

# FORT MORGAN HIGH SCHOOL STUDENT – PARENT HANDBOOK 2019-2020

709 EAST RIVERVIEW AVENUE  
FORT MORGAN, COLORADO 80701  
PHONE 970-867-5648  
FAX 970-867-3347

PROPERTY OF: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_

**IN CASE OF EMERGENCY, PLEASE NOTIFY:**

NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

### **Fort Morgan High School Vision Statement**

Within a safe and secure learning environment, we will strive to develop a sense of tolerance, unity, and pride in school and community as well as the academic and vocational skills and attitudes needed in order to be competitive in the global society.

### **District Mission Statement**

The mission of Morgan County School District Re-3 is to inspire creative thinking, high achievement, and life-long learning.

### **District Vision Statement**

We envision 21<sup>st</sup> Century schools that:

- Educate and graduate a student population which is confident, skilled, and well-spoken;
- Empower students to be caring, responsible citizens and lifelong learners;
- Provide safe and positive learning environments;
- Cultivate staff committed to quality and excellence.

### **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 Facilities Director 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 on the basis of 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.

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# FORT MORGAN HIGH SCHOOL STAFF

## Administration

Mr. A. Erik Good  
Mr. Harrison Chisum  
Mr. Clint Anderson  
Mrs. Jaylyn Holzworth

Principal  
Assist. Principal/Athletic Director.  
Assistant Principal/Activities Director  
Assistant Principal

## Staff

Ms. Taylor Albaugh  
Mrs. Sherri Amen  
Mr. Justin Anderson  
Mr. Paul Binkley  
Mr. Dennis Bluemel  
Mr. Jacob Blunn  
Ms. Carol Boodakian  
Mr. Heldwin Brito  
Mr. Tanner Campbell  
Ms. Jessica Cancio  
Mrs. Judy Carruth  
Ms. Infinity Castro  
Mr. Juvenal Cervantes  
Ms. Marnie Contic  
Mrs. Denise Cranson  
Ms. Kjelse Curtis  
Mr. Andrew Davies  
Mr. Ty Davies  
Mr. Cody Davis  
Mr. Greg Ditter  
Mrs. Gwen Early  
Mr. Greg Edson  
Mrs. Danica Farnik  
Ms. Araceli Flores  
Ms. Rachel Franks  
Mrs. Judy Frasco  
Mrs. Linda Frasco  
Officer Tony Gagliano  
Ms. Leonila Garcia Perez  
Mr. John Georgiou  
Mrs. Julie Georgiou  
Mrs. Katherine Gertge  
Ms. Barbara Gibson  
Ms. Emily Gomez  
Ms. Janie Gomez Ramirez  
Mr. Kyle Graulus  
Mrs. Shelley Harper  
Ms. Kendall Hemphill  
Mr. Lance Hochanadel  
Ms. Maria Ibarra-Fierros  
Mr. Dustin Jack  
Ms. Lisa James  
Mrs. Lynell Jamieson  
Mr. Angel Jaurigui  
Mrs. Nicole Johnson  
Ms. Erica Kane

Language Arts Teacher  
Teen Parent Program Director  
Science Teacher  
Language Arts Teacher  
Custodian  
Mathematics  
Art Teacher  
Industrial Arts Teacher  
Physical Education Teacher  
Special Education Teacher  
Language Arts Teacher  
Cook  
ELL Teacher  
Special Education Teacher  
Media Center - Librarian  
School Nurse  
Physical Education Teacher  
Social Studies Teacher  
Physical Education Teacher  
Vocations/Agriculture Teacher  
Paraprofessional SPED  
Social Studies Teacher  
Vocations/Agriculture Teacher  
Foreign Language Teacher  
Language Arts Teacher  
SAC Lab / ISS Supervisor  
Instructional Coach Math/Science  
School Resource Officer  
Custodian  
Science Teacher  
Science Teacher  
Registrar  
Foreign Language Teacher  
Custodian  
Paraprofessional ELL / Family Liaison  
Science Teacher  
Paraprofessional SPED  
School Health Professional  
Foreign Language Teacher  
Custodian  
Science Teacher  
Special Education Teacher  
Language Arts Teacher  
Head Custodian  
Science Teacher  
Science Teacher

Mr. Jon Karas  
Ms. MacKenzie Kembel  
Mr. Paul Kocer  
Mr. Jim Kreikemeier  
Mrs. Denica Kudron  
Mrs. Morgan Larsen  
Ms. Hallie Lesock  
Mr. Nick LeMaire  
Mr. Lucas Loots  
Ms. Katherine Magee  
Ms. Antionette Mares  
Mr. Ralph Mares  
Ms. Dani Marsh  
Mr. Matthew McClain  
Ms. Norma Mendez  
Mr. Burale Mohamed  
Mrs. Sandra Montes  
Mr. Louis Montoya  
Ms. Adrianna Nickell  
Mr. Mark Ossip  
Mr. Ricky Partney  
Mrs. Jeanine Pope  
Mr. Mark Prather  
Mrs. Amy Prouty  
Mr. James Rees  
Ms. Therese Rich  
Mrs. Jean Ridl  
Ms. Genesis Rosales  
Ms. Debra Rose  
Ms. Courtney Russell  
Mr. Orlando Santana  
Ms. Griselda Sarinana  
Mrs. Dana Schmidt  
Mrs. Elizabeth Schmidt  
Ms. Rebecca Schmidt  
Mr. Todd Schneider  
Mr. Andrew Schon  
Mrs. Angela Smith  
Mrs. Vicki Stahla  
Mr. Zach Stream  
Mrs. Cindy Tormohlen  
Mrs. Amber VonFeldt  
Mr. Brian Whitney  
Mr. Tyler Will  
Mrs. Teresa Willis  
Mr. James Wilson  
Mrs. Gail Windsheimer  
Mrs. Marcy Wolff

Cook  
Language Arts Teacher  
Mathematics Teacher  
Mathematics Teacher  
Counseling Secretary  
Language Arts Teacher  
Special Education Teacher  
Band/Orchestra Teacher  
ELL Teacher  
Language Arts Teacher  
Cook  
Custodian  
Health Secretary  
Counselor  
Cook  
Paraprofessional/Interpreter  
Paraprofessional Teen Center  
Paraprofessional Special Education  
Instructional Coach  
Music Vocal Teacher  
Mathematics Teacher  
Consumer-Family Studies Teacher  
Custodian  
Counselor  
Custodian  
Language Arts Teacher  
Social Science Teacher  
Paraprofessional Teen Parent  
Administrative Assistant  
Athletic Trainer  
Paraprofessional ELL  
Custodian  
Discipline Secretary  
Physical Education Teacher  
Business Teacher  
Business Teacher  
Social Studies Teacher  
Consumer-Family Studies Teacher  
Paraprofessional SPED  
Social Studies Teacher  
Mathematics Teacher  
Athletics/Activities Secretary  
Business Teacher  
Social Studies Teacher  
Cook  
Social Studies Teacher  
Kitchen Manager  
Counselor

**INFORMATION CHECKLIST****Contact**

|  |  |
|--|--|
| Absences .....                               | Attendance Secretary – Extension 46611                                     |
| Activities .....                             | Assistant Principal/Activities Director's Office - Extension 46603         |
| Alternative High School .....                | Principal/Lincoln High School 867-2924                                     |
| Athletic Events .....                        | Assistant Principal/Athletic Director's Office - Extension 46602           |
| Building Usage .....                         | Assistant Principal/Activities Director's Office - Extension 46603         |
| Bus Problems .....                           | Transportation Office 867-2263   |
| Classroom/Teacher Concern .....              | Teacher  |
| College Information/Career Information ..... | Student's Counselor  |
| Credit Check/Grade Check .....               | Student's Counselor  |
| Graduation Requirements .....                | Student's Counselor  |
| Homework Requests and Locker Problems .....  | Main Office, ext. 46611, 46612   |
| Lost and Found .....                         | Main Office, ext. 46611, 46612   |
| Registration Questions .....                 | Counseling Center, ext. 46311, 46312, or Principal's Secretary, ext. 46610 |
| Schedule Change Questions .....              | Student's Counselor  |
| Standardized Tests .....                     | Student's Counselor  |
| Transcript Requests .....                    | Counseling Center, ext. 46312  |
| Withdrawals from School .....                | Counseling Center, ext. 46312  |

**DAYS TO REMEMBER**

|   |                                     |
|---|-------------------------------------|
| Registration .....  | August 1 and 2, 2019                |
| New Staff Orientation .....                                 | August 5, 6, and 7, 2019            |
| Late Registration .....                                     | August 7, 2019                      |
| NO SCHOOL – Staff PD Days .....                             | August 9 and 13, 2019               |
| NO SCHOOL - Staff Clerical Day .....                        | August 8 and 12, 2019               |
| NO SCHOOL - District-wide Staff Meeting .....               | August 14, 2019                     |
| School Begins for Students Grade 9 .....                    | August 15, 2019                     |
| School Begins for Students Grades 10-12 .....               | August 16, 2019                     |
| NO SCHOOL - Labor Day .....                                 | September 2, 2019                   |
| Homecoming Week .....                                       | September 30 – October 4, 2019      |
| Homecoming Dance .....                                      | October 5, 2019                     |
| Fall Parent/Teacher Conferences .....                       | October 7 and October 15, 2019      |
| End of 1st Quarter .....                                    | October 16, 2019                    |
| NO SCHOOL – Staff Professional Day .....                    | October 17, 2019                    |
| NO SCHOOL – Fall Break .....                                | October 18 and October 21, 2019     |
| NO SCHOOL - Parent/Teacher Conference Comp Day .....        | November 27, 2019                   |
| NO SCHOOL - Thanksgiving Break .....                        | November 28-29, 2019                |
| End of Semester .....                                       | December 20, 2019                   |
| NO SCHOOL - Winter Break .....                              | December 23, 2019 – January 3, 2020 |
| NO SCHOOL – Staff Clerical Day .....                        | January 6, 2020                     |
| NO SCHOOL – Staff Professional Day .....                    | January 7, 2020                     |
| NO SCHOOL - Parent/Teacher Conference Comp. Day .....       | February 14, 2020                   |
| NO SCHOOL – President's Day .....                           | February 17, 2020                   |
| Spring Parent/Teacher Conferences .....                     | March 2 and March 5, 2020           |
| End of 3rd Quarter .....                                    | March 13, 2020                      |
| NO SCHOOL - Spring Break .....                              | 23-27, 2020                         |
| NO SCHOOL – Staff Professional Development Day .....        | March 30, 2020                      |
| NO SCHOOL – Good Friday .....                               | April 10, 2020                      |
| Prom Dance .....  | April 19, 2020                      |
| High School Graduation .....                                | May 16, 2020                        |
| Last Day of School and End of 4 <sup>th</sup> Quarter ..... | May 22, 2020                        |

**LATE START TUESDAYS (These dates are subject to change depending on testing dates, etc.)**

|                      |                          |
|----------------------|--------------------------|
| August 2019 .....    | August 20, 27            |
| September 2019 ..... | September 3, 10, 17, 24  |
| October 2019 .....   | October 1, 8, 15, 22, 29 |
| November 2019 .....  | November 5, 12, 19, 26   |
| December 2019 .....  | December 3, 10, 17       |
| January 2020 .....   | January 14, 21, 28       |
| February 2020 .....  | February 4, 11, 18, 25   |
| March 2020 .....     | March 3, 10, 17, 31      |
| April 2020 .....     | April 7, 14, 21, 28      |
| May 2020 .....       | May 5, 12, 19            |

**LATE START THURSDAYS (These dates are subject to change depending on testing dates, etc.)**

|                      |                         |
|----------------------|-------------------------|
| August 2019.....     | August 22, 29           |
| September 2019 ..... | September 5, 12, 19, 26 |
| October 2019 .....   | October 3, 10, 24, 31   |
| November 2019 .....  | November 7, 14, 21      |
| December 2019 .....  | December 5, 12, 19      |
| January 2020 .....   | January 9, 16, 23, 30   |
| February 2020.....   | February 6, 13, 20, 27  |
| March 2020 .....     | March 5, 12, 19         |
| April 2020.....      | April 2, 9, 16, 23, 30  |
| May 2020 .....       | May 7, 14, 21           |

## 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.

## **STUDENT 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 advertisement prior to being posted within the school.

## **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 Building 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**

As a parent, a critical role in your child's education is how you monitor and encourage their 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 forgot 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, Mr. Michael Boyer, 715 W. Platte Avenue, Fort Morgan. Mr. Boyer's 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 are in need of talking with your child's counselor, requesting transcripts, wanting to enroll or dis-enroll 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 general 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>.

## **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. In order 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.

**ACADEMICS**

**CURRICULUM & INSTRUCTION**

**GRADUATION REQUIREMENTS AND CORRESPONDENCE COURSE WORK**

To graduate and receive a diploma, students shall:

- Satisfactorily complete an acceptable program of studies
- 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*           |
| (Must include 2 credits of Integrated Science) *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, Consumer and Family Studies, 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               |
| <b>TOTAL.....</b>  | <b><u>48 credits</u></b> |

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

**ADDITIONAL GRADUATION REQUIREMENTS EFFECTIVE WITH THE CLASS OF 2021**

In pursuit of its mission to ensure that all students reach their learning potential and are prepared for postsecondary and career opportunities, the BOE has established the following graduation requirements for students entering the ninth grade in the 2017-2018 school year and each ninth grade class thereafter. To receive a high school diploma from the district, students must meet or exceed the district's academic standards and measures required by this policy.

College and Career Readiness: The Colorado State Board of Education has adopted state graduation guidelines that identify college and career readiness measures in English and Math. Students must complete at least one of the following measures and meet or exceed the measure's corresponding cut score or criteria to demonstrate college and career readiness in English and Math. Students may have to complete multiple measures in order to demonstrate college and career readiness.

**MENU OF OPTIONS.** This menu lists the minimum cut score or criteria required.

**ACCUPLACER** (Grades 10-12): Accuplacer is a computerized test that assesses reading, writing, math and computer skills. The results of the assessment, in conjunction with a student's academic background, goals and interest, are used by academic advisors and counselors to place students in college courses that match their skill level. The Accuplacer is administered through the district.

English – 62 on Reading Comprehension

Math – 61 on Elementary Algebra



**ADVANCED PLACEMENT:** AP exams test student's ability to perform at a college level. Districts choose which AP exams will fulfill this menu options. Scores range from 1 to 5 (highest).

English – 2

Math – 2

**ASVAB** (Grades 10-12): The Armed Services Vocational Aptitude Battery (ASVAB) is a comprehensive test that helps determine student's eligibility and suitability for careers in the military. Students who score at least 31 are eligible for service (along with other standards that include physical condition and personal conduct). Students who take the ASVAB are not required to enlist in the military.

English – 31

Math – 31

**SAT** (Grade 11 – 12): The SAT is a college entrance exam that is accepted or required at nearly all four-year colleges and universities in the U.S. The current SAT includes sections on reading, writing and math. The highest possible score for each section is 800. This test is offered through the school district in 11<sup>th</sup> grade.

English – 430

Math – 460

**CONCURRENT ENROLLMENT** (Grades 11 – 12): Concurrent enrollment provides students the opportunity to enroll in postsecondary courses, simultaneously earning high school and college credit. A passing grade is "C" or better. A passing grade is determined by district and MCC policy for concurrent enrollment. An eligible concurrent enrollment course is 1) the pre-requisite directly prior to a credit-bearing course or 2) a credit bearing course. Students must meet eligibility requirements and be pre-approved by administration for this option.

English – Passing grade per district and high education policy.

Math – Passing grade per district and high education policy.

**DISTRICT CAPSTONE** (Grades 11 or 12): A capstone is the culminating exhibition of a student's project or experience that demonstrates academic and intellectual learning. Capstone projects often include a portfolio of a student's best work. Details regarding Capstone completion are further outlined in this packet.

English – Individualized

Math – Individualized

**Other options can meet the College and Career Ready Demonstration, but are not offered through Morgan County School District RE-3. Students may elect to pay for the test and/or class themselves or transfer into the district already having completed one of these options.**

**ACT** (Grade 11 -12): ACT is a national college admissions exam. It measures four subjects – English, reading, math and science. The highest possible score for each subject is 36.

English – 18 on ACT English

Math – 19 on ACT Math

**INDUSTRY CERTIFICATE** (Grades 11 -1 12): An industry certificate is a credential recognized by business and industry. An industry certificate measures a student's competency in an occupation, and validates a knowledge base and skill set that shows mastery in a particular industry. Students must meet eligibility requirements and be pre-approved by administration for this option.

English – Individualized

Math - Individualized

**ACT WORKKEYS – NATIONAL CAREER READINESS CERTIFICATE:** ACT WorkKeys is an assessment that tests students' job skills in applied reading, writing, mathematics and 21<sup>st</sup> century skills. Scores are based on job profiles that help employers select, hire, train, develop and retain a high-performance work force. Students who score at the bronze level (at least 3) in applied mathematics, mapping and reading earn the ACT's National Career Readiness Certificate.

English – Bronze or higher

Math – Bronze or higher

**INTERNATIONAL BACCALAUREATE:** IB exams assess students enrolled in the official IB Diploma Program. Courses are offered only at authorized IB World Schools. Scores range from 1 to 7 (highest).

English – 4

Math – 4

**We encourage all parents to monitor their student's grades on a weekly basis.** You can access all grades within the Campus Parent in Infinite Campus. If you have any questions regarding grades and how your student is doing please call the teacher to discuss your questions and/or concerns. If you have any questions or are not able to access Campus Parent, please call the Counseling Center for assistance at 970-370-6682.

## How Grading at FMHS works:

### 70% Progress, 30% Process

90 – 100% = A

80 – 89% = B

70 – 79% = C

60 – 69% = D

Below 60% = F

Teachers are available before and after school each day 7:30-3:30, or by appointment.

Contact individual teacher for specific help.

## Weighted Grades

The following classes are Weighted Classes. Classes will be weighted on a 5.00 scale. A=5.00, B=4.00, C=3.00, D=2.00, F=0.00 grade point.

| <u>English</u>    | <u>Math</u>       | <u>Science</u>               | <u>Social Studies</u> |
|-------------------|-------------------|------------------------------|-----------------------|
| AP English Honors | Pre-Calculus H    | AP Biology                   | AP History            |
| English Comp      | College Algebra H | AP Chemistry                 |                       |
|                   | AP Calculus H     | AP Physics                   |                       |
|                   | College Trig H    | Gen College Chemistry I & II |                       |
|                   | AP Statistics H   |                              |                       |

Any additional class offerings taken at MCC or other college settings to be considered for a weighted grade must be presented to FMHS administration one semester before enrolling in the class.

## ACADEMIC HONOR ROLL RECOGNITION

Recognition will be determined four times per scholastic year after the completion of each grading period. The grades that will be utilized to determine honor roll will be based on what the student earns during their first quarter, first semester, third quarter, 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.

## 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.

## MTSS

A Multi-Tiered System of Supports (MTSS) is a systemic, continuous-improvement framework in which data-based problem-solving and decision making is practiced across all levels of the educational system for supporting students. The framework of MTSS is a "way of doing business" which utilizes high quality evidence-based instruction, intervention, and assessment practices to ensure that **every** student receives the appropriate level of support to be successful. A Multi-Tiered System of Supports helps Fort Morgan High School to organize resources through alignment of academic standards and behavioral expectations, implemented with fidelity and sustained over time, in order to accelerate the performance of every student to achieve and/or exceed proficiency. FMHS has an active MTSS committee that involves teachers, counselors, and administrators that uses teacher recommendations from teachers and school data to identify students who could use additional support to be successful.

## POSTSECONDARY OPTIONS - CONCURRENT ENROLLMENT

"Concurrent enrollment" means the simultaneous enrollment of a qualified student in a district high school and in one or more postsecondary courses at an institution of higher education.

"Qualified student" means a person who is less than 21 years of age, and is enrolled in the 11<sup>th</sup> grade or higher grade level, received approval for Individual Career and Academic Plan (including all of the courses the student intends to complete for graduation), and met the minimum prerequisites for the

course. 12th grade students who have not satisfied minimum high school graduation requirements established by his or her high school by the end of his or her 12th grade year may not concurrently enroll into more than 9 credit hours (including basic skills courses) in any subsequent years while registered as a K-12 student.

Students must be on track to graduate, having an up-to-date and approved Individual Career and Academic Plan (I-CAP) in place and have met all college entrance requirements and/or minimum test scores appropriate for the approved class or classes.

"Postsecondary course" means a course offered by an institution of higher education and includes coursework resulting in the acquisition of a certificate; an associate degree of applied sciences, general studies, arts, or science; and all baccalaureate degree programs.

"Academic term" means the period encompassing student contact days on the District calendar, one semester, either fall or spring. "Institution of higher education" means:

- a. A state university or college, community college, junior college, or area vocational school as described in Title 23, C.R.S.;
- b. A postsecondary career and technical education program that offers postsecondary courses and is approved by the state board for community colleges and occupational education pursuant to applicable state law; and
- c. An educational institution operating in Colorado that meets the Act's specified criteria.

#### **Qualifications of Eligibility and Academic plan of study**

Qualified students seeking to enroll in postsecondary courses at the district's expense and receive high school credit for such courses shall follow the procedure accompanying this policy, see IHCDAR. The requirement establishing qualified students as being enrolled in 11th or 12th grade may be waived for students enrolled in 9th or 10th grade if all other requirements are met, the student displays a level of maturity necessary for college level instruction and the student is in need of college level course work. The High School Principal shall be responsible for approving any waiver.

**Qualifications of eligibility** that a student must possess who is applying for concurrent enrollment include:

- A student is a **senior or a junior**, unless there is an extenuating circumstance that can only be waived with principal approval for an under classmen.
- Eligible **seniors will have first priority** before eligibly juniors.
- A student must **have a maturity level to be successful** in a college level course, as determine by his/her counselor, parent, and administration.
- A student must have an **approved ICAP** plan in place that is signed off by his/her counselor and the school principal.
- A student must be in good standing regarding **attendance, behavior, and in their academics**.
- If a student has previously taken a class, receiving a D or F in that class, or has outstanding MCC fees, enrollment must be approved by the Principal.

#### **Academic Credit**

Academic credit granted for postsecondary courses successfully completed by a qualified student shall count as high school credit toward the Board's graduation requirements, unless such credit is denied. High school credit shall be denied for postsecondary courses that do not meet or exceed the district's standards. The High School Principal shall be responsible for determining if a postsecondary course fails to "meet or exceed" district academic standards.

#### **Agreement with institution of higher education**

When a qualified student seeks to enroll in postsecondary courses at an institution of higher education and receives high school credit for such courses, the District and the participating institution shall enter in to a written cooperative agreement in accordance with the Act.

#### **Payment of tuition**

District funding levels for the concurrent enrollment program shall be established annually by the Board of Education through the budget development and approval process. Students and/or parents may need to pay the regular tuition and associated costs for an academic term or any credit hours for concurrent enrollment classes pending district appropriation of funds.

Prior to paying the tuition for any qualified student, the district shall require the student and student's parent/guardian to sign a Promissory Note stating if the student fails to earn a minimum grade of C the course or for any reason (including illness) does not complete the postsecondary course, the student and/or the student's parent/guardian shall repay the amount of tuition paid by the district on the student's behalf. The only exception to this duty to repay is if the student has the written consent of the High School Principal to withdraw from the course(s) in question without penalty.

#### **Transportation**

The district shall not provide or pay for the qualified student's transportation to the institution of higher education.

#### **Approved concurrent courses**

Information about concurrent enrollment options shall be made available to high school students and their parents/guardians on an annual basis. A list of courses eligible for concurrent enrollment shall be presented and approved by the Board of Education and included in the High School Registration Guide. Additional courses may be approved by the Principal or designee.

#### **EARLY GRADUATION**

**Early Graduation:** If a junior student is on track to graduate (**minimum of 35 credits earned by the end of the first semester of junior year**) and he/she wants to request early graduation, they may do so by contacting his/her Counselor. Once the appropriate paperwork has been completed, signed and approved by his/her parents, Counselor and the Principal, the student may update their schedule to reflect their early graduation plan. A student must apply in writing by the end of the 1<sup>st</sup> semester of the student's junior year and receive approval from his/her counselor and the building principal if he/she is interested in requesting early graduation.

#### **English Requirements for Early Graduation**

Students who have met the district criteria for early graduation may complete their English requirements in the following ways:

1. Students who apply before the beginning of the junior year and who wish to graduate at the end of the junior year: Students who apply for early graduation before the beginning of the junior year may take their senior English requirements concurrently with their junior English classes. This means that the student should take the junior and senior English classes for which he or she has been recommended by the English department both semesters of the junior year. If the student successfully completes all courses, then he or she will have completed the English requirements at the end of the junior year.
2. Students who apply before the end of the first semester of the junior year and who wish to graduate at the end of the first semester of the senior year: Students who apply for early graduation before the end of the second semester of the junior year may take the second semester of the senior English requirement concurrently with their second semester junior English class with the understanding that they may not have acquired the skills taught during the first semester of the senior English class. These students then complete the first semester of the senior English requirement during first semester of the senior year. Students who successfully complete all courses will have completed the English requirements at the end of the first semester of the senior year.
3. The student must also satisfy the senior Social Studies requirement by the end of the first semester of their senior year and must have accumulated the minimum of 48 credits for graduation.
4. Upon early graduation in December of their senior year, the early graduate will no longer be considered a student at FMHS. Any privileges accorded to other seniors will no longer be available to the early graduate. Early graduates will have to turn in their student IDs at the end of the

first semester of their senior year. Students will still graduate with their class at the end of the school year.

### MINIMAL CLASS LOAD REQUIREMENTS

Full time students at Fort Morgan High School are expected to be enrolled in a minimum of five (5) classes excluding Honors Passes. Honors Pass does not count as one of the five classes. Exceptions to this must be approved by Fort Morgan High School Administration.

**All seniors are required to take a minimum of five class periods** that consist of a minimum of three academic classes first semester. If a senior has all of their credits and he/she is on track to graduate, they 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 may work with his/her counselor to draft a schedule that reflects the student's request within reason. If a student is an athlete, he/she must take a minimum of five classes second semester to be eligible to play. Many scholarship committees look at the rigor of the class load of seniors during their second semester to determine who would be most likely to follow through and succeed. Your high school transcript can reflect positively or negatively when applying for scholarships. **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.**

### HONOR PASS

Any junior or senior who has a cumulative GPA of 3.25 or higher may elect to have a late start or early release (with parent permission) during first, fifth, or seventh periods as his/her schedule allows. Additionally, any junior or senior who has perfect attendance with no tardies for the previous semester will be entitled to an honor pass the following semester provided their attendance remains good. No student will have more than one honor pass per semester. The privilege may be revoked at any time if abused. In extenuating circumstances, a student may request an alternative hour that must be approved by his/her counselor and the school principal.

### INDEPENDENT STUDY CONTRACTS

Students who wish to take courses they are unable to schedule or which are not offered at Fort Morgan High School may take Contracted Independent Study, depending on availability of faculty. Full credit is given for completing the contract. The contract is a written agreement between the teacher and the student specifying the work to be completed, and must be approved by the building principal. The independent study contract must contain specific goals and expectations as well as a description of the evaluation procedure. Students accepting an independent study will be assigned to a teacher during a class period in order to have time to complete requirements. To inquire about contracted independent study classes, contact the Counseling Center.

### STUDENT SENATE

We have a Student Senate class that works on numerous projects that involve the student body. The class will also teach leadership skills to the students involved. Students wanting to participate in the FMHS Student Senate are required to apply prior to the end of the school year and turn in their applications to Mr. Edson. Students will be selected at the end of the school year to represent the student body the following school year. If a student is approved, they will be scheduled into Student Senate by their counselor. If a student that has been selected to become a member of Student Senate does not abide by all of the regulations set forth by the Student Senate instructor, he/she may be removed from this class and will receive an F. If a student has an "F" in a class and/or excessive absence they may be dropped from Student Senate.

### CAPSTONE

The Capstone Project is a multifaceted body of work that allows students to demonstrate their academic and intellectual experience. This process will allow you to showcase your ability to read, write, speak, think, plan, implement, be self-disciplined, problem solve, and organize your work. The Capstone Project is designed to be completed independently by students with the guidance of a staff mentor or expert in the field.

The Capstone Project can focus on English, math, or both depending upon which area of college and career ready demonstration is needed. This process cannot rely solely upon what information students already know, but must demonstrate new learning and growth. Students will learn many skills through the completion of a Capstone Project. Some skills include complex problem solving, evaluation and synthesis of research, writing, communication, organization, time management, knowledge of technology and how to use it in a presentation, and oral presentation skills. The Capstone Project consists of four major components: a research paper, a product/performance/physical project, a portfolio, and an oral presentation. Students will maintain a portfolio containing their mentor information, learning log, reflective paper and works cited page. To be successful, each student must complete and pass each component.

### **MASH – MANDATORY AFTER SCHOOL HELP**

MASH is a mandatory tutorial session assigned to freshmen for their lack of academic progress and need of extra assistance in their classes. Consequently, if students do not attend the two mandatory MASH tutorial sessions, then detentions will be assigned. If a student continually misses, then ISS will be assigned.

### **CREDIT RETRIEVAL CREDIT RECOVERY OPTIONS**

If a student fails to receive credit in a course for any reason (failing grade, poor attendance, etc.), they may choose to re-take the class through:

1. The Odysseyware Program is available for a selected number of students and offered within the school day. Students who qualify for the Program are scheduled into a computer lab for a regular class period. These options must be pre-approved by a Fort Morgan High School counselor. Seniors and juniors will have first priority. Students may also pursue credit recovery options not associated with Morgan County School District – these fees vary program to program, and the student should work with their counselor for enrollment procedures, e.g., North Dakota, Brigham Young University, and other on-line programming.
2. Re-scheduling the class during the regular school day if space is available.
3. FMHS offers a credit retrieval program if enrollment is sufficient. Summer course offerings are contingent upon available funds. Courses offered will be for credit retrieval purposes only and are based on student enrollment and demand.
4. Advance is also an option which is a program housed within Lincoln High School. Advance options require approval by the student's counselor, school administrator, and the Director of LHS. All courses taken for credit retrieval in the summer, if available, must have prior approval from the student's counselor.

### **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 viewing on a daily basis through Infinite Campus. Please consult the Counseling Center for information to access student records on Infinite Campus. It is highly encouraged for parents/guardians to contact teachers if they have any questions regarding their child's performance. If you would like a hard copy of your child's report card, please call the Counseling Center at 867-5648, ext. 46311.

Dates report cards will be available for viewing online:

|                        |            |
|------------------------|------------|
| End of First Quarter   | 10/16/2019 |
| Grades Ready to View   | 10/23/2019 |
| End of First Semester  | 12/20/2019 |
| Grades Ready to View   | 12/23/2019 |
| End of Third Quarter   | 03/13/2020 |
| Grades Ready to View   | 03/18/2020 |
| End of Second Semester | 05/22/2020 |

**PROGRESS REPORTS**

Progress reports will be available for viewing approximately halfway through each quarter to inform parents and students of academic progress. If parents or students have questions regarding a progress report, please contact the appropriate teacher or counselor. If you would like a hard copy of your child's progress report please call the Counseling Center at 867-5648, ext. 46311.

Dates Progress Reports will be available for viewing online: 09/18/2019, 11/20/2019, 2/12/2020, and 4/22/2020

**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 the incomplete will change, unless prior arrangements have been made with the teacher, to the grade that the student had earned on his/her final exam. For example, if a student failed to take a final exam for a course, he/she will receive a zero for his/her final assessment in that class. The zero for his/her final assessment/exam will be computed into 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 his/her final transcript.

**ELL – ENGLISH LANGUAGE LEARNER 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 (1<sup>st</sup> grade – 12<sup>th</sup> 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 in all buildings is 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.

**COUNSELING SERVICES**

Students at Fort Morgan High School are encouraged to contact their counselor regarding questions and concerns of any kind. 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:

|   |                            |                   |
|---|----------------------------|-------------------|
| <b>A – L (grades 9-12)</b>                                  | <b>Mr. Matthew McClain</b> | <b>ext. 46308</b> |
| <b>M – Z (grades 9-12)</b>                                  | <b>Mrs. Amy Prouty</b>     | <b>ext. 46309</b> |
| <b>9<sup>th</sup> Grade Counselor</b>                       | <b>Mrs. Marcy Wolff</b>    | <b>ext. 46310</b> |
| <b>School Health Professional</b>                           | <b>Kendall Hemphill</b>    | <b>ext. 46251</b> |
| <b>10<sup>th</sup> Grade Counselor/Capstone Coordinator</b> | <b>TBD</b>                 | <b>ext.</b>       |

**CAREER AND COLLEGE COUNSELING**

The Counseling Center offers a variety of services to students and parents. Academic advising, career planning, and college planning are some of the key services provided. Students may work one-on-one with their counselor or in small groups to explore career issues and career planning topics.

The Counseling Center coordinates aptitude testing, levels testing, and career interest inventories. These assessments are important tools for defining career interests, goals, and abilities.

Senior students complete a personalized conference with their counselor in the fall of their senior year. This senior interview 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 are also reviewed.

All students enrolled in FMHS will be required to participate and complete their grade level ICAP. ICAP is mandated by the state of Colorado (ICAP - 1 CCR 301-81). All high school students will develop or continue to refine their high school academic plan of study that includes establishing individual academic goals state-provided, utilizing the free on-line college planning and preparation resource, commonly referred to as "CollegelnColorado.org".

*Each student's ICAP - Career Plan* includes: career goals, Colorado clusters and career pathways, career finder searches, work history, career plans, working for yourself; **Looking Ahead:** Includes Annual Postsecondary and Workforce Goals and Benchmarks, Ultimate Goals, Long-term Goals, Intermediate-term Goals, Short-term Goals; **College Planning:** Includes after high school transition plan, ACT/SAT/GRE test prep and coaching, postsecondary planning factors, saved programs and majors, saved colleges, and postsecondary schools links.

For more information please click on the following Colorado Department of Education link: <http://www.cde.state.co.us/SecondaryInitiatives/ICAP.htm>

### 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 2 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 3 weeks to process receipt of transcripts. **An Official Transcript costs two dollars.** When a student is a **senior, they receive their first three for free.** Academic Transcript Maintenance by FMHS shall contain the following student information: Semester grades, Standardized Test Scores, State Assessment Scores, 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. Once a student graduates, the cost of the Official Transcript changes to three dollars for each transcript.

### STUDENT SCHEDULES

Careful thought should be given to selection of courses. The Student Registration Guide describes courses to be reviewed by students and parents. This review, with assistance from the student's counselor, will enable appropriate selections to be made. Parents should make sure they are involved in their student's scheduling process. Schedule Changes will be made on a space-available basis. If a class is full, it will not be overloaded without written approval from the teacher. Please refer to the FMHS Registration Guide for more details.

### ADDING & DROPPING CLASSES

Students and parents should review the student's schedule carefully. Adding and dropping classes will be allowed until the 3<sup>rd</sup> school day of each semester. All schedule changes will require signatures from both teacher and administration. 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 3<sup>rd</sup> day, the student will receive an "F" for the class. Exceptions may be made in extenuating circumstances by the principal. When a student drops a class it is sometime difficult to catch up in another class, therefore we are highly discouraging students to add/drop a class after their schedules have been finalized.

### 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 in to 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.

**ATHLETICS AND ACTIVITIES**

**ATHLETICS  
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.

**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 Tri-Valley. Fort Morgan competes in fifteen interscholastic athletic programs at the 4A level.

| <u><b>SPORT</b></u>                   | <u><b>HEAD COACH</b></u> |
|---------------------------------------|--------------------------|
| Baseball .....                        | Josh Langford            |
| Basketball, Boys' .....               | Andy Schon               |
| Basketball, Girls' .....              | Mitch Elrick             |
| Cheerleading.....                     | Taylor Albaugh           |
| Cross Country, Boys' and Girls' ..... | Paula Hough              |
| Football .....                        | Ty Davies                |
| Golf, Boys' and Girls' .....          | Greg Gotto               |
| Gymnastics .....                      | Nicole Ruff              |
| Soccer, Boys' .....                   | Francisco Loera Renteria |
| Soccer, Girls' .....                  | Holley Norris            |
| Tennis, Girls.....                    | James Wilson             |
| Track, Boys' & Girls' .....           | Jeff Pope                |
| Volleyball.....                       | Marcy Wolff              |
| Wrestling.....                        | Kyle Graulus             |

**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, or music must purchase an activity icon.**

**ACADEMIC ELIGIBILITY FOR ATHLETICS AND ACTIVITIES**

According to Article 1720.b of the Colorado High School Activities Association Handbook, students must, in the judgment of the principal, be representative of the school's ideals in matters of citizenship, conduct, and sportsmanship.

A student must be enrolled in a minimum course load of five Carnegie units or credits to be eligible to participate in Colorado High School Activities Association (CHSAA) sponsored activities. Some courses count for a variety of credits ranging from .5 to three credits. Students who fail to maintain this requirement throughout the grading period will be dropped from participation in these activities, other than practices. Students may not fail more than one credit during each week. The Fort Morgan High School weekly failure list is compiled each Monday and shall govern the eligibility of students until the following Monday when the new list is compiled. Semester grades are also used to determine students' eligibility. Students may regain eligibility in Summer School by repeating a course in the subject area failed. Students whose nineteenth (19th) birthday is before August 1st are not eligible to participate in high school athletics.

Students participating in the performing arts must meet CHSAA guidelines for interscholastic competitions or honor performances. 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 who wish to try out for the fall musical or the spring play must be eligible at the time of the tryouts as well as during the week of production. Performances that are an extension of an academic class and are required as part of that class, will not be subject to these eligibility standards. This includes Jazz Band, Band, Orchestra, Morgan High Singers, Choir, Women's Choir, Men's Choir, and Concert Choir.

Students who are members of clubs or part of the musical or spring play may participate in in-building activities, meetings, civic projects, service projects, etc. However, students may not participate in out-of-building field trips or activities unless they meet the same eligibility guidelines as for athletics and other activities.

### NCAA ELIGIBILITY GUIDELINES

NCAA legislation permits a student to receive credit for a core course only one time. As a result, if a student repeats a core course, the student will receive credit only once for the core course and the highest grade earned in the course will be included in the calculation of the student's core-course grade-point average. Likewise, if a student completes a course that is duplicative with another core course, the student will receive credit only once for the core course and the highest grade earned in the course will be included in the calculation of the student's core-course grade-point average. Any questions regarding possible NCAA eligibility after high school can be answered in the Counseling Center.

#### **DIVISION I - CORE-COURSE REQUIREMENTS**

16 Core Courses:

4 years of English

3 years of mathematics (Algebra I or higher)

2 years of natural/physical science (1 year of lab if offered by high school)

1 year of additional English, mathematics or natural/physical science

2 years of social science

4 years additional courses (from any area above, foreign language or comparative religion/philosophy)

**Minimum GPA:**

Minimum GPA of **2.300** in those 16 core courses.

#### **DIVISION II**

16 Core Courses:

3 years of English

2 years of mathematics (Algebra I or higher)

2 years of natural/physical science (1 year of lab if offered by high school)

3 years additional English, mathematics or natural/physical science

2 years of social science

4 years additional courses (from any area above, foreign language or comparative religion/philosophy)

**Division II Academic Requirements (Prior to 2018)**

Earn a 2.000GPA or better in your core courses.

Earn a combined SAT score of 820 or an ACT sum score of 68.

**New NCAA Division II Competition Academic Requirements (Beginning August 1, 2018)**

Complete the required 16 core courses.

Earn a minimum 2.200 GPA or better in your core courses.

## **NATIONAL HONOR SOCIETY FORT MORGAN CHAPTER BYLAWS**

### **The National Honor Society Handbook will be the governing bylaws for the Fort Morgan High School Chapter.**

#### **Selection Process**

1. Letters to all students having a 3.5 GPA or better will be given to the students at school with instructions on how to obtain an information packet if they are interested in being considered for NHS.
2. Students who are interested in becoming a part of NHS will express interest to the NHS leader and will receive the information packet which will include the following:
  - a. Candidate information form.
  - b. Information regarding two optional workshops available to help students fill out the application correctly and completely.
  - c. Selection Process Overview.
  - d. Timeline for selection.
  - e. List of membership obligations.
3. All forms are due two weeks later to the person/room specified in the information form.
4. All faculty members are given a survey where they are asked to provide feedback, on the students who have returned their candidate information form, on the NHS qualities of character and leadership. They may provide feedback for only the students they know and only the qualities they feel confident in providing for the students. Time will be taken before the surveys are distributed to meet with all staff to discuss their role in the selection process. The two standards will be discussed in detail and the type of feedback needed from teachers will be clearly defined.
5. High school administrators will be asked to provide information concerning serious infractions (such as drug/alcohol violations or cheating) which indicate a failure to uphold NHS standards.
6. A faculty council will consist of five voting members appointed by the principal and the current NHS sponsor. They will remain anonymous.
7. The faculty council will meet to decide who should be accepted as members. The following procedures will be followed in the decision process.
  - a. Any member of the council or the NHS advisor may excuse him/herself from some or all parts of the review and decision making process if there is concern about a conflict of interest. A proxy may be put in his/her place if it is deemed necessary by the principal.
  - b. Student information sheets will be reviewed by all faculty council members prior to the faculty council meeting. The feedback from the teachers will be organized and summarized by the sponsor before the meeting as well.
  - c. During the selection meeting, the council will discuss each student in alphabetical order. Discussion points will be focused around the following:
    - i. Any issues within the student information sheet such as lack of leadership or service, not in on time, not in ink, etc.
    - ii. Teacher survey results and feedback. The council will look for patterns in the feedback.
    - iii. Information supporting or not supporting the characteristics of NHS.
    - iv. Letters of recommendation.
  - d. The council will vote on each student after the discussion by a simple show of hands. A candidate must receive a majority favorable vote to be accepted. If a faculty member chooses to abstain from a vote because of a conflict of interest, then a tie vote would be seen as favorable. If the vote is not favorable, notes will be taken recording the reasons for the unfavorable vote.
  - e. The faculty council will report the names of all those who applied and those who have been accepted to the principal.

- f. Letters will sent out to students concerning the outcome. Students not accepted into NHS are encouraged to ask the NHS sponsor for feedback from the faculty council's decision.
8. An induction ceremony is held.
9. All members are required to fulfill service as decided upon by the chapter. All members are required to attend monthly meetings. There are no dues.

### **Appeals Process**

1. If a non-selected student feels as though the selection process was not followed according to these by-laws then they may appeal the decision. Students who wish to appeal the faculty council's decision may pick up a form from the NHS sponsor. It must be turned into the principal no later than one week after receiving notification
2. All NHS application information pertaining to that student will be given to the principal.
3. The principal will make the final decision on the appeal after reviewing the information received from the faculty council and reviewing the selection process.
4. The principal will contact the student concerning the outcome of the appeal no later than one week after receiving the appeal.

### **Member Duties**

1. Attend monthly meetings. Missing more than 2 meetings in a semester will mean the member will not be recognized as part of National Honor Society at graduation.
2. Members must complete at least 7 hours of community service a semester. No more than 2 of these hours can be during the school day where the student is excused from class. Students are responsible for filling out their hours on the master list and getting permission for any hours that are not scheduled through NHS. Failure to fulfill all community service requirements will mean the member will not be recognized as part of National Honor Society at graduation.
3. Maintain high academic performance and fundamental characteristics of NHS.

### **Officer Duties**

Officers will be elected through a voting process carried out by official NHS members.

1. The President shall preside over all meetings of the chapter, maintain high academic performance. The president must meet with the advisor a week before the scheduled monthly meeting to go over the agenda for the following meeting.
2. The Vice-President shall assume the role of president in the absence of the president.
3. The Secretary shall keep the minutes of the meetings, any records of business, and attendance for the meetings.
4. The Communications officer will keep the bulletin board and website up to date with information concerning NHS. He or she will also type up the program for installation.
5. Officers neglecting their duties will be dismissed as officers and/or the organization.

### **Dismissal Process**

1. Any member of the faculty or employee of the school may bring up a concern to the faculty council about a student who may have violated the four characteristics of national Honor Society.
2. If there is a possible violation the faculty council will meet and send a letter to the member requesting a hearing.
3. The faculty council will meet with the students and if the student chooses, the student's guardians may be present. The faculty council will interview the member. The member will explain the situation and present his case.
4. The faculty council will vote on whether any disciplinary action will be taken. The student may be placed on probation with certain requirements to be fulfilled or the student may be dismissed. A letter will be sent to the member stating the result of the hearing.
5. Any student that has a GPA that is below 3.5 will be placed on probation and will have one semester to raise it to the minimum requirement. If the student fails to meet the requirement, the student will be dismissed.

6. Any student that commits a felony will be dismissed from National Honors Society.
7. If more than 50% of the community service activities are missed, the student will be dismissed.

**Adoption and Review Dates**

April 2012, January 2013, April 2013, January 2014, January 2015, November 2016, May 2017

**Statement of Nondiscrimination: An Equal Opportunity Employer**

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 on the basis of disability, race, creed, sex, sexual orientation, national origin, religion, ancestry or need for special education services.

**CALENDAR FOR ACTIVITIES/ATHLETICS**

A calendar of school events is maintained on the school district and high school websites. All school activities should be approved by the Activities Director or Athletics Director and MUST be placed on the official school activity calendar. This includes all fundraising events.

Students may join clubs and organizations by talking with the sponsor to learn the eligibility requirements. The Activities Director or Athletics Director can also help students if they don't know the sponsor or sponsors of the particular club or organization.

**CLUBS**

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

1. Goals, objectives, and activities that are of constructive value to that group in particular 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 Student Senate.
3. After Student Senate has approved the charter, the proposal will be sent to 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.

**LIST OF CLUBS AND SPONSORS**

**Club**

**Sponsor**

|                                  |                           |
|----------------------------------|---------------------------|
| Art Club .....                   | Carol Boodakian           |
| Close Up for New Americans ..... | Andrea Escalera           |
| Drama .....                      | Morgan Larsen             |
| FBLA .....                       | Rebecca Schmidt           |
| FCCLA .....                      | Angela Smith/Jeanine Pope |
| FFA .....                        | Greg Ditter/Danica Farnik |
| Forensics .....                  | Therese Rich              |
| German Club .....                | Lance Hochanadel          |
| International Club .....         | Araceli Flores            |
| Knowledge Bowl .....             | Paul Kocer                |
| LULAC .....                      | Adrianna Nickell          |
| National Honor Society .....     | Linda Frasco              |
| Science Club .....               | Dustin Jack               |
| Spirit Club .....                | TBD                       |

**STUDENT ACTIVITIES PARTICIPATION**

Students are expected to be in school on days they participate in extra-curricular activities, competitions, performances, meetings, practices, etc. Students must be in attendance for the last three periods prior to the activity on days when all classes are in session. 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 would require advance approval from an administrator or the athletic director.
- 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.

**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 \$5.00. 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 checkout materials from the library, or to leave campus during lunch.

**DANCES**

Any Fort Morgan High School student in good standing may attend dances. Dances are considered an extra-curricular 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. Any guests aged 21 must also have written approval from the Assistant Principal/Activities Director in order to attend 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.

**FEES AND MATERIALS**

|   |                 |
|---|-----------------|
| 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.) |                 |
| Activity Fee.....   | \$5.00          |
| (Any student not purchasing an Activity Icon must pay an activity fee.)   |                 |
| Ag Program/FFA.....   | \$40.00/\$20.00 |
| (Does not include additional costs of participating in program.)  |                 |
| Animal Science Honors (class fees/FFA fees) .....   | \$40.00/\$20.00 |

|  |                 |
|--|-----------------|
| Agriculture Mech I & II Honors (class fees/FFA fees)                   | \$40.00/\$20.00 |
| Agriculture Business Honors (class fees/FFA fees)                      | \$40.00/\$20.00 |
| Agriculture Science (class fees/FFA fees)                              | \$40.00/\$20.00 |
| Agriculture Education I (class fees/FFA fees)                          | \$40.00/\$20.00 |
| Art Fee  | \$15.00/\$25.00 |
| Athletic Fee (per sport)   | \$50.00         |
| Class Dues   | \$5.00          |
| Driver's Education   | \$225.00        |
| Gym Fee  | \$2.00          |
| Industrial Arts/Drafting/Woodworking (per semester)                    | \$25.00         |
| (Students pay for costs of materials for selected projects.)           |                 |
| Industrial Arts/Woodworking I/II – Lumber & Lock Fee (per semester)    | \$14.00/\$20.00 |
| Lost ID Card   | \$5.00          |
| Lost Physical Education Padlock  | \$5.00          |
| Parking Sticker  | \$1.00          |
| Photography/Photojournalism (per semester)                             | \$20.00         |
| Science / Omniology  | \$30.00         |
| Science / Horticulture   | \$20.00         |
| Science / Zoology  | \$20.00         |
| Science / AP Biology Honors  | \$30.00         |
| Science / General College Chemistry I and II (estimate only, may vary) | TBD             |
| Math / College Trigonometry Honors (estimate only, may vary)           | TBD             |
| Math / College Algebra Honors (estimate only, may vary)                | TBD             |
| Family & Consumer Sciences (CFS classes)                               | \$20.00         |
| Writing Lab Fee  | \$6.00          |
| Yearbook (Pacemaker)   | \$55.00         |
| (Purchasing a yearbook is optional.)                                   |                 |

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

- Past charges/fines
- Required fees
- Optional

Students who owe fines will not be allowed to participate in certain optional privileges offered by the school. Students who have not paid fines, or made arrangements with the Athletic/Activities Secretary/Bookkeeper, 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 \$25.00 fine. 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.

## ATTENDANCE

### PURPOSE AND STUDENT 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, and thus, attendance should be and will be a significant factor in the determination of a student's grade and credit eligibility as determined by FMHS staff, administration, and/or the credit recovery appeals board. 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 need to take into account the TOTAL number of days missed for a class or classes even for very legitimate reasons such as: driver's license appointments, college visits, medical appointments, field trips, in-school field trips, etc. Mixed with illness and other unavoidable absences, the number of days out of class can interfere with student learning.

### **PARENT RESPONSIBILITIES REGARDING ATTENDANCE**

It is the responsibility of parents/guardians to communicate to the school the reason for all absences. **If your child is absence from school, FMHS requires either a phone call be placed to the school or a note be brought in by the student explaining the absence(s). However, BOTH means of communication are preferred.** In addition, FMHS highly recommends that parents/guardians to check their student's attendance/grades/behavior records frequently, in an effort to maintain active involvement in his/her son/daughter's academic progress at school. A parent note or telephone call to excuse an absence **must be presented to the Main Office Attendance Secretary no later than 2 pm** following the student's return to school, or the absence will be classified as unexcused.

#### **Content of Parent Notes:**

All parent notes for any reason must include the following:

- (1) the student's name
  - (2) the date(s) of the absence(s)
  - (3) the specific reason for the absence(s), lateness or dismissal
  - (4) the signature of the parent
  - (5) a daytime phone number where a parent can be reached to verify the note
- "Blanket" notes covering unspecified dates of absences, tardies, etc. are not acceptable. (For example: "Please excuse my child from all absences in the months of April and May due to illness.")

All parents please call the Attendance Office at 970.867.5648 or 970.370.6690. Parent notes to request an **early dismissal** must be presented to the office **before** the student is dismissed in order for dismissal to be considered excused. As an office courtesy, please call the Attendance Secretary two hours prior to your student leaving school for his/her appointment or preferably, before school begins the morning of the appointment. 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.

### **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.

### **FORT MORGAN HIGH SCHOOL ATTENDANCE POLICY TYPES OF ABSENCES**

#### **(1) Excused Absences:**

We highly recommend that students be in school at all times. However, we recognize that there are times when a student needs to be dismissed from school. Good attendance is directly related to student progress and grades. A parent/guardian must call in excusing a student in order for the absence to be counted as excused. An absence that has been determined excused by a legal parent/guardian will typically be considered an excused absence by the school. However, if there are severe attendance concerns, a doctor's note and/or other documentation may be required by administration in order for the absence to be considered excused.

- Religious Observance



- Illness/Medical appointment (which cannot be scheduled outside of the school day) (Time the student spends in an emergency room, hospital, and/or for a doctor's office visit e.g. medical, dentist, optometrist, and etc.)
- Extended illness, an accident, or health issues (physician's verification may be required)
- Physical or neurological conditions (physician verification may be required)
- Pregnancy and related complications (physician verification may be required) (Time the student spends in an emergency room, hospital, and/or for a doctor's office visit e.g. pre-natal, post-natal, routine doctor visits, and/or time deemed necessary by a physician after the birth of a child.)
- Court - Response to a legal process
- College/Trade School/Military Visits (2 junior year, 2 senior year)
- Attending a funeral
- A student whose absence is due to suspension or expulsion

**(2) Unexcused Absences:**

Any absence that is not listed in the excused section above is considered unexcused, unless it qualifies as an exempt absence (see below). Only in extenuating circumstances will an unexcused absence be considered excused and must be approved by the principal. Doctor's notes and other documentation may be required. (May occur when a student arrives 15 minutes late for class without authorization.)

**(3) High School Exempt:**

Absences deemed as "high school exempt" may include (but not limited to) the following:

- School related activities
  - Class meetings
  - Field trips
  - Sports or other school approved extracurricular activities
- Homebound instruction
- Scheduled office and guidance appointments – normally scheduled office and guidance appointments should occur during non-class time.

**(4) Tardy:** (1 tardy equals a .33 absence per occasion and 3 tardies equal one absence.)

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, they will be marked as an unexcused absence unless the office has been notified by the parent/guardian, and the reason for the tardy qualifies as an excused absence. There are additional consequences for excessive tardies during the first period of the day. Students who have prolonged issues with first period tardies will receive ISS.

**EXEMPT CODES**

|      |   |
|------|---|
| ACT  | School Activity   |
| ISS  | In-School Suspension  |
| HS-E | High School Exempt (Extenuating circumstance used within the school by school personnel.)                                       |
| ACT  | School Activity   |
| CLG  | College Visit (Only two college visits per semester are allowed unless prior approval by administration for additional visits). |
| OFC  | Students is In the Main Office and/or the Counseling Center   |
| HB   | Homebound (This code is only used upon extenuating circumstances and prior approval from the school and the District.)          |
| SUS  | Out of School Suspension  |

**Make-up Work** – Make-up work shall be allowed following an unexcused absence with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. However, this work will receive only partial credit, which is the consequence for an unexcused absence. Students whose absences have been marked as unexcused will be granted make-up work

and can earn up to 50% credit of the total points possible as determined by the correctness of the assignment handed in and at the teacher's discretion. Extended projects are due before the deadline/due date if a student is leaving on an approved school activity or approved exempt absence. Students will have two (2) school days for each school day they were absent to complete the makeup assignment.

**Late Work** – Late work is any work that was assigned and due and was not handed in on time, but the teacher is allowing the student to turn in after the assigned time. Late work will **NOT** be accepted more than two weeks after the work was assigned, or up to the day of the unit assessment. In extenuating circumstances (e.g. chronic illness that has been diagnosed by a physician, maternity absence, or extreme family emergency that has been approved by the principal or designee) students may be allowed extended time for completion of work on an individual basis.

### COMMUNICATION TO STUDENTS AND PARENTS

Students and parents will be notified concerning absences by mail utilizing the following letters:

- Excessive Absence Notification Letter: generated when 5, 8, 10, and 11 unexcused absences have been accumulated in a class. The purpose of this notification will be to inform the parent and the student of the possibility of loss of credit if the student's attendance does not improve.
- Loss of Credit Letter: generated when a student has 11 unexcused absences and needs to appeal for credit.
- Appeals Board Hearing Results Notification Letter: used to communicate the decision of the Appeals Board to the student and parent when a student appeals a loss of credit.

Student and parents will have access to information concerning attendance via Parent Portal.

### FIELD TRIPS

It is the expectation that all students will communicate with teachers before missing any class about making up assignments. **Students who do not meet specified requirements may be denied the privilege of participating in field trips or other non-athletic out-of-school activities.** Prior to the field trip or out-of-school activity, it is the responsibility of the student to check with teachers of classes that they are failing. A teacher can recommend that a student not be allowed to go on the activity if his or her grade is failing or if the absence would cause harm to his or her 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.

### ANTICIPATED ABSENCES

Any anticipated absence, such as college visitations, family vacations, etc., which conflict with the school calendar, must be arranged in advance by a phone call or 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 consider carefully 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.

### DISMISSAL DURING THE SCHOOL DAY

Anytime a student enters and or exits the building due to a parent's request, **the student is REQUIRED to sign in and out at the Main Office during the school day.** If a student does not sign in and out at the front office, their absence from school will be considered an unexcused absence. This requirement is very important so that the school and the parents/guardians know where their child is at all times. 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.
- **Illness during School**  
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 the student can fulfill classroom commitments prior to the meeting.

### **CERTIFICATION OF CHRONIC ILLNESS**

During an appeal for reinstatement of credit, the Appeals Board may request confirmation from a doctor to explain specific and frequent absences, which occurred due to medical reasons. Students and parents are advised to monitor the number of absences, which have accumulated because of medical reasons. When absences for medical reasons are frequent, it is required by the parent/guardian to submit official documentation from a doctor that verifies a chronic illness exists which also strengthens a student's case in an appeal for reinstatement of credit if credit has been lost. Just as with parent notes, doctor's notes need to specifically address dates of absences, and may not be "blanket excuses" for all absences which have occurred over a period of time. Such information must be presented on-going and not at the end of a course.

### **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 in regard to truancy in accordance with state law.)

### **TRUANCY PENALTIES**

A student shall be given a warning on his first truancy offense. Parents/guardians shall be notified either orally or in writing. Any offenses which follow may result in in-school or out-of-school suspension, expulsion or other interventions. Each school shall determine its penalties which shall require Board approval. The school shall provide written notice to parents/guardians of these penalties. Students and parents may petition the Board for exceptions. No credit shall be permitted for any student for any class or portion of a class during which time the student was truant.

**In accordance with law, the district may impose academic penalties which relate directly to classes missed while unexcused.**

After the fifth and eighth 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 student may lose credit due to absences, and 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. Therefore, every parent of a child who has attained the age of six years and is under the age of seventeen years shall ensure that such child attends the public school in which such child is enrolled in compliance with

this section. 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). It is highly recommended when an attendance letter is sent home that the student, his/her parent(s) and/or guardians(s) schedule a meeting with the high school administration to discuss individual situations.

## **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.

## **RIGHTS OF STUDENTS**

Fundamental to the operation of Fort Morgan High School is the expectation of strong character from students and staff. As has been previously stated, the staff has reasonable and sound expectations for student behavior and performance. Students are expected to demonstrate responsibility.

In keeping with these expectations, students also 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 perfectly fair and appropriate to the operation of the school. The school administration understands very well that students do not like being searched. If and 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.

## **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 in order for students to receive open campus privileges even if students meet the academic requirements.

- All freshmen (9<sup>th</sup> grade) will have closed campus for the duration of the school year.
- All sophomores (10<sup>th</sup> grade) will have closed campus for the 1<sup>st</sup> 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 1<sup>st</sup> 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 (11<sup>th</sup> grade) and seniors (12<sup>th</sup> 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 tardies 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 child/children to leave campus during lunch.

## **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 students(s) will receive an automatic zero for the assignment or test and may be subject to further disciplinary action. Additionally, any student submitting the work of others, in whole or in part, as their own without appropriately attributing that work to the author, will be subject to the same disciplinary action.

## **PUBLIC DISPLAYS OF AFFECTION**

Students are required to have discretion in their public displays of affection for one another. Should such behavior become excessive and inappropriate, correct consequences and sanctions will ensue.

## **USE OF 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. Student possession or use of these items in any form may incur consequences up to and including confiscation and/or suspension, as merited by the situation.

## **SKATEBOARDS AND ROLLERBLADES**

For safety reasons, skateboarding and/or roller blading are not permitted school grounds.

## **SNOWBALL POLICY**

Throwing snowballs on campus is prohibited. Students must display discretion in refraining from this behavior. Logical consequences for this action can include suspension.

## **DRESSING AND GROOMING**

Students are expected to be responsible in the area of 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 make arrangements 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, headband, handkerchiefs 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 covered up at all times.
- 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 extra-curricular or sports activities (such as cheerleading uniforms and the like) may be worn to school when approved by the sponsor or coach.

## **PERSONAL ELECTRONIC DEVICES**

The use of electronic devices in school situations that disrupts and interferes with teaching, learning, and the educational process is not acceptable. Personal communication or electronic devices such as cell phones or I-Pods are bit allowed during instructional time in the classroom unless directed the teacher for instructional purposes.

Violation of this policy and/or use that violates any other district policy shall result in disciplinary measures including confiscation of the electronic communication device.

**1st offense** The cell phone/electronic device will be confiscated, and the student may pick it up from the office at the end of the school day.

**2nd offense** The cell phone/electronic device will be confiscated and brought to the office where it will be required for parents to retrieve.

**3rd offense** The cell phone/electronic device will be confiscated and given to the office, and the student will be assigned detention or ISS. The incident will be recorded in the student's behavior file, and the cell phone/electronic device will be returned to a parent or guardian (after the detention or ISS is served).

**4th and subsequent offenses** Excessive violations will be characterized as repeatedly breaking school rules and will be dealt with accordingly by building administration on an individual basis. In all offenses, the device will be confiscated and turned in at the office.

- **Any students failing to relinquish their device when requested to a staff member due to a violation in class will be considered insubordinate and will have a minimum of ISS for the remainder of the day.**

**Important note: Students who bring these devices to school do so at their own risk. The school will not be responsible for lost or stolen electronic devices. The school district and/or the staff shall not be responsible for loss, theft, or destruction of electronic communication**

devices brought onto school property. Administrators will not spend excessive time attempting to recover these items, e.g. electronic items. If there is a verifiable medical reason for your son/daughter to carry a pager or cell phone during unauthorized times, please notify the office.

## **POLICIES REGARDING FOOD AND DRINK**

### **CAFETERIA / 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 \$2.25 per day Monday through Friday. Adult lunches are \$3.50. 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.

### **LUNCH ROOM 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 or breakfasts are not allowed from fast food establishments along with any type of sodas at lunch time in our cafeteria. 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. **No meals may be charged.**

For questions on the school district lunch policies, please contact Carol Tormohlen at 867-5633, ext. 48102.

### **CONSUMPTION OF FOOD AND DRINK**

During school hours, snacks and drinks are not allowed in the classroom. Students may only drink water in the classroom. Outside food and drink (i.e. McDonalds, Burger King, Dominos, Starbucks, etc.) are not to be brought into the building (hallways or classrooms) at any time during school hours and these items will be confiscated and disposed of immediately if this rule is not followed. Students may bring their lunches from home and eat in the cafeteria.

## **STUDENT PARKING**

All students who drive to school must (1) register their vehicle with the main office in order to receive a Parking Sticker which will be placed on the lower passenger side of the windshield, and (2) must not park on any street and must park in their designated lot. Any student who is parked on or off school property and is not parked in the designated areas is subject to a \$25.00 fine, paid to FMHS, and/or having their vehicle towed at their own expense.

All freshmen (9<sup>th</sup> grade) and sophomore (10<sup>th</sup> grade) students are to park in the gravel parking lot across the street from the front of the school. All junior (11<sup>th</sup> grade) and senior (12<sup>th</sup> 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. Furthermore, driving to school is a privilege, and continued violation of parking infractions may result in a student's inability to park on school grounds.

## **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. Students may call 877-542-SAFE, the 24 hour confidential Safe2Tell hot line. Students may call Crimestoppers at 970-542-3411, and they may also report tips to Text-a-Tip at 970-427-4030. Student privacy and anonymity will be appropriately protected in all situations where possible.

### **STUDENT 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 (in the parking lot) as well as all other criminal nature circumstances. 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.

### **MEDIA CENTER-LIBRARY RULES AND REGULATIONS**

Students can print school-related documents in the media center in black and white. There is no charge for black and white prints for the first copy. Additional copies will cost 10 cents per page. All students must get permission from their teacher or the librarian in order to print. All colored copies will cost 25 cents per half page, and 50 cents per full page, including the first copy. In order to keep our costs down and avoid much unnecessary printing we must monitor our printing.

The media center features 16 desktop computers that are available for student use on a drop-in basis. If all computers are used, the student will be asked to return to his/her class. Internet access is provided for educational purposes and is a privilege and not a right.

#### **IMPORTANT TEXTBOOK BORROWER RESPONSIBILITIES**

Each student is responsible for any and all damages done to his/her assigned textbooks. Damages include pencil or ink markings, torn covers, broken bindings, bent corners, deliberately torn pages, water, gum, food damages, hi-lighting etc. Each student 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 the responsibility of each student to carefully check his/her textbooks 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.

### **INTERNET ACCESS AND COMPUTER LABS**

Internet access approval follows a student throughout their school years. If a parent or guardian wishes to rescind previous Internet access approval, the Main Office must be notified in writing. A student who does not comply with the district user agreement policy shall have computer access privileges revoked for a period of time as determined by school administration. Expectations for Network Use of Computers at FMHS (Media Center, Computer Labs, classrooms that include computers, mobile labs, laptops, iPads, etc.

- Use of Computer and Internet access is a privilege, not a right.
- All computers and the network they use are the property of the Morgan County School District, we have the right to monitor all activity.
- Students should never share their account information with another student (or use another student's account)
- NO food or drink will be allowed at any time in computer labs or in the flexible-use areas.
- Headphone use in the computer labs is left to the discretion of the teacher. In general, students may wear headphones as long as the teacher is not lecturing.
- **Inappropriate use of the MCSD Network will result in consequences ranging from warning, suspension of network privileges, and even expulsion.** If a student is found to have disabled, damaged, and/or defaced any technology equipment and/or computer lab he/she will lose their privilege of access to a school computer and/or the computer



lab. All students are expected to use appropriate care and discretion when using computers and program applications to avoid unnecessary damage to equipment and support programs.

**Some examples of inappropriate use include but are not limited to the following:**

- ☞ Safety violations: threats, harassment, slander, and vandalism
- ☞ Viewing, storing, sharing, and/or concealing offensive/inappropriate/unauthorized materials. This includes, but is not limited to pornography, profanity, games, music files/players, executable files, and unauthorized software
- ☞ Sending, receiving, or printing inappropriate email messages including annoying messages, chain letters, and SPAM
- ☞ Online games and discussions (except as authorized by a staff member). NO GAMES of any kind on school computers! (Games that align and support the curriculum being taught may be accessed by students under the supervision of a teacher via the internet but no games are to be uploaded onto any school computer within FMHS.)
- ☞ Students who fail to follow computer usage guidelines will be required to demonstrate knowledge of the current computer rules in order to receive access to their computer account.
- ☞ Students may receive community service, detention, in-school suspension, and/or out-of-school detention for misuse depending upon the severity. Students may lose their privilege to access and use any school computer if rules and regulations are not adhered to.

## **DETENTIONS, SUSPENSIONS AND EXPULSIONS**

**Detention** may be assigned by classroom teachers for reasonable offenses. The duration of the detention will be determined by the teacher, who will establish guidelines for the detention and notify parents of the reasons for this detention either orally or in writing. School detention is assigned by the administration. This is held Monday through Thursday from 3:15 to 4:00 PM. Students must come to detention prepared to use the assigned time for school related work. **If a student fails to serve his/her detention, detention his/her time will double.**

**In-School Suspension** is the temporary denial of class attendance privileges. The student will be assigned to the ISS room during the school day. The student will be given assignments to complete and will be required to follow all rules of the suspension room before being returned to class. Students assigned to ISS will NOT eat lunch with other members of the student body. Use of in-school suspension is a disciplinary tool that attempts to correct inappropriate behavior without denying attendance to school. Students assigned to ISS will NOT be allowed to participate in school-sponsored activities until suspension is fully served. Students assigned to ISS will receive credit for work completed during the suspension period. Parent(s)/guardian(s) are to be notified by high school administration or the office staff that a suspension has been assigned as the penalty for miss-behavior, and the date and place of the meeting. A plan of action needs to be drafted and implemented and followed through with fidelity. Examples of behaviors that can lead to an In-School Suspension are listed, but not limited to the following:

1. Engaging in disorderly conduct by word or overt act which disrupts normal school activities or damage or destroy school property and/or student property, including any act of vandalism. Bully behavior that is construed as severe or prolonged in which one student or group of students harms or threatens to harm another student or who engages in discriminatory insults, intimidation, harassment, or sexual harassment. Just a reminder that texting and sexting can be a form of bullying and can result in a suspension out-of-school and/or criminal charges may be pursued by the victim and/or the school.
2. Open defiance involving refusal to conform to the rules and regulations, loud and boisterous conduct which disturbs orderly, efficient, and disciplined continuity of class.
3. Misbehavior such as extortion and intimidation.
4. Willful disobedience.
5. Lying, forgery, e.g., someone forging names on office or teacher/student passes, or giving false information, either verbally or in writing to school personnel.
6. Theft of student property or school property.
7. Discharge or possession of fireworks or bottle rockets inside the building or on school property.

8. Possession or use of tobacco products and/or lighters or igniters in any form.
9. Possession of obscene or pornographic objects, such as in the form of text, photos, and/or recordings.
10. Publishing expressions that violate school regulations and state law.

**Out Of School Suspension** is an extremely serious action which is the temporary exclusion of a student from school and all school activities. Certain severe behavior infractions may result in the need to remove or suspend the student from the general educational classroom setting on a temporary basis. The following violations can result in a 2 to 10 day suspension and/or subsequent hearing for long-term suspension or expulsion as per board policy. During the period of the suspension, the student is not allowed to be on or around the school grounds or to attend or participate in any school activities (pending administrative/coach/supervisor approval). Parents will be notified of the circumstances which led to the suspension and may be required to accompany the student back to school at the end of the suspension for re-admittance. A parental conference may be required and is highly recommended for readmission. Conditions for reinstatement may be established. The following violations or acts can result in automatic 3 to 10 day suspension from school with a subsequent hearing for long-term suspension or expulsion as per board policy:

- a. Repeated breaking of school rules.
- b. Physical attacks on, or threats (by word or deed) of physical attack or physical violence to teachers, students, or other school personnel. Threats via text message, phone message, and/or video recording can result in an out-of-school suspension, and/or criminal charges may be pursued by the victim and/or the school.
- c. Possession and/or use of illegal drugs and alcohol.
- d. Possession of lethal instruments, including but not limited to, firearms, switchblades, daggers, brass knuckles, or other dangerous weapons.

**Expulsion** from school is the most severe consequence. This action, when necessary, is not taken lightly by the administration. The term of an expulsion is from 11 to 365 calendar days. Please refer to Board Policy JICDA, Code of Conduct, for specific student behaviors that may or will cause an expulsion to be requested from the Superintendent's Office. These situations include but are not limited to weapons possession, selling of drugs, robbery and/or assault, alcohol, or fighting. Procedures for suspension and expulsion of students, including notification, and hearings, are addressed in the Morgan County School District RE-3 Policy Handbook and in the Colorado School Attendance Law, Article 33, Section 22-33-105.

- The Fort Morgan High School Administration has the authority from the Board of Education of Morgan County School District RE-3 to suspend and/or recommend expulsion of any student guilty of gross misconduct or persistent disobedience, when such suspension or expulsion is in the best interest of the school.
- A short term suspension is not to exceed 10 school days. Expulsion shall not extend beyond 365 calendar days.
- Parents shall be notified that a student has been suspended or expelled by written notification specifying reasons for suspension in accordance with the policy as set forth in the Morgan County School District Re-3 Policy Handbook. Hearings will be set up for the student, parents and school personnel as set forth in the Board Policy.

## MISCELLANEOUS

### 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 867-2263.

### PICK-UP/DROP-OFF AREAS

It is preferred that parents/guardians and friends pick up and drop off students only in the area provided on the south side near the main entrance of the school, identifiable by the flagpole.

### CHILD ABUSE

State law requires school officials to report any suspicion of child abuse.

## ANNOUNCEMENTS - BULLETIN AND P.A. SYSTEM

Daily announcements appear in the Daily Bulletin. 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>.

### 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.

### FLOWER POLICY

Gifts of cut flowers, potted plants, and balloons etc. will not be accepted at school until after 1:30 p.m. daily. Students may pick them up at the office after school. **All items are to remain in the Main Office and students are not to take them into the classroom.**

### REPORTING A 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

Items turned into the office will be held until the end of the school year. If there is identification on the item, every effort will be made to contact the owner. After June 30, all remaining items will be given to a local charitable organization.

## 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 make arrangements 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. In order 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 student's name and packaged in 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. Parent/guardian 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.

## 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/pages/Morgan\\_County\\_SD\\_Re\\_3/Employment/School\\_District\\_Policies](http://www.morgan.k12.co.us/pages/Morgan_County_SD_Re_3/Employment/School_District_Policies)

### 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

**Morgan County School District Re-3**  
**Fort Morgan, Colorado**  
**2019-2020 School Year Calendar**

**S = Student Days**  
**T = Teacher Days**

| T              | S  |   |    |    |    |    |  |  |  |  |  |  |  | S              | T |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
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| JULY 2019      |    |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| S              | M  | T   | W  | T  | F  | S  |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
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| 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 |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
|                |    | <table border="1"> <thead> <tr> <th colspan="7">AUGUST 2019</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table>   |    |    |    |    |  |  |  |  |  |  |  | AUGUST 2019    |   |  |  |  |  |  | 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 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |    |  |  |  |  |  |  |  |
| AUGUST 2019    |    |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 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 | 24 |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 25             | 26 | 27  | 28 | 29 | 30 | 31 |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 17             | 12 | <table border="1"> <thead> <tr> <th colspan="7">SEPTEMBER 2019</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>  |    |    |    |    |  |  |  |  |  |  |  | SEPTEMBER 2019 |   |  |  |  |  |  | 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 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| SEPTEMBER 2019 |    |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 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 | 24  | 25 | 26 | 27 | 28 |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 29             | 30 |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 20             | 20 | <table border="1"> <thead> <tr> <th colspan="7">OCTOBER 2019</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>  |    |    |    |    |  |  |  |  |  |  |  | OCTOBER 2019   |   |  |  |  |  |  | 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 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |    |    |    |  |  |  |  |  |  |  |
| OCTOBER 2019   |    |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 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 | 24 | 25 | 26 |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 27             | 28 | 29  | 30 | 31 |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 21             | 20 | <table border="1"> <thead> <tr> <th colspan="7">NOVEMBER 2019</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table>   |    |    |    |    |  |  |  |  |  |  |  | NOVEMBER 2019  |   |  |  |  |  |  | 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 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |    |    |  |  |  |  |  |  |  |
| NOVEMBER 2019  |    |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 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 |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 24             | 25 | 26  | 27 | 28 | 29 | 30 |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 19             | 18 | <table border="1"> <thead> <tr> <th colspan="7">DECEMBER 2019</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>   |    |    |    |    |  |  |  |  |  |  |  | DECEMBER 2019  |   |  |  |  |  |  | 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 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |    |    |    |    |    |  |  |  |  |  |  |  |
| DECEMBER 2019  |    |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 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 | 24  | 25 | 26 | 27 | 28 |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 29             | 30 | 31  |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 15             | 15 | <table border="1"> <thead> <tr> <th colspan="7">JANUARY 2020</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>   |    |    |    |    |  |  |  |  |  |  |  | JANUARY 2020   |   |  |  |  |  |  | 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 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |  |  |  |  |  |  |  |
| JANUARY 2020   |    |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 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 |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 24             | 25 | 26  | 27 | 28 | 29 | 30 |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 31             |    |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 92             | 85 | <table border="1"> <thead> <tr> <th colspan="7">FEBRUARY 2020</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </tbody> </table>   |    |    |    |    |  |  |  |  |  |  |  | FEBRUARY 2020  |   |  |  |  |  |  | S | M | T | W | T | F | S | 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 |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| FEBRUARY 2020  |    |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| S              | M  | T   | W  | T  | F  | S  |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 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 |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
|                |    | <table border="1"> <thead> <tr> <th colspan="7">MARCH 2020</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>  |    |    |    |    |  |  |  |  |  |  |  | MARCH 2020     |   |  |  |  |  |  | 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 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |    |    |    |    |    |  |  |  |  |  |  |  |
| MARCH 2020     |    |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 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 | 24  | 25 | 26 | 27 | 28 |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 29             | 30 | 31  |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
|                |    | <table border="1"> <thead> <tr> <th colspan="7">APRIL 2020</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </tbody> </table>  |    |    |    |    |  |  |  |  |  |  |  | APRIL 2020     |   |  |  |  |  |  | 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 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |    |    |    |  |  |  |  |  |  |  |
| APRIL 2020     |    |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 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 | 24 |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 25             | 26 | 27  | 28 | 29 | 30 |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
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| MAY 2020       |    |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 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 |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 24             | 25 | 26  | 27 | 28 | 29 | 30 |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 31             |    |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
|                |    | <table border="1"> <thead> <tr> <th colspan="7">JUNE 2020</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>   |    |    |    |    |  |  |  |  |  |  |  | JUNE 2020      |   |  |  |  |  |  | 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 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| JUNE 2020      |    |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 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 | 24  | 25 | 26 | 27 | 28 |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 29             | 30 |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
|                |    | <table border="1"> <thead> <tr> <th colspan="7">JULY 2020</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>      |    |    |    |    |  |  |  |  |  |  |  | JULY 2020      |   |  |  |  |  |  | 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 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |  |  |  |  |  |  |  |
| JULY 2020      |    |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 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 |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 24             | 25 | 26  | 27 | 28 | 29 | 30 |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 31             |    |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
|                |    | <table border="1"> <thead> <tr> <th colspan="7">AUGUST 2020</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>    |    |    |    |    |  |  |  |  |  |  |  | AUGUST 2020    |   |  |  |  |  |  | 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 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |  |  |  |  |  |  |  |
| AUGUST 2020    |    |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 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             | 24 | 25  | 26 | 27 | 28 | 29 |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 30             | 31 |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
|                |    | <table border="1"> <thead> <tr> <th colspan="7">SEPTEMBER 2020</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> |    |    |    |    |  |  |  |  |  |  |  | SEPTEMBER 2020 |   |  |  |  |  |  | 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 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |  |  |  |  |  |  |  |
| SEPTEMBER 2020 |    |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 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             | 24 | 25  | 26 | 27 | 28 | 29 |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 30             | 31 |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
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| OCTOBER 2020   |    |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 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             | 24 | 25  | 26 | 27 | 28 | 29 |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 30             | 31 |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
|                |    | <table border="1"> <thead> <tr> <th colspan="7">NOVEMBER 2020</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>  |    |    |    |    |  |  |  |  |  |  |  | NOVEMBER 2020  |   |  |  |  |  |  | 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 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |  |  |  |  |  |  |  |
| NOVEMBER 2020  |    |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 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             | 24 | 25  | 26 | 27 | 28 | 29 |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 30             | 31 |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
|                |    | <table border="1"> <thead> <tr> <th colspan="7">DECEMBER 2020</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>  |    |    |    |    |  |  |  |  |  |  |  | DECEMBER 2020  |   |  |  |  |  |  | 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 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |  |  |  |  |  |  |  |
| DECEMBER 2020  |    |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 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             | 24 | 25  | 26 | 27 | 28 | 29 |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 30             | 31 |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
|                |    | <table border="1"> <thead> <tr> <th colspan="7">JANUARY 2021</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>   |    |    |    |    |  |  |  |  |  |  |  | JANUARY 2021   |   |  |  |  |  |  | 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 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |  |  |  |  |  |  |  |
| JANUARY 2021   |    |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 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             | 24 | 25  | 26 | 27 | 28 | 29 |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 30             | 31 |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
|                |    | <table border="1"> <thead> <tr> <th colspan="7">FEBRUARY 2021</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>  |    |    |    |    |  |  |  |  |  |  |  | FEBRUARY 2021  |   |  |  |  |  |  | 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 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |  |  |  |  |  |  |  |
| FEBRUARY 2021  |    |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 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             | 24 | 25  | 26 | 27 | 28 | 29 |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 30             | 31 |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
|                |    | <table border="1"> <thead> <tr> <th colspan="7">MARCH 2021</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>     |    |    |    |    |  |  |  |  |  |  |  | MARCH 2021     |   |  |  |  |  |  | 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 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |  |  |  |  |  |  |  |
| MARCH 2021     |    |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| S              | M  | T   | W  | T  | F  | S  |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
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| 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 |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
|                |    | <table border="1"> <thead> <tr> <th colspan="7">APRIL 2021</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>     |    |    |    |    |  |  |  |  |  |  |  | APRIL 2021     |   |  |  |  |  |  | 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 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |  |  |  |  |  |  |  |
| APRIL 2021     |    |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| S              | M  | T   | W  | T  | F  | S  |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
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| 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 |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
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| MAY 2021       |    |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| S              | M  | T   | W  | T  | F  | S  |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
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| 9              | 10 | 11  | 12 | 13 | 14 | 15 |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 16             | 17 | 18  | 19 | 20 | 21 | 22 |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 23             | 24 | 25  | 26 | 27 | 28 | 29 |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 30             | 31 |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
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| JUNE 2021      |    |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| S              | M  | T   | W  | T  | F  | S  |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
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| 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 |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
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| JULY 2021      |    |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| S              | M  | T   | W  | T  | F  | S  |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
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| 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 |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
|                |    | <table border="1"> <thead> <tr> <th colspan="7">AUGUST 2021</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>    |    |    |    |    |  |  |  |  |  |  |  | AUGUST 2021    |   |  |  |  |  |  | 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 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |  |  |  |  |  |  |  |
| AUGUST 2021    |    |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 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             | 24 | 25  | 26 | 27 | 28 | 29 |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 30             | 31 |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
|                |    | <table border="1"> <thead> <tr> <th colspan="7">SEPTEMBER 2021</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> |    |    |    |    |  |  |  |  |  |  |  | SEPTEMBER 2021 |   |  |  |  |  |  | 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 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |  |  |  |  |  |  |  |
| SEPTEMBER 2021 |    |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 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             | 24 | 25  | 26 | 27 | 28 | 29 |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 30             | 31 |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
|                |    | <table border="1"> <thead> <tr> <th colspan="7">OCTOBER 2021</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>   |    |    |    |    |  |  |  |  |  |  |  | OCTOBER 2021   |   |  |  |  |  |  | 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 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |  |  |  |  |  |  |  |
| OCTOBER 2021   |    |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 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             | 24 | 25  | 26 | 27 | 28 | 29 |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 30             | 31 |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
|                |    | <table border="1"> <thead> <tr> <th colspan="7">NOVEMBER 2021</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>  |    |    |    |    |  |  |  |  |  |  |  | NOVEMBER 2021  |   |  |  |  |  |  | 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 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |  |  |  |  |  |  |  |
| NOVEMBER 2021  |    |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| S              | M  | T   | W  | T  | F  | S  |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
|                |    |   |    |    |    | 1  |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 2              | 3  | 4   | 5  | 6  | 7  | 8  |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
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| 16             | 17 | 18  | 19 | 20 | 21 | 22 |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 23             | 24 | 25  | 26 | 27 | 28 | 29 |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 30             | 31 |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
|                |    | <table border="1"> <thead> <tr> <th colspan="7">DECEMBER 2021</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>  |    |    |    |    |  |  |  |  |  |  |  | DECEMBER 2021  |   |  |  |  |  |  | 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 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |  |  |  |  |  |  |  |
| DECEMBER 2021  |    |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 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             | 24 | 25  | 26 | 27 | 28 | 29 |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 30             | 31 |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
|                |    | <table border="1"> <thead> <tr> <th colspan="7">JANUARY 2022</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2&lt;/</td></tr></tbody></table>   |    |    |    |    |  |  |  |  |  |  |  | JANUARY 2022   |   |  |  |  |  |  | S | M | T | W | T | F | S |   |   |   |   |   |   | 1 | 2</ |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| JANUARY 2022   |    |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| S              | M  | T   | W  | T  | F  | S  |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
|                |    |   |    |    |    | 1  |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |
| 2</            |    |   |    |    |    |    |  |  |  |  |  |  |  |                |   |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |