




FMHS


STUDENT/PARENT HANDBOOK

2022-2023

FMHS Mission: To create an inclusive environment that inspires creative thinking, promotes high achievement, and builds skills for life after graduation.

 709 E. RIVERVIEW AVE., FT. MORGAN,
CO 80701

 <https://www.morgan.k12.co.us/Domain/128>

 (970) 867-5648

 @FMHSMustangs

Letter To Parents & Guardians

Dear FMHS Parents and Guardians,

The Fort Morgan High School faculty and administration look forward to the 2022-2023 school year! FMHS has a history of excellence in academics, athletics, and activities. We believe that strong relationships between parents and school personnel provides the foundation for student achievement and the excellence we continually pursue.

We ask you to join us in supporting your child's academic success by:

- **Familiarizing yourself with this handbook.**
- **Supporting your child's regular attendance.** A direct, and positive, correlation exists between attendance and achievement. Students who are not in class do not learn. Please make every effort to schedule doctor and other appointments after school or during your student's unscheduled time. If you do need to excuse an absence, please do so within 48 hours, and remind your student to obtain make-up work from his or her teachers.
- **Promoting a healthy lifestyle.** The brain needs rest to grow. Encourage your child to get at least 7 hours of sleep every night. It might help to have teens charge their phone in a family space, rather than their bedroom. Additionally, students who use alcohol and drugs often lose sight of their academic goals, settling for levels of achievement far below their potential. Talk to your child about the laws and health risks around drug and alcohol use.
- **Talking to your child about their high school experience.** Encourage your child to get involved at FMHS! Research shows that student involvement is related to higher academic achievement. Check your child's grades in the Infinite Campus Parent Portal App. Many students have the Student Portal App, so you could ask your child to pull up their grades and show you, ask your child questions as often as possible about their high school experience – learning, events, involvement, grades, friends, etc.

Your support is paramount in helping staff prepare your child for life's journey. Together, we can ensure that our FMHS graduates are prepared for success in their postsecondary endeavors.

Respectfully,

The Fort Morgan High School Administrative Team

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CONTACT INFORMATION

Principal's Secretary, Debbie Rose @ 970-370-6689

- Building Usage
- Driver's Education Information
- Registration - Existing Students

Activities/Athletic Secretary, Amber VonFeldt @ 970-370-6692

- Activities and Athletic Events Information
- Student Fees
- Sports Registration & Athletic Fees

Attendance Secretary, Kathy Uhrich @ 970-370-6690

- Absences & Tardiness
- Lost and Found

Discipline Secretary, Dana Schmidt @ 970-370-6691

- Discipline Information
- Detention Scheduling
- Parking Passes

Family Liaison, Jamie Gomez @ 970-370-6672

- Ausencias
- Parent/Student Contact
- Spanish Translation

Nurse and Health Aide, Crystal Duran-Gayman @ 970-370-6694

- Illness
- Immunizations
- Injuries
- Medication

Counselors (see counselor contact list on following page)

- College/Career Information
- Credits/Grades
- Graduation Requirements
- Mental Health
- Schedule Changes
- Standardized Tests

Counseling Secretary, Dencia Kudron @ 970-370-6682

- Transcripts
- Scholarships
- Student Schedules

Registrar, Kim Scholes @ 970-370-6683

- Registration - New Students
- Student Schedules
- Transcripts
- Withdrawals from School

Teachers - Email Directly (see teacher contact list on following page)

- Course Information
- Student Behavior Inquires
- Grade/Assignment Inquires

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2022-2023 School Year Student Calendar
Morgan County School District Re-3
Fort Morgan, Colorado

JULY 2022

S	M	T	W	T	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
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31						

AUGUST 2022

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SEPTEMBER 2022

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OCTOBER 2022

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NOVEMBER 2022

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DECEMBER 2022

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REGISTRATION

Registration - Visit our Website at

<https://campus.morgan.k12.co.us/campus/register/morgancounty.jsp>

REGISTRATION FOR ELEMENTARY SCHOOLS

Sherman Kindergarten, Learning Express Preschool,
 Baker, Columbine, Green Acres & Pioneer Online

REGISTRATION FOR MIDDLE AND HIGH SCHOOLS

Please Complete the Online Registration. Finalize Class Schedules and Registration at:

Fort Morgan Middle School August 5
 Fort Morgan High School August 4 & 5
 Lincoln High School August 8 & 9

START DATES

Classes Begin for 1st - 8th & Lincoln August 17
 FMHS 9th grade classes begin August 17
 FMHS 10-12 grade classes begin August 18
 Kindergarten Begins August 24
 Learning Express Preschool Begins September 7

END DATES

Learning Express Preschool Ends May 11
 K-13 Ends May 26

GRADUATION

Lincoln High School Graduation May 12
 High School Graduation May 21

QUARTERS/SEMESTERS

First Quarter - 39 days Aug 17 - Oct 13
 Second Quarter - 44 days Oct 18 - Dec 21
 Third Quarter - 43 days Jan 11 - Mar 10
 Fourth Quarter - 48 days Mar 20 - May 26
 Total School Days for Students 174

PARENT/TEACHER CONFERENCES

The schedule for Parent/Teacher Conferences will be determined by the Principal. Notification will be sent in Friday Folders, School Newsletters, and through infinite Campus Automated Calls.

NO SCHOOL FOR STUDENTS

Labor Day September 5
 Fall Break October 14 - 17
 Thanksgiving Break November 23 - 25
 Winter Break December 22 - January 10
 President's Day February 17 - 20
 Spring Break March 13 - 17
 Good Friday & Easter Weekend April 7 - 10
 Memorial Day May 29

This calendar may be adjusted in the event school is cancelled because of inclement weather or other emergencies.

JANUARY 2023

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FEBRUARY 2023

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MARCH 2023

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APRIL 2023

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MAY 2023

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JUNE 2023

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DISTRICT PHONE NUMBERS			TESTING DATES 2022-23		
Sherman Early Childhood Center	867-2998	Fort Morgan Middle School	867-8253	CMAS & CoAlt	TBD
Baker Elementary	867-8422	Fort Morgan High School	867-5648	Grades 3,4,5,6,7,8,11	TBD
Columbine Elementary	867-7418	Lincoln High School	867-2924	Access for ELL - Grades K-12	TBD
Green Acres Elementary	867-5460	The Children's Center	542-0731	CO PSAT - Grades 9-10	TBD
Pioneer Elementary	867-2080	Transportation Department	867-2263	CO SAT - Grade 11	TBD
				DIBELS - Grades K-3	TBD
				NWEA/MAP	TBD
				YS Gold - Kindergarten	TBD

APPROVED BY BDE

Bell Schedule

Monday & Friday - Advisory

Tuesday & Thursday - Content Tutoring

1st Hour	8:00 - 8:50 am
2nd Hour	8:55 - 9:45 am
3rd Hour	9:50 - 10:40 am
4th Hour	10:45 - 11:35 am
10th - 12th Advisory or Content Tutoring	11:40 - 12:00 pm
10th - 12th Grade Lunch	12:00 - 12:30 pm
9th Grade Lunch	11:35 - 12:05 pm
9th Grade Advisory or Content Tutoring	12:10 - 12:30 pm
5th Hour	12:35 - 1:25 pm
6th Hour	1:30 - 2:20 pm
7th Hour	2:25 - 3:15 pm

Wednesday Bell Schedule

1st Hour	8:00 - 8:40 am
2nd Hour	8:45 - 9:25 am
3rd Hour	9:30 - 10:10 am
4th Hour	10:15 - 10:55 am
10th - 12th Advisory	11:00 - 11:20 am
10th - 12th Grade Lunch	11:20 - 11:50 am
9th Grade Lunch	10:55 - 11:25 am
9th Grade Advisory	11:30 - 11:50 am
5th Hour	11:55 - 12:35 pm
6th Hour	12:40 - 1:20 pm
7th Hour	1:25 - 2:05 pm
Students are dismissed and may go home.	
FMHS Staff in Professional Learning Communities and/or Professional Development	2:10 - 3:30 pm

ACADEMICS

ACADEMIC DISHONESTY/PLAGIARISM

On occasion, students may be tempted to present another student's work as their own, by various means. Students must perform their own work. Cheating on assignments or tests is a serious matter and will not be excused. If this occurs in any form, by supplying or taking material, the student(s) will receive an automatic zero for the assignment or test and may be subject to further disciplinary action. The student will be required to complete the assignment, or an alternative assignment, outside of class time and under supervision. Additionally, any student submitting the work of others as their own, in whole or in part, without appropriately attributing that work to the author, will be subject to the same disciplinary action.

ACADEMIC ELIGIBILITY FOR ATHLETICS AND ACTIVITIES

- All first year ninth grade students are automatically eligible when they arrive at the high school.
- Students must be enrolled in the equivalent of five full credit classes to participate. A student failing more than one class each semester will be ineligible until the end of the next quarter, at which time eligibility will be looked at once again.
- Eligibility is monitored weekly for all students. The weekly eligibility list comes out Monday morning, and students are eligible or ineligible until the next Monday's list comes out. It is important that students communicate often with their instructors to monitor their progress. Individual programs may apply stricter standards in this area.
- Any student serving suspension will be eligible for practices but NOT for contests during the time of the suspension.
- Students are required to attend practices.
- Any student referred to administration for discipline problems may be suspended or removed from their team or activity at the discretion of school administrators and/or the coach in charge.
- Coaches are afforded the opportunity to have stricter guidelines for eligibility, written out in their individual team contracts.

ACADEMIC SUPPORTS

Students who are struggling academically can find support through one or more of the following options:

- **Before and/or after school time.** Teachers are willing and able to work with students beyond the school day. These sessions must be scheduled with the specific teacher in advance.
- **Content Tutoring.** Students with failing grades will be scheduled in Content Tutoring sessions to access extra time with and support from teachers. Students with all passing grades can voluntarily attend Content Tutoring sessions with teachers if they have arranged to do so in advance.

Students who continue to struggle will be referred for interventions through the FMHS Multi-Tiered System of Supports (MTSS) model.

CAREER AND COLLEGE COUNSELING

The Counseling Center offers a variety of services to students and parents, including academic advising, career planning, and college planning, among others. Students may work one-on-one with their counselor or in small groups to explore career issues and career planning topics. The Counselors work with the advisory planning committee on various college and career skill building and exploration activities.

Senior students complete a personalized conference with their counselor in the fall of their senior year. This conference reviews remaining graduation credits and establishes an individualized plan for transition to college, career, or military goals. College selection and application steps along with financing a college education is also reviewed.

CHROMEBOOKS

Students will be issued Chromebooks for use in school and at home. Students are expected to bring their charged Chromebook to school every day. The document linked below provides students and their parents/guardians with information about taking care of the Chromebook, using it appropriately for school, and being good digital citizens.

Students and their parents/guardians are reminded that use of District Technology is a privilege and not a right and that school authorities may monitor everything done on any District-owned computer, network, or electronic communication device. Inappropriate use of District Technology is subject to disciplinary consequences including, but not limited to, limited, or banned computer use, detentions, suspensions in-school, suspensions from school, a recommendation for Expulsion from school, and/or legal action.

See the [Morgan County School District Re-3 Chromebook Policies and Procedures document](#) on the district website for more information.

COLLEGE CLASSES - CONCURRENT ENROLLMENT

Students may receive high school and/or college credit for college level courses offered by Morgan Community College. See the FMHS Student Registration Guide or contact your school counselor for more details.

COUNSELING SERVICES

Students at Fort Morgan High School are encouraged to contact their counselor regarding questions and concerns of any kind--academic, social, or emotional. Problems related to educational, career, and personal decisions are areas where counselors can be of assistance to students. Counselors are advocates for students within the school. Each student is assigned a counselor upon entrance to the high school as follows:

A - L (grades 11-12)	Ms. Traci Reeves	970-370-6679
M - Z (grades 11-12)	Mrs. Amy Prouty	970-370-6680
A - L (grades 9-10)	Mr. Jacob Norris	970-370-6681
M - Z (grades 9-10)	TBD	970-441-2721

COURSE LOAD REQUIREMENTS

Full time students at Fort Morgan High School are expected to carry a full schedule and be enrolled in a minimum of five academic classes. Honors Pass and/or Teacher's Assistant **does not count** as one of the five academic classes. Exceptions to this requirement must be approved by Fort Morgan High School Administration.

If a senior has all credits and is on track to graduate, s/he may submit a letter to the principal requesting a shortened schedule due to extenuating circumstances. The letter must explain why a shortened schedule is being requested. Upon approval by the principal the student will work with his/her counselor to draft a schedule that reflects the student's request, within reason. Students participating in extracurricular athletics or activities must take a minimum of five classes to be eligible to participate.

Scholarship, admissions, and hiring committees look at the rigor of the class load of seniors during their second semester to determine who is most likely to follow through and succeed. Your high school transcript, including your choices about your course load, can reflect positively or negatively when applying for scholarships, programs, and jobs. **We highly recommend taking a full class load, with a balance of rigorous courses, to reflect your efforts in receiving the best education possible and your dedication towards that goal.**

CREDIT RECOVERY

Students who fail to receive credit in a course may choose to recover credit for the course through one of the following options:

1. Depending on the final score for the course, students may be given the option to continue working on the original course work. These students will develop a plan with the teacher to remediate and/or finish work from the course to reach a passing score.
2. The online Edgenuity Program is available for a select number of students and offered within the school day. Students who qualify for the program are scheduled into the Tutorial Center for a regular class period.
3. Students may pursue credit recovery options not associated with Morgan County School District. Fees vary from program to program and are the responsibility of the student. Students should work with their counselors for enrollment procedures to any outside programs.
4. Students may choose to reschedule the class during the regular school day if space is available.
5. FMHS offers a summer credit recovery program if enrollment is sufficient. Summer course offerings are contingent upon available funds. Courses offered will be for credit recovery purposes only and are based on student enrollment and demand.

EARLY GRADUATION

See [FMHS Student Registration Guide](#) for information on how to qualify for early graduation.

FEES AND MATERIALS

By Morgan County School District Re-3 policy, students who qualify for free or reduced lunch are exempted from most fees associated with classes. Parents/guardians should notify the FMHS Athletics/Activities Secretary of their status to have students' fees waived.

Activity Icon on Student ID Card	\$30.00
(All money from the Activity Icon is used to finance student activities and athletics. We urge all students to support Fort Morgan High School programs by purchasing the icon. Benefits include reduced price or free entrance to home athletic events and activities. Students will be issued an activity icon that must be presented at all events. Students enrolled in band, orchestra, choir, and sports must purchase an activity icon.)	
Class & ID Fee	\$10.00
All Agriculture Classes (per class)	\$40.00
(Does not include additional costs of participating in the program.)	
Ag FFA Dues (per year)	\$20.00
Art Fee (FOA & Drawing classes)	\$15.00
Art Fee (Painting & Ceramics classes)	\$25.00
Art History Class	\$20.00
Athletic Fee (per sport)	\$50.00
Driver's Education	\$225.00
Industrial Arts -Woods Engineering I (Lumber fee)	\$10.00(\$25.00)
Industrial Arts – Woods Engineering II & III (Lumber fee)	\$10.00(\$30.00)
Industrial Arts – Woods Engineering IV & V	\$25.00
(Students pay for costs of materials for individual projects) (All classes per Semester)	
Gym Fee (per class)	\$2.00
Lost ID Card	\$1.00
Music – Band & Wind Ensemble (per class)	\$15.00
Music – Orchestra (per class)	\$10.00
Parking Sticker	\$1.00
Photography/Photojournalism (per semester)	\$20.00
Science / Botany	\$20.00
Science / Zoology	\$20.00
Science / AP Biology Honors	\$30.00
Family & Consumer Sciences (CFS classes)	\$20.00
Video Production	\$20.00
Yearbook (Pacemaker)	\$60.00
(Purchasing a yearbook is optional) (Price goes up to \$70 after October 1 st)	

If a student owes a fine, any payments will go toward the student account in the following order:

- Past charges/fines
- Required fees

Students who have not paid fines nor made arrangements, with the Athletic /Activities Secretary/Finance, will not be allowed to participate in athletics, dances, school sponsored activities and trips. Students not returning equipment by the date imposed by the coach, teacher, or administrator will be subject to a fine. Fines are determined upon actual cost of equipment. Examples of equipment are band uniforms, football pads, football helmets, and cheerleader uniforms. Exceptions to this will be textbooks which will be fined a late fee of \$2.00 per textbook.

GRADING POLICIES

At Fort Morgan High School, we believe the purpose for scoring student work and reporting those scores as grades is to

- Provide a measurement of student skills and learning.
- Give information on students' mastery of the content of our courses.
- Indicate where students stand on their paths towards learning goals.
- Help students understand the role of evaluative feedback as a tool for increasing learning in their lives.
- Identify areas for reteaching or additional support.
- Communicate a clear record of high school academic achievement for postsecondary institutions.

Based on the philosophy above, we utilize the following practices in reporting student grades:

- We use two categories--Mastery Work and Practice Work--to determine grades. In most classes, Mastery Work counts as 70% of the grade, and Practice Work counts as 30% of the grade. In some performance-oriented classes, Mastery Work counts as 100% of the grade.
- We let students know in advance the learning purpose of specific assignments, what assignments will count in their grade, and what those assignments are worth.
- We give careful consideration to point values of assignments, and how those point values reflect learning priorities.
- We check for student understanding and provide multiple opportunities for student demonstration of learning. Teachers may reteach content and/or allow reassessment when student learning does not meet expectations, especially on mastery tasks, as per the parameters and expectations communicated in specific course syllabus.
- We pull grades from Infinite Campus gradebooks on Monday mornings to determine eligibility and to assign content tutoring.

GRADING SCALE

Percentage Grade	Letter Grade	Grade Point	Weighted Grade Point
90%-100%	A	4.0	5.0
80%-89%	B	3.0	4.0
70%-79%	C	2.0	3.0
60%-69%	D	1.0	2.0
Below 60%	F	0.0	0.0

INCOMPLETE GRADES

Students receiving an incomplete (“I”) for any course will have up to 5 school days to complete the remaining requirements. After this time, unless prior arrangements have been made with the teacher, the incomplete will change to the grade that the student earned on the final exam. If a student fails to take a final exam for a course, s/he will receive a zero for the final assessment in that class. The zero for the final assessment/exam will become the overall semester grade for that class. The incomplete (“I”) will be removed from the student’s grade report and the final course grade will be inserted into the grade report in Infinite Campus and will be posted on the final transcript.

GRADUATION REQUIREMENTS

CLASS OF 2023

To graduate and receive a diploma, students in the Classes of 2023 shall:

- Attend classes regularly in compliance with district attendance policies
- Complete 48 semester credits and satisfactorily complete the following requirements:
 - English 8 credits
 - Math 4 - 6 credits*
 - Science 4 - 6 credits*
 - *Students are required to have a total of 10 credits in Math/Science with a minimum of 4 credits in each subject.
 - Social studies 6 credits
 - (Must include 1 credit of American Government, 2 credits of World Geography, 2 credits of American History and 1 credit of a Social Studies elective.)
 - Speech 1 credit
 - Health 1 credit
 - Computers 1 credit
 - Business 1 credit
 - Physical education 3 credits**
 - 3 seasons of athletics satisfies 1 PE credit.
 - **A student may not take more than one PE class per semester.
 - Practical Arts 1 credit
 - May be chosen from Agriculture, Business, Family and Consumer Science, Industrial Arts, or Drivers’ Education)
 - Fine Arts 1 credit**
 - May be chosen from Art, Drama, or Music
 - **Participation in 3 musicals/dramas satisfies 1 Fine Arts credit.
 - **Total required credits** **33 credits**
 - **Total elective credits** **15 credits**
 - **TOTAL** **48 credits**

See the Four-Year Planning Sheet in the Student Registration Guide.

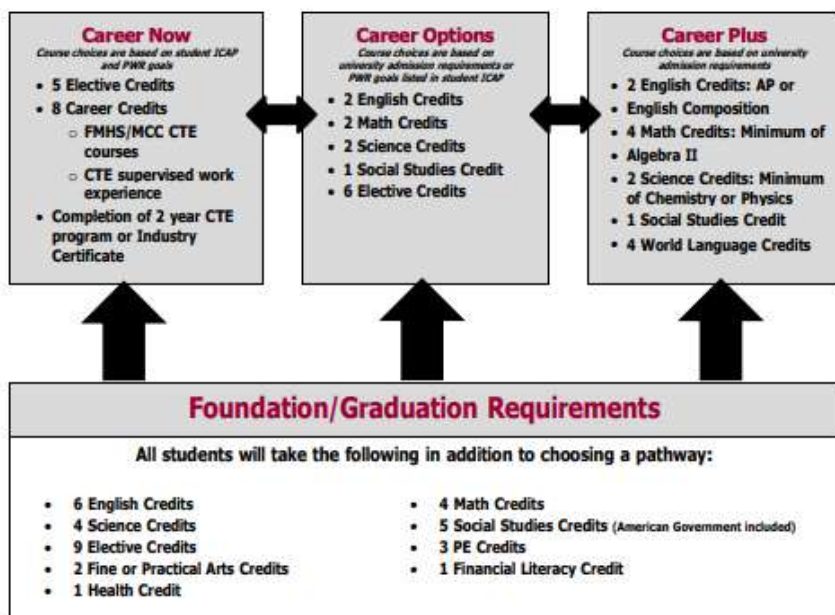
- Demonstrate College and Career Readiness (CCR) through completion of a Senior Capstone Project OR by meeting designated cut scores or criteria in English and Math from the following Menu of Options (scores for English and Math may be met via different options):

OPTION	CRITERIA / CUT SCORE
Accuplacer	English--62 on Reading Comprehension Math--61 on Elementary Algebra
ACT	English--18 Math--19
ACT WorkKeys	English--Bronze or higher Math--Bronze or higher
Advanced Placement	English--2 Math--2
ASVAB (Armed Services Vocational Aptitude Battery)	English--31 Math--31
Capstone Project	Meets or exceeds expectations on all aspects of proposal and presentation
College Coursework	English and Math--grade of C or higher in an approved course
Industry Certificate	Meet expectations to qualify for an approved industry certificate (varies based on certificate)
SAT	Evidence Based Reading and Writing--430 Math--460

CLASS OF 2024, 2025 AND 2026

Effective with the graduating class of 2024, graduation from Fort Morgan High School requires a completion of a minimum of forty-eight credits and a capstone project (*unless the student scores 470 in EWR AND a 500 in Math on the SAT*). Graduation pathways are designed to give each student a well-balanced and comprehensive high school education informed by their interests and post-secondary goals. Classes, when carefully selected, will help students explore their own interests and develop abilities to support a successful transition to life after high school. All students will start in the Career Options pathway. Through advisory activities, and conversations with advisors, counselors, and homes, students will plan and declare a pathway prior to their Junior year.

- **Career Now**- intended for students who have specific academic requirements and need additional guidance for their course of study; students may earn a professional certification upon graduation
- **Career Options**- intended for students with goals and plans to obtain a 2- or 4-year degree or professional certification
- **Career Plus**- intended for students with goals and plans to obtain a 4-year or advance



HONOR ROLL

Recognition will be determined two times per scholastic year after the completion of each semester. The grades that will be utilized to determine honor roll will be based on what the student earns during their first semester, and second semester. The two levels of honor roll recognition at Fort Morgan High School are as follows:

- Alpha Honor Roll, the highest acknowledgement, will be awarded to students who have achieved a 3.5 GPA or above.
- Academic Scholar will be awarded to students who have earned a 3.0 GPA or above.

HONORS PASS

Any junior or senior who:

- (1) has a cumulative GPA of 3.25 or higher and/or has perfect attendance with no tardiness for the previous semester.
- (2) has passed all courses in the previous semester.
- (3) is enrolled in appropriately rigorous coursework in the four core areas of English, Math, Science, and Social Studies.

May elect to have an Honors Pass as his/her schedule allows. No student will have more than one Honors Pass per semester. The privilege may be revoked at any time if abused. Speak with your counselor if you qualify and are interested in this opportunity.

INDEPENDENT STUDY CONTRACTS

See the FMHS Student Registration Guide for information on independent study contracts.

LATE WORK

Late work is any work that was assigned and due and was not handed in on time. Late work will be accepted as communicated in teachers' course expectations at the beginning of the course. Late or missing work submitted on an approved extension is still subject to late work penalties as communicated in class expectations.

REPORT CARDS

Except as otherwise indicated, report cards will be available online within two weeks of the end of the grading period. Student grades are available for review on a daily basis through Infinite Campus. Please consult the Counseling Center for information to access student records on Infinite Campus. Parents/guardians should contact teachers directly if they have any questions regarding their student's performance.

If you would like a hard copy of your student's report card, please call the Counseling Center at 970-370-6683.

Dates report cards will be available for viewing online:

Marking Period	End Date
Semester 1	F, 12/21/22
Semester 2	F, 5/26/23

SCHEDULE CHANGES

Students and parents should review schedules carefully. Adding and dropping classes will be allowed until the 3rd school day of each semester. There is NO guarantee that a student's request to change his/her schedule will be granted. Counselors and administration will review individual cases in the event of serious extenuating circumstances, i.e., improper placement, or compelling academic reasons for change. If a student drops after the 3rd day, the student will receive an "F" for the class. Exceptions may be made in extenuating circumstances by an administrator.

TEXTBOOKS

Students are responsible for all damages done to their assigned textbooks. Damages include pencil or ink markings, torn covers, broken bindings, bent corners, deliberately torn pages, water, gum, food damages, hi-lighting, etc. Students will be fined according to the severity of the damage. Fines range from \$1 to the full price for any textbook that cannot be reissued or is not returned. It is also students' responsibility to check textbooks carefully for any previous damage which missed being repaired. Any textbooks found to be damaged must be returned to the library within one week from the date the textbook was issued, or the assigned student will be accountable for the damages.

TRANSCRIPT REQUESTS AND FEES

You can request official transcripts for colleges, scholarships, and NCAA. You must submit your request to the registrar in the Counseling Center two weeks before the deadline. Transcripts will be sent electronically or through the mail. It is your responsibility to follow through with the receiving entity to make sure they have received your transcript. Institutions can take up to three weeks to process receipt of transcripts. No charges for transcripts while you are in high school. A \$5.00 fee will be charged per transcript once you graduate from FMHS.

Academic Transcript Maintenance by FMHS shall contain the following student information: Semester grades, Immunization Information, Student Pictures, Place and Date of Birth, Guardian Information, and Dates of Attendance. Student refusals to participate in the FMHS testing program are also noted.

WEIGHTED COURSES

See [FMHS Student Registration Guide](#) for information on weighted courses.

ATTENDANCE

GENERAL EXPECTATIONS

There is a clear and positive correlation between students' learning and consistent and prompt attendance. Absence and tardiness are counter-productive to educational success and can never truly be made up by the student. Lack of consistent attendance means that students will not get the full benefit of the courses offered at Fort Morgan High School. To ensure academic success, FMHS expects student attendance rates to be at a minimum of 95%, and for students to arrive to classes on time.

In addition, students who are absent from or tardy to class infringe upon the rights of those students in attendance and their teachers by disrupting the normal flow of an instructional program and by causing teachers to unnecessarily repeat and review information and materials previously covered. Students should take into account the TOTAL number of days missed for a class or classes even for legitimate reasons such as driver's license appointments, college visits, medical appointments, field trips, in-school field trips, etc.

COMMUNICATION TO STUDENTS & HOMES

Students and parents will have access to up-to-date information concerning attendance via the Student and Parent Portals of Infinite Campus.

Students and students' homes will be notified concerning absences utilizing the following methods:

- Daily automated notification phone calls: Listed guardians will receive an automated phone call when an unexcused absence is entered in Infinite Campus.
- Periodic in person phone calls for students with accumulated or excessive absences.
- Excessive Absence notification letter: These letters will be generated and mailed when 5 and 10 unexcused absences have been accumulated in a class.

DISMISSAL DURING THE SCHOOL DAY

For the safety and security of our school and students, we must know the whereabouts, including the comings and goings, of all students during the school day. **Students are REQUIRED to sign in and out at the Main Office if they are leaving or coming to school during the school day.** Absences of students who do not sign in or out will be considered unexcused.

Once students have reported to school, they are expected to remain in school and attend classes all day. Under the following conditions, a student may have an excused dismissal:

- **Under rare or emergency circumstances, prior to dismissal**, a written request from a parent must be presented or a phone call must be received by the Attendance Secretary. A parent may come to the office and personally request dismissal.
- In case of illness while in school, the student **must report to the nurse's office**. Students who become ill in school and report to areas other than the nurse's office (cafeteria, restrooms, off campus) will be considered

“unexcused”. The **nurse or nurse’s designee**, with parental permission, will make the decision to dismiss the student from school. Once the **nurse or nurse’s designee** has obtained permission to dismiss the student, the student will be issued a dismissal pass.

- **Appointments With Fort Morgan High School Staff.** Students who have class commitments such as tests or major graded assignments should request that appointments with counselors, Assistant Principal, Principal, etc., be rescheduled so that they can fulfill classroom commitments prior to the meeting.

EXTRACURRICULAR ACTIVITIES AND ATTENDANCE

Students are expected to be in school on days they participate in extracurricular activities, competitions, performances, meetings, practices, etc. Students must be in attendance for the last three periods prior to the activity. Exceptions are:

1. Required college or military appointments (college visitations that can be scheduled on other days will not be exempted.)
2. Mandatory court appearances.
3. Funerals.
4. Dental or medical appointments that cannot be made at other times.
5. Other situations with advance approval from an administrator.

If a student has a doctor appointment or mandatory court appearance, he/she must bring a note from the doctor or court official to verify the absence with the attendance office. In all cases, students are encouraged to make arrangements for their absence in advance in the Main Office. Students should also check with their coach or sponsor prior to their departure to make sure they will be able to participate.

FIELD TRIPS AND ATTENDANCE

Students are responsible for communicating with teachers—about making up assignments when they miss class due to a field trip or other school activity.

A teacher can recommend that a student not be allowed to go on an out of school trip if the student’s grade is failing or if the absence would cause harm to the regular course of study, such as missing a test.

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). 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 get approval from the principal and/or designee prior to participating in a field trip event.

MISSED WORK DUE TO ABSENCES

Missed work due to absence: Make-up work shall be allowed following an absence with the goal of providing the student an opportunity to keep up with the class and demonstrate their learning and an incentive to attend school. Teachers will communicate their expectations around missed work due to absences in their course syllabi – these expectations may include deadlines and point deductions for missed

deadlines. If a student fails to submit work within the parameters of a teacher’s communicated late work policy, the student may receive a score of 0 (zero). The 0 (zero) indicated “no evidence of learning” and means that the student did not take advantage of their opportunity to demonstrate learning.

Pre-Planned absence(s) - Extended projects or assignments are due before the deadline/due date if a student is leaving on an approved school activity or approved exempt absence.

PARENT/GUARDIAN RESPONSIBILITIES REGARDING ATTENDANCE

By 9th grade, attendance is a better predictor of graduation rates than 8th grade test scores. Research shows that good attendance is strongly related to academic achievement. It is very important for students to arrive on time to all their classes every day to maximize their opportunities to learn, practice, and demonstrate their learning.

Parents/guardians are responsible for communicating to the school the reason for all absences. **If your child is absent from school, a parent or guardian should call the attendance line at 970-370-6690 within 48 hours of the absence, and provide the following information:**

- (1) the student’s name.
- (2) the date(s) of the absence(s).
- (3) the specific reason for the absence(s), tardy or dismissal.
- (4) the name of the parent.
- (5) a daytime phone number where a parent can be reached to verify the call.

“Blanket” notes covering unspecified dates of absences, tardiness, etc. will not be accepted as an excuse for absences.

As FMHS receives over 50 attendance calls per day, our attendance secretary may not answer your call, so please leave a message at 970-370-6690 in order for our secretary to change the attendance in Infinite Campus. The attendance secretary will not return phone calls unless additional information is needed.

The Attendance Office will only go back **48 hours** to excuse previous absences unless informed otherwise by Principals, a valid doctor note, or by Court documents.

The Attendance Office is **NOT** responsible for fixing attendance mistakes between a student and teacher. It will be your student’s responsibility to speak with their teacher involved to fix attendance mistakes. If a correction needs to be made the teacher will then make the adjustments with the Attendance Office.

EXCUSED ABSENCES

MCSD Re-3 policy JH lists the following as excused absences:

- A student who is temporarily ill or injured or whose absence is approved by the administrator of the school on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours.

- A student who is absent for an extended period due to physical, mental, or emotional disability.
- A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
- A student who is suspended or expelled.

UNEXCUSED ABSENCES

Any absence that is not listed in the excused section above is considered unexcused. Only in extenuating circumstances will an absence not listed above be considered excused, based on approval by the principal.

FMHS may request confirmation from a doctor to explain specific and frequent absences which have occurred due to medical reasons. When absences for medical reasons are frequent, parents/guardians must submit official documentation from a doctor that verifies a chronic illness exists. Medical documentation for long-term absences should include the nature of the illness, any limitations on the student, inclusive dates of medical condition, and specific dates of the absence covered. This documentation also strengthens a student's case in an appeal for submission of work missed due to absences.

As with parent notes, doctor's notes-must specifically address dates of absences, and may not be blanket excuses for all absences which have occurred over a period of time. This information must be presented on an on-going basis, and not at the end of a course or term.

PRE PLANNED ABSENCES

If you need to check your child out of class early for an appointment, we request that you call 970-370-6690 at least one (1) hour in advance, so that we can send an Early Dismissal pass and reduce class disruption. Your child must bring their Early Dismissal pass to the main office to check-out with our attendance secretary. Failure to do so, will result in an unexcused absence. Parents should pick students up for appointments at our main, northwest entrance.

Any anticipated absence, such as college visitations, family vacations, etc., which conflict with the school calendar, must be arranged in advance by completing a Pre-Planned Absence form, or the absence may be considered unexcused. When a student anticipates an absence from school or from a particular class for any reason, it is very important that the student and the parent carefully consider the necessity of the absence, taking into consideration the current number of accumulated absences and their potential impact on loss of credit in the course.

If a parent fails to notify the attendance secretary of early check-outs or anticipated absences, then the child's absence will be considered unexcused.

STATE LAW REGARDING ATTENDANCE

Colorado Revised Statutes – Article 33, Section 22-33-107

According to Colorado law, a child who has attained the age of six years and is under the age of seventeen years must be enrolled in school. A child within this age range who has four unexcused absences from a public school in any one month or ten unexcused absences from public school during any school year will be considered habitually truant.

Students who fall into this category may be turned over to the district's legal counsel for subsequent consequences. This law is referred to as the Colorado Compulsory School Attendance Law.

TRUANCY

A student shall be considered truant when absent without a signed or oral parent/guardian excuse, or if the student leaves school or a class without permission of the teacher or administrator in charge. A student of compulsory attendance age shall be determined to be "habitually truant" if he has four unexcused absences from school or class in any one month or ten (10) unexcused absences during any school year. (Absences due to suspension or expulsion shall be considered as excused absences regarding truancy in accordance with state law.)

CONSEQUENCES

A student shall be given a warning on his/her first truancy offense by an administrator or teacher. After the fifth and tenth unexcused absences, the parent/guardian will be contacted by letter. Upon the tenth and eleventh unexcused absence a letter will be sent to the parent/guardian informing him/her that the appropriate paperwork for legal proceedings may begin. Habitually truant students may be referred to the appropriate judicial systems to enforce compulsory attendance under state law (Colorado Revised Statutes 22-33-104 and 22-33-107). Calculation of the number of unexcused absences a child has incurred includes all unexcused absences occurring during any calendar year or during any school year. -Any student who has been unexcused absent for twenty consecutive days or more in any one school year will be dropped from the enrollment (Colorado Revised Statutes 22-33-101).

The student and parent/guardian are encouraged to schedule a meeting to discuss individual attendance situations when they receive a truancy letter.

TARDIES

An unexcused tardy occurs when a student arrives to a class within the first 15 minutes without authorization from a teacher, parent/guardian, and/or office personnel.

If a student arrives to class after 15 minutes without such authorization, s/he will be marked as "Unexcused - Present".

Students who have prolonged issues with tardiness will receive detention or in school suspension, as noted in the Fort Morgan High School Behavior Matrix.

GENERAL INFORMATION

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 them. Fliers or advertisements may not be placed on windshields of vehicles on campus. Posting notices of private profit-making organizations are prohibited. The main office will stamp approval on all advertisements prior to being posted within the school.

ANNOUNCEMENTS - BULLETIN AND P.A. SYSTEM

Daily announcements appear in the Daily Bulletin and will be emailed to all students and staff. The bulletin will be read daily over the overhead intercom system. The bulletin will also be posted at the Main Office. Those wishing to have announcements for their club or activity included in the bulletin must submit the item by 3:15 p.m. the previous day to the Main Office. Our goal is to make sure that information is dispensed in a manner that does not take too much time away from the classroom. The Daily Bulletin is also posted on the school web site at <http://www.morgan.k12.co.us/fmhs/DailyBulletin/Daily.htm>.

ASSEMBLIES

Assemblies and pep rallies are provided for the education and entertainment of the student body. Assemblies will be scheduled at times designated by administration. Attendance at assemblies by students and teachers is required unless otherwise posted.

ATHLETIC TEAMS AND HEAD COACHES

Fort Morgan High School is proud of a long tradition of participation and successes in the extra-curricular activities endorsed by the Colorado High School Activities Association (CHSAA). Fort Morgan High School is a member of the Longs Peak League. Fort Morgan competes in fifteen interscholastic athletic programs at the 4A level.

SPORT

Baseball
Basketball, Boys'
Basketball, Girls'
Cheerleading
Cross Country, Boys', and Girls'
Football
Golf, Boys', and Girls'
Gymnastics
Soccer, Boys'
Soccer, Girls'
Tennis, Girls
Track, Boys' & Girls'
Volleyball
Wrestling

HEAD COACH

Josh Langford
TJ Schneider
Brett Andersen
Aurora Bullard
Paula Hough
Ty Davies
Greg Gotto
Nicole Bowles
Javi Loera
Holley Norris
Erin Melton
Nolan Meyer
Nicole Andersen
Kyle Graulus

BEHAVIOR EXPECTATIONS

Expectations for student behavior, and consequences for violating those expectations, are detailed in the FMHS Behavior Matrix & Definitions.

BUSES

School buses are provided for students living outside the city limits. Any questions regarding bus routes or pick-up times should be referred to the district transportation office at 970-867-2263.

CAFETERIA AND COMMONS

The school cafeteria provides a variety of hot and cold meals. Breakfast is served for \$1.75 per day from 7:30 a.m. – 7:55 a.m. Lunch is served for \$3.00 Monday through Friday. Adult meals are \$3.00 for breakfast and \$4.00 for lunch. It is expected that student behavior during the lunch period is considerate and responsible. During lunch, students may eat in the commons, or other designated areas.

POLICIES

- The Fort Morgan School District participates in the National School Lunch and the National School Breakfast Program. This enables parents to fill out an application and, based on income, be allowed to participate in the Free and Reduced Lunch program and the Breakfast program. If your family is approved for this program the status is the same for breakfast as for lunch. **Each family must complete a form at the beginning of each school year.**
- Student lunches will be served as Offer vs. Serve style, with the student taking a main dish and vegetable and then 2 other choices for a meal. They may certainly take all items offered that day but are required to take at least 3 items.
- Outside lunches and breakfasts from fast food or other restaurants are not allowed in our cafeteria, as it is a violation of the federal government policies that regulate school lunches.
- Students are expected to clean up after themselves.
- Students can make deposits to their lunch and breakfast account using their FMHS ID card. The card is scanned, and the amount of the lunch or breakfast is taken out of their account at the time of service.

For questions on the school district lunch policies, please contact Ashley Martin at 970-370-6102.

CLUBS

Fort Morgan High School offers its students several clubs and activities. Any group wishing to organize a club should have all the following:

1. Goals, objectives, and activities that are of constructive value to that group and to the school in general.
2. A constitution which specifies the leadership structure, mission, meeting times, by-laws, etc., of the proposed organization. The constitution and a charter application should be submitted to Leadership in Action.
3. Leadership In Action approval of the charter, with final approval by the Assistant Principal/Activity Director for final approval.
4. A member(s) of the Fort Morgan High School faculty, or an approved member of

the community, as one of its advisors.

5. Equal opportunity for membership among eligible Fort Morgan High School students who might wish to participate.
6. A list of interested students.

CLUBS AND SPONSORS

Club

Art Club
Board & Game Club
Diversity Club
Drama
FBLA
FCCLA
FFA
Forensics
GSA
Knowledge Bowl
LULAC
Modern Band Club
National Honor Society
Science Club
Special Olympics
Spirit Club

Sponsor

Carol Boodakian
Ricky Partney
Erica Kornse
Morgan Larsen
Rebecca Schmidt
Angela Smith/Jeanine Pope
Greg Ditter/Danica Farnik
Therese Rich
Dencia Kudron
Brian Whitney
Araceli Flores
Nick LeMaire
Linda Frasco
Erica Kornse
Lori Pruett
Liz Schmidt

DANCES

Any Fort Morgan High School student in good standing may attend dances. Dances are considered an extracurricular activity, and thus a student will not be allowed to attend a dance if they are ineligible for that week. They may not be failing more than one class as reported on the weekly failure list or at the conclusion of the last grading period. Students not having ID cards will not be admitted to dances to include Homecoming and Prom. All school rules, including dress code, will be enforced at dances unless specific exceptions have been announced prior to the dance. Homecoming is a semi-formal dance that requires special attire, i.e., ties and slacks for boys and dresses for girls. Junior/Senior Prom is a formal dance requiring a coat and tie or tuxedo, and long or short dresses. Appropriate dress is an expectation, and a student may be asked to leave and change clothes if the dress code is not followed. Students may not bring drinks or snacks acquired outside the building to dances. Students may bring guests who do not attend FMHS to Homecoming and Prom only upon completion and approval of a permission form available from the Assistant Principal/Activities Director's office prior to the week of the dance. No one younger than 9th grade will be admitted to dances. No one older than 21 will be allowed to attend school dances. Students who are suspended will not be admitted to dances. Students must clear their fines and fees prior to admittance to dances. Dances will end at 11:00 p.m. unless otherwise noted. If a student leaves a dance, they may not re-enter. School officials reserve the right to make decisions on suitable dancing and individuals who engage in dancing behaviors that are inappropriate, or unsafe will be removed from the dance and parents/guardians will be notified.

DRESS AND GROOMING

Students are expected to be responsible in dress and grooming. Appropriate and correct dress is essential to a quality educational program and should not distract from the learning environment for the student or school. Students shall not wear apparel that is deemed actually or potentially disruptive to the classroom environment or to maintaining a safe and orderly school.

- Any student deemed in violation of the dress code may be required to change into appropriate clothing or decide to have appropriate clothing brought to school immediately. If a student has been asked to change inappropriate clothing, and they do not have appropriate clothing on campus for him/her to change into, the office may provide appropriate clothing for the student, if the article of clothing is the right size for the student, and the student may be sent back to class.

If the student cannot promptly obtain appropriate clothing, the student may be placed in an alternate setting, removed from the classroom for the day and do schoolwork. Further and/or repeated offenses, may result in suspension or other disciplinary action as outlined in the school discipline code.

The following is a guide to student dress. These guidelines are not inclusive, as the administration retains the right and duty to determine appropriate and correct student dress in all cases. Unacceptable student clothing includes but is not limited to:

1. Shorts, dresses, skirts, or similar clothing must extend into the finger area of the hands of dropped arms.
 - No short shorts are permitted. (Shorts must extend into the finger area of the hands of dropped arms.)
 - No spandex bottoms are permitted in the classrooms.
 - No holes in shorts and pants are permitted above the finger area of the hands of dropped arms.
2. Sunglasses, hats, headbands, handkerchiefs, hoods, or any similar items are not tolerated.
3. Clothing that exposes the torso area, including the front and back areas are not allowed. This would include, but not limited to:
 - Tank tops or other similar clothing that does not cover underclothing. Inappropriately sheer, tight, or low-cut clothing, i.e., midriffs, halter tops, spaghetti straps, garments made of fishnet or mesh materials, or similar material, backless clothing, tube tops, muscle tops, revealing tank tops or sundresses, etc.
 - Bra straps are NOT to be showing and MUST be always covered up.
4. Clothing, paraphernalia, grooming, jewelry, accessories (including gloves) or body adornments, i.e. tattoos, that contain any advertisement, symbols, words, slogans, patches, or pictures that refer to drugs, alcohol, tobacco, or weapons; give indication of or refer to a sexual nature; by virtue of color, arrangement, trademark or attribute signify gang membership or advocate gang or gang involvement, drug use, violence, or disruptive behavior; display obscene, vulgar, lewd, or libelous words or pictures; promote any activity prohibited by the student code of conduct or disrupt the educational environment.
5. Articles of clothing not specified but which violate the spirit and intent of this dress code and/or create a safety concern.
 - Inappropriate footwear such as bedroom slippers and/or pajamas
 - Footwear consisting of heels that place the student's health and well-being

at risk.

Staff and administration will handle additional situations and interpretations on an individual basis. Exceptions:

Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school-sponsored extracurricular or sports activities (such as cheerleading uniforms and the like) may be worn to school when approved by the sponsor or coach.

ELECTRONIC DEVICES

Cell phones/electronic devices may serve as an outstanding instructional tool and learning resource if used appropriately. We encourage our staff members and our students to use electronics and other 21st century devices to supplement instruction and learning. However, it has been proven that students who are on cell phones or other electronic devices when it is not part of the instructional lesson are not fully engaged in learning. To preserve the teaching and learning environment, this document is to clarify the cell phone/electronic devices policy for Fort Morgan High School.

The policy is:

Student use of cell phones or other electronic devices during the school day is a privilege. Adherence to the guidelines below is essential to maintaining an appropriate academic environment and the integrity of the classroom. Abuse of this privilege will result in consequences beginning with confiscation of device, parent conference, suspension or loss of other privileges such as participation in school trips, internships, proms and potentially graduation exercises.

Cell phones and all functions within the cell phone (i.e., cameras and all other applications) are prohibited in the following areas unless expressly permitted by a staff member for educational purposes: Classrooms, Science Labs, Restrooms, all Physical Education Areas, and all School Office areas.

Students must comply with staff directives, including but not limited to, ending phone conversations for student-staff interaction, and using appropriate voice volume and device volume. When in use, cell phones must be on silent mode so that no audible ring tone is heard.

Students using cell phones or other functions on electronic devices in any manner that disrupts the educational environment, from within or from outside the classroom, or violated the rights of others, including, but not limited to, using the device in violation of our academic honesty policy, violating school conduct rules, harassing or bullying staff or students, photographing or video recording or using their device for unlawful purposes will be subject to more severe disciplinary action, up to and including suspension and/or expulsion and may, if applicable be reported to the FMPD.

Cell Phone Rule: The respectful, non-disruptive use of cell phones is permitted in the school cafeteria during lunch period and any other school area except those listed above. As soon as the threshold of the classroom or any prohibited area is crossed, during the school day, cell phones need to be put away and made undetectable (i.e., silenced without vibration). Violation of the cell phone rule as stated above will result

in the confiscation of the device according to the following ladder of disciplinary action:

- First Offense: The device will be held in the Administration office until the end of the school day. Students may pick up their phone after school.
- Second Offense: The device will remain in the main office until the Parent picks it up. The Administrator will establish contact with a parent or guardian.
- Third Offense: An Administrator will establish parent contact and the confiscated device will remain in the main office until a detention is served and it is picked up by a parent or guardian.

“It should be noted that refusal to surrender a cell phone or other electronic device when directed to do so by a school staff member, teacher or administrator is a violation of our school’s Code of Conduct. Insubordination behavior is punishable by suspension and exclusion from school events.

ELD – ENGLISH LANGUAGE DEVELOPMENT PROGRAM

Morgan County School District Re-3 serves the needs of many English language learners. Students may qualify for ELL services if any question on the Home Language Survey is marked as other than English. Students are evaluated using the WIDA online screener (1st grade – 12th grade) to determine language proficiency and initial placement into an ELL program. Instructional programming is designed to support the student’s language proficiency level. Instructional services may include “pull-out” support during which time students participate in instruction delivered by an ELL teacher. “Structured Immersion” in the regular classroom is another means of serving English Language Learners whose needs are better met in this fashion. All instruction is conducted in English with support provided based on individual needs.

Staff members in all buildings are provided information from the ELL teachers outlining each ELL student’s language proficiency. The ELL teacher will also provide appropriate teaching strategies and goals for each ELL student through individual ELD plans. ELL students are tested annually using the WIDA ACCESS test to determine proficiency level and the need for continued ELL services.

The Morgan County School District Re-3 provides free language assistance for any parent/guardian who requests support in speaking, reading, writing, or comprehending English. The school will provide language assistance for anyone who requests it without question. Please contact the school office for assistance.

FIELD TRIPS

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). 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 get approval from the principal and/or designee prior to participating in a field trip event.

GIFTS

Gifts of cut flowers, potted plants, and balloons etc. **are to remain in the Main Office and students are not to take them into the classroom.** Students may pick them up at the office after school.

HEALTH

Registered Nurses are employed by the School District and are available during school hours. School Nurses serve more than one school within the district and may not always be on the premises, however, are on-call for all questions and emergencies. Your student's school has trained designated staff that can answer your questions, give medications, and provide emergency first aid for students when the nurse is not in the building.

Immunizations

An immunization record must be presented when registering students for school. If the student's immunization record is not complete, parents will be notified and must decide to present the appropriate documentation of immunizations, or a plan of progression toward immunization compliance. No student is permitted to attend, or continue to attend, any school in this district without meeting the legal requirements of immunization against disease. Exemptions for immunizations include health, religious, and/or personal reasons, as provided for by the law. To be exempt, a parent/guardian must present the appropriate and signed paperwork.

Medications

Before bringing any medication to school a parent/guardian needs to check with their doctor to determine if the medication must be given during school hours. Schedules can usually be set up so medications can be given at home. Medication will be given at school **only** if the effectiveness is altered by not giving it during the school day. Any medication that must be given at school requires written permission from the student's doctor and parent/guardian. This includes both prescription and non-prescription (over the counter) medication. Medication must be brought to the school by an adult. Prescription medications must come in a pharmacy-labeled container with the name of the student, the name of the medication, medication dosage and instructions for administering the medication. The pharmacy name and phone number and the doctor prescribing the medication must also be included on the label. Non-prescription medications (over-the-counter medications) must be labeled with the student's name and packaged in the original container. Packaging 'dosage' instructions must match the signed doctor authorization. Any time medication dosages change throughout the year, all paperwork (written permission, pharmacy labels, etc.) will need to be replaced. All medication paperwork must be renewed at the beginning of each school year. Students are not allowed to carry any medication in their lunch bags, jackets, backpacks, etc. Exceptions to this rule include Inhalers, Epi-pens, Benadryl, and Diabetic medications. Written permission from the doctor and parent/guardian allowing the student to carry and "self-administer" must be noted on the appropriate documentation and approved by RN. Parents/guardians should consult with their School Nurse assigned to their student's building. Under no circumstances will school personnel provide any medication to a student. Only the School Nurse or School Nurse's designee may administer medications to students. Qualified staff members must pass the Medication

Administration class and have delegation privileges from the individual School Nurse responsible for their school.

ONLY School Nurses can provide “Emergency Delegation” in individual circumstances.

LIBRARY/MEDIA CENTER

The Fort Morgan High Library is open from 7:30 am – 3:30 pm when school is in session. Students may use the library before and after school or during lunch to read, do homework, or use a computer. During class time, they must have a pass from their teacher. Students must present their current ID card to check out library books.

Library books are checked out for a minimum of 2 weeks at a time but can be renewed unless another student has requested the book. To avoid fines, turn in your book on or before the due date. Overdue fines are 10 cents a day, with a maximum overdue fine of \$5.00. You will be charged full replacement cost if you fail to return a library book.

LOSS/THEFT

Students should secure bicycles, automobiles, valuables, and their lockers because the school does not accept responsibility for personal articles and property in case of theft in the building or on school grounds. Students who lose or have reason to believe their personal property has been stolen/vandalized should contact the School Resource Officer or Assistant Principals.

NOTE: The school does not take responsibility for your personal belongings. Please exercise care in what you bring to school and where you leave it. Do not share your locker combination with anyone. Always, no matter how hurried you are, make sure that both locker compartments are secure in your hall locker and that your gym locker is secure.

LOST AND FOUND

Lost items turned into the office will be held until the end of the semester. If there is identification on the item, every effort will be made to contact the owner. All unclaimed items will be given to a local charitable organization in December and June.

MANDATED REPORTER

All FMHS and MCSD employees are considered mandated reporters. A mandated reporter is obligated by law to report known or suspected incidents of child abuse and/or neglect for children up to age 18. For more information on this obligation, please see state statute C.R.S. 19-3-304.

MIGHTY MUSTANG AWARDS

Mighty Mustang Awards were developed to recognize students who have achieved high levels of academics and attendance. Academic and attendance recognition may include an academic letter for 3.5 and above. Mighty Mustang Awards are presented twice a year at the end of each semester.

OPEN AND CLOSED CAMPUS

CLOSED CAMPUS (EXCLUSIVE OF LUNCH)

Students are to remain on school grounds, either in a classroom or designated areas, unless permission to leave is received from the Main Office. **Students who leave during the school day must get permission from the Main Office in advance and sign out at the attendance window on the day of the absence.** Students who return to school or come after classes begin must sign in at the attendance window. Parking areas are considered "off campus" during school hours. Consequences for repeated violations of the closed campus policy may include detention, in-school suspension, out-of-school suspension, or community service.

OPEN CAMPUS LUNCH TERMS AND CONDITIONS

Open campus means that students can leave the campus grounds for lunch. Open campus is a privilege, and this privilege will be revoked if regulations are not followed. Attendance and behavior requirements must also be met for students to receive open campus privileges even if students meet the academic requirements.

- All freshmen (9th grade) will have closed campus for the duration of the school year.
- All sophomores (10th grade) will have closed campus for the 1st semester. Sophomores who have a cumulative GPA of 3.0 or above and have no D's or F's for a weekly grade will be allowed to leave campus during the noon hour on designated Fridays.
- Sophomores who achieve a 1st semester GPA of 3.0 or above and have no D's or F's for a weekly grade will be awarded open campus privileges during the noon hour for the second semester of the school year.
- All juniors (11th grade) and seniors (12th grade) will have open campus throughout the school year. However, if a junior or senior receives a D or F for a weekly grade, they will lose their open campus privileges for that week during the noon hour.

Students may leave the campus during their lunch in accordance with the above stipulations, provided their parents or guardians have completed a permission form. Completion of this form is to ensure that parents/guardians are aware that their student may leave campus during lunch. However, this privilege may be revoked for improper student behavior including, but not limited to, unexcused absences and tardiness resulting from students not returning on time and for inappropriate behaviors while off-campus. Parents/guardians may also sign a "Denial to Leave Campus" form if they do not wish their student to leave campus during lunch.

FOOD AND DRINK

Food is not allowed in the classroom. Outside food and drink are not allowed to be brought into the commons. Students may bring their lunches from home and eat in the commons.

PARENTAL INVOLVEMENT

ROLE OF PARENTS

Although the purpose of information in this handbook is specifically designed for students attending FMHS, as teachers, administrators, staff, and as a community, we greatly appreciate your involvement in the educational process of your child. We simply cannot be successful in fully educating your child without your efforts and assistance. FMHS would like to welcome you to attend or join our District Accountability Committee or welcome any other suggestions that you may have to improve our existing building or policies. As always, your efforts and support are most appreciated.

CAMPUS PARENT PORTAL

As a parent, a critical role in your students' education is how you monitor and encourage progress throughout the academic year. The Fort Morgan School District offers a great opportunity to monitor your child's progress through Campus Parent. Campus Parent is a web-based program that is a component of our Infinite Campus Data System. All you need to view your child's grades, behavior, lunch account, and even his/her fines is a computer with an internet connection. If you have not signed up for Campus Parent, or have simply forgotten how to access Campus Portal, we would be more than happy to assist you in the process. Simply stop in at the Counseling Center or the District Support Center, and we can help.

PARENTS' RIGHT TO KNOW

Every Student Succeeds Act (ESSA) requires that school districts provide, upon parent request, information regarding the professional qualifications of the students' classroom teachers. The Morgan County School District Re-3 will provide, upon request, the following information to parents regarding their child's teacher(s): 1) whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction, 2) whether the teacher is teaching under an emergency or other provisional status, 3) degrees and certifications of the student's teacher, and 4) whether the child is provided services by paraprofessionals and, if so, their qualifications. Requests for any of the above information can be made to the Director of Human Resources, Dr. Brian Childress, 715 W. Platte Avenue, Fort Morgan. Dr. Childress' phone number is 970.370.6120.

School Communication

- Website <http://www.morgan.k12.co.us> and access our webpage by clicking on schools and then FMHS.
- Daily announcements that can be accessed via Campus Parent in Infinite Campus or on the school website under Announcements.
- Call the FMHS Main Office at 970.867.5648 or the Attendance Line at 970.370.6690 if you want to report your child's absence, or if you want to speak with an administrator or a teacher.
- Call the FMHS Counseling Center at 970.370.6682 if you need to talk with your child's counselor, requesting transcripts, wanting to enroll or disenroll your child, etc.
- Auto-Dialers are used by FMHS to report information to students and parents.

ABOUT CPIRC

The Colorado Parent Information & Resource Center (CPIRC) builds partnerships between schools and families to increase student achievement. CPIRC works with Colorado schools, districts, and organizations to give parents and education professionals information and resources so that families can participate in their children's academic success. CPIRC focuses on increasing meaningful parent involvement in education. We also support early childhood education, and we provide information about No Child Left Behind. CPIRC offers training and technical assistance to schools, districts, and parents. CPIRC was established in 1995 with a grant from the U.S. Department of Education. CPIRC belongs to a nationwide network of PIRCs (Parent Information and Resource Centers) that support the work of the U.S. Department of Education, Office of Innovation, and Improvement in each state. CPIRC believes that all families can participate in the education of their children and increase student achievement. Some of the services include:

- Training of Trainers (TOT) for school staff and parent leaders to present our "Workshops for Parents". All workshops are designed to help parents support their child's education at home.
- Professional development for educators on implementing meaningful parent involvement.
- Technical assistance to schools and districts to develop parent involvement plans and policies.
- Dissemination of parent involvement information to families, school administrators, teachers, and the public.
- Training and support for early literacy and kindergarten transition activities.
- Parenting Tips through the Family Support Line.

English 877-695-7996 Statewide, toll free, 303-695-7996 Denver Metro Area
Spanish 866-Las-Familia, 1-866-527-3264

Colorado Parent Information and Resource Center – <http://www.cpirc.org>.

PARKING

All students who drive to school must:

- (1) register their vehicle with the main office to receive a \$1 Parking Sticker, which will be placed on the lower passenger side of the windshield, and
- (2) park in their designated lot, and not on any street.

Any student who is parked on or off school property and is not parked in a designated area, is subject to a \$25.00 fine paid to FMHS and/or having their vehicle towed at their own expense.

All freshmen (9th grade) and sophomore (10th grade) students are to park in the gravel parking lot across the street from the front of the school. All junior (11th grade) and senior (12th grade) students are to park in the northwest lot behind the school.

Students are not to park in street areas and will be subject to receiving a ticket from FMHS. Driving to school is a privilege, and continued violation of parking infractions may result in a student's loss of privilege to park on school grounds.

RIGHTS OF STUDENTS

Students have the right to due process concerning school rules and the execution of those rules. In any situation involving actual or potential logical consequences, students have the right to be informed of actual or potential charges being made against them, to be able to present their side of any issue or event, and to understand the reasoning inherent to the application of logical consequences. This concept of due process is fair and appropriate to the operation of the school.

The school administration understands very well that students do not like being searched. When circumstances dictate a search will occur, every effort will be made to be as unobtrusive as possible during the process. In such cases, the security needs of the school override the sensitivity of the student.

SCHOOL RESOURCE OFFICER (SRO)

Fort Morgan High School participates in a partnership with the Fort Morgan Police Department known as the School Resource Officer (SRO) Program. The purpose of the SRO Program is to ensure a safe learning environment, improve relations between law enforcement and students, and to be a resource to students, staff, and parents. The SRO will handle complaints such as theft, harassment, motor vehicle accidents on school grounds, possession and/or use of illegal substances, as well as all other situations of a criminal nature. The SRO maintains an office in the library hall on the west side in Room 259. Students are encouraged to stop in or contact the officer at 970-867-5648.

SPORTSMANSHIP EXPECTATIONS

- Positive and supportive behavior and sportsmanship are expected and emphasized at all school athletic events.
- Mustang 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.

STUDENT ACTIVITY ICON

We encourage all students to purchase an Activity Icon for \$30.00. All money from the sale of activity icons is used to finance student activities and athletics. **Students participating in sports, cheerleading, yearbook, or music must purchase an activity icon.**

STUDENT IDENTIFICATION CARDS

Student identification cards will be issued to all students at the beginning of each school year. These photo cards must be carried while on school grounds and when attending school functions. Any student who does not have an I.D. card should report to the Main Office and a replacement I.D. will be supplied. The cost of replacement is \$1.00. As its name indicates, an I.D. card is for the purpose of identifying the holder of the card, in this case, the student. On occasion the student may be asked to show her/his I.D. card

to a staff member. Failure to do so constitutes a violation of discipline policy and will result in disciplinary action. Identification cards must be presented to enter school dances or athletic events at student prices, to gain Internet access, to check out materials from the library, or to leave campus during lunch.

TELEPHONES

FMHS no longer has a public pay telephone. Many students possess a cell phone and have access to phone service. However, if a student does not have a cell phone and needs to make an emergency call to parents/guardians, with the approval of the office staff, a student will be able to make that call from the Main Office. Phone messages for students are discouraged. In case of an emergency call from parents, every effort will be made to contact the student. Teachers are not authorized to allow students to use classroom telephones during class.

TOBACCO, VAPOR, OR OTHER SMOKING DEVICES

Tobacco use in all forms, vapor inhalers, or any other smoking item or device is prohibited by both board policy and state law, on school grounds, at school-sponsored activities, on student trips, and when students are being transported in school district vehicles. "Use" includes but is not limited to lighting, chewing, smoking, or inhaling any such product. School grounds include the building, the parking lots, the grass area, the sidewalks surrounding the school, and the areas used for physical education and athletics. Consequences for violations of this policy will be assigned as detailed in the FMHS Behavior Matrix.

TRANSFERS AND WITHDRAWALS

Students who are going to transfer or withdraw from school should start the withdrawal process in the Counseling Center prior to their last day of school. Parents must come into the Counseling Center to sign their student out of school. On the day of withdrawal, students must turn in all necessary books and materials after which time an exit interview will be conducted by the Counseling Staff. **Students should be certain that all fines are paid at the time of withdrawal.** Forwarding of transcripts and records will be withheld if fines are still owed. When students transfer to a new school in mid semester, they will normally be enrolled with a schedule that will allow them to complete the courses they were taking at their previous school. However, if comparable courses are not available at the new school, the students may not receive credit for those courses where no match could be found. Students transferring into Fort Morgan High School with less than four weeks remaining in the semester should plan to make arrangements to receive semester credit from their previous school for those courses that could not be taken at Fort Morgan High School. Students transferring from Fort Morgan High School with four or fewer weeks remaining in the semester may receive credit from Fort Morgan High School if the requirements for the course can be met.

Students, who voluntarily withdraw, may be re-admitted with conditions for readmission set by Fort Morgan High School Administration. Students who have been expelled or suspended for the duration of the semester will not have an opportunity to enroll before the following semester. In this case, conditions for readmission to Fort Morgan High School will be determined by the Superintendent.

VISITORS

The Board encourages parents/guardians and other citizens of the district to visit classrooms at any time to observe the work of the schools. To ensure that no persons enter buildings with wrongful intent, all visitors to the schools shall report to the school office and obtain a visitor badge when entering. Visitors may be asked to show proper identification and must provide a reason for being at the school. Failure to comply with checking in with the office can result in a citation of trespassing. **Student visitors must receive at least 24-hour prior approval before being allowed to attend class with a family member or a friend.** We encourage all outside students wishing to visit our students and staff to please do so before or after school if possible. Teachers should notify the front office of impending visitors (example, guest speakers, trainers, coaches, etc.) to classrooms.

APPENDIX

DISTRICT POLICIES AND PROCEDURES

For a full copy and explanation of District Policies and Procedures, please go the district website: <http://www.morgan.k12.co.us/>

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT 1974 (FERPA) FERPA Notification

The *Family Educational Rights and Privacy Act* (FERPA), a federal law, requires that Morgan County School District RE-3 and Fort Morgan High School, with certain exceptions, obtain a written consent prior to the disclosure of personally identifiable information from a child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the district to include this type of information in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production.
- The annual yearbook.
- Honor roll or other recognition lists.
- Graduation programs.
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the district to disclose directory information from your child's education records without your prior written consent, you must notify Fort Morgan High School in writing by August 31 of any given year. We have designated the following information as directory information:

- Student's name
- Address
- Date of Birth
- Grade Level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received

ASBESTOS NOTIFICATION

To comply with the EPA AHERA regulations, Morgan County School District Re-3, along with all other schools in the United States, must notify all students, staff, and patrons that all schools have been inspected and that there are Management Plans available for inspection. These Plans are available at the Maintenance Office, 1301 East Riverview Avenue. Any remaining asbestos in the schools is in good shape and poses no danger. The district maintains periodic inspections every six months to comply with the regulations. If you have any questions regarding asbestos in Morgan County School District Re-3, please contact Mark Clapper at 970-542-1469, extension 58011.

STATEMENT OF NON-DISCRIMINATION

Morgan County School District Re-3 is an Equal Opportunity Employer, subject to all federal and state laws and constitutional provisions. Morgan County School District Re-3 does not discriminate based on disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry, age, or need for special education services. Contact Person – Superintendent, 715 W. Platte Avenue, Fort Morgan, CO 80701 – 970-867-6110.

SCHOOL SONGS

HAIL TO THEE (Alma Mater)

(Words by Tom Yates)

Hail to thee, our Alma Mater
Dear old Morgan High
Fame and glory shall become thee
As each year goes by.
Proud are we of our true colors
Symbols of thy fame
Hail to thee our Alma Mater
Hear the glad refrain.
When our school days are over
And we've said goodbye
Still our school lives on in mem'ries
That will never die

FIGHT SONG

On Fort Morgan,
On Fort Morgan
Fight on for our fame,
Put the ball clear round the rival
Touchdown sure this time
Rah-Rah-Rah.
On Fort Morgan,
On Fort Morgan
Fight on for our fame,
Fight Mustangs, fight and we
Will win this game.

