

# **FREDERICK HIGH SCHOOL STUDENT AND PARENT HANDBOOK** **2016-2017**

## **Mission Statement and Philosophy**

“The Frederick High School community creates and embodies a spirit of integrity, collaboration and acceptance. Our relationships foster a commitment to high expectations, rigor and achievement in all pursuits. Building on a foundation of trust, honor and compassion, we learn, lead and succeed.”

Student success and well being are the highest priorities at Frederick High School, and it is our commitment to ensure that all students maximize their potential and achieve at their highest levels. This handbook describes important policies, procedures and guidelines that support and facilitate student success. With students, staff, and parents working together as an interdependent team, we know that we will be successful. Please do not hesitate to contact our Administrative Team with questions and concerns:

Brian Young, Principal  
Doug Jackson, Assistant Principal  
Ernie Derrera, Assistant Principal / Athletic Director  
Kate Ault, Dean of Students

All policies and procedures at Frederick High are consistent and in accordance with [St. Vrain Valley School District Board Policy](#) and the [St. Vrain Valley Schools Code of Conduct](#).

## **Attendance: Laws, Policies, and Procedures**

### **Attendance at Frederick High School**

Regular and punctual attendance is of prime importance to the educational process and vital to student success. Frederick High students are expected to enroll at the beginning of the school year, to attend daily, and to be prompt in arriving to school and to each class ready and prepared to learn. The staff at Frederick High is committed to facilitating an effective partnership with parents to ensure regular student attendance; specific policies and procedures are outlined below.

### **Procedure to be followed for Student Absences**

Parents/guardians should contact the Frederick High School main office the day of an absence between 7:00 and 8:30 a.m. by calling **303-833-3533**. A message can also be left with the voicemail box for the attendance/main office line at 303-833-3533. Parents/guardians who have a student absent from CDC, the Career Development Center, should call CDC directly to report the absence at **303-772-3333**. Information such as student's name, grade level, reason for absence, and expected number of days of absence should be given. If parents or guardians have not called Frederick High School to excuse an absence, an automated phone calling system will notify parents of their child's absences. Attendance information is also available via Infinite Campus (please contact school for details). Phone calls will be made daily as soon as the daily attendance is compiled. If parents have not contacted the school by telephone, absences may be

excused by written notice from parents or guardians to Frederick High School's attendance office upon student's return. These notices should include information such as student's name, dates and days of absences, and reason for absences.

### **Excusing Absences**

Absences must be excused within 48 hours after the student returns to school. The building principal or designee will grant excused absences with sustained reason. The following will be considered:

1. A student who is temporary ill or injured or whose absence is approved by the principal on a prearranged basis. Prearranged shall be approved for appointments or circumstances, which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.

### **The following may be considered excused at the discretion of the principal:**

1. Serious illness or death in the family.
2. Family emergencies or hardship.
3. Family vacations. (While discouraged, such excuses should be prearranged with the school administration. If a student has poor attendance or poor academic performance, a principal may deny an excused absence for vacation purposes.)
4. Religious observances when requested by parent or guardian.
5. Absence required by a legal body or social agency (court, juvenile authorities, public health department or police).

### **The following are typically not excused:**

1. Missing a class due to lack of being prepared for an assessment or activity.
  2. Missing a class to prepare or do work for another.
  3. Missing class while the student is confirmed to be present in the building.
  4. Missing a class due to car trouble or oversleeping
- The district may require suitable proof regarding the above, including written statements from medical sources.
  - An unexcused absence is defined as an absence that is not covered by one of the above reasons. Students who are suspended or expelled shall be considered unexcused. Each unexcused absence shall be entered on the student's record. The parents or guardians of students receiving unexcused absences shall be notified orally or in writing by the district, district designee, or building.
  - In accordance with law, the district may impose academic penalties which relate directly to classes missed while unexcused. The school administration shall develop regulations to implement appropriate penalties. Students and parents or guardians may appeal to the area assistant superintendent for instruction or designee for exceptions to this policy or the accompanying regulations provided that no exceptions shall be sustained if the student fails to

abide by all requirements imposed by the area assistant superintendent for instruction or designee as conditions for granting any such exception.

### **Community Advocate**

A community advocate will work with students and families proactively in an effort to facilitate consistent attendance. The advocate will offer support, resources, and when possible, incentive programs to improve the attendance of FHS students.

### **Attendance Officer**

The Board shall appoint an attendance officer to enforce St. Vrain's policy in identifying reasons for and causes of nonattendance and excessive absences. The provisions of this policy shall be applicable to all students in the district, including those above and below the age for compulsory attendance as required by law. *When unexcused absences become excessive, court proceedings may be initiated, requiring students and parents to appear in county court for violation of truancy law.*

### **Student Absences and Excuses (Secondary Schools) St. Vrain Valley School District Policy JH-R**

It is the district's intent to encourage all students to have good attendance and to participate in school. When positive approaches are unsuccessful, at times it may become necessary as a last resort to impose negative consequences, which paradoxically may remove students from the classroom or school. The following regulations will apply:

#### **Excessive unexcused absences**

1. **Students under the age of 17** must fulfill the requirements of the compulsory attendance law. **The minimum number of unexcused absences a student may incur before judicial proceedings may be initiated to enforce compulsory attendance is four (4) days in a month or ten (10) day by statute during any school year.** Because students under age 17 must fulfill compulsory attendance, they will remain in the class regardless of the number of unexcused absences.
2. **For students age 17 or older**, nine unexcused absences in a class within an 18-week period (semester) and/or six unexcused absences within a nine-week period (quarter) may result in loss of credit. Students 17 years of age or older may be removed from a class if their cumulative average of class work results in a failing grade.
3. The total time missed for each suspension period will be counted as one unexcused absence for purposes of grade reduction and/or loss of credit. For purposes of make-up work, each day of the suspension will be considered an unexcused absence. However, in extenuating circumstances, students who have been suspended may have the option of making up their work at the discretion of the principal or designee.
4. At all schools, reasonable efforts will be made by the principal or designee to contact students and parents after unexcused absences to inform them of the

- penalties that may occur with further unexcused absences. The principal or designee will keep a record of contacts made or attempted. The principal or designee must notify parents of any grade reduction and/or loss of credit.
5. All students are expected to make up schoolwork because of absenteeism.
    - a. Students with excused absences will be granted a reasonable amount of time to complete make-up work; generally two days for each day absent.
    - b. Time allowed for make-up work may not extend beyond the end of the grading period except by special permission of the principal or designee.
    - c. Students with prearranged absences must make arrangements prior to the absences for completing make-up work.
    - d. Students with unexcused absences may receive half-credit for all class work missed and will be held responsible for knowledge of class work covered during their absences.
  6. Parents may request a conference with the building administration to discuss a decision related to the attendance policy and these regulations. The conference must be requested within one week of notification.

### **Notification of excessive excused and unexcused absences to Parents/Guardians**

#### **Excused absences**

- After 6 excused absences-a general letter of concern will be sent to the student's parent/guardian.
- After 9 excused absences-a second letter will be sent indicating that when the student reaches 12 absences that he/she will no longer be excused without documentation from a health care provider.
- On the 13<sup>th</sup> absence-the student and parent/guardian will be asked in writing to meet with school officials to discuss pertinent issues and develop an educational plan including an attendance contract.

#### **Unexcused absences**

- After 3 unexcused days-a general letter of concern will be sent to parents/guardians requesting a conference with school officials.
- After 6 unexcused days-a second letter will be sent indicating that the student has violated board policy regarding the number of unexcused absence days allowed before judicial proceeding may be initiated and requiring a meeting with the parent/guardian.
- After 10 unexcused days-a letter including a copy of the state compulsory attendance law and notification that the student's attendance will be monitored for the next 10 days at which time a decision may be made which may include legal action.

In all cases, letters sent to parents/guardians will be addressed to the current address on file with the District.

### **Tardiness**

A tardy is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon

the rights of the non-tardy student to uninterrupted learning, penalties shall be imposed for excessive tardiness. A student who receives 3 tardies shall be issued a half day unexcused absence. **Please note: a student who is more than 10 minutes late to class will be marked absent.** Parents/guardians shall be notified of all penalties regarding tardiness.

Teachers shall be responsible for addressing tardiness as a classroom management issue. Excessive tardiness may be referred to the administration for consideration as an attendance problem.

### **Course Loads**

All students are encouraged to maintain a full load of scheduled class periods per day. **Exceptions are occasionally made for upperclassmen; however, even seniors are required to be full time students, meaning they are enrolled in six blocks during any one grading period.**

### **Leaving campus**

With the increase in student automobile traffic, motorcycle and auto collision, the disregard for promptness in returning to classes (especially after lunch), and an increased potential for litigation, it has become necessary to request parental/guardian permission for authorizing your student to leave campus for lunch, work, or outside classes such as CDC. Only upperclassmen (Juniors and Seniors are eligible to leave campus. **Students who leave campus during lunch or other times, and who do not have a signed permission form on file, will be in violation of school rules and subject to disciplinary action.**

**PERMISSION TO LEAVE CAMPUS FORMS (For Juniors and Seniors Only)** are available in the office.

### **Students Leaving School during School Day**

Students who are required to leave prior to the end of the school day because of illness, appointment, etc., must have parental or guardian permission via telephone call, written notice or by picking up the student in the main office. Students must sign out in the office and will then be allowed to leave. Sign out must follow school and/or parental approval.

Absences for students who fail to check out in the office prior to leaving school will automatically be **unexcused**.

## **Campus Restrictions**

- No student should be at school before 7:00 a.m. unless requested by a teacher, his\her bus arrives early, or he\she has been issued an early pass at the request of his\her parents.
- After arriving on school grounds, students are not to leave unless permission is granted from the office.
- No student should be in the building or on campus after 2:45 p.m. unless requested by a teacher or participating in a supervised activity.
- Groups using the building in the evening must use only the section of the building reserved for them and leave all rooms and equipment in proper condition to resume school the next day.
- Detention: Bus Passes **WILL NOT** be granted for students on detention. If transportation needs to be arranged prior to the detention, teachers may give a 24-hour notice for detention for bus students.
- Food, gum, candy and beverages are not allowed in classroom and hallways. These items are allowed in the cafeteria area only.

## **Safety and Fire Drills**

Safety and fire drills are scheduled on a regular basis. Students are to follow the directions by their classroom teachers during these drills. If a student is in the building but not scheduled for a specific class, he/she should exit the building immediately upon hearing the emergency alarm. Parents are asked to respect the integrity of the process by refraining from entering the building or taking students away from school grounds during these drills.

## **Telephone**

The office telephone is a business phone and should be used by students for emergencies only with office approval. Messages and deliveries from home should be left in the office. Students will be called out of class only for emergencies.

## **Field trips and Excursions**

Written permission to take a trip must be given by the parent or guardian of the student before he/she will be permitted to take the trip. Information will be provided to parents as much in advance as possible, and the necessary forms for permission will be obtained.

## **Health Services**

Students must have proof of all the needed immunization shots on record in the main office before they will be allowed to attend classes. If a student becomes ill or hurt during the day,

he/she should report to the main office. All accidents and injuries are to be reported to the secretary. If a student is too ill to continue class work, the office will contact the parents of the student before he/she is released to go home. In the absence of family transportation or ambulance service, the school may transport the sick or injured to his home, to the physicians office or to the hospital.

### **Dispensing of Medication**

St. Vrain Valley School District RE-1j employees are not to dispense prescription or non-prescription medication without written consent from the parent and directions from a physician.

If under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer medication, only the principal or his/her designee will administer the medication.

Before medication is administered, permission for medication form must be on file in the school office. The permission for medication form may be obtained in the office.

### **Written orders from the student's physician shall be on file in the school stating:**

Child's name	Signature of parent
Name of drug	Signature of physician
Purpose of medication	Possible effects of medication

### **Lockers**

Students will be issued lockers at the beginning of the school year. It is prohibited for more than one student to use the same locker. It is prohibited for students to switch lockers without consent from principal.

### **School Rules and Policies**

Frederick High School is committed to providing a safe and productive learning environment for students. These rules and policies have been put in place to support that goal.

1. To ensure safety, students, with the exception of approved juniors and seniors are not permitted to leave the grounds while school is in session. If an exception must be made, permission must be granted in the office.
2. No students may use, or be under the influence of, alcoholic beverages or drugs in the building, on the grounds, or private property surrounding the grounds. Students may not carry alcohol, drugs, or drug paraphernalia of any type, nor may their lockers or cars contain such items. Schools reserve the right to check lockers with reasonable suspicion.
3. Students should not congregate or loiter on or near private property around the school.
4. Bicycles and skateboards are to be locked and placed in the racks or parking areas. They should not be ridden in the school or around the grounds.
5. To preserve safety, students should not throw snowballs, rocks, etc. on school grounds.
6. Public displays of affection are inappropriate to the learning environment, and students should keep hands to themselves.
7. Harassing, bullying, or intimidating others verbally, physically, or digitally is not tolerated.
8. Fighting on the Frederick High School campus will not be tolerated.

9. Students may not leave the school grounds from the beginning to the end of the school day, unless parents have signed the "Permission to Leave Campus" form.
10. Disruptive behavior in a classroom setting is subject to disciplinary action, up to and including suspension from school.
11. Knives, chains, metal spikes, and other dangerous weapons are not permitted.
12. False alarms, tampering with fire extinguishers, and setting fires violates school rules and state law. Disciplinary action from the school and local police will result.
13. Theft of any kind is illegal and will result in disciplinary action from the school and law enforcement.
14. Students are to be respectful of the rights of others including staff and fellow students.
15. Students shall not engage in any form of gambling.
16. Students shall not engage in any form of gang activity. Local law officials will be contacted and appropriate action taken.
17. Students must park their vehicles in designated areas.
18. Personal electronic devices are prohibited from classrooms, and **student use of personal electronic devices in a classroom setting is not allowed.** If any item disrupts a class, the teacher may refer the student to an administrator, who may confiscate the phone and treat the situation as a discipline issue. General consequences for a first offense are loss of the device for the day, for a second offense a parent must come to school to retrieve the device, and subsequent offences may lead to stronger consequences, up to and including suspension. **Frederick High School is not responsible for any electronic equipment stolen at school.**
19. Text messaging and similar digital communication, and gaming are not allowed in a classroom setting.
20. Playing with matches or lighters or setting a fire to anything on school grounds is not allowed.
21. Smoking or use of tobacco is not allowed on school grounds. There is no smoking area located on or off FHS school grounds.
22. Students shall not engage in any form of **Academic Dishonesty** or **academic misconduct** which by definition is any type of cheating that occurs in relation to a formal academic exercise.
23. Students should eat lunch only during their designated lunch period and only in designated areas.
24. School appropriate language, free of obscenities, profanity or excessive volume, should be used at all times.
25. Hallways should be clear and quiet during class times; students should not be in hallways during their lunch period or free hours.
26. Students are expected to remain in assigned classes, and remain there for the entire block. Those who leave for an extended period of time will be marked absent.
27. Students are not allowed to attend classes in which they are not enrolled.
28. Students should respect the physical building and grounds and should clean up after themselves. Defacing and vandalizing school property are suspendable offenses.
29. Appropriate, safe usage of instructional technology is required.

## **SUSPENSIONS AND EXPULSIONS**

Disorderly students in a classroom will not be tolerated. We will make every effort to allow other students to learn in an atmosphere which is safe, conducive to learning, and free of unnecessary interruptions. Therefore, it is necessary at times to consider suspension and/or expulsion.

## **Guidelines for Physical Education Locker Room Supervision and Privacy**

The St. Vrain Valley Superintendent of Schools has authorized the following methods of supervising physical education locker rooms:

1. Teachers pass periodically through the locker rooms as the students are dressing and undressing. This can be used in conjunction with visual access to the locker room from the teacher's office.
2. Teachers may be in their office with the door to the locker room open so they can hear if there is trouble. The teacher also needs to have visual access to the locker rooms through their office windows.
3. Teachers may stand at their office door so some visual contact can be made so students would have easy access to them if necessary. Walking into the locker room while students are dressing is not necessary. In most case, teachers need to be in the 'general area' in case they are needed.

### **Classroom Conduct**

Students are to abide by all rules of conduct required by teachers. The following sequence is prescribed when problems arise:

1. Teachers will deal directly with the student and make appropriate interventions.
2. Teachers will contact parents if the problem persists.
3. Referral to a principal or counselor.
4. Possible suspension or other disciplinary action.

### **School Dress Code**

#### **Students are expected to wear school appropriate clothing.**

Exposed backs, bare midriffs, tube tops, spaghetti strap shirts and short shorts are not appropriate to the school environment. Fish net shirts are not appropriate, nor are sagging pants. Skirts are to be no shorter than mid-thigh (end of fingertips). Students are expected to be appropriately covered up.

Shirts with offensive connotations or language are not permitted (i.e. referencing sex, drugs, alcohol, etc.) Shoes must be worn. Any apparel altered or symbolizing gang activity will not be permitted, (i.e. bandanas, jewelry, shoe laces, hats, belts, coats, shirts, etc.). If a pattern of gang-related clothing or behavior becomes an issue for specific students, gang-related colors may be prohibited, as well.

Individual teachers may decide if coats will be allowed in their respective classrooms. Teachers will refer to the office students wearing any questionable item of clothing.

### **Visitors**

Parents are always welcome. Students wishing to bring a non-parent guest to school must obtain prior approval from the office and secure a pass **one day in advance**. Student visitors are highly discouraged and may not be approved. School policy is to accept those visitors who have legitimate business at the school. Guest and visitors must register in the office and pick up a visitors badge. Visitors are expected to leave promptly when their business is complete. **Students are not allowed visitors during the first or last weeks of school year.**

Students are not to bring younger brothers or sisters to the school to baby sit them while at school. Baby sitting arrangements must be made for smaller children by the children's parents outside of the school building and campus.

### **Hall Passes**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member.