



# TMHS Student Handbook

**Our Mission at TMHS:** We ensure high levels of learning for all students, supporting the whole child to be prepared for success in a changing world.

**Timnath Character:** We believe in **Curiosity, Compassion, Courage, Connections,** and **Integrity** at Timnath Middle-High School. These values apply to the classroom, the sports arena, academics, and leadership. Our students know that we are stronger together, and as a community of learners we aspire to be a school where all members of our community feel valued and a sense of belonging.



4700 E Prospect Rd, Timnath, Colorado 80547

**Main Office: 970.419.3400**

Attendance Line: 970.419-3403

FAX Number: 970.419.3401

Athletics: 970.419.3405

Web Site: <http://tmh.pedschools.org>

"The Poudre School District is committed to the policy that no otherwise qualified person shall be denied access to, be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under, any District program or activity on the basis of race, color, religion, national origin, ancestry, sex, sexual orientation, marital status, veteran status, age or disability. District compliance with this policy shall be the responsibility of, and reports and complaints of discrimination based on these protected classifications should be directed to: For District students and community members: Director of Student Services, 1630 South Stover Street, Fort Collins, Colorado 80525, phone 970-490-3033; For District employees: Executive Director of Human Resources, 2407 LaPorte Ave, Fort Collins, Colorado 80527, phone: 970-490-3620."

## Administration

Jesse Morrill, Principal	419-3404
Emily Dunn, AP/ HS Athletic Director	419-3405
Chris Bergmann, AP	419-3406
Shannon Smith, AP/Activities Director	419-3425
Tom Shannon, AP/MS Athletic Director	419-3496
Jayson Robinson, Dean of Students	419-3407
Anne Tarkinson, Academic Dean	419-3408
Brian York, School Resource Officer	419-3419
Chris Abraham, Campus Security Officer	419-3420
Sylvia Garcia, Family Liaison	419-3423

## Front Office

Tara Wangen, Office Manager	419-3402
Dena Redmond, Receptionist	419-3400
Sally Patella, Attendance	419-3403
Katie Hochhalter, Registrar	419-3414
Kristina Bopray, Bookkeeper	419-3415
Sherri Pope, Athletic Secretary	419-3416
Kim Williamson, RN	419-3486
Jennifer Tafoya, Health Tech	419-3485

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# General Information About Timnath Middle-High School

## Bell Schedule

Please refer to our website for an in-depth list of schedules:

<https://tmh.psdschools.org/about-us/calendarsschedule>

We regularly post schedules related to our day-to-day operations, special schedules for inclement weather, district assessments, and special events. Events such as Back To School Night and Parent/Teacher Conferences are posted on our scrolling calendar on the homepage.

**Cub Connect:** Cub Connect is designed to provide common time for students to receive extra time and support from teachers while fostering a sense of belonging and promoting academic success for all students. Similar to an advisory period, students are given opportunities for individualized work time, teacher support, enrichment, and leadership. This time is also utilized for ICAP activities and school wide communications and events to promote a healthy and vibrant school culture for all.

## TMHS Daily Schedule

*Odd days = periods 1,3,5,7*

*Even days = periods 2,4,6,8*

6th Grade	
Period 1/2	9:05 - 10:27
Cub Connect	10:32 - 11:07
Period 3/4	11:12 - 11:47
Lunch	11:47 - 12:22
Period 3/4	12:24 - 1:11
Period 5/6	1:16 - 2:38
Period 7/8	2:43 - 4:05

7th & 8th Grade	
Period 1/2	9:05 - 10:27
Cub Connect	10:32 - 11:07
Lunch	11:07 - 11:44
Period 3/4	11:49 - 1:11
Period 5/6	1:16 - 2:38
Period 7/8	2:43 - 4:05

High School	
Period 1/2	9:05 - 10:27
Cub Connect	10:32 - 11:07
Period 3/4	11:12 - 12:34
Lunch	12:34 - 1:11
Period 5/6	1:16 - 2:38
Period 7/8	2:43 - 4:05

## Timnath Middle-High School

### 2025-2026 ODD/EVEN CALENDAR

<b>AUGUST</b>	<b>SEPTEMBER</b>	<b>OCTOBER</b>
S M T W TH F S	S M T W TH F S	S M T W TH F S
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>NOVEMBER</b>	<b>DECEMBER</b>	<b>JANUARY</b>
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1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>FEBRUARY</b>	<b>MARCH</b>	<b>APRIL</b>
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1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>MAY</b>	<b>JUNE</b>	<b>JULY</b>
S M T W TH F S	S M T W TH F S	S M T W TH F S
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

  

<div>Blue</div> Odd Day <div>Orange</div> Even Day <div>Green</div> District Professional Learning Day <div>Purple</div> Transition Day (6th and 9th grade only) <div>Red</div> Middle School CMAS testing/High School Asynchronous in morning	<div>Light Blue</div> School not in session - staff on duty <div>Yellow</div> K12 School not in session - staff exchange day <div>Dark Blue</div> School Break - School not in session <div>Dark Blue</div> Holiday - PSD Closed
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## TMHS 2-Hour Early Release Daily Schedule

Odd days = periods 1,3,5,7

Even days = periods 2,4,6,8

6th Grade	
Period 1/2	9:05 - 10:00
Period 3/4	10:05 - 11:00 (daily announcements)
Period 5/6	11:05 - 11:45
Lunch	11:45 - 12:20
Period 5/6	12:25 - 1:05
Period 7/8	1:10 - 2:05
ELO	N/A

7th & 8th Grade	
Period 1/2	9:05 - 10:00
Period 3/4	10:05 - 11:00 (daily announcements)
Period 5/6	11:05 - 12:25
Lunch	12:30 - 1:05
Period 7/8	1:10 - 2:05
ELO	N/A

High School	
Period 1/2	9:05 - 10:00
Period 3/4	10:05 - 11:00 (daily announcements)
Lunch	11:05 - 11:40
Period 5/6	11:45 - 1:05
Period 7/8	1:10 - 2:05
ELO	N/A

### Arriving at School:

The front doors will open at 8:35 am each day.

If there is an event before this time, the responsible employee will come open the doors.

### Entering the Building:

All students dropped off by the bus will enter through the North Door.

If you provide your own transportation, please enter through the Main Entrance (South Door).

### Lockers:

Lockers will be used per student request. Students should be courteous of other students who need access to their locker. Students should not congregate in groups while in hallways, locker bays, the media center, or common areas throughout the building in a way that blocks the travel of others.

### Hall Passes:

All students will remain in their classes for the entire period and are allowed to leave when they are escorted by staff or provided a designated hall pass that must be worn at all times until they return to their classroom. Students leaving for restroom needs will be given five minutes, be required to obtain a hall pass from their teacher, and will be expected to use the restroom located closest to their classroom. Students with additional needs should talk with their counselor or teacher directly.

### Health Office Protocols:

If a student begins to feel sick while at school, they should tell their teacher. The teacher will call the health office and alert the staff that the student is on their way down. The student will be required to wear a hall pass and check in with the health tech.

### **Passing Periods and Hallway Protocols:**

Passing periods are five minutes in length. Students are expected to leave their class and promptly make their way to their next class. Students should not congregate in groups while in hallways, locker bays, the media center, or common areas throughout the building.

### **Open Campus/PAWS Periods:**

All high school students who have an off period and choose to remain on campus **must report to a designated PAWS area**. PAWS stands for **P**lan, **A**ppointment, **W**ork, and **S**elf-Care. PAWS areas include the media center, the cafeteria (except during 5th or 6th hour), and several designated seating areas in large hallways around the school. Students can identify an appropriate area by the PAWS sign that is hanging in the space. High school students who are on an off period should not be in any areas where they could create a distraction for a class that is in session. Open campus for high school students is a privilege not a right. High school students may not sit in their vehicles, loiter in the halls or parking lots, or disrupt classes if they have an open period in their schedule.

### **Lunch:**

**Middle School Students:** Students are allowed to eat in the cafeteria on the first floor only. Please help keep our school clean by placing waste in the trash or recycling bins located in the cafeteria and returning trays and silverware to the cafeteria after eating. Students are encouraged to play outside during the second half of the lunch period to the east of the building with adult supervision.

**High School Students:** All students who are leaving campus for lunch should promptly exit the building and not congregate in locker bays, hallways, or common areas. Students who are meeting up with other students at lunch should do so outside of the building. Students who remain on campus are allowed to eat in the cafeteria or the Learning Park. Please help keep our campus clean by placing waste in the trash or recycling bins and returning trays and silverware to the cafeteria after eating.

### **Lunch Deliveries:**

TMHS will not accommodate food delivery companies, like Doordash, GrubHub, etc.. Students are not to order food during class time and/or meet a food delivery person on school grounds. This policy is for the safety of our students and staff and to eliminate disruptions caused by food deliveries.

### **School Lunch/Breakfast:**

School lunch meals will be served by Child Nutrition staff in the cafeteria to students who wish to participate in school meal service. Meals will be served in the cafeteria off the normal serving lines. Students will have the choice between a hot or cold lunch item. Students will be required to enter their student ID information into the point of sale system after selecting their lunch. Breakfast and lunch are free of charge to all students. Students may purchase additional a la carte items if they choose. Breakfast is served from 8:35 am to 9:05 am at TMHS. To apply fee waivers visit:

<https://www.psdschools.org/programs-services/school-meals/free-and-reduced-meals>

### **While in Classrooms:**

No food or eating is allowed during class unless given permission by the classroom teacher. Students are allowed to have water and are encouraged to bring their own water bottles. There are water refill stations available throughout the building. TMHS discourages students from sharing food and drinks at school.

### **End of Day Dismissal:**

Once dismissed, students must leave through the doors in which they entered or the exit closest to their last class if weather permits. Students must leave campus immediately after school, unless they have a scheduled appointment with a staff member or are participating in after school activities or athletics. If students are waiting for a family member to pick them up they must report to the commons and sit at a table or wait outside of the building.

**Visiting the Media Center, Front Office, Dean's Office, and Counseling Offices:**

Students may ask to get tech help, see their counselor, talk to a Dean, or may have various Health Office needs. Students shall obtain a pass from a staff member prior to leaving class. This will help hold the students accountable for reporting to the appropriate location and will also allow staff to determine their availability for support.

**Advertisements, Bulletin Boards, and Posters**

Student groups may display important notices, posters and fliers in designated areas and public bulletin boards after an administrator has approved items. Students who wish to distribute more than 10 copies of non-school materials must notify the principal of their request at least three school days in advance of planned distribution and provide a copy of the materials they wish to distribute to seek approval. No materials shall be placed on car windshields in school parking lots.

**Assemblies**

Assemblies and pep rallies are provided for the education and entertainment of the student body. Assemblies will be scheduled quarterly or other times designated by administration. Students attending assemblies should take their seats quickly and conduct themselves appropriately and respectfully during presentations and performances. Attendance at assemblies is required unless otherwise posted.

**Building Safety and Security**

Students are permitted to enter through the Main Entrance only. During arrival, students may also enter the building through the North entrance near bus drop-off. Students are not to prop-open exterior doors or open exterior doors for other students.

All visitors to any school must check in at the administrative office immediately upon arrival. Unauthorized visitors will be asked to leave school property and may be cautioned that in the future they may be cited for trespassing. Uncooperative visitors may be referred to the appropriate law enforcement agency by the building administration.

**Commons**

The TMHS Commons are open for the convenience of students and staff to dine, study, or quietly socialize. Students and staff are responsible for cleaning tables and areas they use prior to leaving. Students are expected to conduct themselves in a safe and respectful manner and are not allowed to sit or put their feet on tables, counters, or backs of chairs. Students who act inappropriately in the commons may be denied the use of the area for periods of time by administration.

**Communication****School Web-Site**

Students and parents are encouraged to check the TMHS website at <http://tmh.psdschools.org> often for updated information including daily news and announcements. Important news articles and detailed announcements are posted regularly to the Calendar section of the school website. Please check this section regularly to keep informed of what is happening at TMHS.

**PSD Communications**

PSD will use its emergency notification system, School Messenger, to email parents and send text messages using parent contact information on file in Synergy (the student information system). Using this tool provides many benefits to parents including:

- Ability to target communications to specific groups within a school (ie. specific grade levels)
- Ability to send text messages
- Parent/guardian emails will follow students from school to school

### **Email & Phone Calls**

Timnath staff will utilize email and/or phone calls to communicate with individual families. Emails and/or robo calls about specific and/or timely information related to the larger community will also be offered.

### **Counseling Department**

Guided by the American School Counseling Association National Model, TMHS Counselors serve as advocates, guiding and fostering the potential in all students during their development toward academic, career, and personal/social success. Counselors believe we can benefit students most through multiple, direct interactions that are initiated throughout the student's high school career regarding, but not limited to, the following:

- |  |  |
|--|--|
| ● Social/emotional support                     | ● Advanced Learning Plan support           |
| ● College and career planning                  | ● 6th and 9 <sup>th</sup> Grade transition |
| ● SAT and ACT test preparation                 | ● Concurrent Enrollment opportunities      |
| ● Peer support/mediation/mentoring             | ● IEP and 504 plan support                 |
| ● Course/Academic advising                     | ● Requested/walk-in student appointments   |
| ● ICAP/Xello support                           |  |
| ● Academic support and access to tutoring help |  |

Visit the TMHS Counseling website at: <https://sites.google.com/psdschools.org/tmhs-counseling/home>

### **College and Career Center**

The TMHS College and Career Center is student-centered and designed to assist students and their families in a variety of ways. These include:

- Transcript requests
- Scholarships
- NCAA
- Information on TMHS/District college and career events
- College, career, technical school, & military recruiter visits
- College visit field trips
- Any other walk-in questions related to college and career planning

### **Emergency Drills & Evacuations**

Poudre School District and Timnath Middle-High School are committed to an inclusive and safe climate for all students. For more information about School Safety and Security, please review:

<https://www.psdschools.org/schools/safety-and-security>



Emergency drills are conducted in cooperation with the local fire department in order to safeguard the students in case of an emergency. The building fire alarm is sounded during fire drills or emergencies. It is important for students and staff to evacuate the building calmly and immediately, following procedures and posted exit plans. Students and staff are to move quickly out of and away from the building and to remain in designated locations until permission is given to re-enter the building. Individuals who deceitfully pull a fire alarm will be subject to suspension and/or criminal charges.

**Secure:** TMHS may be put in Lockout, now known as “Secure,” when there is police activity in the surrounding neighborhood. When TMHS is placed in Secure, all activity inside the school is “business as usual.” No students or staff are allowed outside of school. All exterior doors are secured and locked.

**Lockdown:** A school Lockdown can be initiated for circumstances that would require staff and students to be secured in classrooms. When TMHS is placed in Lockdown, all exterior doors, windows, and access points are closed and locked to secure the area and protect those inside of the building. In addition, staff will secure students in their classrooms. Lock-down emergency drills will be practiced throughout the school year. Students are required to respond according to administration and staff instructions.

During a Secure or Lockdown staff and administration will be focused on the event and keeping staff and students safe. Communication about the incident will be through the PSD website, which will have the most current information. TMHS will use school email and/or voicemail to communicate updates as soon as possible. Please avoid calling the school directly during a Secure or Lockdown to allow the office staff to focus on the safety of the student population.

**Hold:** A school Hold may be initiated temporarily for designated classrooms or areas of the building where students would need to remain in their classrooms until it is appropriate for them to leave. This is the most commonly used safety or privacy precaution utilized in schools.

**School Closure Due to Weather:** Information about school closings due to inclement weather is broadcast on local radio and TV stations beginning at 6 a.m. The Poudre School District website will also post information on school closures. In the event a decision is made to close school during the day, we will work to ensure the safety of students in accordance with school policy.

**Campus Security Officer:** With Campus Security Officers serving as the eyes and ears of the district and School Resource Officers (certified police officers) based at all middle and comprehensive high schools, safety of students and staff is a top priority. Timnath’s Campus Security Officer is Ken Smythe.

### **Student Resource Officer (SRO)**

The goal of the Poudre School District School Resource Officer (SRO) program is to provide a safe learning environment and help reduce school violence while improving perceptions and relations between students, staff and law enforcement officials. PSD and its partner agencies agree not only to help protect the safety of PSD’s school communities but also continue striving toward a restorative-practices approach to disciplinary issues. The SRO maintains an office in the main office at Timnath Middle-High School. Students are encouraged to stop in or contact SRO Brian York at 419-3419. For more information about the PSD SRO program, see <https://www.psdschools.org/schools/school-resource-officer-program>

### **Surveillance Cameras**

As a part of the effort to ensure a safe and secure learning environment, video cameras are located in and around the building.



## **Guests & Visitors**

Please contact our front office before coming in. When adult visitors are welcome, they must check in at the office and wear a visitor sticker/badge while in the building. Visitors will be approved for specific academic or school-related reasons only.

No students from other schools will be permitted to visit TMHS while either their home school or TMHS is in session without prior written permission from an administrator. As a general rule TMHS does not allow students to “shadow”. Access to TMHS students during the school day is allowed only for immediate family members who can verify their relationship with proper identification. Visitors on campus who are not authorized to be on campus may face trespassing charges.

Guests invited to attend Timnath Middle-High School dances or other special events by a Timnath Middle-High student must be approved by administration prior to each scheduled event. Guest forms are available in the Counseling office and need to be returned to the Dean. TMHS students are required to present their current school ID for dance admission.

Students/parents may set up a pre-arranged school tour given by a TMHS Ambassador student **after** school hours. Please contact Mrs. Vasa or Mr. Miltenberg 24 hours ahead of time.

Classroom instruction is protected from unnecessary interruptions. Classes may be interrupted **only** for appropriate or emergency reasons. **Students will be called down between periods for messages or items left for them. It is the student's responsibility to retrieve messages and/or items.**

## **Health Services/Medication**

All students are required to provide a certificate of immunization or present a valid exemption. Poudre School District and state law requires all students to be compliant. For complete information regarding these requirements, please contact the School Nurse or Health Technician at 419-3486.

If a student becomes ill or is injured while at school, he or she should report to the office for assistance and evaluation by the nurse or office staff. Students with ongoing health issues should provide a yearly updated health plan to be placed on file in the office. This information will be used to guide school staff if medical intervention is necessary.

**Medications:** All medications taken at school are to be managed and administered per current district policy. No medications are to be taken on school premises without required parent and health care provider's signatures. For further information regarding medical services, please contact [kwilliamson@psdschools.org](mailto:kwilliamson@psdschools.org)

Timnath Middle High School  
**Technology Acknowledgement**

**This document is to notify parents/guardians of Timnath Middle High School's student laptop agreement, PSD IT policies for students, process to report stolen technology, and technology fees.**

Each student will need to accept the **PSD Technology Acknowledgement** during or before school registration/enrollment. ***Students are required to accept this agreement in order to check out a laptop AND charger.*** This acknowledgement will be located in StudentVUE, along with the Student Code of Conduct.

### **Technology Fees**

- *If the laptop is lost, the fee is **\$460**. This fee will need to be paid by the end of the school year. Students may come to the tech office to check out an older laptop.*
- *If the laptop charger is lost, the fee is **\$27**. This fee will need to be paid with the TMHS bookkeeper. The TMHS tech team will need a receipt of payment before issuing a replacement laptop charger.*

### **PSD Student Rights and Code of Conduct**

- *Please refer to the Information Technology Policies section.*

### **FAQS**

#### **What if the laptop was stolen?**

- *If the laptop was stolen, please report to TMHS Administration. Once a report is filed, the administration team will investigate with the SRO. During the investigation, your student may not have a laptop/charger for up to a week. Upon completion of the investigation, the SRO will contact the TMHS Tech Team and the student will be eligible to receive a replacement.*

#### **What if my child forgot their laptop/charger for the day?**

- *Students may stop by the tech office to have a daily loaner laptop checked out to them and return it at the end of the day. For laptops, these will be older models. These are fully charged so they will not need a laptop charger. If the laptop isn't returned, the technology fees will apply as listed above. For chargers, loaners will not be checked out as teachers will have chargers in their classroom for students to use.*

#### **What happens if damages to the laptop occur during the school year?**

- *Whether damages occur (intentional or accidental), students need to go to the tech office to address any technical issues. The tech team will work with the TMHS Administrative Staff for any intentional damage or misuse of PSD technology.*

#### **What if my child transfers to another school?**

- *Whether the student transfers to another school within PSD or outside the district, the laptop and charger will need to be returned to TMHS. This can be dropped off to the Front Office and accounted for so no fees will be charged. **IF** technology is not returned, fees will be applied to your child(s) account and/or items will be considered stolen.*

### **Lockers**

Lockers are assigned to students for the storage of books and personal items. Students may use only one locker and are responsible for general upkeep, as well as any items stored within. **Students may be required to share lockers.** Students are responsible for any damage to their locker and will be billed for any misuse or abuse. Defacing a locker or displaying offensive or inappropriate material on a locker may result in loss of locker, fines, or other disciplinary actions. *The school will not accept responsibility for any items stored in a locker that are stolen or damaged.* Students are encouraged not to store money or other valuables in their lockers. Students may not use personal locks on hallway lockers. Personal locks placed on hallway lockers will be removed by administration. All lockers must be cleaned out by the last day of school. Students will be billed for any required cleaning.

According to district policy, school lockers are the property of Poudre School District and at all times are under the control and supervision of school administration. Lockers and their contents may be searched and examined at any time by the Principal or Principal Designee. Similarly, at the school's request, trained search dogs may be brought in unannounced to search school grounds and locker areas. Inappropriate and/or dangerous items found in lockers may be seized during searches by staff or administration.

### **Lost and Found**

The lost and found area for common items is located on the south end of the Commons just north of the main office. Any electronic items are securely kept behind the receptionist desk in the main office. Other larger items may be kept in the office(s) of the Campus Security Officer's or the School Resource Officer. All lost and found items are disposed of regularly.

### **Media Center**

The Media Center is open Monday through Friday, 8:30 - 4:30. It is available to students before and after school, at lunch, and for drop-in use during off-periods.

The Media Center is where our Technology Managers are located and where students can receive help with their school laptops.

The Media Center houses a diverse collection of non-fiction and reference books, classic and contemporary fiction, bestsellers, graphic novels, foreign language books, and audio and e-books. The Media Center also provides a number of online databases with access to full-text magazine and journal articles, reference works, viewpoint essays, primary sources newspapers, radio and TV transcripts and multimedia. These databases can be freely accessed within the school building. For a list of databases and any necessary password information to access them, please contact [brit@psdschools.org](mailto:brit@psdschools.org)

Students can print school-related documents in the media center, in black and white. There is no charge for black and white prints. The media center features a few desktop computers, and laptop charging stations available for student use on a drop-in basis. Internet access is provided for educational purposes.

**Book Drop-Off Points:** There are two places to return books: in the drop box in the Media Center hallway (at any time) and in the slot at the circulation desk when the media center is open.

### **Checkout Policies:**

- Students must have their student ID to check out books and materials
- Fiction and non-fiction books circulate for three weeks. Reference books circulate for three days. Items can be renewed multiple times
- Reference books can be checked out for three days

- Students can have a maximum of ten items checked out at a time
- If a book is lost, you are responsible for the replacement cost plus a three dollar district processing fee

#### **Rules and Expectations:**

- Keep conversational volume at a reasonable level so that you do not distract others
- Use headphones / earbuds if you listen to audio on a computer
- Refrain from talking on cell phones so that you do not distract others
- Arrange furniture after use
- Place books and media on designated carts to be shelved by staff and do not reshelve materials yourself
- Clean up your work area, dispose of trash properly and recycle items in bins located throughout the media center

#### **Nondiscrimination/Equal Educational Opportunity**

Poudre School District is committed to the policy that no otherwise qualified student shall be excluded from participation in, be denied the benefits of, or be subject to discrimination under any District program or activity on the basis of race, color, religion, national origin, ancestry, sex, sexual orientation, or disability. This policy shall apply to access to and participation in educational activities, course offerings, athletics, counseling, employment assistance, and extracurricular activities.

Every student of this District shall have equal educational opportunities regardless of race, color, religion, national origin, ancestry, sex, sexual orientation, or disability.

The Director of Student Services is responsible for coordinating the District's compliance with the terms of this policy and compliance with applicable civil rights laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. Inquiries concerning such compliance should be directed to the Director at 2407 LaPorte Avenue, Fort Collins, Colorado 80521, or by phone at 970-490-3033.

#### **Fundraising**

The school Bookkeeper, Activities Director, Athletic Director, or Principal must be informed of all fundraising activities and events. All money collected for school-sponsored organizations must be handled and recorded by the school's bookkeeper through the Public Schools Activities Account. To request approval for a fundraising event or activity, please have a TMHS staff member complete the fundraising event form linked [here](#).

## **Student Conduct/Policies and Procedures**

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#### **Attendance Policy** [\(Board Policy JH/JHB\)](#)

Regular daily attendance is vital for students to succeed at TMHS. The loss of real-time instruction with teacher and classmates cannot be replicated and may impair the absent student's academic progress. Therefore, parents/guardians and students should make every effort to prevent intentional absences from school. PSD's goal for student attendance set by the Colorado Department of Education is 95% or higher for daily student attendance. The responsibility of meeting this goal is shared between the student, the parent/guardian, and the school. TMHS is expected to meet or exceed this goal.

Students are expected to be in classrooms when they have a scheduled class. Systems have been implemented to keep students from loitering in the hallways, PAWS areas, etc. TMHS is an open campus for high school students. 9th-12th grade students may use the Commons or Media Center during scheduled off periods, or leave campus, but will be actively encouraged to be in scheduled classes or they will be escorted to a supervision location for attendance intervention.

**Policies and procedures for addressing absences are as follows:**

- Any student arriving after the start of class will be marked tardy. Students arriving after the first 10 minutes of class will be marked extreme tardy. Students who miss half of the class period or more will be marked absent.
- If a student leaves after the half-way point in a class period and does not return to class, the LE (or Left Class Early) code will be used. If a parent/guardian calls to excuse the absence, it will be changed to and Excused code. It is not used for students leaving class for school events, such as athletic competitions.
- Absences and tardies must be called into the attendance office within 5 school days to be excused by a parent or guardian. **Absences called in after 5 school days will remain unexcused**
- Students may not call in to excuse their own absences. Doing so will result in disciplinary consequences
- Arriving late or leaving early: parents need to call the attendance line to excuse the student
- Make-up work shall be provided for excused and school/activity absences. The student is responsible for picking up all makeup assignments on the day he or she returns to class. Students shall have at least one day to complete make-up work for each day of absence. The school provides students serving suspensions the opportunity to make up the work missed

**Excused Absences**

The following shall be considered **excused** absences:

- A student whose absence is approved by an authorized school administrator. Prearranged absences shall be approved for appointments or circumstances of a serious nature that cannot be taken care of outside school hours.
- A student who is temporarily ill or injured.
- A student who is absent for an extended period due to a physical disability or a mental or behavioral health disorder.
- A student who is pursuing a work-study program under the supervision of the school.
- A student who is attending any District-sponsored activity with advance approval of the school administration.
- A student who is excused by a parent/guardian for observance of a religious holiday.
- A student who is in the custody of a court or law enforcement authorities.
- A student whose absence is due to suspension or expulsion.
- A student whose temporary absence is due to behavioral health concerns.

TMHS may require suitable proof regarding the above exceptions, including written statements from medical sources.

**Please note:** Absences must be called into the attendance line. However, the school may require adequate verification for the above absence exceptions including written statements from physicians. We ask parents that they do not excuse students to get “caught up” from another class while in the building. ***The Administration has the authority to determine whether an absence is excused or unexcused.***

## Unexcused Absences

Students with excessive unexcused absences may receive an office referral. Students and families will be asked to work with counselors, teachers, and the administration to help improve attendance and may be put on an attendance contract.

## Tardies

A student is considered tardy if they arrive to class after the last bell has rung. An unexcused tardy is from the time the bell rings to the first 10 minutes of class. An Extreme Tardy is marked from 11 minutes after the period has started to the halfway point of the class period. If students show up more than halfway of the class period without a pass, they will be marked as an unexcused absence. Parents can call to excuse tardies for illness, injury, court, or doctor appointments. Excessive tardies will be addressed by the teachers and administration. Families may be notified of an improvement plan.

Detention and/or in school suspension may be assigned to students who are habitually tardy. Detention must be served during the week the student is assigned and if time is not served, the student will be referred to an administrator for further disciplinary action.

## Restorative Practices and Attendance

Our goal is to positively impact our school-wide attendance and ultimately student success by creating a more immediate and meaningful response to unexcused absences. Generally speaking, we seek to solve the problems regarding attendance and behavior through restorative practices and work to understand the root cause of behavior.

## Code of Conduct    [\(PSD Student Code of Conduct\)](#)

Each student will have access to a PSD Student Rights and Code of Conduct Booklet on an annual basis. Students will be responsible for knowing and abiding by its contents. Administrators may suspend or recommend expulsion of a student who engages in one or more of the following specific activities while in school buildings, on school grounds, in school vehicles, or during a school-sponsored activity, in accordance with the federal safe school statutes. (Suspension or expulsion shall be mandatory for *major* violations in a school building or on school property as referenced in the PSD Code of Conduct.) The following “levels” system is in compliance with federal safe school statutes and is as detailed below:

- **Level One** = Violation of a *major* offense.
- **Level Two** = A second violation of a major offense which, therefore, places the student on a behavior contract with the school as well as a commitment to a pre-expulsion hearing prior to readmission to school.

- **Level Three** = A third violation of a *major* offense, or a violation of an offense, civil or criminal in nature, could lead to expulsion, which could remove the student from public education in the state of Colorado for up to 12 months.

A **major** offense as referenced above and grounds for suspension/expulsion is defined as:

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property. Unlawfully taking another's property is punishable by suspension from school. In some cases restitution may be required and/or charges may be filed with local law enforcement. .
3. Willful destruction or defacing of District property.
4. Causing or attempting to cause physical injury to another person, except in self defense.
5. Commission of any act which is committed by an adult would be robbery or assault as defined by state law.
6. Violation of criminal law which has an immediate effect on the school or on the general health, safety, or welfare of students or staff.
7. Violation of district policy or building regulations, or established school rules.
8. Violation of the district's policy on dangerous weapons in the schools. Any weapons are prohibited on school grounds. Expulsion shall be mandatory for carrying, bringing, using, or possessing a dangerous weapon without the authorization of the school or school district, in accordance with state law.
9. Violation of the district's alcohol use/drug abuse policy. Expulsion shall be mandatory for the sale or transmission of drugs or controlled substances, in accordance with state law. CBD products are prohibited on school grounds.
10. Violation of the district's tobacco-free and marijuana-free school policies.
11. Violation of the district's policy on harassment of students.
12. Throwing objects during school activities that could cause bodily injury or damage to property.
13. Directing profanity, lewd language, or obscene gestures toward other students, school personnel, or visitors to the school.
14. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, swearing, screaming, obscene gestures or threats directed at an individual, either orally (including by phone) or in writing (including by email or the internet), or derogatory statements that are addressed publicly to an individual, his or her family or a group that precipitate disruption of the District program or incites violence.
15. Committing extortion, coercion, or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
16. Lying or giving false information, either verbally or in writing, to a school employee.
17. Engaging in scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written work. This includes AI, and Chat GPT.  
Academic Dishonesty  
1<sup>st</sup> offense – The student receives a zero on the assignment, a disciplinary referral is filed, and the teacher will phone parents.  
2<sup>nd</sup> offense – The student may have discipline from the school and/or be removed from the class in which the second offense occurs and will receive a WF grade and discipline from the school.
18. Continued willful disobedience or open and persistent defiance of school staff and/or proper authority.
19. Behavior on school property or at a school-sponsored activity that is detrimental to the welfare, safety, or morals of other students or school personnel.
20. Engaging in behavior that disrupts school or District operations.
21. Promoting or being involved in a gang or gang-like activities. Gang membership is defined as 3 or more individuals with a common interest, bond, or activity characterized by criminal or delinquent behavior.



22. Engaging in “hazing” activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
23. Threats of serious bodily injury or death to one or more District employees, students or other persons, threats to damage or destroy District property or the property of one or more District employees, students or other persons, and/or threats to disrupt school or district operations.  
Any type of threat will be taken seriously and the Threat Assessment Team will conduct an assessment of the situation. Students may have discipline from the school based on the validity, and/or severity of the threat.
24. Bullying, as defined in the District’s policy on bullying prevention and education.
25. Fighting, Assault upon, disorderly conduct toward, harassment of, intimidation of, bullying of, or any criminal offense against another student, or damage to the property of another student.
26. Repeated interference with the school’s ability to provide educational opportunities to other students.
27. Violation of the District’s policy on student use of District computers, email and internet access
28. Violation of the District’s policy on student possession and use of personal communication devices (cell phones)
29. Assault upon, disorderly conduct toward, harassment of, making knowingly false allegations of child abuse against, or any criminal offense against a teacher or District employee, or damage to property of a teacher or District employee, which occurs on district property. Making a false accusation of criminal activity against a district employee or student to law enforcement.
30. Initiating or participating in false alarms, false notifications of alarms, or bomb scares.
31. Violation of the District’s Student Dress Code Policy.
32. Being declared a habitually disruptive student. Habitual classroom disruption for willful behavior that causes a material and substantial disruption to the learning environment.
33. Disrespect to school staff or others: Any blatant disrespect towards any staff or others in the form of abusive language, gestures, or behavior may result in one to three days of suspension depending on the severity of the offense.
34. Theft/Vandalism  
The TMHS School Resource Officer will be notified when serious events occur. The offending student will be subject to restitution in addition to discipline from the school. The hourly rate of district employees’ wages, and materials to repair or replace damaged items, may be invoked as a formula for restitution. Any graffiti or damage to school property will not be tolerated and will be prosecuted to the fullest extent of the law.
35. Sexual Harassment, Harassment, or Bullying  
A Title IX investigation is possible with a student/parent contact which is required. The student may be subject to discipline from the school and/or recommendation for expulsion from the school district according to the severity of the offense. Police *may* be notified accordingly. Bullying type behaviors are taken seriously at TMHS and will be addressed every time it is brought to the attention of a staff member. Please see the TMHS Bullying Policy [here](#) for more information on how to report bullying and TMHS’s response to it. [Board Policy JICDE](#)

**What Bullying is:** Bullying is a conscious, willful, deliberate oral, written, or electronic communication that is offensive, malicious, defaming or insulting; or a physical threat or act that is intended to humiliate, shun, isolate, coerce, intimidate or cause physical, mental, or emotional harm to a targeted person — often providing the perpetrator(s) pleasure in witnessing the targeted person’s pain or misery. All claims of bullying will be followed up by a counselor, Dean, or Admin.

**THE FOLLOWING INFRACTIONS ARE ALSO CONSIDERED OFFENSES AND MAY RESULT IN DISCIPLINARY CONSEQUENCES:**

- Inappropriate language (verbally, in writing, or with technology)
- Leaving class without permission
- Habitual Tardiness
- Classroom/hall disruption
- Being in an unauthorized area and/or allowing a visitor into the building without checking in at main office
- Dress code violation
- Non-compliance and/or insubordination of any nature

The above-listed offenses will be dealt with by individual classroom teachers or other authorized school personnel. Alternative discipline may be assigned. Students who continually disrupt the educational process through minor infractions may be referred to TMHS Admin and dealt with accordingly. Consequences could result in a formal warning, class suspension, in school suspension, or an out of school suspension.

### **Weapons in School:** [\(Board Policy JICI\)](#)

Any student who carries or possesses a “dangerous weapon” on the school grounds will be **expelled** in accordance with state and federal law.

The Board of Education determines that extra precautions are important and necessary to provide for student safety. Therefore, the using possessing or threatening to use any *knife*, regardless of the length of the blade, 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, and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event without authorization of the school or school district **is prohibited**. Students who violate this policy provision shall be subject to disciplinary action, including suspension and/or expulsion, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

Other “potential” weapons which are not allowed at TMHS are pocket knives, lasers, stun guns, brass knuckles, cigarette lighters, etc. Any student who carries or possesses a “potential” weapon is subject to out-of-school suspension with possible expulsion proceedings. **Any item which can be used as a weapon will be confiscated by the school administration and possibly submitted to the police as evidence.**

State law defines a dangerous weapon as follows:

- A firearm or a firearm facsimile including a pellet or bb gun
- A fixed blade knife that measures longer than 3 inches or a pocket knife with a blade 3 and ½ inches or longer.
- Any other object, device, instrument, material, or substance, whether animate or inanimate used or intended to be used to inflict death or serious bodily injury.

*(This document represents an effort to differentiate between minor and major student infractions, and an effort to ensure that consequences are assigned in a fair and consistent manner. However each incident will be investigated and the TMHS administration reserves the right to increase the severity of consequences at their discretion)*

### **Academic (Scholastic) Dishonesty**

Per the Poudre School District Code of Conduct, scholastic dishonesty, or plagiarism/cheating are serious offenses and will not be tolerated at TMHS. Violations of TMHS policy include but are not limited to:

- Giving another student completed assignments to copy and submit as their original
- Copying another student’s work or paraphrasing another’s words or ideas and submitting them as original work
- Submitting another individual’s work as your own
- Distributing exam information to other students
- Copying portions or pages from books or electronic references or sources without proper citation (including using translation services such as Chat GPT or Google Translate)
- Taking or copying answers from another student during a test situation

- Viewing or using a cell phone or wireless device during an examination

Offenses carry from year to year and apply to all courses a student is enrolled in. The following consequences apply for incidents of dishonesty:

- 1st offense: Teacher contacts home and completes referral to the front office for documentation and includes evidence of cheating. Students may receive a zero or an alternative assignment to prove learning
- 2nd and subsequent offenses: Referral to administration

### **Dress Code**     [\(Board Policy JICA\)](#)

The Board of Education recognizes that responsibility for the dress and appearance of students generally rests with individual students and their parents. All students should be able to dress comfortably and in a manner that expresses their individuality without fear of or actual unnecessary discipline or body shaming. To ensure effective and equitable enforcement of the dress code, school officials shall enforce the dress code consistently and in a manner that does not create disparities, reinforce stereotypes, or increase marginalization or oppression of any group. This dress code will not be more strictly enforced against students because of their race, color, creed, national origin, ancestry, sex, sexual orientation, gender identity, gender expression, marital status, age, or disability.

School is, in part, a workplace for students. Thus, an environment that encourages appropriate clothing is necessary. Students at TMHS should dress in a way that is not offensive to members of the school community, not disruptive to the educational process, or a threat to the safety and health of others. District approved guidelines at TMHS for student attire is as follows:

- Apparel must be worn in a way that covers breasts, nipples, genitals, midriff, and buttocks
- A shirt (with fabric in front, back, and on the sides underneath the arms); AND
- Pants or the equivalent (eg., a skirt, sweatpants, leggings, a dress, or shorts); AND
- Shoes (eg., sandals, boots, or athletic shoes)
- Clothing that promotes alcohol, drugs, tobacco, gang affiliation, weapons, or profanity is prohibited
- Any jewelry or accessories that could be used as a weapon will not be allowed
- Sunglasses, dark glasses, masks or any attire which covers the face are prohibited

Administration will make final determinations of dress code violations. Students found in violation of the dress code will be asked to change their attire. Failure to follow staff requests will be grounds for disciplinary action. *Students who receive multiple referrals for dress code violation may face more severe consequences, including but not limited to suspension.*

### **Cell Phone Policy at TMHS**

### **Electronic Devices & Personal Communication Devices**     [\(Board Policy JICJ\)](#)

**Middle School: Cell phones, headphones, and all other electronic accessories are to be turned off and stored in a backpack or locker while on campus for the duration of the school day (9:05 - 4:05).** This includes classrooms, hallways, lunch room, and passing periods.

**High School: Cell phones, headphones, and all other electronic accessories are to be turned off and stored in a backpack or locker while in classrooms and hallways during instructional periods.**

This includes assemblies and other special events during school hours. Cell phone use is only permitted for high school students during PAWS periods, passing time, and lunchtime.

Students who repeatedly violate these expectations may lose the privilege of carrying these devices on campus and face disciplinary action. **TMHS is not responsible for any lost or stolen electronic or communication devices.**

If one or more of these rules conflicts with a student's IEP or Section 504 Plan, the conflicting terms of the rule(s) shall not apply with respect to that student. If a parent/guardian needs to communicate with their child, we encourage parent/guardians to call the front office at 419-3400. A note can be brought to the student or the student can be notified and have the opportunity to speak with their parent/guardian on the office phone. Students may also request use of the front office phone when needing to speak with their parent/guardian. In appropriate circumstances, students will not be denied the opportunity to use their personal device to communicate with their parent/guardian if they receive express permission from their teacher or appropriate staff member and communication takes place in the front office.

**Students who violate the TMHS Cell Phone Policy are subject to one or more of the following consequences:**

- **1st Offense: Phone is confiscated and kept in the main office for the remainder of the school day.**
- **2nd Offense: Phone is confiscated and kept in the main office for the remainder of the school day. Parent/guardian is called for support to comply with the TMHS Cell Phone Policy.**
- **Multiple infractions of the TMHS Cell Phone Policy may necessitate a behavior plan to support the student's compliance with the policy. Multiple infractions may lead to a formal referral and disciplinary action, including detentions and/or suspension.**

### **Loitering and Trespassing**

Students are not allowed on any other campuses in Poudre School District other than their own. No students or other individuals shall loiter, idle, or wander in the building or on school grounds with the intent to interfere with or disrupt the school learning environment, or with the intent to endanger students or school personnel. The School Resource Officer may cite offenders for loitering or trespassing.

### **Parking**

Student parking is in the southeast lot. The north lot is for staff only. Handicapped parking has been provided in all lots. All lots have signs to designate areas for visitor and handicapped parking. Cars parked in handicapped stalls must have the appropriate handicap placard visible. All violators will be ticketed.

Student drop off and pickup is restricted to the outside lanes of the southwest and southeast lots in front of the main entrance.

Students and staff attending TMHS on a regular basis are expected to obtain hang tags to identify their vehicle. Hang tags are used to identify vehicles for safety reasons.

**PSD policy JLIE** – student vehicle use and parking, allows for the following rules and guidelines:

When parking lots are provided on campus, all student-driven vehicles shall be parked in such lots. No vehicles may be driven on school grounds except in designated parking areas. Student-driven vehicles shall remain parked while students are scheduled to be in class. No loitering in parked cars or on school parking lots shall be permitted during the school day. The privilege of bringing a student-operated motor vehicle onto school premises is based upon the condition of consent by the student driver to allow a search of the vehicle when

there is reasonable suspicion the search will yield evidence of contraband. Refusal by a student, parent/guardian, or vehicle owner to allow search access to a motor vehicle on school premises when requested shall be cause for termination without further hearing of the privilege of bringing any vehicle onto school premises by said individual. Each school is authorized to engage in routine patrolling of student parking lots, visual inspection of student automobiles, and the use of dogs trained to alert at the scent of drugs, explosives, and other contraband. Principals may adopt additional parking and driving regulations as necessary for the proper operation of their schools and programs.

In order to park at TMHS, students must obtain a hang tag. The hang tag is valid for the time they are at TMHS. A \$5.00 replacement fee will be required for additional or lost hangtags. Hang tags are assigned to the students and not to the vehicle and may be transferred to any vehicle the student is driving on campus. Hang tags may not be given to another student to use. Hang tags are to be displayed to be readable through the front windshield.

Driving and parking on campus is a privilege. Students who drive and park their vehicles on campus will adhere to TMHS traffic rules, PSD policies, and State and Federal statutes regarding traffic. Inappropriate behaviors in the parking lot will be addressed by school officials and may result in school community service, booting, loss of driving and parking privileges on school property, tickets from local law enforcement, and/or towing of vehicle at owner's expense. In the event that a driver recklessly endangers self, others, or property, privileges may be automatically suspended or revoked. Violations may be appealed. See the Dean of Students for additional questions.

The following is a partial list of offenses that may result in community service, booting, or loss of parking privileges:

- Valid hang tag not displayed
- Hang tag # not visible or readable
- Improperly parked
- Parked on curb, sidewalk, or grass
- Parked or driving on snow piles
- Exceeding posted speed limit **15 mph**
- Burn outs or squealing of tires
- Failing to stop where posted or marked
- Student parked in staff or visitor space
- Student parked in a handicapped space without proper permit
- Parked in a striped, red curb, or no parking area
- Display of lost stolen or copied hang tag
- Careless or reckless driving
- Parked in the bus lane or drop off lane

**Additional driving and parking policies are as follows:**

- Any Student or staff vehicle parked on campus must display a PSD authorized hang tag or sticker. PSD, Police, Fire, or other marked service vehicles are excluded
- Hang tag or sticker # must be visible and readable through the front windshield
- Hang tag or sticker may not be transferred to another person
- Campus security or appointed school official must be notified if hang tag or sticker is lost or stolen and new one must be purchased
- Hang tag must be returned to Campus security or appointed school Official if student has lost parking privileges, been expelled, or withdrawn from TMHS
- Campus security must be notified, and information updated if a new vehicle is being driven due to old vehicle being sold, traded, or permanently wrecked and will not be driven or parked on campus again
- Speed limit in parking lots are **15mph** and are posted at the entrance of the parking lots
- No student parking in marked visitor or staff parking
- No parking in bus lane or bus parking areas. Vehicles may be towed at owner's expense

- No driving or parking on curbs, sidewalks, or grass areas. PSD, Police, Fire, or marked service vehicles excluded
- No parking in striped, red curb, or marked no parking areas
- No driving or parking on snow piles
- No parking, drop off, or pickup in marked bus areas
- No parking taking more than one space
- No car or truck in motorcycle parking
- No unattended vehicle parked in drop of lane
- No burnouts, doughnuts, squealing of tires or driving actions that will leave tire marks on ground
- Display of lost, stolen, or copied hang tags will result in vehicle being booted and disciplinary action
- Vehicles parked in handicapped spaces not displaying handicapped placard or plates will be ticketed by Timnath Police
- Offensive writing, signage, or perceived gang affiliation items may not be displayed in or on vehicles on PSD property
- Parking lot accidents involving extensive vehicle damage must be reported to SRO, CSO, or appointed school officials. Minor accidents may be handled by exchanging phone #'s and insurance information
- Persons found to be involved in a hit and run accident will be cited by Timnath Police and have parking privileges revoked at TMHS
- Vehicles larger than parking spaces or with trailers taking more than one space must have administrator approval
- Moving another person's vehicle without their permission will result in school disciplinary action and parking privileges being revoked
- Disrespect to other drivers or insubordination to staff may result in disciplinary action and driving and parking privileges being revoked
- Students are expected to help keep the parking areas clean by disposing of trash in nearby trash receptacles

### **Vehicle Searches**

Per the Poudre School District Code of Conduct (JIH):

Each school retains the authority to patrol its student parking lots, and all vehicles parked in student lots are subject to sniffs by dogs trained to alert at the scent of drugs, explosives and other illegal or unauthorized materials. In addition, the interiors (page 23 Poudre School District Student Rights & Code of Conduct) and trunks of all vehicles parked by students at school may be searched upon reasonable suspicion that they contain items or substances which it is illegal for students to possess and/or items or substances which District policy or regulations prohibit from being on school property. Failure to allow the search of a vehicle's interior or trunk under these circumstances shall result in the student's automatic loss of the privilege of parking at school for at least the remainder of the academic year.

Any item found in the course of a search conducted in accordance with this policy and determined to be evidence of a violation of District policy, school rules, or federal, state or local laws shall be immediately seized and tagged for identification. Such evidence shall be kept in a secure place by the principal or principal's designee. If such evidence is determined to concern a violation of the law, the principal or designee shall promptly contact a law enforcement officer to pick up the evidence. Otherwise, the evidence shall be maintained by the principal or principal's designee until it is no longer needed as evidence in a school disciplinary hearing, at which time it shall be returned to the parent, guardian or legal custodian of the student from whom it was seized.

### **Police Dogs**

Each school is authorized to engage in routine patrolling of student parking lots, visual inspection of student automobiles, and the use of dogs trained to alert at the scent of drugs, explosives, and other contraband.

### **Reporting Threats/Inappropriate Conduct**

If a student believes that they or others are being threatened or if they have knowledge of the presence of drugs, alcohol, or weapons on campus, they should report this information immediately. Students can share information and concerns with teachers, counselors, administrators, the School Resource Officer, or other school staff. They may also use Safe2Tell, the 24-hour confidential Safe2Tell hotline, either by texting or calling 877-542-SAFE. Student privacy and anonymity will be appropriately protected in all situations where possible.

### **Skateboards, Bicycles, and Skates**

Skateboards, skates, and bicycles may be used to arrive and depart from school. These and other similar equipment must be dismounted when students enter campus to prevent pedestrian accidents or injuries. Participating in tricks, stunts, or jumps while using these items on school property is prohibited. The previous actions are subject to school discipline or tickets by school Security or Police. Skateboards and skates are to be placed in assigned lockers or locked in available racks during school time. Bicycles may be parked and locked only at designated bike racks. Bicycles parked and locked at any other locations may have locks cut and bicycles taken inside for the owner to claim.



# **Timnath Middle-High School Academic Policies**

## **Academic Eligibility for Clubs/Activities**

TMHS is proud to foster an active and vibrant Performing Arts Department, including opportunities in Band, Choir, Orchestra, Drama and Technical Theater. All Performing Arts courses and groups do involve required activities that take place outside the academic school day, including evenings and weekends. Please visit the teacher syllabus or specific course handbook for course grading, attendance and performance policies.

## **Academic Letters**

Timnath High School honors students who commit to accepting personal ownership for their educational plan and who maintain high academic achievement. The Academic Letter symbolizes the outstanding educational improvement, commitment, and development for those distinguished students. Students are recognized in the fall for an academic letter earned in the previous school year.

*Qualifications:*

- Must be a sophomore, junior, or senior
- Must have at LEAST a 3.5 GPA average for the academic school year
- Must attend Timnath High School for one full semester to be considered for an Academic Letter, if transferring from another school
- Must have a minimum of 95 percent attendance for the academic school year (School excused absences do not count against this percentage)
- Must be a full-time student

*Please note:* Students are also expected to demonstrate good citizenship daily. Any student that has served a suspension for either of the two qualifying semesters will not be eligible for the letter.

## **Assessments**

The following tests will be administered at TMHS. Fees, if applicable, should be paid to the bookkeeper. Most colleges and universities require students to submit scores from the SAT or ACT exam as part of the college application process. Information about these exams and application forms are available in the College & Career Center.

### **First Semester**

- PSAT/NMSQT Assessment – fee required, recommended for juniors
- NWEA MAPs - grades 6-12

### **Second Semester**

- PSAT9 & PSAT10 - freshman and sophomore students. Test is given in April.
- SAT Assessment – junior students. Test is given in April.
- Advanced Placement Exams – fee required for each test taken. Students taking AP courses who are seeking college credit for these classes must take the AP exams in the spring.
- NWEA MAPs - grades 6-12
- CMAS - grades 6-8, 11

## **Google Classroom**

Many teachers at TMHS use Google Classroom as their learning platforms. TMHS staff can post current class notes, announcements, assignments, and even tests for students to access at any time whether they are at school or at home.

## **Field Trips**

It is the expectation that all students will communicate with teachers before missing any class about making up assignments. Prior to the field trip or out-of-school activity, it is the responsibility of the student to check with his or her teacher.

Field trips may potentially involve risks and responsibilities for your child that are beyond the scope of those normally associated with educational activities at school. Such risks are personal injury and/or damage to personal property. Students attending a field trip are required to fill out a Student Permission Form (provided by the field trip sponsor/teacher). High School students will at times take a field trip that they may be asked to drive or carpool to. In this case the “designated driver” is required to fill out the Volunteer Field Trip Driver Application and provide a copy of their driver’s license and current insurance coverage (copies from previous trips are not accepted). To account for all students, passengers are required to be on the list of the appropriate driver. Students 18 years of age or older are still required to provide the Student Permission Form and Volunteer Field Trip Driver Application.

## **Grading Information**

Timnath High School’s grading scale is as follows:

<b>Proficiency Score</b>	<b>Academic Achievement</b>	<b>Descriptor</b>
<b>4</b>	Advanced	The student consistently demonstrates an in-depth understanding of the standard/benchmark, exceeding course-level expectations. The student applies and extends the key concepts, processes, and skills. Performance is characterized by high levels of quality and complexity.
<b>3</b>	Proficient	The student consistently demonstrates a thorough understanding of the standard/benchmark and meets course-level expectations. The student applies the key concepts, processes, and skills.
<b>2</b>	Approaching Proficient	The student demonstrates some understanding of the standard/benchmark. Performance is inconsistent and varies in regard to accuracy and quality.
<b>1</b>	In Progress	The student does not demonstrate an understanding of the standard/benchmark. The student is well below course-level expectations. Performance is inconsistent even with support.
<b>0</b>	Insufficient Evidence	The student has not completed a sufficient amount of work to determine a proficiency level.

**\*\*Descriptors modified from Ken O'Connor’s “The School Leader’s Guide to Grading”**

**Final Grades will be converted to letter grades using the conversion scale here:**

Grade earned		Letter Grade		GPA Point Value
3.5-4.0	Converts to	A	Converts to	4
3.0-3.49		A-		4
2.5-2.99		B		3
2.0-2.49		C		2
1.5-1.99		D		1
0.0-1.49		F		0

### **Grade Change Policy**

Students may retake the same PSD course and be credited with the higher earned grade upon approval from administration and space availability. The original grade will be denoted on the transcript as “repeat forgiven”. A student may receive credit for the course only once. After a student has retaken a course, they must complete a grade change form and submit it to his or her counselor to receive administrative approval. Forms are available in the Registrar and Counseling offices.

### **Registration**

#### **Change of Address**

To assist TMHS staff in responding to emergencies and to ensure that parents and guardians receive all school mailings, please notify the registrar by calling 970-419-3414 with any changes of address, phone numbers, or email addresses.

#### **Check-In**

Prior to the first day of classes in August, all students are required to check in at their designated time. During check-in, students will receive their official schedule, and ID cards. Students will also have their school pictures taken, pay fees, and receive parking permits, etc.

#### **Check-Out**

At the end of the school year, students are required to check out of their classes. During checkout students must account for all books, equipment, fines, fees and the condition of their lockers. Students will not be allowed to attend the next term of classes or enroll in another school until checkout is completed. If a student has any unpaid fees, fines or other charges, the school may withhold participation in extracurricular events and graduation ceremonies until those fines and fees have been paid in full. Students may check out or take exams early only with administration approval.

### **Schedule Changes/Class Drop Policy**

Schedule repairs and Add/Drop opportunities are offered to students who have errors on their schedules or reasons for needing to change their classes. Schedule changes are limited to these opportunities each semester. Schedule repairs and Add/Drop are student-initiated processes and conducted within designated times and on a space-available basis.

**Reasons that a schedule may need repair include the following:**

1. Class on schedule that a student has already passed

2. Scheduled in the same class twice (ex: 2 Chemistry classes)
3. Student is not meeting a graduation requirement (seniors only)
4. Incorrect level placement (teacher approval may be required)
5. Change in 4 year academic plan that impacts college admission – approved on an individual basis.
6. Dropping a class ONLY and not taking another in its place.

All Students must be enrolled full time, meaning students must be taking at least 60 credits per year and 30 per semester.

### **Adding/Dropping a Class**

Students are able to add classes up until each class has had the opportunity to meet twice. Due to the rotating block schedule, the last day to add a class is typically the third day of a marking period. Students may drop a class up until the end of the first full week of school without any record appearing on their transcript. Following that date, students dropping a class will receive a “W” for “Withdraw” on their transcript. Permission will only be granted with administrator, teacher, parent, and counselor approval. After four weeks of the semester, any class dropped will be designated on a transcript with the mark of “WF,” or “Withdraw/Fail.” A mark of WF factors into one’s GPA in the same manner as an “F” and requires student, parent, and counselor or administrator approval.

### **Student ID Cards**

All students are required to have an ID card. Cards are issued at the time the student checks into TMHS. Cards will be collected if a student drops out of school. Students must have ID cards to check out library media materials. This ID will admit students to home athletic contests and some other designated events. The ID may also entitle students to student prices at away events. IDs do not admit students to district, regional, or state competitions, or to invitational or conference tournaments. **Lost or damaged cards will be replaced for a fee. Please see the Registrar for a new ID.**

### **Student Organizations and Clubs**

Students at TMHS are encouraged to participate in co-curricular activities to add yet another positive experience to their high school career. TMHS has a wide range of Student-Initiated Clubs, and School-Sponsored Clubs available for students. Please note that all Board of Education policies regarding student conduct are in effect at any scheduled activity or event regardless of where they are held. Contact the Activities Director in the front office if you have questions.

### **StudentVue/ParentVue**

Using the internet, ParentVue may provide you with term grades, assignment grades, and missing assignments. Access ParentVue from your home or public library at <https://tmh.psdschools.org/Parents> Go to ParentVue, I am a Parent to create a Username and Password.

### **Transcripts**

All transcript requests must be made through the College & Career Center. You can request official transcripts for colleges, scholarships, and NCAA. You must submit your request 2 weeks before needed. Transcripts will be sent electronically or through the mail. It is your responsibility to follow through with the receiving entity to make sure your transcript has been received. Institutions can take up to 3 weeks to process receipt of transcripts. All transcripts are \$3 and should be paid to the bookkeeper or through SchoolPay. Any transcripts needed after final transcripts have been sent out must be requested through ScribOrder on the PSD website: <https://www.psdschools.org/academics/student-records-transcripts>.

# Timnath Middle-High School Athletic Programs & Policies

## Athletic Registration/Academic Sanctions/Athletic Eligibility

Links to the required registration steps are available on the TMHS athletics home page

<https://tmh.psdschools.org/athletics/sports-registration>.

The following must be completed before participation in a sport as of the first official day of practice:

- Complete PSD Online Registration (follow the correct link to Middle or High School) through Sports Engine
  - a new registration entry is required for every new sport/new season of the year
  - on a case by case basis, paper copies of the packet will be accepted
  - any other information required by the Colorado High School Activities Association (CHSAA) or by the Poudre School District will be issued as required
- Pay the Athletic Participation Fee for the current sport/current season
  - a copy of the receipt shown at the TMHS Athletic Office will expedite time in the line
- Submit the paper copy of a current **Physician Certification of Student Fitness for Athletic Participation** to the TMHS Athletic Office
  - physicals are kept on file at TMHS until they expire; if a physical expires in season, the athlete must submit an updated copy as soon as available to maintain competition status
  - a current physical must be on file for athletes to participate in pre-season camps

**Eligibility Requirements are listed here** <https://tmh.psdschools.org/athletics/athletic-eligibility>

- All student-athletes must be enrolled in 25 hours of courses per semester.
- To maintain eligibility, students must not be failing more than one class per week, failing=1.5 or below.
- Eligibility will be pulled every Wednesday at 12 PM. Students who are identified as ineligible on the weekly eligibility check will have until the following Monday at 12 PM to improve failing grades. Ineligible athletes will not be allowed to compete for one full week beginning Monday at 12PM-Saturday of that week.
- **Athletes must attend school at least half of the day in order to participate in practice or athletic competitions scheduled for that date. Exceptions such as family emergencies must be cleared through the Athletic Director's office.**
- Athletes may regain eligibility by earning credit in summer school courses. Summer school credits must be in courses that were failed; meet graduation requirements for PSD and equivalent credits must be completed by the Thursday prior to Labor Day of the fall term.
- Athletes who turn 19 prior to August 1 are ineligible for competition/practice.
- Freshmen athletes (ninth graders) must have eight consecutive semesters of eligibility and meet the eligibility guidelines stated by CHSAA.
- Make-up work: Athletes are allowed one day for each day missed to complete make-up work.
- Athletes transferring schools must meet CHSAA regulations governing the terms of their eligibility.

## Admission

Admission is generally charged for most athletic events. Digital tickets & 10 punch passes can be purchased through Ticket Spicket : <https://spicket.events/timnathhs>. Students are admitted into regular season home games at no additional cost but must show their TMHS Student ID. Ticket prices are posted at all games and on the Athletic web page. CHSAA regulates the ticket cost of regional and state level events. Schools in the Patriot League may charge for entrance to events.

## **Coaching Staff Contact Information**

Contact numbers/email addresses for coaching staff can be found on the TMHS Web Site in the Staff Contact Information section: <http://tmh.psdschools.org>. Select the Athletics tab for specific coach information.

## **Fees**

Poudre School District requires that students pay a participation fee for each sport before they can practice or compete in a contest or scrimmage. Qualifying students may apply to have fees/charges waived; click the link to reapply for the new school year <https://www.psdschools.org/fees> (scroll down to the second section to follow the instructions for Steps 1 and 2).

## **Letters, Awards, and Recognition**

Students may earn varsity letters if they meet the requirements and expectations set by head coaching staff. The head coach for each sport will have the final authority to award letters to athletes. Athletes earning multiple letters may also receive awards in the form of certificates or plaques.

## **Sports Offered**

For most current information, go to <https://tmh.psdschools.org/Athletics>

**HS Fall Sports:** Cheer, Gymnastics (Girls), Soccer (Boys), Cross Country (Co-Ed), Softball (Girls), Field Hockey (Girls), Tennis (Boys), Football, Volleyball (Girls), Golf (Boys), Unified Football (Co-Ed), Unified Cheer

**HS Winter Sports:** Basketball (Boys), Basketball (Girls), Cheer, Wrestling (Boys), Swim & Dive (Girls), PSD Stars Ice Hockey, Nordic Ski (Co-Ed), Unified Basketball (Co-Ed), Wrestling (Girls), Unified Cheer

**HS Spring Sports:** Baseball, Golf (Girls) PSD Stars Lacrosse (Boys & Girls), Soccer (Girls), Tennis (Girls), Track and Field (Co-Ed), Volleyball (Boys), Swim & Dive (Boys), Unified Soccer (Co-Ed)

**MS Fall Sports:** Cross Country (6th to 8th, Boys & Girls), Tennis (6th to 8th, Boys & Girls), Football (7th & 8th, Boys), Volleyball (7th & 8th, Girls).

**MS Winter Sports:** Basketball (7th & 8th, Boys), Basketball (7th & 8th, Girls), Wrestling (6th to 8th, Boys & Girls)

**MS Spring Sports:** Golf (6th to 8th, Boys & Girls), Softball (7th & 8th, Girls), Track & Field (6th to 8th, Boys & Girls), Unified Basketball (6th to 8th, Boys & Girls).

## **Sports Schedules**

Schedules of Events can be found at <https://bit.ly/TimnathAthleticsCalendar> (choose the **View Schedules** tab on the far right side, under the calendar, to choose the sport &/or levels you want to see).

## **Student Athlete & Fan Code of Conduct**

Positive and supportive behavior and sportsmanship are expected and emphasized at all school athletic events. Cubs fans and students will conduct themselves in a respectful manner in their interactions with guests, opponents, and game officials. Students will not engage in negative or offensive cheers or gestures during games or events. Students who persistently engage in inappropriate behavior may be removed and/or prohibited from attending all future contests. Students and fans are asked to observe league rules prohibiting signs and noisemakers at athletic contests.

*At Timnath Middle-High School, WE...*

# ***CHEER FOR OUR TEAM, NOT AGAINST OUR OPPONENT***

<b><i>WE WILL</i></b>	<b><i>&amp; WE WILL NOT</i></b>
Use encouraging language to support The Cubs	Use foul language
Respect our opponent	Target players or coaches <i>*Do not use names, numbers or any other identifying characteristics*</i>
Use our voice to encourage & support The Cubs	Use noise makers
Honor our opponent and each other	Boo or Taunt our opponent and each other
Incorporate cheers that encourage & support The Cubs	<b><u>Use these or other similar cheers;</u></b> <ul style="list-style-type: none"> <li>• “Start the Bus”</li> <li>• “Left, Right...<b><u>SIT DOWN</u></b>”</li> <li>• “Push it, Push it”</li> <li>• “Dumb, deaf...I want to be a ref”</li> <li>• Using the word “sucks” after the introduction of individual players</li> </ul> <i>*This list is an <u>example</u> of cheers that will not be allowed, but does not include ALL cheers that are unacceptable*</i>
Respect our Officials	Harass the Officials
Support CUB values	Throwing items ( <i>candy, coins, water bottles, etc.</i> ) at coaches, athletes and/or other participants ( <i>fans, cheerleaders, band members, officials, etc.</i> )

\*\*\*We encourage a positive and spirited environment conducive to sportsmanship, fair play and a positive environment for our teams, fans, and community at TMHS. Anything negative that goes against the spirit of “*Cheering for our team, NOT against our opponent*” will not be tolerated. Fans or groups of fans (students, parents, and/or visitors) choosing to engage in behavior that does not align with these expectations will be asked to leave immediately.\*\*\*