

# ***WELCOME TO Fossil Ridge HIGH SCHOOL***

This Handbook is designed to give you helpful information about Fossil Ridge High School and to let you know how you can make the best of what the school has to offer. Please read it carefully. If you have any questions or need information, any counselor, faculty member, or administrator will be happy to assist you or refer you to someone who can help.

While at Fossil Ridge High School, we hope you will make friends, grow in spirit and wisdom, and enjoy the opportunities available to you.

## ***Focus Respect Honor Success***

**Keller I.S.D. does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education or providing access to benefits of education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.**

The following have been designated to coordinate compliance with these legal requirements:

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## MISSION STATEMENT

We are committed to equipping students with skills and character traits that will enable them to **focus** on learning, **respect** all people and the world around them, cultivate personal **honor**, and take responsibility for their own **success**. We will work together as a community to help all students achieve this purpose.

*Fossil Ridge High School...It's a PRIDE Thing!*

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## SCHOOL SONGS

### ALMA MATER

Fossil Ridge our Alma Mater,  
We are proud to call our own.  
From the lessons learned to the vic'tries earned,  
Fossil Ridge is all alone.  
Standing tall on the horizon,  
We will hold your colors high.  
Panthers Proud and Bold  
Black and Gold!  
Hail to Fossil Ridge.

### FIGHT SONG

Go you Panthers,  
Go for the win and show them  
All our PANTHER PRIDE  
That's within each of us.  
Hear our vic'try roar  
And wave our colors of black and gold.  
Fight! Win!  
Panther Pride will show them all that  
Winning Panthers never will cease,  
'Til we have scored another  
Vic'try for our school.  
Fossil Ridge teams are great!  
Our Panthers will celebrate  
Another win for the black and gold!

## **ACADEMICS**

### **BLOCK SCHEDULE**

Fossil Ridge High School operates on the accelerated block schedule. This means that the educational program is offered in a school day consisting of four 90-minute blocks. Classes meet daily. Students earn what has been traditionally a year's credit in eighteen weeks and what has been a semester's credit in nine weeks. The student has the opportunity under the block schedule to earn eight credits a year.

Freshmen, sophomores, and juniors must take all four blocks each term. Seniors must take at least three blocks each term. However, we strongly advise upperclassmen to take advantage of the educational opportunities and take four blocks. If not taking all four blocks, then seniors must leave campus during their free block. The free block must be either the first or last block of the day.

### **ACADEMIC AWARDS**

We constantly encourage the academic excellence of students, and those students exhibiting outstanding scholarship are recognized.

***Academic Excellence*** - This award is received by the students with the ten highest GPAs in their class. For tenth, eleventh, and twelfth grade students, it is calculated at the end of the fall term and is based on the last four term averages. For ninth grade students, it is calculated at the end of the fall term and is based on the fall term average and last three semester averages from the seventh and eighth grades.

***Texas Scholars*** - These students are honored for completing a curriculum that provides a high level of skills and readiness for the labor market or college. See your counselor for more information.

### **DISTINGUISHED ACHIEVEMENT PROGRAM**

The Distinguished Achievement Program (DAP) is the highest graduation plan offered by the State of Texas. Students must successfully complete the Recommended High School Program, the third level of a foreign language, and four advanced measures.

#### **Advanced measures**

#### **include:**

- **Score of 3 or above on an AP exam.**
- **Individual project of professional quality judged by a panel of experts.**
- **PSAT Commended Scholar, Semi-Finalist, or higher. National Achievement Hispanic Scholar.**
- **Grade of A or B in a college course.**
- **Professional license awarded by a board or association.**

**For students to be recognized at graduation, all advanced measures must be verified in May. Please keep in mind that results from AP tests given in the senior year are not available until July. Students depending on those AP scores will not be recognized until results are finalized.**

## **FINALS**

Currently, there are exemptions on final exams for seniors only. These policies are reviewed annually. No finals will be given early.

## **GRADING POLICY**

At the beginning of each course, whether a nine-week or eighteen-week course, the teachers will hand out a class syllabus and grading policy.

## **GRADUATION REQUIREMENTS**

Fossil Ridge offers various graduation plans, depending on the year in which the student entered as a freshman. See the Course Guide or your counselor for more information.

Eleventh grade students take the state competency test called Texas Assessment of Knowledge and Skills. The 11th grade test or “exit level” test must be passed in order to graduate and receive a diploma.

Only those senior students who have completed all requirements for graduation may participate in the graduation exercise held at the conclusion of the regular school year. Foreign exchange students will not participate unless they have met all state and local requirements.

Early graduation may be granted by the principal upon recommendation of the high school counselors if:

1. The student wishes to graduate early in order to pursue early full-time enrollment in college.
2. Extenuating personal or family circumstances make it necessary to complete graduation requirements before the end of the student’s senior year.
3. Early Graduation Agreement is signed.

A student who is granted permission to graduate early must complete all graduation requirements. At the time such requirements are met and permission for early graduation is received, the student is considered “graduated.” A December graduation ceremony will be held for mid-term graduates. Students graduating in December will not be eligible for spring graduation exercises and spring activities.

## **HONOR GRADUATES**

Students ranking in the top 15% of the graduating class will be designated as "honor graduates" and shall be so recognized at graduation. Of these honor graduates, the top 10 ranking students will be recognized as graduating with "highest honors."

To be eligible for Valedictorian (1st) or Salutatorian (2nd) honors, the students shall have attended Fossil Ridge the entire senior year. If a tie occurs, Co-Valedictorians or Co-Salutatorians will be declared.

## **PREASSESSMENT**

Prior to administration of a major test (defined as one that measures mastery in a unit of study), teachers will conduct a preassessment to determine students' readiness. Based upon analysis of the preassessment, teachers will reteach as needed prior to administering the major test. The

preassessment will include but is not limited to, the following:

- \*oral check
- \*written quiz
- \*satisfactory completion of homework
- \*completion of study guide

### **RETEACH POLICY**

Mastery of the essential elements of each subject or course of study is an expectation for FRHS students. Therefore, reteaching strategies will be employed to help students master the required Texas Essential Knowledge and Skills.

### **RETEACHING STRATEGIES**

As teachers monitor student progress and check for understanding as part of their daily teaching, they will reteach as needed through one or more of the following strategies:

- Mandatory tutorials with teacher, where material is retaught in individual or group format;
- Peer tutoring within the class period or tutorial period;
- Use of warm-up activities, supplementary materials, or alternate instructional materials over previously taught material/concepts in which students lack mastery;
- Collaborative/cooperative learning;
- Adjustments to pace;
- Increased use of manipulative and other techniques to stimulate the right hemisphere of the brain;
- Use of additional models or examples;
- Individual assistance from the teacher;
- Regrouping within the class;
- Computer-assisted instruction;
- Utilization of special education (ESL, etc.), services where appropriate.
- TAKS remediation classes and/or techniques;
- Materials re-presented on a daily basis;
- Multi-sensory teaching techniques;
- Presentation of the materials in a modified modality appropriate to meet the needs and the learning style of the individual student, i.e., taped reading materials, visual aides, manipulatives.

### **RETEST POLICY**

Retesting will be done following the reteaching process and guidelines stated above. An alternate form of the test or the same test may be utilized in the retest process, except for major tests. An alternate form of the test must be used for major tests. Retest will occur by student/teacher arrangement outside the regular classroom time if the number of students involved is limited. The teacher will provide the opportunity for retest; the student must take the initiative to retake the test. Only one retest will be offered. Retest on final tests is not allowed.

Opportunities are provided to address retesting through one or more of the following methods:

- demonstration of mastery of material through a medium other than the written test;

- oral proof of mastery;
- a different version of the test or the same test;
- revision within the writing process;
- test correction
- computer-aided testing;

### **RECORDING OF GRADES**

The highest score a student can earn on a retest is a 70. However, both the original score and the retest score will be recorded.

### **EXCEPTIONS TO RETESTING**

Grades for products, which result from a full, extended process, such as process papers, research papers, lab practicals, etc., do not necessarily fall within the reteaching/retesting guidelines. The process itself, and adherence to it, will provide several opportunities for students to make improved scores.

Students who are found to be taking unfair advantage of the retest opportunities will not be allowed to participate in the procedures. Unfair advantage is determined to be:

- Skipping school or class the day a test or reteaching/retesting is offered;
- Cheating on either the original test or on the retest;
- Refusing to complete or failing to complete and turn in class work or homework assignments designed to prepare students for either test;
- Habitually failing major tests on the first attempt and failing to take advantage of reteaching opportunities, student-teacher conferences, and/or parent-teacher conferences, in order to catch up with the class;
- Creating a disturbance that results in an office referral during reteaching and/or retesting;
- Failing to consistently take advantage of mutually acceptable scheduled tutorials;
- Failure to take a retest at the appointed time. The original test grade will be recorded unless the teacher determines that credible extenuating circumstances exist.

### **SCHEDULE CHANGES**

Due to the pace of the accelerated block schedule, schedule changes will not be made after June 11<sup>th</sup>, 2004.

Only schedule changes pertaining to graduation plans and/or computer errors will be addressed during the following school year.

A student who does not submit a registration form by the add/drop date will not be eligible for a schedule change.

### **SAVE COMMITTEE PROCESS**

Schedule changes that are requested after the add/drop date and that affect core classes only will be addressed through the SAVE Committee process.



Schedule change requests for elective classes will not be considered after the add/drop date.

After conferencing with the student's teacher, the student and/or parents may make application with the academic associate, or designated person, to request a SAVE Committee meeting.

### **TESTING DATES FOR SAT & ACT TESTS**

#### **ACT**

9-25-04\*  
10-23-04  
12-11-04\*  
2-12-05\*  
4-9-05  
6-11-05\*

#### **SAT**

10-9-04\*  
11-6-04\*  
12-4-04\*  
1-22-05\*  
3-12-05  
5-7-05\*  
6-4-05\*

\* Testing held at Fossil Ridge

For more information for ACT tests go to [www.act.org](http://www.act.org)

For more information for SAT tests go to [www.collegeboard.com](http://www.collegeboard.com)

### **IMPORTANT PLACES ON CAMPUS**

#### **ATTENDANCE OFFICE - (1)**

Compulsory Attendance Policy - Students are required by Texas law to attend school through the school year of their 18th birthday. This attendance is expected and accounted for every day in which school is in session. (There are **NO** school-recognized **SKIP DAYS**.) If a student is absent from school 10 or more days or part of days within a six-month period in the same school year or on three or more days or parts of days within a four week period:

1. The student's parent or guardian is subject to prosecution.
2. The student is subject to prosecution.

If a student is absent from school without excuse on three days or parts of three days within a four-week period, the parent or guardian will receive written notice from Keller ISD. That notice will remind the parent or guardian that it is his or her duty to monitor student attendance. At that time, a conference will be requested between school officials and the parent or guardian to discuss the absences.

By Texas law students must attend every class for a minimum of 90% of the days each semester. Failure to do so may result in no credit being received in each class with less than 90% attendance. Failure to comply with the compulsory attendance policy will also result in **NO TEA FORM** being issued for driver's education classes or driver's license renewal. If a student exceeds the 90% attendance for a TEA form, time may be made up in Saturday School. See your Assistant Principal for details. There is a three- (3) day wait to receive a TEA Form.

The only exception to this rule involves possible extenuating circumstances, which can be documented by the student. Students falling below the 90% requirement have the right to submit documentation (physician's statements or court records) to an attendance review committee that will evaluate each class individually to determine award of credit for the semester in question.

If a student is absent, he/she should have a parent call the school on the day of the absence, and bring a note with a phone number where the parent may be contacted when the student returns to school. If a student is absent due to medical reasons, the student should bring a doctor's note upon returning to school.

Students who have not complied with a note or phone call within three (3) days of their returning to school will be considered unexcused and truant and subject to disciplinary action. If a student uses a forged note from home to excuse an absence, he/she will be given double the punishment for truancy. If a student is absent for any medical reason, he/she should bring a doctor's note upon return to school. Forged doctor's notes could result in criminal charges being filed against the individual.

A student absent from school and returning without a doctor's note will not be allowed to participate in school-related activities on that day.

### **LIMIT ON ACTIVITY-RELATED ABSENCES**

Students shall be limited to five (5) school activity-related absences in any one term.

### **EARLY DISMISSALS**

Students leaving school during the school day are required to bring a parental note to the attendance office prior to the student's first class period on the morning the student needs to leave early. This note should include:

- \*Student's name and grade level

- \*Reason for leaving and time of departure

- \*Parent signature and phone number where they can be reached. The parent will be contacted for verification of the early dismissal. If a parent cannot be reached, the student will not be granted an early dismissal. The attendance office will issue to the student a pass for leaving campus. Students leaving campus without clearing their departure through the attendance office will have their absence recorded as truant and will be subject to disciplinary action.

### **COUNSELORS - (2)**

Counselors are available in the office for purposes of course selection and scheduling, occupational and vocational information, college selection, SAT and ACT testing, and personal problems. Students who wish to see a counselor must sign up for an appointment with the counselors' secretary before or after school or during the lunch period. Students are not allowed to miss class or be tardy in order to see a counselor. Once the student has signed up with the secretary for an appointment, the counselor will call the student from class.

### **FRONT OFFICE - (3)** **VISITORS**

All visitors must check in at the front office. Visitors will not be allowed on campus without clearance through the office. Student visitors will not be allowed to attend classes or have lunch in the school cafeteria. The only visitors allowed for lunch are the parents or grandparents of a Fossil Ridge Student.

## **FLOWERS AND GIFTS**

Fossil Ridge High School will not accept delivery of any flowers or gifts for students. Because of the size of the school, it takes a great amount of time and space to accommodate deliveries (especially on homecoming and Valentines Day). Therefore, deliveries will not be accepted.

## **MESSAGES**

The office will only deliver phone messages from a parent to students in the event of an emergency.

## **LIBRARY - (4)**

The school library is an important part of your school life. It is provided for your use and we encourage you to use it whenever possible. All books, with the exception of reference and reserve books, may be checked out for a period of two weeks. Magazines and newspapers are for use in the library only.

A fine of 10 cents per day, excluding weekends and holidays, is charged for overdue materials. Students are responsible for paying for lost or damaged materials. Report card and/or student records may be held until library fines are cleared.

Students must have a pass in order to enter the library during school hours, including lunch. Students using the library must sign in at the front desk. Seniors who do not have a first or fourth period class, are welcome to use the library, but are asked to sign in at the main desk.

## **LUNCHROOM - (5)**

Fossil Ridge High School is a closed campus. All students, whether they bring their lunches or buy them, are required to eat in the lunchroom. **Students are not allowed to leave campus for lunch!**

For safety reasons, the only visitors allowed for lunch are parents and grandparents of the students they are visiting.

Food items will not be allowed in any academic area of the building. Students are not allowed to have food delivered to the campus.

Students are to keep the lunchroom clean and neat by disposing of trash items. Upon completion of lunch, students must remain in the cafeteria area until their lunch period ends.

The district participates in the National School Lunch Program and offers free and reduced-price meals based on a student's financial need. Information can be obtained from the front office.

Students are not allowed to leave the building during lunch. Students found to have left FRHS, will be assigned a day in ISS.

For price information, please contact Chartwell Food Services at (817)744-1146.

## **NURSES OFFICE - (6)**

Students must have a pass from their classroom teacher to be seen by the nurse, except for

emergency situations. If the nurse is not available, students should report to the office.

Parents are requested to fill out and sign an emergency information card. This card lists the parents' daytime phone numbers, places of employment and the names of other adults who may be called if parents are unavailable. Students will only be released to those designated persons. The card also provides medical information and gives permission for the school to obtain emergency medical treatment.

Students may not leave school for illness without first reporting to the nurse and attendance office. The school nurse must contact parents before a student may leave campus. Students who are ill should not go to the pay phone to call a parent in order to go home. Every attempt will be made to contact parents when a student is ill and in need of going home. Failure to follow this procedure will result in an unexcused absence and the student will be subject to disciplinary action accordingly.

Parents of a student with a communicable disease are asked to telephone the school nurse so other students exposed to the disease can be notified. A student who has certain diseases is not allowed to come to school while the disease is contagious.

Parents should inform the nurse of a student's chronic illness or medical condition to ensure continuity of care.

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. The immunizations required are diphtheria, tetanus, polio, measles (rubeola), mumps, rubella, and haemophilus influenza. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

A student who must take prescription (or non-prescription) medication during the school day must bring a written request from his/her parent and the medication, in its properly labeled container, to the nurse's office. The nurse, or her designee, will administer the medication at the proper times or give the student permission to take the medication as directed.

The school does not provide any medication, such as pain relievers and decongestants. All necessary medication must be brought from home to the nurse's office. A student may not carry any type of medication on school property, except for certain asthma inhalers, which must be accompanied by a physician's order.

The phone in the nurse's office is to be used for medical reasons only. The phone is not for student's personal use.

### **LOST AND FOUND - (7)**

The lost-and-found area is located at the assistant principals' reception desk. If you have lost an item, please check for the lost article with the receptionist. Unclaimed articles are disposed of at Christmas and in June.

## **FRHS CODE OF CONDUCT FOR STUDENTS**

### **DISCIPLINE MANAGEMENT PLAN**

In general, discipline will be designed to correct misconduct and to encourage adherence by all students to their responsibilities as citizens of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Disciplinary action will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements. Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses.

Some behaviors deemed inappropriate for a public school setting and off-campus school functions are:

- Fighting
- Willful disobedience
- Bringing tobacco products to school
- Bringing alcohol or illegal drugs onto campus
- Public displays of affection
- Arguing with staff members
- Truancy
- Being under the influence of any illegal drug or alcohol

This is only a partial list. Students are expected to act in an appropriate manner when involved with any school activities.

General misconduct will result in application of one or more discipline management techniques. State law requires that the violation be reported to the principal or other appropriate administrator who must send notification to the parent or guardian within 24 hours of receiving the report.

### **Detention Hall**

For minor infractions of the code of conduct or other policies and regulations, teachers may assign the student to a detention, up to one hour, in their classroom. The student will be given a minimum of a 24-hour notice.

Administrator assigned detentions will be held on Monday, Wednesday, and Thursday after school for one hour (2:40pm – 3:40pm). These D-Halls will not be rescheduled unless a parent calls or send a note to make other arrangements.

When a student misses a D-Hall, will be assigned In-School Suspension.

### **Saturday School**

For the most part, Saturday School is assigned for students to regain credit or to make up time for a T.E.A. form. Students serve this assignment from 8 a.m.- 12 noon. A certified teacher is on duty to supervise the students in an academic setting and there is little or no opportunity for social interaction with peers. The student will work on missed schoolwork. If they do not bring

work, schoolwork will be assigned. The work will be aimed at helping the students prepare for the TAKS Test, PSAT test, the ACT test or the SAT test.

If a Saturday School is assigned, it will not be rescheduled unless there are extenuating circumstances (the principal will decide if the excuse warrants rescheduling). Parents must call to reschedule Saturday School.

There will be a fifteen minute supervised break. The minimum stay shall be one day for a four-hour period. Students are responsible for their own transportation.

Lack of cooperation by the student will result in dismissal from Saturday School. A student will receive two (2) warnings for inappropriate behavior, then they will be asked to leave. If a student misses a Saturday School assignment, walks out or is asked to leave, a day of In School Suspension may be assigned or credit will be denied to the class they were trying to make-up.

### **Formal Removal**

Formal removal will result if the student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his/her class or is so unruly, disruptive or abusive that the teacher cannot teach. Ed. Code, Section 37.002.

Any removal of a student by a teacher requires that the teacher make a Student Code of Conduct violation report, if the student's conduct is a violation of this code. The principal or appropriate administrator must send a copy of the report to the student's parent or guardian within 24 hours of receiving the teacher's report.

A teacher or administrator may also remove a student from class for an offense for which a student may be suspended and/or placed in a disciplinary Alternative Education Program.

If the violation results in formal removal, the principal may schedule a conference within three (3) school days with the student's parent, the teacher and the student.

After the conference, the principal will notify the student of the consequences of the Student Code of Conduct violation.

When a student is removed from the regular classroom and a hearing is pending, the principal may place a student in:

- Another appropriate classroom.
- In-school suspension.
- A disciplinary Alternative Education Program in which the student must be separated from other students for the entire school program day and will be provided instruction in the core subjects. Counseling will be provided to the student.

When a student has been formally removed from class, the principal may not return the student to the teacher's class without the teacher's consent unless the placement review committee determines that the teacher's class is the best alternative.

### **In-School Suspension (ISS)**

For more serious misbehavior or for persistent misbehavior, an administrator may assign a

student to ISS, our in-school suspension program. In this setting, the student receives assignments/instruction with little or no opportunities for social interaction with peers. Supervised breaks for restroom and water privileges are provided morning and afternoon. The minimum stay shall be one (1) day. Students need to bring their lunch with them when assigned to ISS. Lack of cooperation by the student may increase the length of the stay or result in additional disciplinary action. Students assigned to ISS are not permitted to participate in any school-sponsored or school-related extracurricular or co-curricular activity until they have completed their ISS assignment.

While in ISS, the students will be responsible to complete their regular classroom assignments. Failure to complete work while assigned to ISS, may result in additional time in ISS.

After serving six (6) days in ISS and there is no notable change in a student's behavior, a student may be placed in an alternative education center.

### **Suspension**

In severe situations, a pupil may be given his/her assignments to complete at home. Students may be suspended for any reason that also requires placement in a disciplinary Alternative Education Program. State law allows a student to be suspended at home for up to three (3) school days per offense, with no limit on the number of times a student may be suspended in a semester or a school year.

The principal or appropriate administrator will give the student, who is to be suspended, an informal hearing. The student will be advised of the conduct with which he or she is charged and given an opportunity to explain his/her version of the incident.

The principal or other appropriate administrator will determine the duration of a student's suspension, which cannot exceed three (3) school days. Students are not allowed to return to their campus or participate in any school-related extracurricular or co-curricular activity while they are suspended from school.

The student shall receive an excused absence for this removal if the student satisfactorily completes the assignments for the period of suspension designated by the principal.

It is the students' responsibility to get makeup work from their teachers.

### **Removal to an Alternative Education Program**

After reasonable discipline management techniques have been imposed or the campus administrator determines that the student's presence in the regular classroom program or at the home campus presents a danger of physical harm to the student or to other individuals, or that the student has engaged in serious or persistent misbehavior that violates the previously communicated standards of student conduct, the student may be removed to an Alternative Education Program (AEP). The board delegates to the principal or his designee the authority to remove a student to a disciplinary AEP. The principal will determine the duration of a student's placement. The minimum placement to AEP is 15 days of successful schoolwork and behavior. While in AEP, the student is not allowed to attend any school district functions or be present on any district properties except to attend AEP. See the K.I.S.D. Student Code of Conduct for more information.

## **DRESS CODE**

### **(SEE CENTER INSERT FOR DRESS CODE HIGHLIGHTS)**

The Board believes that proper etiquette, social customs and good grooming are a definite part of the educational process. Toward this end, students should wear to school and to school functions clothing that is neat, clean and appropriate with the standards of the district's educational environment. Any extreme in clothing, hair, cosmetics, jewelry or appearance that may disrupt the normal operations of the school will not be acceptable.

1. Students' hair shall be clean, neat and well groomed. Hairstyles shall not, in the opinion of the administration, cause a health or safety hazard or cause a disruption of the educational process. Spike hairstyles must be neat and uniform in length. Spike styles where the hair is clumped together are not acceptable. Extreme spikes are not allowed. Hair color should be of a natural color (black, brown, red or blonde). In the opinion of the school administrator, the color of students' hair should not disrupt the educational environment.
2. Students shall wear clothing and undergarments in keeping with their gender.
  - No half-length or bare-midriff shirts/blouses shall be worn
  - No see-through garments, cutouts or holes in jeans, slacks, dresses, skirts, tank tops, etc. will be permitted.
  - The minimum length of any garment with legs in it, regardless of what it is called, must fall between the fingertips and knuckles. This includes, but is not limited to jeans, slacks, pants, sweat pants, culottes, walking shorts, "jams", "clam diggers", jumpsuits, etc. (see illustration)
  - Skirts must be at least fingertip length; the peak of a slit on any garment will be considered point where fingertip length is determined.
  - Shorts or skirts must allow students to be able to stand, sit, and/or bend with modesty.
  - Because of concerns for the level of physical maturity of students in grades 7-12, cut-off shorts or cut-off shirts shall not be worn.
  - Biking shorts or tights are not to be worn except during athletic periods or activities as approved by coaches.
  - Sleeper pants, pajamas and boxer shorts are not allowed.
  - Students shall wear shoes at all times. Slippers are not permitted except for special occasions.
  - Shoes called "Healies" or similar type footwear are not allowed.
3. Students are not to wear "tee" shirts or other items of clothing with pictures, logos, phrases, letters, or words printed on them that are obscene, pornographic, or disruptive in the judgment of the school administration. This shall include, but shall not be limited to:
  - Clothing considered to represent illegal gangs or gang paraphernalia, including bandannas, "colors", oversized saggy pants (all pants must be worn at the waist)
  - Nude/semi-nude figures
  - Clothing or jewelry or other symbols that contain satanic, witchcraft-related, or other occult wording or images.
  - Pictures or logos of alcoholic beverages or tobacco, obscene gestures or words, or pictures that depict prohibited substances
  - Figures in sexually suggestive postures
4. Students are not to wear hats of any kind within school buildings unless approved by the administration for special occasions. "Hats" should be interpreted broadly and include caps, visors, bandannas, scarves or kerchiefs and similar hat-like apparel.



5. Earrings may be worn, in the ears. Body piercing rings, studs, etc. may not be worn on other body areas. Tattoos shall remain covered while at school or school activities.
6. “Wild Eyes” or other similar contact lenses may not be worn.
7. Regulations in reference to grooming and dress for special activities such as athletics, fine arts, and drill team shall be governed by the immediate person in charge of these activities, under the direction of the principal. Mums/corsages are permitted only in the high schools.
8. Appropriateness and moderation in all things related to the health and safety of the students and the avoidance of distractions to the educational process are the guiding principles of the student dress code. Styles and fads are constantly changing and cannot possibly be covered by specific rules and regulations. The task of evaluating what is proper in the way of dress and grooming is highly controversial, and opinions may vary. The individual schools will assume responsibility for ruling on specific items of clothing and general appearance for reasons of safety and health, or for the order, well-being and general welfare of students.

The board authorizes school administrators to make appropriate adjustments in the dress code to fit the unique needs of a particular campus and to employ appropriate disciplinary procedures to carry out and enforce this policy.

### **DRUG DOGS**

In an effort to provide for a safe campus environment, the board of trustees has employed the use of sniffer dogs (commonly called drug dogs) in the secondary schools of the district. The purpose of the program is to ensure that drugs, alcohol and weapons are not on the campus.

### **METAL DETECTORS**

KISD, in an effort to provide for a safe and secure environment for our students and staff, uses walk-through and hand-held metal detectors to the other security tools that are in place. These metal detectors are similar to those in use at airports, courthouses, and some concerts. These detectors will typically not be set up at the entrance to the buildings, but will be used for random screenings in the building. Random screenings will be used due to the time required to send all students through one or more detectors at the beginning of the school day.

Administrators have been trained in their use and a plan has been developed to efficiently process the students through the detectors.

If a prohibited item is discovered, proper school disciplinary procedures will be followed. If illegal weapons or drugs are found, the police will be notified and the student will face the possibility of expulsion.

### **POLICE QUESTIONING OF STUDENTS**

The following guidelines shall apply when law enforcement officer(s) or other lawful authorities desire to question or interview a student at school:

- The principal/assistant principal shall verify and record the identity of the officer or the other authority and request an explanation of the need to question or interview the students at school.
- The principal/assistant principal shall ordinarily make reasonable efforts to notify the student’s parent or other person having lawful control of the student. If the interviewer raises what the principal/assistant principal considers to be valid objection to the

notification, parents will not be notified.

- The principal/assistant principal ordinarily shall be present during the questioning or interview. If the interviewer raises what the principal/assistant principal considers to be a valid objection to a third party's presence, the interview shall be conducted without that person's presence.

### **PROHIBITED ITEMS ON CAMPUS**

1. All tobacco products
2. Live animals or insects
3. Glass containers
4. All types of alcoholic beverages
5. Weapons of any kind or items that may be perceived as weapons (such as wallet chains)
6. Harmful drugs or chemicals
7. Lighters or matches
8. Radios, tape players, CD players, or anything similar
9. Guns (BB, starter or look-alikes)
10. Electronic communication devices (**See Keller ISD Student Code of Conduct for more information.**)
11. Laser pens or pointers
12. Chains of any kind
13. Bandanna's
14. Skateboards, roller blades, scooters or shoes with wheels in the heels

### **SEARCHES AND SEIZURES**

Fossil Ridge High School respects the right of students to privacy and security against arbitrary invasion of their person or property. However, school officials have a right to search students or their property when there is reasonable or probable cause, with the student's consent or with a search warrant. If a student refuses to cooperate, their parents will be notified and the police may be called. The alert of a trained dog is considered reasonable cause to search a locker or car. School officials have probable cause to search a person upon alert of a metal detector. Anything found that is illegal or in violation of school policy will be handled in the same manner as if school personnel made the discovery. KISD POLICY FNF

### **SCHOOL RESOURCE OFFICER**

In an effort to provide a safe, orderly and secure campus for our students, there is a police officer on campus. The officer is responsible for law enforcement on campus, participates in the educational program, assists in public relations and may provide guidance to our students and parents if requested.

### **TARDY POLICY**

Students are expected to be on time for all classes. Students are considered tardy if not in their assigned class when the bell rings. If a student is more than twenty minutes late to a class, he/she will be considered truant and subject to disciplinary action.

Disciplinary actions for students choosing to be tardy to class are as follows:

1. First tardy (in a nine week period):
  - a. Conference with student (warning given).

- b. Date and time of tardy will be recorded.
2. Two tardies (in a nine week period):
  - a. Date and time of tardy is recorded on a Discipline referral.
  - b. Student is assigned to a detention in Room 106 (one hour after school on Monday, Wednesday or Thursday).
3. Three tardies (in a nine week period):
  - a. Date and time recorded on a discipline referral.
  - b. D-Hall is assigned (as above).
4. Four tardies through six tardies (in a nine week period):
  - a. Date and time of tardy is recorded on discipline form and sent to the appropriate assistant principal.
  - b. Student is assigned to one day in ISS.
  - c. Parents are notified.
5. Students with persistent tardy problems will require further administrative intervention.

Detentions will be served on Monday, Wednesday, and Thursdays after school for one hour (2:40 – 3:40pm). Students will be given a minimum of a twenty-four (24) hour notice of pending detention. Transportation home is the responsibility of the student.

If a student cannot attend detention, the parents will need to call or write a note to reschedule detention before the detention is scheduled.

When the student is tardy to class and it was caused by extenuating circumstances, the student should report to the admit center (located in the attendance office) and get an admit slip to class. The student must bring a written note before the d-hall is scheduled to get the detention excused.

When a senior accumulates three or more tardies to the same class it will count against senior exemptions.

### **TRUANCY POLICY**

Students absent from school without permission of parent(s) or guardian(s) or absent from class (for a period of twenty minutes or more) without the principal's permission shall be considered truant and shall be subject to disciplinary action. Students who leave class without the teacher's permission will be considered truant.

If a student is out of class without a proper pass, he/she will be subject to disciplinary action of at least one (1) detention. He/she may also be subject to disciplinary action for truancy. Punishment for truancy is as follows:

Level 1 - First time truant will result in a one (1) hour detention.

Level 2 - Second time truant will result in a one (1) hour detention.

Level 3 - Third time truant as defined above, will result in one (1) day ISS.

If a student is returned to the campus by a police officer for truancy, the student will be assigned two (2) days of ISS.

Any student who continues to have truancy problems beyond Level 3 will be assigned additional days in the ISS or CPC as is appropriate to their particular case, and/or a parent conference will be held with the principal to determine the student's educational placement.

The school district has hired attendance officers who will help enforce the state mandated attendance laws.

## **STUDENT INFORMATION**

### **ATTENDANCE**

In Texas, children are required to attend school unless exempted by law. School employees investigate and report violations of the state compulsory attendance law. Students who are six years of age must be enrolled in school, and students who have not completed the academic year in which their 18th birthday occurs must be enrolled in school unless exempt by law. Regular attendance and punctuality are required of every student. Students shall not receive credit for a course/class unless the student is in attendance for at least 90% of the days the class is offered (Educ. 25.092), unless there are extenuating circumstances.

Students will be notified in a timely manner by assistant principals that course credit has been denied due to absences. Credit denied for absences may be earned through the last day of the following grading period or the tenth day during the summer for the fourth grading period.

Denial of credit may be appealed to a campus attendance committee appointed by the principal and authorized by the board.

If a student is absent from school 10 or more days or part of days within a six-month period in the same school year or on three or more days or parts of days within a four week period:

1. The student's parent or guardian is subject to prosecution.
2. The student is subject to prosecution.

If a student is absent from school without excuse on three days or parts of three days within a four-week period, the parent or guardian will receive written notice from Keller ISD. That notice will remind the parent or guardian that it is his or her duty to monitor student attendance. At that time, a conference will be requested between school officials and the parent or guardian to discuss the absences.

### **ATTENDANCE POLICY**

1.) When a student misses school for any reason, they must bring a note within **THREE DAYS** after the absence to excuse for truancy purpose. After three days, the absence will be considered unexcused. The missed school days will be handled as truancy.

2.) Absences that are excused under the 90% attendance law must be because of the following reasons:

1. Doctor's Appointment
2. Court Date (Under Certain Circumstances)
3. Funeral

#### 4. Religious Holy Day

3.) A student has five (5) other days for sickness or other reasons that can be used before they lose credit. They will then have to meet with the attendance committee to decide about regaining credit.

4.) Truancies over five (5) will be turned over to the Attendance Officer for further action.

5.) After a student has five (5) unexcused absences during a nine week grading period, credit is denied in that class, under state attendance law. Students will be notified in a timely manner by assistant principals that course credit has been denied due to absences. Credit denied for absences may be earned through the assistant principals through the last day of the following grading period or the tenth day during the summer for the fourth grading period.

6.) A warning will be sent home after a student has more than five (5) unexcused absences in any class period. If unexcused absentees continue, the District Attendance Officer will send a warning letter home. If absences continue after the district warning letter, the District Attendance Officer may file on the parent and student in the local court system.

#### **ABSENCES/MAKEUP WORK POLICY**

Good attendance is necessary to obtain a quality education. Basic policy, therefore, is that all students should punctually attend school every day unless ill or involved in a family matter.

Students who are absent from class are allowed two (2) days for each day absent to make up missed assignments. This applies to all absences regardless of reason. It is the student's responsibility to find out the assignments and make up the work within this period unless the teacher agrees upon another date.

#### **BELL SCHEDULES**

##### **REGULAR SCHEDULE**

Tutorials 7:00-7:20  
Period 1 7:30-9:00  
Period 2 9:07-10:46  
Period 3 10:53-12:53 (lunches)  
Period 4 1:00-2:30  
Tutorials 2:35-3:00

##### **PEP RALLY SCHEDULE**

Tutorials 7:00-7:20  
Period 1 7:30-8:50  
Period 2 8:57-10:26  
Period 3 10:33-12:35 (lunches)  
Period 4 12:42-2:00  
Pep Rally 2:07-2:30  
Tutorials 2:35-3:00

#### **Lunch Schedule**

##### **REGULAR SCHEDULE**

A Lunch 10:46-11:14  
B Lunch 11:19-11:47  
C Lunch 11:52-12:21  
D Lunch 12:26-12:53

##### **PEP RALLY SCHEDULE**

A Lunch 10:26-10:54  
B Lunch 10:59-11:27  
C Lunch 11:32-12:00  
D Lunch 12:05-12:33

#### **BUSES**

All students who are eligible will be permitted to ride the bus, provided they conduct themselves properly. Students who do not follow bus regulations may lose transportation privileges.

## **CONDUCT ON THE BUS**

1. Remain seated while the bus is moving.
2. Do not change seats. The driver is authorized to assign seats.
3. A student shall not refuse to sit in an assigned seat or deny another a place to sit.
4. Each student will be expected to remain seated for the duration of the trip, and remain seated until the bus door opens.
5. Normal conversation is permitted; any loud noises may distract the driver and create an unsafe condition.
6. Scuffling, fighting and the use of obscene, vulgar or profane language and gestures are forbidden.
7. Do not throw objects inside or out of the bus.
8. Do not mark, cut or scratch any part of the bus. The person who is responsible will pay vandalism costs.
9. Students should use the emergency door and exit controls only during supervised drills or actual emergencies.
10. Students shall never attempt to operate the passenger door or other driver controls except in cases of extreme emergencies.
11. Students shall face forward for the duration of the trip and shall keep their feet on the floor in front of them and out of the aisle.
12. Students shall not stick any body parts out the window.

## **PROHIBITED ITEMS ON BUSES**

1. Tobacco products
2. Live animals or insects
3. Glass containers
4. Alcoholic beverages
5. Weapons, explosive devices, harmful drugs or chemicals are not to be carried by the student. All other items must be kept on the student's lap at all times.
6. Matches and lighters
7. Food and drinks (no eating or drinking on the bus is permitted). This includes gum.
8. Radios or tape players
9. Skateboards
10. Guns (BB, starter or look-alikes)
11. Paging devices and electronic communication devices
12. Laser pointers/lights
13. Chains of any kind
14. Bandannas

## **DISCIPLINE ON BUSES**

The school bus is an extension of the classroom, and the principal will administer discipline with assistance from the bus driver. All school board district rules that apply to student conduct and other student-related activities apply to the school bus. Students are only allowed to ride the bus assigned to their area of residence without prior approval of the principal. High School students may not "catch" a bus at any school location other than the high school.

## **CLUBS AND ORGANIZATIONS**

The following clubs and organizations are available to eligible students:

Academic Decathlon

Art Club/National Art Honor Society

Athletics:     Baseball  
                  Basketball  
                  Football  
                  Golf  
                  Soccer  
                  Softball  
                  Swimming  
                  Tennis  
                  Track & Field  
                  Trainers  
                  Volleyball  
                  Wrestling

Band:           Wind Ensemble  
                  Symphonic  
                  Concert  
                  Instrumental Ensemble

Business Professionals of America

Cheerleaders

Chess Club

Choir:          Concert  
                  A Cappella  
                  Chorale  
                  Show Choir

College Club

Crimestoppers

D.A.R.E. Role Models

Drama Club/Thespians

Environmental Club

Fellowship of Christian Athletes

Flag Corps

French Club

Future Homemakers of America

Future Teachers of America

Home Economics & Child Dev. (HERO)

International Club

Math Club

National Honor Society

Natural Helpers

Newcomers Club

Panther Times Staff

Power lifting

Science Club

Scrabble Club

Spanish Club

Speech & Debate Team  
Stray Cats  
Student Council  
Sun Dancers  
Yearbook Staff

### **CRISIS MANAGEMENT PLAN – “WORK THE PLAN”**

An important aspect of our District Crisis Management Plan is to do what is most important to us—take care of your child in the most effective way. As we have learned from schools who have experienced crisis, one of the most difficult areas to address is how to manage traffic flow and incoming phone calls from frightened parents, as well as media, while trying to access needed emergency and medical help. Northwood Community Church in Keller has been selected by our district as our Parent Information Center. Should a crisis occur at FRHS, it is our request that parents “work the plan.”

Please do not come to the school, instead go directly to the church where a committee from Keller ISD Central Administration will meet you with information on how to reconnect with your child. We ask for your cooperation and understanding as we continually search for ways to assure you that your child’s safety is a primary concern of all caregivers in Keller ISD.

### **KISD Crisis Management Parent Information Center**

**Northwood Church  
1870 Rufe Snow Drive  
Keller, Texas 76248**

### **DISTRIBUTION OF MATERIAL ON CAMPUS**

All aspects of school-sponsored newspapers and/or yearbooks are completely under the supervision of the teacher and campus principal.

Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated or distributed on any school campus by a student or a non-student without the approval of the principal and in accordance with campus regulations.

All material intended for distribution to students that is not under the district’s editorial control must be submitted to the principal for review and approval.

The principal must first approve signs and posters that a student wishes to display. Posters displayed without authorization will be removed. Any student who posts or distributes printed material without prior approval will be subject to disciplinary action.

### **ELIGIBILITY**

The U.I.L., Texas Education Agency and/or the constitution of the organization governs eligibility requirements for club/organization membership. Students must meet the eligibility requirements to be active members and participate in organizational functions. This includes the no pass/no play provision. A student participating in U.I.L. activities will be suspended from participation after a grading period in which the student received a grade lower than the



equivalent of 70 on a scale of 100 in any academic class. This suspension continues for three weeks. The grades will be subsequently reviewed at the end of each three-week period; the suspension will be removed if the student's grades in all classes are equal to/greater than the equivalent of 70.

## **EMERGENCY PROCEDURES**

### **FIRE DRILL PROCEDURE**

The state of Texas has adopted the following fire drill signals, which are standard in most of North America:

**Fire Drill.....**The Fire Alarm/Strobe System will sound. Leave the building in an orderly manner--fast but not running.

**Return.....**The students will be notified by the public address system when it is safe to return.

Students should remain with their teacher and be quiet during fire drills.

**STUDENTS SETTING OFF FALSE ALARMS WILL BE SUBJECT TO PUNISHMENT UNDER THE STATE PENAL CODE AND WILL BE SUBJECT TO DISCIPLINARY ACTION.**

### **TORNADO/DISASTER DRILL**

The siren will sound over the public address system. Students and teachers are to move to designated areas. Students and teachers will be notified by the public address system when to return to class.

### **LOCKDOWN**

In the event of a severe emergency, the building will go into lockdown. The procedures will be discussed in school. More information will follow.

### **IDENTIFICATION CARDS**

Identification cards will be issued ASAP. For safety reasons, students will be carry their ID card during the school day.

This year, freshman and new student ID's are \$5.00. Replacement cards will cost \$10.00.

### **INCLEMENT WEATHER**

In the event of bad weather, you are asked to listen to radio station WBAP 820 AM for school closings or delayed starting times. No announcement will be made when schools will open as usual.

### **FACILITIES**

Use of all or part of the school's facilities at any time by school/student groups or staff must be approved by administration.

### **FUND RAISING**

Because of concerns for student's safety, door-to-door fundraisers by students or groups of students are specifically prohibited. All fund-raising activities must be submitted to the

administration for approval.

## **LOCKERS**

At the students request, lockers will be issued for storage of books and supplies. It is the student's responsibility to see that his/her locker is kept clean and secured. The school is not responsible for items left in lockers. Students are responsible for the contents of their lockers; lockers remain property of the school and are subject to search when school officials have a reasonable cause.

We strongly recommend that lockers be locked at all times and that students do not give their locker combinations to other students. Only locks provided by the school may be used.

Students shall not deface the locker with writing, stickers or other non-removable items nor disable the locks in any way. Locker damage will result in assessed fines, loss of locker privileges, and/or reimbursement for damages. A fee will be charged each time a locker has to be repaired because of student abuse. Students should check their lockers for damages and operation of locks when issued and report any damages to their teacher. Students are to use only the locker assigned to them.

## **PARKING**

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists to do so. A student has full responsibility for the security of his/her vehicle and must make certain it is locked and that the keys are not given to others. A student will be held responsible for any prohibited objects or substances, such as alcohol, drugs, or weapons, that are found in his/her car and will be subject to disciplinary action by the district, as well as referral for criminal prosecution. Searches of vehicles may be conducted any time there is reasonable cause to do so, with or without the presence of the student. If a student refuses to allow school personal to search the vehicle after an alert by the drug dog, police will be notified. In addition, the student will lose his/her parking privileges for the year. The parking fee will not be refunded!

Any student wishing to park a vehicle in district parking lots must request a parking permit prior to driving a car on campus. A parking fee, determined by the Superintendent or designee, will be assessed. So long as space is available, parking permits may be issued throughout the year. Sharing of parking stickers is not permitted. To purchase a parking permit, the student must display a VALID driver's license, student identification, proof of insurance and license tag number. Students will need to have exact change or a check made out to Fossil Ridge High School for the purchase of a sticker. The students will be required to sign a parking contract. The following information will assist students in the use of the high school parking lot. There are some regulations, which must be observed in order to secure the safety of FRHS students.

The parking fee will be \$50.00 for the school year. Students driving to school at the start of the school year will need to purchase their permit in the first two weeks of school. Within the first two weeks of school, the students will be able to purchase their parking permit at a reduced rate (\$40.00). After two weeks of school the fee for the parking permit will increase by \$10.00. Students who start driving later in the school year will be assessed a pro-rated parking fee.

If the student loses the parking permit or would like to purchase a second permit for an additional vehicle, it will cost \$5.00.

## **PARKING PROCEDURES AND REGULATIONS**

1. All students who drive cars on campus must purchase a parking permit. You may not park in the student parking lot without a permit. Violators may be towed.
2. Using another student's permit is a violation and will result in loss of parking privilege.
3. A parking permit fee paid by one student is not transferable to another student.
4. There are two student parking lots. One is located immediately on the right after turning onto school property. This parking lot is reserved for seniors. The other student parking lot is located in front of the cafeteria and gym. The front row of this parking lot is reserved for visitors and school employees. The parking lots will be secured in the mornings.
5. Once your car is parked in the lot it is off-limits to you until your school day ends. Leave your automobile and go to the building area immediately. Students are not allowed to go to the parking lot during the school day without permission from an assistant principal or the principal. Students are not allowed to sit in their vehicle during lunch period.
6. Students who need to leave school early will give the parking attendant a pass signed by the office. Co-op students will present their identification cards as verification that they are allowed to leave before the end of the school day.
7. Students are expected to drive and park in an appropriate manner. Examples of parking violations are listed below, but are not limited to the following:
  - A. Speeding
  - B. Power braking
  - C. Riding on fenders of autos and in the beds of pickup trucks.
8. Double parking will not be permissible. Students will park in the single space provided, staying between the lines.
9. Students will not be allowed to park in the multi-striped zones located at the end of each row. These are to be open in case a fire truck or other emergency vehicle needs to enter the parking lot.
10. A 10-MPH speed limit must be observed due to the number of cars using the parking lot. Excessive speed and/or reckless driving will be judged by the school security and referred to the proper authority.
11. Students may park in the student parking lot only. Students who park in the faculty or visitor parking lots, fire lanes, or handicap-designed spaces (when they are not handicapped) will be subject to disciplinary measures and their vehicle may be towed.

Violations of parking procedures may result in the vehicle being booted, disciplinary actions, suspension of driving privileges at FOSSIL RIDGE HIGH SCHOOL, or the vehicle being towed at the owner's expense.

Cars may be towed away at the owner's expense for violation of these regulations. Vehicles may be towed immediately if they are parked:

1. In fire lane
2. In a handicap parking space
3. Blocking an entrance or exit

Vehicles may be towed following a warning if they:

1. Display no registration (parking permit).

2. Are blocking a service drive or other building grounds access.
3. Are not parked in a designated parking space.
4. Are parked in faculty or visitor designated parking space.
5. Are parked on the sidewalk.
6. Are parked in an area that is marked no parking.
7. Are parked on the lawn.
8. Are parked in the field house parking lot during the school day.

### **PROGRESS REPORTS**

Progress reports will be issued to each student in each class on the following dates:

Friday, August 20, 2004  
Friday, September 10, 2004  
Friday, October 29, 2004  
Friday, November 19, 2004  
Friday, January 28, 2005  
Friday, February 18, 2005  
Friday, April 15, 2005  
Friday, May 6, 2005

### **PROPERTY**

Your parents and all taxpayers are legally required to pay taxes that build and maintain the public school system. School buildings are public property. Destroying or defacing public property is a violation of the law. A parent or other person who has the responsibility of a child is liable for any property damage caused by the negligent conduct of the child and/or the willful and malicious conduct of the child. Therefore, any damages done to the building, equipment, buses or other school materials must be paid for and may result in disciplinary actions.

In order to maintain the facilities, food items will not be allowed in any area of the building, except the commons area, without permission from the principal.

Student Property - Students are encouraged not to bring to school items of value, i.e., cameras, radios, CD players, headsets, etc. The school is not responsible for student's personal items. Students are required to report locker damage to their teacher so that the locker may be secured. Materials left out on desks, in restrooms or locker rooms are not the responsibility of school personnel. The principal's office has a lost and found area that students should check if they have lost a personal item. Unclaimed articles are disposed of at Christmas and in June.

### **REPORT CARDS**

Report cards will be given to the student to take home at the end of the week following the last week of the nine weeks. Report cards will be mailed home at the end of the school year.

### **RESIDENCE REQUIREMENTS**

All students must be residents of the Keller Independent School District. All students must reside with a parent, court-approved legal guardian, or in special cases, a previously approved (by the assistant superintendent) responsible adult. Address changes, changes in residence status, and/or phone number changes must be reported to the attendance office. Failure to meet these requirements may result in a student's withdrawal from school. If any individual falsifies the residency documentation, he/she may be billed a retroactive daily fee for time spent attending KISD schools and the student will be withdrawn.

### **SAFETY/ACCIDENT INSURANCE**

Student safety on campus or at school-related events is a high priority of the district. With safety in mind, the district has implemented policies and committed resources. However, the district can address only part of the challenge, an essential element is the cooperation of students.

Students should:

- Avoid conduct that is likely to put the student or other students at risk.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and district employees who are attending to the welfare of students.
- Follow the code of conduct and any additional rules for behavior and safety set by the principal or teachers.

Parents can assist by keeping emergency care information up to date (name of physician, emergency phone numbers, allergies to medications, etc.). Please contact the school nurse to update any information. Having current information will be of critical importance should an accident or injury occur that requires medical attention.

The District is not responsible for medical costs associated with a student's injury. The District does make available, however, optional low-cost accident insurance program to assist parents in meeting medical expenses.

### **SENIOR TEST EXEMPTIONS FROM FINAL EXAMS**

Senior students meeting the following guidelines will be exempt from mid/term exams:

1. The student may have no more than two absences (for any reason except for absences due to school-sponsored activities, college recruitment trips or approved religious holy days) for the class during the semester.
2. Two tardies within a three-week period equals one absence.
3. The student's semester grade average in the class, determined one week prior to the end of the semester, must be 85 or better.
4. Students attending the Student Learning Center/In-School Suspension, SRC, JJAEP, CPC or who are suspended during the nine-week period will not be exempt.
5. A student who is exempt from the exam may take the exam if he/she wishes. The score from the exam may be averaged with the nine weeks grade to determine the final grade only if the test grade improves the student's grade for the semester.
6. An absence will be counted when the student has missed more than 20 minutes of class.

### **STUDENT COMPUTER USE POLICY**

All copyright laws and federal and state laws regarding electronic data transfer of communication will be strictly adhered to and strictly enforced. This means, but is not limited to:

- Making copies of copyrighted software
- Logging onto bulletin boards
- Invading networks or computer systems
- Creating files to alter information (viruses or changing data)

- Bringing pirated software into the computer labs
- Installing any software on the computers in the labs
- Entering unauthorized menus, programs or other student's files
- Sharing passwords
- Misusing equipment
- Bringing food or drink into the room

Any student found violating these laws or rules will be assigned alternate non-computer activities for the remainder of the nine weeks and will be removed from the classroom at the end of the nine weeks.

The equipment is the property of KISD. Each student will be held financially responsible for any damage to the equipment that he/she may cause. **See Student Code of Conduct book for more information.**

### **STUDENT RECORDS**

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time that the student enters the district until the student withdraws or graduates. It moves with the student from school to school.

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of a court order to that effect.

The principal is custodian of all records of students who have attended the school. Records may be reviewed during regular school hours following completion of the written request form. Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests, are the only persons who have general access to a student's records. Certain officials from various governmental agencies may have limited access to the records. The district forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

### **TEA FORMS**

TEA forms are required for students to receive their driver's license, will be given only to students who have complied with state attendance policy for the past ninety (90) days. Students are allowed to make-up time in Saturday School for their TEA form. Allow two (2) days to receive your TEA form after an official request is made in the attendance office. See your Assistant Principal for details.

### **TEXTBOOKS**

The Texas Education Agency provides to the student, at no charge, textbooks for state-adopted courses. Due to rapid growth in our district, certain subject areas may experience a temporary shortage of books at various times during the school year. Textbooks will be secured as quickly as possible from the state agency.

Students are responsible for the textbooks issued to them. Damages to a textbook will require reimbursement. Books lost must be paid for before the student may be issued a new one.

**Students will not be issued other textbooks until all charges for lost or damaged books are paid.**

The student's name, school year, teacher's name and condition of the text should be recorded in the book each year. Students are required to keep their textbooks covered during the school year.

### **THEFT**

No student shall take, steal or borrow any property that does not belong to him/her without the consent of the person to whom the property belongs.

The consequences could be severe.

## **SCHOOL CALENDAR**



## **SCHOOL MAP**