Fort Collins High School “Where Excellence is Expected”
The Administrator’s Top Ten List

1. If at any time you need speak with an administrator, dean, counselor or teacher, it will be a much faster process if an appointment is made. You will not be guaranteed to meet with a staff member if you arrive at the building without an appointment.

   Contact information for all staff in the building can be found at: https://fch.psdschools.org/directory

2. The PSD “Code of Conduct”
The Code of Conduct is a legal document outlining the students’, parents’ and district’s rights and responsibilities within the Poudre School District. This year, many students have opted for the electronic “Code of Conduct” found at psdschools.org. Regardless of the format of the “Code of Conduct”, it is everyone’s responsibility to read and abide by its contents. Of particular note, please be aware of pages 36-38 regarding “Grounds for Suspension/Expulsion of Students”.

3. Attendance Policy
All students are expected to be in class on time when the final bell stops ringing. If a student is not in the classroom when the bell stops ringing, the student is considered tardy.

   There are two types of tardies:

   A. **Tardy Excused**: A student arriving late to class with a yellow FCHS pass from a staff member will be considered tardy excused.

   B. **Tardy Unexcused**: A student who arrives within five minutes after the start of class will be considered tardy unexcused and will have a tardy pass from the campus supervisor. Upon the fifth unexcused tardy, and each successive tardy, the student will be issued a 25-minute detention by the campus supervisor. The detention must be served within 24 hours during a non-scheduled period. Failure to serve an assigned detentions will result in an office referral and possibly In School Suspension. Every student receives 4 free detentions a semester. After that the student is expected to begin serving detentions.

   C. **Unexcused absences**: Students who arrive to class more than five minutes late will be considered Unexcused absent for the period. You are expected to go to any scheduled class even if you are more than ten minutes late! If a student is marked unexcused from a class they will be assigned a 50 minute detention. If the student does not serve their detentions, they will receive an office referral, and In School Suspension. Furthermore, the students’ parents will be contacted, and possibly recommended to the Poudre School district Truancy officer.
4. **Make-up Work Policy**

*From the 2015-2016 PSD Code of Conduct (page 14):* Make-up work shall be allowed following an unexcused absence ... with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. However, this work may receive only partial credit, as authorized by law. It is the student’s responsibility to pick up permitted make-up assignments on the day the student returns to class. There shall be one day allowed to make up work for each day of absence. Unexcused absences can only be excused 48 hours after the absence, unless a doctor’s not is provided within a reasonable time.

*FCHS Policy for 2015-2016 as stated in the Student Handbook:*

Credit for marked unexcused make-up work shall be awarded as follows:

- ✓ Minimum of 50% for class work and homework assignments
- ✓ Minimum of 50% of *grade earned* on quizzes or unit assessments
- ✓ Teachers have the discretion to give more points, not to award less.

5. **Personal Electronic Devices:**

For a complete explanation of the Poudre School District’ policy on PEDs, please refer to the “Code of Conduct”, page 53.

Pocket Points: Pocket Points is an app that tracks how long the students phone is in ‘lock’ mode. They earn points that can purchase prizes here in the building and various participating stores around town.

PEDs including cell phones, MP3 players, misuse of laptops, handheld gaming devices, laser pointers, etc. are disruptive to the learning environment and are NOT allowed to be turned on or used during class time. These devices must be silenced and out of sight when the class period begins. Teachers at FCHS have been instructed to manage the misuse of PEDs as follows:

1st – Warning to put PED away
2nd – Confiscate and return to student at the end of the period
3rd – Confiscate and turn in to Dean to be returned at the end of the day.
4th – Any further phone problems can result in a parent meeting, and possible having to check your phone in to the front office at the beginning of the day.
6. **Testing Center:**
The testing center is located in the CLYDE room (M201) and will be staffed by the campus supervisors, Ms. Mariah Martin or Mr. Vaughn Atkinson. Students completing a test in the testing center will be required to show an ID. Teacher usage of the testing center varies and your teacher will inform you of her/his expectations and deadlines for completing the test.

7. **Dress Code:**
Fort Collins High School’s Dress code is explained in detail in the FCHS Planner. A good rule of thumb is to consider FCHS a business and professional environment and student and staff should dress to reflect this expectation. The faculty and staff will have discretion to determine what does not meet this professional standard. Of particular note, students are not permitted to wear sunglasses, bandanas or hoodies covering their head. Undergarments including bras and boxer shorts may not be visible. No strapless, halter tops or tops with spaghetti straps are permitted. No clothing may be worn that promotes or advertises drugs, alcohol, tobacco, sexuality or profanity. Clothing that may indicate affiliation with a gang will not be tolerated.

8. **Pre-Arranged Absences:**
The following procedures must be used to arrange absences that are known ahead of time:

- The student must pick up a prearranged absence sheet from the front office.
- Student must complete the form in order to receive an administrator’s signature.
- The student must get all of his/her teacher’s signatures on the form, take it home for a parent signature, and return it to the attendance office at least two days prior to the anticipated absence.
- The teacher’s signature indicates an awareness of the anticipated absence(s).
- The student needs to turn the completed form into the attendance office.

9. **Drug/Alcohol and Tobacco Policy:**
All Poudre School District buildings and property are drug, alcohol and tobacco free zones. A student will be suspended for possession of any controlled substances or paraphernalia, distribution and/or being under the influence. Teachers are responsible for reporting to the administration any student they suspect may be under the influence. Students’ lockers, cars and possessions may be searched if reasonable suspicion exists. A medical marijuana license does not supersede this policy. Any prescribed medication has to be checked into the Nurse’s office. If not, it is considered an illegal drug. **Vape pens regardless of nicotine content are considered drug paraphilia.** Please refer to page 21 of the Code of Conduct for complete descriptions of the district policy.
10. **Pillars of Excellence:** Our Five Pillars consist of Acceptance, Pride, Integrity Respect and Responsibility. This is what it means to be a student here. At times if you exemplify one or more of these pillars, you can earn a pillars coupon. Please turn in the coupon in the front office to earn prizes. We then draw those names weekly monthly and at semester for bigger prizes.

11. **Safety and Security:** Fort Collins High school takes school security very seriously. Our goal is for every freshman to have a safe connection with at least 3 adults by the end of their first semester of high school. Strong adult relationships along with school activities/athletics are the two highest factors connected to student success. At FHCS we staff one SRO, 1 CSO, 2 campus monitors, and a total of 164 staff members. Providing a ration of 1 staff for every 11 students. In addition, we have 84 interior and exterior cameras. We run through run hide fight training 2 times a year with all students and staff. Please be aware of the Colorado app and website Safe2Tell [https://safe2tell.org/](https://safe2tell.org/). This is an anonymous website used to report anything from bullying to criminal activity.

Please direct any questions concerning the code of conduct to:

Dean of Students: Monty Alcaraz (last names A-L): 970-488-8037, malcaraz@psdschools.org

Dean of Students: Kyle Stack (last names M-Z): 970-488-8044, kstack@psdschools.org

Thank you,

Fort Collins High School Admin Team.

Home of the Lambkins