2022-2023
FHS Student/Parent Handbook

“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 (which are 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 and an important aspect of student success. 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 twice
quarterly. Lower grades will impact student success and if a student does not remain in good standing they 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 to develop a shared community.

**OFFICE HOURS:**
The staff at Ferguson High School value providing an opportunity for students to build relationships and access teacher support for academics. Additionally, students can use this time to meet community and district community service requirements with administration approval.

Office hours are scheduled on Friday mornings from 8:10 to 8:45. Students report to any classroom space in the building and then have the opportunity to build relationships with staff and access academic support.

Administration may use mandatory attendance during Office Hours as a discipline consequence when students receive a major discipline referral and are failing or at-risk of failing a class or classes.

**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. Health and safety protocols will be in place for the foreseeable future at Ferguson High School and are subject to change:

Safety Guidelines:
1. Face Masks - Masks or face coverings will not be required for any students or staff members attending Thompson School District Schools.
2. Social Distancing - there are no current public health orders regarding social distancing. Thompson School District will continue to maximize space as much as possible in school buildings.
3. COVID-19 Vaccines - We encourage students and staff to get vaccinated and will continue to provide opportunities to do so.

**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 Tuesday and Thursday mornings from 9:40 to 10:25 and is required of all FHS students. Students who successfully participate for the entire year will receive 0.25 elective 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.

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 reflect the standard/competency. Teacher gradebooks are accessible to students and parents on the parent portal (Infinite Campus) and 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>
<tr>
<th>Scale</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<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>
<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>
</tbody>
</table>
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.

Insufficient evidence of student performance or competency.

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.

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@tsd.org.

Grades are reported throughout the quarter and transcripts are updated quarterly. Progress grades (4 week grades) will be posted at the end of week four of each quarter. All makeup work for weeks 1-4 of each quarter is due by the end of the last instructional day of the fourth week. All makeup work for weeks 5-9/10 of each quarter is due by the end of the last instructional day of the quarter.

REQUIRED COURSES:

Scholars: All new students to FHS participate in this transition program for the first and/or second quarter on campus. 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. If a student is unsuccessful they will either be placed on a leave of absence and/or be required to complete Scholars 2.0 the following quarter 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.

PBL 101: All new students to FHS participate in this class their first quarter on campus. This class is designed to orient and teach students how to actively engage in Ferguson High School’s instructional model that incorporates collaborative project-based learning.

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. Please navigate to the following link for more information: https://www.thompsonschools.org/cms/lib/CO01900772/Centricity/Domain/367/i/IFK.pdf
INDEPENDENT STUDY:
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. Interested students should contact the school counselor or dean if 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 pursuing 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.

LEAVE 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 three options:

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, online coursework and/or community service 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 which outlines expectations for student attendance. Attendance in 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>
</tr>
</thead>
</table>
| 5                                       | -Attendance Contact (Student, Parent/Guardian, House Teacher)  
- May lose open campus privileges during lunch for the remainder of the quarter  
- 5 Day email sent to students by re-engagement specialist |
| 10                                      | -Student unenrolled from class(es) with 10 absences |

Students at FHS agree to attend all of their classes daily. Students understand that on their fifth (5) absence from any class, they will participate in an attendance contact by phone with their house teacher and parent/guardian. Additionally, they will lose off-campus privileges for the remainder of the quarter. A five day email is also sent home at this time communicating the impact on a student’s graduation plan.
Students also understand that they will automatically be withdrawn from a class when they accumulate ten (10) absences. Additionally, should a student be unenrolled from a class(es) they will receive a zero for that class on their student success score for the remainder of the quarter.

MAKEUP WORK:
Makeup work is provided until a student is withdrawn (at 10 absences) from a class due to attendance concerns including excused absences, unexcused absences, and pre-planned absences. It is the student's responsibility to ask for and complete missed work and assignments. All assignments assigned during the first 4 weeks of each quarter will be due by the end of the fourth week of the quarter. All assignments assigned during weeks 5 through 9/10 of each quarter will be due by the end of the last day of the quarter. Teachers have and may use their discretion to assign specific timelines for makeup work during weeks 1-4 and 5-9/10. It is the student’s responsibility to know and understand the makeup work guidelines for each class they are enrolled in.

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) 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.

<table>
<thead>
<tr>
<th>Minor Behaviors</th>
<th>Major Behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public displays of affection</td>
<td>Health &amp; Safety Violations</td>
</tr>
<tr>
<td>Classroom disruptions</td>
<td>Physical violence towards property or others</td>
</tr>
<tr>
<td>Horseplay</td>
<td>Abusive language (profanity) directed towards others</td>
</tr>
<tr>
<td>Lying</td>
<td>Truancy</td>
</tr>
<tr>
<td>Disrespect</td>
<td>Property vandalism, theft, or damage</td>
</tr>
<tr>
<td>Defiance</td>
<td>Bullying, intimidation, or harassment</td>
</tr>
<tr>
<td>Non-compliance</td>
<td>Closed campus violation</td>
</tr>
<tr>
<td>Dress code violation</td>
<td>Gang affiliation display</td>
</tr>
<tr>
<td>Property misuse</td>
<td>Technology violation</td>
</tr>
<tr>
<td>Inappropriate use of electronic devices</td>
<td>Use/possession of drugs</td>
</tr>
<tr>
<td></td>
<td>Use/possession of tobacco</td>
</tr>
<tr>
<td></td>
<td>Use/possession of Weapons</td>
</tr>
<tr>
<td></td>
<td>Use/possession of alcohol</td>
</tr>
<tr>
<td></td>
<td>Use of lighters/matches</td>
</tr>
<tr>
<td></td>
<td>Academic dishonesty</td>
</tr>
<tr>
<td></td>
<td>Multiple Minors</td>
</tr>
<tr>
<td></td>
<td>Other incidents that violate the code of conduct</td>
</tr>
</tbody>
</table>

Bullying is unacceptable and not tolerated at Ferguson High School. Students who engage in bullying behavior are at-risk of being placed on a leave of absence.

What is bullying?
Bullying is defined as the use of coercion to obtain control over another person or to be habitually cruel to another person. Bullying can occur through a written, verbal or electronically transmitted (cyberbullying) expression or by means of a physical act or gesture. Bullying is prohibited on district property, at district
sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or one of its schools, off school property when such conduct has a nexus to school, or any district curricular or non-curricular activity or event.

Where can I find the Thompson School District bullying policy?
Parents and students can access the policy on the Thompson School District Board of Education website at https://www.thompsonschools.org/page/964.

Will students be disciplined if they engage in bullying?
Any person found to have engaged in bullying, retaliation against anyone participating in an investigation of alleged bullying or any related disciplinary proceeding, or reporting bullying in bad faith as further defined in Board policy JICDE, will be subject to disciplinary action.

How do I report bullying to school officials?
Students (or any other person, including the parents/guardians on behalf of a target of bullying) may report matters of bullying orally, or in writing, to any teacher, counselor, or member of the school administration. These procedures will provide that any person, including the student targeted by the alleged bullying or the student’s parents/guardians, may anonymously report acts of bullying or retaliation to teachers, counselors, and administrators. Reports of bullying may also be made through Safe2Tell and/or TSD’s bullying report form (https://www.thompsonschools.org/cms/lib/CO01900772/Centricity/Domain/367/j/JICDE-E-1.pdf).

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 offense 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.

Students who fail to return and/or damage Thompson School District devices (Chromebooks) may have to check out devices daily and will be unable to take devices home for home use.
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.

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.

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: https://thompsonsdsnutrition.org/index.php?sid=3108102021118594&page=lunchapps.

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 the front office.

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 video 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 assigned technology, 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 six 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 Ferguson High School 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.

ESCAPE Procedure

What is it? An emergency plan designed for FHS and the open nature of our school and learning spaces.

When is it utilized? This is an emergency evacuation plan that is used in the event of an active shooter or any other imminent safety threat to our staff, students, and community members. Here are the protocols:

1. GET OUT!!! EVERYONE IN THE BUILDING WILL EXIT THE BUILDING AS QUICKLY AS POSSIBLE! Find any exit possible including windows.
2. Do not take anything with you other than your cell phone. If your cell phone is not on your person, do not try and retrieve it.
3. Do not go to your car! Do not wait for friends! Get out, get away from the building, and communicate!
# IN AN EMERGENCY

## TAKE ACTION

<table>
<thead>
<tr>
<th>Students</th>
<th>Adults</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOLD! In your room or area. Clear the halls.</td>
<td>Close and lock the door.</td>
</tr>
<tr>
<td>Clear the hallways and remain in room or area until the &quot;All Clear&quot; is announced.</td>
<td>Account for students and adults.</td>
</tr>
<tr>
<td>Do business as usual.</td>
<td>Do business as usual.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Students</th>
<th>Adults</th>
</tr>
</thead>
<tbody>
<tr>
<td>Return to inside of building.</td>
<td>Bring everyone indoors.</td>
</tr>
<tr>
<td>Do business as usual.</td>
<td>Lock outside doors.</td>
</tr>
<tr>
<td>Increase situational awareness.</td>
<td></td>
</tr>
<tr>
<td>Do business as usual.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Students</th>
<th>Adults</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESCAPE! Life threatening event. Exit the building.</td>
<td></td>
</tr>
<tr>
<td>Bring your phone.</td>
<td>Lead evacuation out of the building.</td>
</tr>
<tr>
<td>Leave your stuff.</td>
<td>Keep students together.</td>
</tr>
<tr>
<td>Follow instructions.</td>
<td>Exit the building - quickest way possible.</td>
</tr>
<tr>
<td></td>
<td>Once clear proceed to Gallilee Baptist Church.</td>
</tr>
<tr>
<td></td>
<td>Notify incident command of missing, extra or injured students.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Students</th>
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</tr>
</thead>
<tbody>
<tr>
<td>LOCKDOWN! Locks, lights, out of sight.</td>
<td></td>
</tr>
<tr>
<td>Move away from sight.</td>
<td>Recover students from hallway if possible.</td>
</tr>
<tr>
<td>Maintain silence.</td>
<td>Lock the classroom door.</td>
</tr>
<tr>
<td>Do not open the door.</td>
<td>Turn out the lights.</td>
</tr>
<tr>
<td></td>
<td>Move away from sight.</td>
</tr>
<tr>
<td></td>
<td>Maintain silence.</td>
</tr>
<tr>
<td></td>
<td>Do not open the door.</td>
</tr>
<tr>
<td></td>
<td>Prepare to evade or defend.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Students</th>
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</tr>
</thead>
<tbody>
<tr>
<td>EVACUATE! A location may be specified.</td>
<td></td>
</tr>
<tr>
<td>Leave stuff behind if required to.</td>
<td>Lead students to Evacuation location.</td>
</tr>
<tr>
<td>If possible, bring your phone.</td>
<td>Account for students and adults.</td>
</tr>
<tr>
<td>Follow instructions.</td>
<td>Notify if missing, extra or injured students or adults.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Students</th>
<th>Adults</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHELTER! Hazard and safety strategy.</td>
<td></td>
</tr>
<tr>
<td>Use appropriate safety strategy for hazard.</td>
<td>Account for students and adults.</td>
</tr>
<tr>
<td>Safety Strategy</td>
<td></td>
</tr>
<tr>
<td>Tornado</td>
<td>Evacuate to shelter area.</td>
</tr>
<tr>
<td>Hazmat</td>
<td>Seal the door.</td>
</tr>
<tr>
<td>Earthquake</td>
<td>Drop, cover and hold.</td>
</tr>
<tr>
<td>Tsunami</td>
<td>Get to high ground.</td>
</tr>
</tbody>
</table>

Adapted with permission from ilovsguyys.org K-12 Classroom Reader.