"We are told to let our light shine, and if it does, we won't need to tell anybody it does. Lighthouses don't fire cannons to call attention to their shining - they just shine."

Dwight L. Moody
FERGUSON HIGH SCHOOL PARENT/STUDENT HANDBOOK

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HISTORY OF FHS: THE STORY OF THE LIGHTHOUSE:
Ferguson “Alternative” High School chose the lighthouse as their school symbol in 1990, as many students felt that Ferguson provides “a guiding light through life’s storms.” This light has helped lead those who had been lost, back to the safety and shelter of a caring school environment. During our graduation ceremonies, every graduate leaves a part of themselves and a piece of light for the students left behind, so that they too, will find their way to being successfully educated and cared about with the help of the “Ferguson Family.”

Following 21 years as the Principal of Loveland High School, Mr. Harold Ferguson moved to an administrative office position with the school district. Realizing the need for educational “alternatives” for high school students, he began a “storefront” school in 1972 on South Lincoln Avenue for students who had dropped out. In 1973, the school later moved to the old Washington School on Third Street until 1982, when it moved to the next location on East Eisenhower Boulevard. At that time, the district recognized Mr. Ferguson’s contribution to “alternative education” and renamed the school Harold Ferguson Alternative High School. In 1992, Ferguson dropped “alternative” out of our official name, as students now met the same graduation requirements as all other students in our district and they receive an official Ferguson High School Diploma.

Over the years the Ferguson Family has successfully provided a guiding light to students pursuing an alternative to traditional academic experiences. As a staff, our hope is that each and every student who chooses to attend Ferguson High School will benefit from the academic experience offered at our school!

FHS MISSION/VISION:
Mission: Creating alternative experiences because each learner deserves different, not less.

Vision: Ferguson is committed to empowering passionate global citizens who are devoted to lifelong learning, celebrating differences, and positively impacting their world.

STUDENT SUCCESS:
The staff at Ferguson High School believes that academic performance, attendance, and behavior are all critical to students successfully completing requirements for graduation. Student success scores are calculated for each class a student is enrolled at 4 week grades and the end of each quarter.

Student success scores are used to gauge student success and aid students, parents, teachers, and administrators in determining the level of support a student needs to be successful at FHS.

When students do not meet student success criteria and fail to respond to the interventions at Ferguson High School designed to reinforce positive school attendance, academics, and behavior a leave of absence may be warranted.

ACADEMIC PHILOSOPHY:
The staff at Ferguson High School believes that consistent progress towards graduation is imperative. As a result, the expectation at Ferguson High School is that students actively participate and put forth sincere effort in all classes. Academic performance is evaluated every three weeks. A grade of a D or above must be maintained in all classes or a student will be at-risk of not being in good standing. All students enrolled at
Ferguson High School must agree to abide by the Student and Parent Academic Agreement. Failure to remain in good standing will be considered a violation of the academic contract and the student may be placed on a Leave of Absence for the remainder of the quarter or for the next quarter.

ACADEMIC PROCESS:
Students at FHS understand and agree that earning passing grades is needed to graduate from Ferguson High School. Students will make every effort to earn a D or higher in all classes that they are enrolled. Should a student not have a D or higher in all classes when 4 week grades or end of quarter grades post they may be required to attend a student success review.

BREAKFAST/ADVISORY:
Each day at Ferguson High School begins with Breakfast/Advisory. Breakfast/Advisory is utilized as a time to build relationships and shared community.

COVID-19 INFORMATION:
At Ferguson High School we are committed to ensuring the health, safety and welfare of each and every student and employee of the Thompson School District during the current COVID-19 pandemic. To that end, we have been planning and anticipating the start of the school year since last spring through a coordinated and systematic approach based on the guidance and direction of the Colorado Department of Education and the Larimer County Department of Health and Environment. The following health and safety protocols will be in place for the foreseeable future at Ferguson High School:

Safety Guidelines:
1. Masks or face coverings are required for all staff and students.
2. Physical distancing will be implemented to the fullest extent possible. Physical distancing may look different between buildings and classrooms due to the uniqueness of spaces and infrastructure.
3. Students will have their own school supplies and backpacks. Lockers will not be available except for those students who need them for specific health reasons.
4. Personal items will remain at the desk with the student. Phones and other personal devices will not be allowed to be shared.
5. Students will be encouraged to bring their own water bottles. Drinking fountains will be shut off, but bottle-filling stations will be open where available. Water will also be available for purchase through the Nutrition Services department during breakfast and lunch service.
6. Students will go directly into the building after drop off, eliminating the need for parking and walking a student to the door. On late start Wednesdays, gathering outside of the buildings prior to school start will not be allowed.
7. If cohorts rotate from one space to another, the room, equipment and materials will be disinfected prior to the next group’s arrival.
8. Handwashing is critical to minimizing the risk of spreading COVID-19 and will be required at multiple times throughout the day.
9. Student education will be provided to promote proper handwashing.
Safety Enhancements
1. We are following the American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE) guidelines in response to COVID-19, which includes longer system run times and increased exhaust. More exhaust promotes better air flow within the classrooms.
2. Daily disinfection of high-use areas throughout the building will occur, including multiple daily restroom disinfections.
3. Classes will be held outside when possible and appropriate.
4. Visual cues such as floor decals and/or signs will be utilized to indicate the flow and direction of one-way traffic and effective distancing.
5. Plexiglass shields will be used in select areas with fixed interactions, such as reception desks. Additional plexiglass shields will be used in other applications, such as one-on-one counseling sessions, meetings or individualized instructional needs.
6. Additional handwashing and sanitation stations will be placed in schools as needed to promote cleanliness.
7. To help minimize the number of people on school grounds, school volunteers will not be allowed to work in district buildings or grounds during the school day.

Symptom and Exposure Guidelines
1. Staff will be required to symptom and temperature check each day when entering the building. A fever is defined as a temperature of 100.4°F/38°C or higher. Staff may be screened for international or out-of-state travel. This may require quarantine for 14 days depending on guidance from LCDHE.
2. Student symptom and temperature checks will be the responsibility of parents/guardians and will be performed prior to entering the bus or school.
   a. Staff will not take temperatures of students, with the exception of health personnel if the student is showing signs of illness.
   b. For reasons of contact tracing, LCDHE could request documentation of these logs.
3. Criteria will be provided to TSD by the LCDHE to identify different scenarios if a student, teacher, staff member or parent becomes compromised with COVID-19.
   Within the guidelines, county health staff will guide TSD on the following:
   a. Level of exposure risk to building occupants due to the compromised individual
   b. Duration and amount of building closure based on exposure risk
   c. Guidance for disinfecting
   d. Guidance for communication
4. The LCDHE will be the authority in charge if there is a compromised individual. TSD will work in partnership with the LCDHE to ensure the contact tracing process can be completed. This will ensure all appropriate individuals are notified.
5. Rooms will be designated in each building as locations to quarantine individuals with fever and symptoms of COVID-19 until the individual can safely return home or to a healthcare facility.

Classroom Guidelines
1. Desks will be placed as far apart as possible and oriented so that they are all facing the front of the room.
2. Classes with larger enrollment will be required to move into larger spaces to maximize the space between desks.
3. Classrooms need to remove items such as group tables and reading corners, as well as furniture that cannot be disinfected (such as soft fabrics).
4. Seating charts with assigned seating will need to be utilized to support the county in case contact tracing is needed.
5. Cleaning supplies will be provided in each room.
6. The sharing of supplies is discouraged. If supplies (such as laptop computers) are shared, disinfection will need to take place between use.

Outdoor Guidelines
1. Due to safety precautions, the use of neighborhood playground equipment will not be accessible to students and staff at any time.

Safety for Choir, Band, Lab Classes, Assemblies/Field Trips, Clubs
1. Choir, band and orchestra will practice in person when physical distancing can be achieved. Physical distancing for these classes will be expanded beyond the current six feet.
2. The amount of time playing band instruments and singing during class time will be limited until restrictions have been eased.
3. Students will be encouraged to video themselves playing instruments/singing and use class time for review and/or individual instruction.
4. Music will be projected on screens whenever possible or students will be provided a personal copy of the music. There will be no sharing of music.
5. Use of a handheld microphone will be highly discouraged with students and a lapel microphone should be used in its place when possible (unless disinfecting can be done between uses).
6. More information will be shared as additional guidance is provided.

Lab Classes
1. Adequate supplies will be provided to minimize sharing of high-touch materials to the extent possible (lab supplies, equipment, etc.) or limit use of supplies and equipment by one group of students at a time and disinfect between use.
2. Virtual learning options will be utilized to the extent possible.

Assemblies/Field Trips and Extracurricular Activities/Clubs
1. All school events such as school assemblies, pep rallies, plays, dances, concerts, back-to-school nights, etc. will be reviewed on a case-by-case basis to determine whether or not they can safely be held.
2. All field trips and/or other activities outside of school will not be allowed at the start of school.
3. Extracurricular and afterschool activities and clubs will be provided at school sites. Participants will follow appropriate health and safety guidelines as if in a classroom or school.

Guidelines for In Person Meetings
1. All staff/attendees must participate in and document appropriate temperature and symptom screening prior to meeting attendance.
2. All staff/attendees must enter through a specifically designated building entrance.
3. Facilitators must work to ensure physical distancing is practiced at all times. If seating is closer than 6-feet, a mask must be worn.
4. All staff/attendees must wear a mask during times of transition and may only remove the mask when physical distancing is possible.

STUDENT LEADERSHIP/HOUSE SYSTEM:
The staff at Ferguson High School value the small community atmosphere that Ferguson High School can offer. Our house system is designed to foster academic, social, intellectual, and emotional wellbeing in addition to being a time where we can establish and maintain a safe and supportive school culture and build leadership skills in our students.

House is scheduled on Monday mornings from 9:49 to 10:29 and is required of all FHS students. Students who successfully participate for the entire year will receive 0.25 credit. Students successfully participating for less than the entire year will receive a prorated amount of credit. During this class students report to their assigned house location and engage in scheduled activities that build skills necessary for a successful graduate. Attendance and participation during house time is required of all students at FHS.

GRADING/REPORTING ACADEMIC PERFORMANCE:
Thompson School District and FHS are in the process of implementing standards based grading and reporting in a competency based learning system. Competency-based learning fosters equity by holding all students to a common set of rigorous expectations, while providing flexibility in time, pace, or place for students to progress through content as they demonstrate mastery.

Standards-Based Instruction (SBI): All teachers at FHS are expected to provide instruction that is aligned to state standards, district competencies, and TSD work habits.

Standards-Based Grading (SBG): All teachers at FHS are expected to grade student performance on state standards, district competencies, and TSD work habits. Teachers score student work using rubrics (1-4 scale).

Standards-Based Reporting (SBR): All teachers at FHS are expected to regularly report out on student progress towards state standards, district competencies, and TSD work habits. Teacher gradebooks will reflect the standard/competency not the tool used for students to demonstrate the competency. Teacher gradebooks, accessible to students and parents on the parent portal (Infinite Campus) will be updated minimally at each three week grading period during a quarter. Students and parents will see grades that use the following scale:

<table>
<thead>
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<th>Scale</th>
<th>Description</th>
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<tr>
<td>A</td>
<td>Demonstrates excellence in mastering grade level expectations or standards. Ability to transfer and apply learning to new situations. Continuous and thorough understanding of content, observations, and insights. Shows creativity, critical thinking, or makes unique connections.</td>
</tr>
</tbody>
</table>
### Report Card

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>B</td>
<td>Shows thought and understanding of grade level content and expectations with little help or prompting. Accurate insights, observations, and logical conclusions. Developing the ability to transfer and apply grade level concepts.</td>
</tr>
<tr>
<td>C</td>
<td>Developing an understanding of grade level content and expectations and may require assistance to deepen. Beginning to make connections, conclusions and observations however, inconsistent across days/activities. Ability is somewhat limited to transfer and apply grade level concepts.</td>
</tr>
<tr>
<td>D</td>
<td>Understanding of grade level content and expectations is limited. Connections to conclusions and observations are beginning to emerge yet are limited or not existent at this time.</td>
</tr>
<tr>
<td>F</td>
<td>Insufficient evidence of student performance or competency.</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit awarded. A designation of NC does not impact a student’s GPA and is used in situations where a student is unable to complete the course. Administrative approval is required.</td>
</tr>
</tbody>
</table>

Parents and guardians of students have access to the FHS Parent Portal. The FHS Parent Portal is a powerful online resource that provides parents/guardians the opportunity to monitor their student’s progress in school. All parents and guardians of high school students are encouraged to use this resource to help their student succeed academically. To learn more about the FHS Parent Portal please email the parent portal support desk at: portal@thompsonschools.org.

### REQUIRED COURSES:

**Scholars:** All new students to FHS participate in this transition program for the first quarter. This program is designed to facilitate academic success, orient students to FHS, and reinforce the academic, behavioral, and attendance expectations at FHS that are designed to foster student success. Students are required to meet Student Success Criteria to continue at FHS.

**Capstone:** All students who graduate from FHS participate in Capstone prior to commencement. Capstone is a class that requires a capstone project, through which students will demonstrate their knowledge, skills, and work habits competencies by conducting a reflective demonstration of their learning and their college/career path for the future.

### GRADUATION REQUIREMENTS

The Thompson School District Board of Education establishes graduation requirements for all students in the district. Students attending Ferguson High School meet the same graduation requirements that all graduates meet in Thompson School District. Please see the Course Guidebook for a complete listing of graduation requirements.
INDEPENDENT STUDY/E3:
Students may request an independent study to gain credit across all content areas and graduation competencies. Independent study is an extracurricular opportunity and not designed to be a replacement or substitute for currently scheduled courses. The E3 program housed at Ferguson High School provides an independent study pathway. Interested students should contact the school counselor or coordinator of the E3 program regarding this option.

Students approved for independent study will complete a student learning plan and identify a teacher of record with expertise in the content area that the student is earning credit in.

Independent study is not available for students on a Leave of Absence or students who are not currently meeting student success criteria. A student is expected to meet student success criteria for the duration of their independent study to maintain this opportunity to gain credit towards graduation.

ONLINE LEARNING:
Online learning is an opportunity for students to acquire and/or make up credits that they have previously attempted. Online learning at FHS uses the Fuel Ed online learning platform for both credit recovery and first-time credit. Students interested in online learning will be assigned a class period(s) and will be expected to attend their online class section each day that class period is in session. Online learning sections are considered a class at FHS and students must meet the same rigorous attendance, behavior, and academic expectations when enrolled in an online learning class.

LEASE OF ABSENCE:
The staff at Ferguson High School value providing students a comprehensive alternative high school experience. The application, interview process, and decision to accept students is one of the most important aspects of our work as every new student who attends FHS becomes part of the FHS Family! During this process we are trying to determine if a student is minimally contemplating change with regard to their education. At times students may desire change but may not know how to change and the result is a continuation of the educational challenges they may have experienced in other academic settings. When students fail to respond to the interventions at FHS designed to reinforce positive school attendance, academics, and behavior a leave of absence may be warranted.

A Leave of Absence is a removal from courses on the FHS campus. Students placed on a Leave of Absence may not receive credit for any coursework attempted up to that point in the quarter. Students on a Leave of Absence are considered part-time students of Ferguson High School, and may continue to earn credit online or through work study.

When a student is placed on a Leave of Absence they must continue to earn high school credit. This is accomplished through one of two options:

requirements. Please navigate to the following link for more information:
Work Study: Completion of at least 0.50 credits for work study. Students can obtain up to 2 credits during their high school experience and credit will be granted according to the following guidelines:

- 135 hours = .50 credits
- 270 hours = 1.0 credits
- 405 hours = 1.5 credits
- 540+ hours = 2.0 credits

Online Coursework: Completion of at least 0.50 credits using the FuelEd software platform.

Community Service: Completion of their community service requirement for graduation.

REBOOT:
This occurs prior to a student returning from a leave of absence. The purpose of reboot is to create a dialogue regarding what led to a leave of absence and how the student can better engage in school, receive support, and make progress towards graduation. Students must be prepared to show documentation of work study and/or online coursework prior to registering for reboot with the school counselor.

Students who are interested in rebooting at FHS need the support of their school counselor and Administrator. They also must attend Reboot Class prior to returning to on-campus classes.

ATTENDANCE PHILOSOPHY:
The staff at Ferguson High School believes that consistent attendance plays a vital role in student success, not only in school, but for future achievement in the workplace. Good habits now will promote good habits throughout life. Truancy is a destructive behavior that can be eliminated by consistently enforcing a clear and firm attendance policy. Therefore, all students enrolled at Ferguson High School must agree to abide by the Student and Parent Attendance Agreement. Students who violate the terms of these agreements may be placed on a Leave of Absence for the remainder of the quarter or for the next quarter.

ATTENDANCE PROCESS:
When students enroll at FHS they will be required to sign a positive participation agreement and attendance agreement which outline expectations for student attendance. Students will engage in academic content delivered both in-person and remote this year. Attendance in both in person and remote class sessions is important and will be recorded regularly (for each class session) through Infinite Campus.

<table>
<thead>
<tr>
<th>Number of Absences (per class, per quarter)</th>
<th>Step</th>
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<tbody>
<tr>
<td>3</td>
<td>Attendance Review (Attendance Clerk, House Teacher)</td>
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<tr>
<td>5</td>
<td>Formal Attendance Review (Administration, Student, &amp; Family) Attendance Contract</td>
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</tbody>
</table>
Students at FHS agree to attend all of their in person and remote classes daily. Students understand that on their third (3) absence from any class, they will participate in an attendance review with the attendance clerk, a house teacher and their family.

Students also understand that they will automatically be placed on an attendance contract when they accumulate five (5) absences in any class. Students also understand that their house teachers and family will receive the completed attendance contract. An attendance contract stipulates that the student will have no further absences or tardies for the remainder of the quarter. Additionally, should a student be placed on an attendance contract, they understand that failing to comply with any conditions specified in their attendance contract may result in a review to determine if a Leave of Absence is necessary.

At seven (7) absences students will participate in a formal house peer review. The purpose of the peer review team is to devise strategies that will keep the student from having another absence or tardy. Finally, students understand that if they violate the terms and conditions set forth by the peer review team, they will be placed on a Leave of Absence for the remainder of the quarter or for the next quarter.

**MAKEUP WORK:**
Students who have 7 or fewer absences will be allowed to make up all assignments that affect course grades. It is the student's responsibility to ask for and complete missed work and assignments. Students are given one day to make up work for each day of school they missed. For example, if a student is absent Tuesday and returns to school Wednesday, they have until the end of the day on Thursday to turn in makeup work.

**CLOSED CAMPUS PHILOSOPHY:**
The staff at Ferguson High School believes that during the school day students should be focused on their classes and making progress towards graduation. The staff at Ferguson High School also believes that high school students can responsibly enjoy open campus privileges during lunch break. As a result, the Ferguson High School campus is a closed campus at all times with the exception of lunch break. Students may use this time as they wish but the expectation is that students use this time to manage their health and nutrition needs. Lunch items will not be allowed in classrooms as the focus during class time will be on learning. All students enrolled at Ferguson High School must agree to abide by the Student and Parent Closed Campus Agreement. Closed campus violations will impact student success scores and if students do not meet student success criteria they may be placed on a Leave of Absence for the remainder of the quarter or for the next quarter.

**CLOSED CAMPUS PROCESS:**
Students at FHS understand and agree that Ferguson High School is a closed campus and that they are not allowed to leave campus without permission from a teacher and an administrator, with the exception of lunch break. During lunch break, all students (with the exception of Scholars) are free to leave campus at their discretion. By leaving without permission during morning classes, students understand that they will not be allowed back on campus until after lunch. By leaving without permission during afternoon classes, students
understand that they will not be allowed back on campus for the remainder of the day. If a student displays a pattern of leaving the campus without permission, they will be placed on a *Leave of Absence* for the remainder of the quarter or for the next quarter.

**DISCIPLINE:**

A safe and disciplined learning environment is essential to a quality education program. District-wide standards are articulated in the student Code of Conduct ([www.thompsonschools.org/page/4206](http://www.thompsonschools.org/page/4206)) and are intended to help staff and students limit disruptions and maintain a safe and orderly school. Video surveillance systems are present and used for live and recorded monitoring of student and staff activity on campus.

At Ferguson High School we have a discipline matrix that outlines Minor and Major discipline infractions. Minor behaviors are managed by all staff members and do not typically result in a major discipline referral. Major behaviors are more likely to impact the learning environment and will result in a major discipline referral that will be managed by school administration. It is important to note that any health and safety violations specific to COVID-19 protocols will be enforced quickly and discipline administered will prioritize the health and safety of students and staff over the educational opportunity of the offender.

<table>
<thead>
<tr>
<th>Minor Behaviors</th>
<th>Major Behavior</th>
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<tr>
<td>Public displays of affection</td>
<td>Health &amp; Safety (COVID-19) Violations</td>
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<tr>
<td>Classroom disruptions</td>
<td>Physical violence towards property or others</td>
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<tr>
<td>Horseplay</td>
<td>Abusive language (profanity) directed towards others</td>
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<tr>
<td>Lying</td>
<td>Truancy</td>
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<tr>
<td>Disrespect</td>
<td>Property vandalism, theft, or damage</td>
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<tr>
<td>Defiance</td>
<td>Bullying, intimidation, or harassment</td>
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<tr>
<td>Non-compliance</td>
<td>Closed campus violation</td>
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<td>Dress code violation</td>
<td>Gang affiliation display</td>
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<tr>
<td>Property misuse</td>
<td>Technology violation</td>
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<tr>
<td>Inappropriate use of electronic devices</td>
<td>Use/possession of drugs</td>
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<td></td>
<td>Use/possession of tobacco</td>
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<tr>
<td></td>
<td>Use/possession of Weapons</td>
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PUBLIC DISPLAYS OF AFFECTION (PDA):
Ferguson High School recognizes that genuine feelings of affection may exist between two students. However, students shall refrain from all Public Displays of Affection (PDA) while on campus or while attending and/or participating in a school-related activity.

Being overly affectionate at school can be offensive and is generally in poor taste. The expression of feelings toward one another is a personal concern between the two individuals and thus should not be shared with others in the general vicinity. PDA includes any physical contact that may make others in close proximity uncomfortable or serves as a distraction for themselves as well as innocent onlookers.

ALCOHOL/DRUG POLICY:
Thompson School District Policy: Under Colorado law, it is unlawful for any person to manufacture, sell, distribute, possess with the intent to sell, give, distribute, or bring any controlled substance, imitation controlled substance, marijuana, or alcohol on the property, including buildings and grounds, of public school property, within 1,000 feet of school property, on any school bus, or to any school-sponsored event.

Violation is a felony; violators are subject to expulsion. A student will be recommended for expulsion for the use or possession of alcohol or drugs, or possession of paraphernalia used with drugs. A student accused of simple possession, a first offense, at the principal’s discretion, may be offered the opportunity to participate in a substance abuse intervention program in lieu of the recommendation of expulsion.

At Ferguson High School, if an individual is perceived to be under the influence of drugs and/or alcohol on campus we will retain the right to search their possessions. If it is confirmed they are under the influence; the first offence will be a referral, parent/guardian contact, possible police involvement and suspension from campus for 3 to 5 days. A second offense will result in a referral, parent/guardian contact, possible police involvement and suspension from campus for 8 to 10 days. Any further incident will result in a referral, parent/guardian contact, possible police involvement and suspension from campus for 10 days and the recommendation for alternate placement/expulsion.
FIREARMS/DANGEROUS WEAPONS:
The Thompson School District Board of Education will not tolerate student possession or use of weapons on district grounds. Such behavior is unacceptable, detrimental to the safety of others, and destructive to a positive learning environment. Dangerous Weapons Using, possessing or threatening to use a dangerous weapon on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, or off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or the district is prohibited.

As used in this policy, “dangerous weapon” means:
1. A firearm or firearm facsimile.
2. Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
3. A fixed blade knife with a blade that exceeds three inches in length.
4. A spring-loaded knife or a pocket knife with a blade exceeding three and one-half inches in length.
5. Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury including, but not limited to, a slingshot, bludgeon, nunchucks, brass knuckles or artificial knuckles of any kind.

Students who use, possess, or threaten to use a dangerous weapon in violation of this policy may be subject to disciplinary action in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

In accordance with federal law, expulsion shall be mandatory for no less than one full calendar year for any student who is determined to have brought or possessed a firearm at school in violation of this policy. The superintendent may reduce the length of this mandatory expulsion period in writing on a case-by-case basis. Such modification shall be in writing.

STUDENT DRESS:
A safe and disciplined learning environment is essential to a quality education 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 Thompson School District Board of Education and FHS recognize that students have a right to express themselves through dress and personal appearance and the responsibility for the dress and appearance rests with the student and their guardian. However, students shall not wear apparel that is deemed disruptive to the classroom environment or to the maintenance of an overall safe and equitable school environment for all students.

Students who wear apparel that is deemed disruptive to the classroom environment or to the maintenance of an overall safe and equitable school environment for all students may be asked to not wear a specific article of clothing to school again in the future, may be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school, or may be required to wear a Ferguson High School provided garment to cover the inappropriate article of clothing that they are wearing. In general,
students are expected to dress appropriately for all school activities. The following general guidelines will be in effect:

1. Shoes, sandals, or boots must be worn in buildings in order to avoid injury and disease.
2. Students must wear tops (shirts) and bottoms (pants, sweat pants, shorts, skirts, dresses, leggings).
3. Traditionally known private parts of the body must be covered with non-transparent material. Sunglasses, bandannas and/or hats may only be worn inside the building with permission from an administrator.
4. The following will not be allowed: Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisements, symbols, words, slogans, patches, or pictures that:
   a. Refer to drugs, tobacco, alcohol, or weapons
   b. Are of a sexual nature
   c. By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
   d. Are obscene, profane, vulgar, lewd, or legally libelous
   e. Threaten the safety or welfare of any person
   f. Promote any activity prohibited by the student code of conduct
   g. Are racist in nature or include derogatory comments or slurs against groups of people
   h. Otherwise disrupt the teaching-learning process
5. All middle and high school students are required to have in their possession an unaltered school issued photo identification card (ID) during school hours, or at such times, locations, and activities specifically identified by the building principal.

ACCEPTABLE USE AGREEMENT (TECHNOLOGY):
FHS provides access to technology (computers, iPads, chromebooks, internet) to promote educational excellence and prepare students to live and work in the 21st century. In order to access technology on the FHS campus, students under the age of 18 must obtain parental/legal guardian acknowledgment of the provisions of the Acceptable Use Policy (AUP) which is integrated into the student Code of Conduct. Our students complete this form upon entry to FHS. Inappropriate use of technology can result in disciplinary action taken under the provisions of the Code of Conduct and/or other Thompson School District Board of Education and School policies.

PERSONAL ELECTRONIC DEVICES:
Ferguson High School wishes to provide each student and teacher a distraction free learning environment every school day. Research shows that when access to personal electronic devices is moderated during the school day, students are more engaged socially and academically. To ensure such a learning environment, FHS will be implementing the following cell phone/personal electronic device policies. Thank you for your support in helping us provide a distraction free learning environment at FHS.
Cell phones and/or any personal electronic devices may be brought to school; however, these items must remain off/silent and completely out of view during class time. Teachers will make an announcement and/or display a sign when cell phones are allowed for educational purposes. Please remember that per Thompson School District Board Policy having a cell phone on campus is a privilege, please use responsibly.

**First offense:** teacher warning and/or phone taken away for the day  
**Second Offense:** phone taken away for the remainder of the week  
**Third Offense:** phone taken away for the remainder of the quarter

When cell phones are taken away as part of the process identified above administration will check the phone in at the cell phone locker.

We understand that parents may need to communicate with their adolescents during the school day. Please use the main number for Ferguson High School (970-613-5300) and a staff member will relay the message.

**GUIDANCE AND COUNSELING PROGRAM:**
Ferguson High School offers a comprehensive school counseling program that is an integral part of our school’s comprehensive alternative education program. The school counseling program is designed to promote the academic, career, and personal/social development of all students. As an essential part of the instructional program, school counseling helps to build a foundation for student learning and academic success.

In order to assist FHS graduating seniors with financial assistance for higher education, our school counselor and Capstone teacher will assist students in completing scholarship applications prior to graduation. Additional scholarship information may be found on the school’s website. Scholarships that are available to assist students in financing their education in a four-year college or university, a community college, or a specialized trade/technical school.

**EXCEPTIONAL STUDENT SERVICES:**
Ferguson High School provides special education services and support to students entitled to special education services under the Individuals with Disabilities Education Improvement Act (IDEA). The Exceptional Student Services department at FHS provides a tiered menu of support options that meet the unique needs of all learners.

The referral of a student for a suspected disability that may require special education services can be made by any source to the ESS department. A comprehensive evaluation is conducted to determine the student’s eligibility and to assist in planning to meet the student’s unique educational academic needs.

**GROUNDED COFFEE HOUSE**
Grounded is a student created and student operated coffee house, lounge, and student store located at Ferguson High School. The mission of Grounded is to create an energetic, safe environment to educate, motivate, and ground both students and staff. One cup...one school...and most importantly one student at a time.

1811 W. 15th Street ● Loveland, CO 80538 ● Office (970) 613-5300 ● Fax (970) 613-5395
Grounded provides food and beverage service for students and staff to purchase while they are on campus. Grounded accepts cash, debit, and credit cards as payment options. Breakfast and lunch times can be found on the FHS Bell Schedule. Breakfast and lunch will be available. Although, due to COVID-19, cafeterias will be closed, breakfast items will be available to eat in classrooms while lunch items will be served as grab-and-go meals.

Grounded also provides the opportunity for students participating in our business program to experience the real-world application of business and marketing principles. This exposure positions students to develop real-world work experience that will benefit them when they choose to enter the paid workforce and reinforces critical skills that students need to be postsecondary and workforce ready.

Applications for free or reduced price meals can be obtained online at www.thompsonnutrition.org.

TRANSPORTATION:
Students understand safe driving habits must be adhered to while coming to and leaving school. Students who demonstrate unsafe driving, or who have complaints of unsafe driving from people in area neighborhoods or businesses, may have driving privileges terminated. Depending on the seriousness of the offense, the student may be placed on a Leave of Absence, and/or the principal may contact law enforcement authorities.

Many of our students use a variety of ways to get to school including bicycles, skateboards, scooters, etc. FHS assumes no responsibility for personal transportation devices and riding is not permitted inside Ferguson High School. We encourage students to secure their transportation devices on the bike rack. Skateboards, scooters, and other small transportation devices can be stored in a classroom with the teacher’s permission.

INCLEMENT WEATHER AND SCHOOL CLOSINGS:
In the interest of student and staff safety, federal and local agencies are consulted prior to making a decision to close, delay, or dismiss schools early due to inclement weather. An official notice will also be posted on the homepage of the district’s website www.thompsonschools.org. Also, check local television channels and radio stations for information during times of inclement weather.

NEWS MEDIA COVERAGE:
From time to time, news reporters may use photos or videotape of students in incidental news coverage. A parent/legal guardian who objects to a student’s image being used should notify the school at the beginning of each academic school year. If a student is to be interviewed on school property by the news media, a signed parental consent form is required (Parental Release for Interviewing, Photographing, and Videotaping/Audio-recording of Students Form) and is available in the annual family update on the parent portal.

VISITORS/VOLUNTEERS/GUESTS:
Visitors:
Visitors are welcome at FHS before school, during lunch, and/or after school. In order to keep our campus safe all visitors must report to the front desk with a picture ID prior to access to the building or school grounds. Visitors are encouraged to make arrangements in advance in order to be assured that school personnel will be
available to meet with them. After authorization is complete visitors must sign in and wear a visitor badge while on campus. Non FHS students may visit FHS during the school day only with advanced approval from their building principal and the FHS administration.

Volunteers:
Provide on-going pre-arranged support to building staff. Anyone who volunteers more than once, must go through a full background check through the volunteer registration system. Registered Volunteers will have a VITAL Volunteer name badge at the front office. Volunteers pick up and drop off their name badge at the front office each time they volunteer.

Guests:
Pre-arranged one time volunteer. Volunteers who will only serve once are considered a guest and do not have to register. A guest is someone who has been invited by district employees for the following reasons:

- Classroom presenter
- Read Aloud Day reader
- Non-district crisis responder working with students and/or staff
- Career Day presenter
- Science Fair judge
- Assembly participant(s)
- Any other person invited to the school on a limited basis (once or twice) to be part of the educational experience

All volunteers, regardless of frequency or time volunteered, must at least go through the sex offender background check. One time guests must present their driver's license to the school secretary for an on-site screening.

Visitors/Guests/Volunteers are expected to follow all school expectations for conduct and will be asked to leave if this expectation is not met.

WITHDRAWAL FROM SCHOOL:
Students withdrawing from school during the school year must complete both the FHS Leave of Absence or Withdrawal form and the Thompson School District Official Notification of Student Withdrawal by Parent/Guardian form. Withdrawing students must return all textbooks, library books, and instructional materials assigned to them. All financial obligations must be cleared. Attendance calls will continue until another school confirms enrollment for students under the age of 17.

EMERGENCY PROCEDURES:
Regular emergency procedures/drills are conducted throughout the school year at the direction of school administration. Thompson School District and FHS utilizes Standard Response Protocol or SRP which outlines four main types of procedures/drills used in an effort to help keep students and staff safe while on campus.
As student and staff safety is our number one priority students and visitors to the building must comply with staff directives during procedures/drills. Failure to comply with staff directives during procedures/drills may result in disciplinary action and a Leave of Absence.

Safe2Tell allows students, staff, parents and community members to Anonymously report anything that is a concern or threat to the individual, friends, family, and/or the community. At Thompson Online Campus we encourage students to Make a Report and Make a Difference! Safe2Tell can be accessed by dialing 1-877-542-7233 or by downloading the app in the Apple or Android app store.
IN AN EMERGENCY
WHEN YOU HEAR IT. DO IT.

LOCKOUT! Get inside. Lock outside doors.

STUDENTS
Return inside
Business as usual

TEACHER
Bring everyone indoors
Lock outside doors
Increase situational awareness
Business as usual
Take attendance

LOCKDOWN! Locks, lights, out of sight.

STUDENTS
Move away from sight
Maintain silence
Do not open the door

TEACHER
Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance

EVACUATE! To the announced location.

STUDENTS
Bring your phone
Leave your stuff behind
Follow instructions

TEACHER
Lead evacuation to location
Take attendance
Notify if missing, extra or injured students

SHELTER! Hazard and safety strategy.

STUDENTS
Hazard           Safety Strategy            Tornado
                Build shelter area
Hazard           Safety Strategy            Hazmat
                Seal the room
Earthquake       Safety Strategy            Earthquake
                Drop, cover and hold
Tsunami          Safety Strategy            Tsunami
                Get to high ground

TEACHER
Lead safety strategy
Take attendance

HOLD! In your classroom. Clear the halls.

STUDENTS
Remain in the classroom until
the “All Clear” is announced

TEACHER
Close and lock classroom door
Business as usual
Take attendance