Board. I also understand that through the transition, administration may see fit to adjust the handbook as needed. All adjustments or changes will be communicated with parents and sent home.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please tear this page from the handbook and return with your student to school as soon as possible.**