



**Student Time Tracker
2020 - 2021**

**Fort Morgan Middle School
605 Education Ave.
Ft. Morgan, CO 80701**

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FORT MORGAN MIDDLE SCHOOL PARENT/STUDENT HANDBOOK

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Introduction

This handbook belongs to:

Name _____

Address _____

City _____ **Zip Code** _____

Phone _____



Mission Statement

MISSION STATEMENT

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

Administrative Protocol

Conversations Involving Sensitive Matters



The administration of Fort Morgan Middle School makes every effort to handle difficult situations appropriately, and to not make any individual feel unnecessarily uncomfortable, uneasy, or awkward.

If a student approaches an Administrator to discuss a topic that the Administrator determines is of a sexual or sensitive nature, that Administrator will conclude the discussion until a second Administrator or Counselor of the same gender as the Student is available to be present for the discussion. Administrators will take steps to ensure that such discussions are minimally obtrusive and conducted in accordance with Board policy and applicable law.

Teachers will report any such conversations to building administration immediately.

Criminal Investigations

Under Colorado law, Administrators may be required to report incidents of a criminal nature to the school resource officer.

Advance Program

This program exists as a support program and disciplinary alternative. It is located in the southwest corner of Lincoln School and features a computer-based learning system (Edgenuity), tutors, counselor and teacher. Referrals are made through the FMMS Administration.

Altered Schedule

FMMS believes the best education is one obtained within the academic team area and with student peers, but should a student have excessive compliance issues with FMMS and school district policy, his/her actions may require an altered schedule and in a more restricted environment. If a student is placed on an altered schedule, it may consist of the Advance Program, School within a School, or Homebound Instruction or a combination of these programs. Placing a student on an altered schedule can only occur through an administrative recommendation with input provided from FMMS staff members.

Asbestos Notification

Please see District Policy information at www.morgan.k12.co.us

Attendance

The purpose of this section is to outline parent and student responsibilities relative to Fort Morgan School District Attendance Policy and Procedures and Colorado State Statues.

Every child who has attained the age of six (6) years on or before August 1 of each year and is under the age of seventeen (17) is required to attend public school with such exceptions as provided by law. It is the parents' responsibility to ensure attendance.

If a student is absent without an excuse signed by the parent/guardian or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. A "habitually truant" shall be defined as a student of compulsory attendance age who has four total days of unexcused absences in any one



month or 10 total days of unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences for purposes of defining a student as a “habitual truant.”

***If a child is absent for the day, he/she may not attend school functions for that day unless given permission from school administration.

Attendance Procedures

All absences are to be explained by a note which will be required to excuse the absence. If a note is not given to the office, it will be considered unexcused and potential consequences could be administered, i.e. SSI or Advance Time.

Attendance is the responsibility of the student, the parents, and the school. The importance of regular, daily attendance as a basis for academic achievement cannot be over-emphasized. Absences have a negative effect upon instructional continuity, regardless of the attempts to make up work. The school cannot teach pupils who are not present. The regular contact of the pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital.

The following attendance procedures are established in an effort to accomplish the 95% attendance goal.

1. Attendance will be taken in each individual class throughout the day.
2. If students must be absent, the parent/guardian should call the school each day of the absence by 8:00 a.m.
3. Students are **required** to bring a note with an explanation of the absence.
4. Students whose absences are at or are approaching unacceptable levels will be contacted by FMMS. Initial notification of a student’s high absentee rate is simply intended to inform parents and students of their attendance status. Further absences and additional contacts should be construed as more severe in nature and may require additional documentation for future absences.

Absence Categories

EXCUSED ABSENCE

An excused absence is one deemed legitimate by the school and appropriately excused by the parent/guardian. Examples of excused absences include those caused by the following:

1. Illness or injury accompanied by a doctor’s note
2. Court appearance or temporary custody of the court or law enforcement officials through no fault of the student
3. Religious observances
4. Reasons deemed appropriate by the school administration and appropriately excused by the parent/guardian

UNEXCUSED ABSENCES

Examples of unexcused absences include:

1. absences beyond normal or excessive.



2. without approval of the parent/guardian.
3. without pre-approval of the building administrator (only if excessive limits have been reached).
4. with no information pertaining to the absence. This absence is always treated as a truancy or unexcused until it is classified, so long as the matter is handled in a timely manner.
5. without a note or written documentation.
6. not pre-approved in the event of an extended vacation/event during school time.
7. continual or excessive appointments without administrative approval.
8. that occur if a child is absent during the day and attempts to attend an after-school function.

MAKE-UP WORK

Make-up work will be provided if the student is to miss three or more days of school. Parent/guardian and/or student are to contact the school to provide one (1) days' notice for teachers to collect assignments to be picked up in the office. Two days make-up time for each school day missed is the normal amount of time given for make-up work to be returned to teachers.

Alcohol, Tobacco and, Drugs

There is no tolerance for students who either possess or consume alcohol or drugs or possess drug paraphernalia at school, on school grounds, or at school activities. We cooperate with the police in enforcing all state and local laws. Whenever a student violates school and/or district policies relative to alcohol and drug use, expect very serious repercussions. Law enforcement officials will be contacted in any drug possession or use at school.

Students using or in possession of tobacco products or paraphernalia will be suspended and face other possible consequences. Possession and the use of tobacco products is not part of the school curriculum and are illegal for people under the age of 18. Paraphernalia includes (but not limited to) matches, pipes, lighters, hookah pens, e-cigarettes, tobacco storage devices, vape pens, **THC edibles**, and CBD oil. Law enforcement officials will be contacted in the event of a tobacco possession.

Bad Weather Consideration

Please see District Policy information at www.morgan.k12.co.us

Behavior Expectations

POSITIVE BEHAVIOR INTERVENTIONS & SUPPORT (P.B.I.S) PROGRAM

Improving student academic and behavior outcomes is about ensuring all students have access to the most effective and accurately implemented instructional and behavioral practices and interventions possible. PBIS provides an operational frame-work for achieving these outcomes. More importantly PBIS is NOT a curriculum, intervention, or practice, but IS a decision making framework that guides selection, integration, and implementation of the best evidence-based academic and behavioral practices for improving important academic and behavior outcomes for all students.



Expectations: **Integrity; Effort; Respect; Responsibility**

Mission Statement: ***I am a person of integrity at Fort Morgan Middle School because I demonstrate effort, respect, and responsibility.***

Breakfast/Lunch Program

Please see District Policy information in the back of the book.

Bullying

FMMS will not tolerate any form of “Bully Behavior”. *The textbook definition of bullying is: A person is being bullied or victimized when he/she is exposed repeatedly and over time, to negative actions on the part of one or more persons.* This is a partial list of bully behaviors. It is by no means to be a complete list:

1. Shoving or pushing in a way to cause harm or intending to cause harm to others.
2. Name calling, words including vulgar words or racial slurs and others intended to cause harm.
3. Verbal threats, things like: “You watch your back” or “I’ll get you after school.”
4. Physical abuse, hitting, kicking, punching of people who can’t or won’t fight back.
5. Rumor spreading, “messenger behavior” or spreading information in order to promote conflict and bully behavior.
6. Note writing and slam books, writing statements that are untrue or intended to hurt others and cause conflict.
7. Internet bullying through social media.

Candy, Gum and Snacks

Students are not permitted to chew, eat, distribute, or possess gum, candy, sunflower seeds, pop, flavored water, and/or other similar items **on school grounds**. This is an effort to keep carpets, furniture, lockers, and facilities presentable and clean. Items in possession by students will be confiscated by staff. Teachers may permit students to have such items for special classroom activities, but only with pre-approval of the Principal.

Change of Address

Students are requested to report a change of address, telephone number, or change of family status to the main office. The office needs to keep an accurate record of each student.

Child Abuse Law

Please see District Policy information in the back of the book.

Children Leaving the Building

When you must leave the campus anytime during school hours, including lunch, you must check out in the attendance office. If you do not check out, whether or not the absence is excused by your parent/guardian, the absence will not be excused.

Commitments to Excellence

Please see District Policy information in the back of the book.



Community Service/Restitution

Service work within the school is utilized as a disciplinary tool. Students are assigned responsibilities related to building cleanliness or improvement that offer the opportunity to produce a positive result for the student's effort.

Daily Schedule

Classes begin at 8:00 a.m. and are dismissed at 3:15 p.m. daily. The first bell of the day will ring at 7:50 am allowing students into the building and participate in Breakfast After The Bell and transition to class.

Dates to Remember

Quarter Dates	Progress Report Dates	Report Card Dates	Parent Teacher Conference Dates
1st Quarter: Aug. 13 th — Oct. 14 th	September 10 th	October 21 st	October 8 th & 12 th
2nd Quarter: Oct. 20 th — Dec. 18 th	November 16 th	January 6 th	
3rd Quarter: Jan. 6 th — March 12 th	February 9 th	March 16 th	February 9 th & 11 th
4th Quarter: March 15 th — May 21 st	April 12 th	* May 28 th — June 3 rd	

***Parents must stop in to retrieve report cards as they will not be mailed to your residence.**

Detention

One of the discipline tools at Fort Morgan Middle School is a detention system. Students may earn detention time for violating school or team rules. Detention is served in the team areas with assigned staff members. Students that ride the bus are allowed 24 hours' notice before serving. Any student failing to serve detention time will have 30 minutes of additional time added to his/her total. Refusal to serve detention time can ultimately lead to the alteration of a student's schedule.

Dress Code

All students are to wear clothing that is clean, safe, and in good repair. It should not detract or disrupt from the instructional procedure of the school. Clothing which bears inappropriate words or pictures is prohibited. Caps or hats are not to be worn in the building and may be confiscated. Clothing must cover all undergarments completely, and must not be transparent. Shoes must be worn at all times in the classrooms and hallways. ***FMMS will become involved only if the above standards are not met; in such instances, students will be required to change their clothing. If repeated dress code violations occur, students may face more severe punitive measures.*** Clothes that are clearly prohibited at FMMS are as follows:

1. Clothing that promotes gangs (bandannas, sagging, eight ball t-shirts, slogans such as East Side, West Side, Homies, Homeboys, shirts with clowns, jokers, Laugh now/cry later, and Dickies brand attire.)



2. Clothing that promotes drugs, alcohol, tobacco, sex or inappropriate gestures. (Sexually suggestive pictures, i.e. bikini clad girls)
3. Clothing that promotes violence, i.e. guns or death, South Park shirts, skull and crossbones, etc.
4. Loose clothing such as pants that can easily come down – sweatpants or gym-shorts without a tied draw string, any pajamas/sleepwear, etc. ***Pants that are sagging at an inappropriate level as deemed by professional staff will not be allowed.***
5. Clothing that exposes the torso area, and low cut blouses and tops (including tank tops) that expose cleavage area.
6. Any top and specifically tank tops that are less than 3 inches by measure of a ruler.
7. Spandex or lycra shorts
8. Wearing sunglasses
9. Clothes with holes or cut-outs or transparent clothing that reveals undergarments and/or waist area.
10. Wallet chains are not allowed
11. Jewelry and accessories that include studded bracelets, collars, dog collars and chains, or inappropriate material. Lip, nose, and ear rings that are deemed disruptive to the learning environment may be prohibited.
12. Any oversized shirt/sweater/jacket/hoody that is deemed a safety concern, or worn to conceal inappropriate clothing underneath. Students who abuse this policy may be banned from wearing this type of clothing altogether.
13. Shorts that are too short are not permitted and must extend into the finger area of hand of dropped arms. It is recommended that shorts have at least a 5” inseam. Leggings, tights, or “Yoga” pants can be worn as a part of an outfit, as long as the top is at an appropriate length.
14. Students are not allowed to wear clothing as outer wear such as jackets, coats, or windbreakers in class. Any clothing that can be used to hide contraband creates a safety hazard. Coats, sweatshirts, etc. are to be kept in the lockers. If students are cold, sweaters, crew neck sweatshirts, or long sleeve shirts may be worn.
15. Because there are many stairs in FMMS high heels are highly discouraged simply for the safety of the student.
16. Students will be asked to change, remove, or turn inside-out any clothing or accessories



that are found to be offensive by professional staff and may be asked to call home for appropriate attire. Students will not be allowed into the classroom area if new clothing is not obtained.

17. Students are asked not to spray paint or otherwise color their hair any **unnatural** color as perceived by professional staff. Hair that is colored an unnatural color and deemed to be disruptive to the educational environment will be addressed on an individual case by case basis.

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

Eighth Grade Continuation Ceremony

FMMS believes that one of our primary purposes is to provide the educational skills to guarantee your success at Fort Morgan High School and beyond. Students who are full time students, have at least a **2.5 Cumulative Grade Point Average**, and have demonstrated acceptable behavior throughout their time at FMMS will be considered to attend an 8th Grade Continuation Ceremony near the end of the academic year. The conclusion of the middle school years warrants a celebration and we, as a school, would like to publically recognize those deserving students.

Elective Classes

Our middle school continues to offer a wide variety of unified arts classes. When student interest and qualified staff are available, the following classes are offered:

BAND	EXPLORING MUSIC
ORCHESTRA	HEALTH
PHYSICAL EDUCATION	INDUSTRIAL TECHNOLOGY
SPANISH	VOCAL MUSIC
VISUAL ARTS	
STUDENT LEADERSHIP / NAVIANCE	
GUITAR	
COMPUTERS / STEM	

Electronic Devices

CELL PHONES / Personal Listening Devices

FMMS understands parents' wishes for their students to carry cell phones. Due to abuse of potential cell phone use during school hours – i.e., text messages during class and tests, listening to music during school hours, pictures taken in locker rooms, etc., FMMS will not allow cell phone or personal listening device use during school hours or at any time during our concerts (band, vocal, etc.) unless it is educational related. ***This means from the first bell of the day until the dismissal bell, all phones must be turned off and placed in student lockers immediately.*** Inability to do so will result in items to be taken and kept in the office. **It is**



considered a violation of the cell phone policy if a student calls, texts, or messages through social media during school hours. For the first offense, a parent/guardian must pick up the phone from the office. The phone will be given back to the parent/guardian and only the parent/guardian. On the second offense, the phone will be taken from the student and retained until the end of the school year. In the event of the second offense, administration may set a goal or goals for the student as a means to earn the phone back. If the student achieves the specified goals, they will be awarded back the phone. Phones are the responsibility of the student, and FMMS is not responsible for lost or stolen cell phones.

ELECTRONIC LITERATURE DEVICES

Electronic literature devices such as Nooks and Kindles will be allowed at FMMS and the use of the devices will be at the discretion of the teachers. These devices are to be used for educational purposes only. The devices are the responsibility of the student, and FMMS is not responsible for lost or stolen items.

OTHER ELECTRONIC DEVICES

- ❖ Cameras on cell phones capable of taking and transmitting electronic images (photo, etc.) are not to be used on the FMMS campus. Violations of privacy rights using such devices will result in severe consequences and may lead to criminal charges.
- ❖ Cameras are not permitted on campus unless given pre-approval by administration.
- ❖ Laser pointers are not permitted on campus and will be confiscated.
- ❖ Any toy on campus will be confiscated by staff and placed in the office until the end of the school year.
- ❖ Any personal video game will be confiscated and will follow the same procedure as other electronic equipment/phones.

Staff members are to confiscate prohibited equipment. The first time a student has had electronic equipment confiscated it will be returned only to a parent/guardian. If another infraction of this rule occurs, the school will retain the equipment for the remainder of the year or until the student withdraws from Fort Morgan Middle School. If an appropriate educational need exists for a student(s) to bring such electronic device to school, the student must receive advance administrative approval. Such devices are easy to lose, damage, or have stolen.

FMMS IS NOT RESPONSIBLE FOR LOST OR STOLEN DEVICES.

English Language Learner Programming

Morgan County School District Re-3 serves the needs of many English language learners. All buildings provide the services of an ELL teacher along with support from one or more teacher assistants.

Students may qualify for ELL programming if their Home Language Questionnaire indicates a Primary Home Language Other Than English (PHLOTE). Such students are evaluated using the WIDA ACCESS Placement Test (W-APT) to determine language proficiency. Instructional programming is then designed to support the student's language proficiency level. Instructional services may include "pull-out" support during which time students participate in small group instruction with the ELL teacher. "Structured Immersion" in the regular classroom



is another means of serving English Language Learners whose needs are better served in this fashion. All instruction is conducted in English with translation support as needed and appropriate. Depending upon intensity of need, some students receive support from a teacher assistant during content area instruction.

Staff in all buildings is provided information from the ELL teachers outlining each ELL student’s language profile and teaching strategies appropriate for English language instruction. Extended learning opportunities are also available at all buildings which may include tutoring; supplemental and intervention instruction throughout the regular day; and/or summer school.

Extra Curricular Events/Activities

Gifted/Talented	Creative Club	Music
SADD Club	Brain Bowl	Field Trips
Scrapbooking Club	Craft Club	Traditional Sports
Yearbook	Geography Bee	Drama
Spelling Bee	Chess Club	Science Fair
Spanish Spelling Bee	Partnership Programs	
Student Council		

Extra Curricular Events/Activities Eligibility Requirements

Interscholastic activity — Any activity that involves a competition with another school(s).

Intramural activity — Any activity that involves only FMMS students.

The eligibility requirements pertain to only the interscholastic activities provided by the Fort Morgan Middle School. Interscholastic activities are **any** activities which compete or participate with other school(s) that may or may not involve travel. All teachers report students’ classroom grades from which a student eligibility report is created. The eligibility status begins on Monday and ends on Saturday of that week. Eligibility reports are created every week.

A student who appears on the “F” list two or more times will be ineligible for that week. A participant has one week to improve his/her grades. It is the responsibility of the teacher, coach, sponsor of the activity, parent, and the student to stay current with the eligibility list. (It is not possible for a student to become “eligible” in the middle of the week by handing in late work.)

Students will be granted an opportunity to participate/compete in the first two events of the season **per academic year** (and not per season) regardless of their academic standing for that week (only pertaining to athletic events).

*** If a child is absent for the day, he/she may not attend school functions for that day unless given permission from school administration.

Fighting

Fighting is inappropriate and not allowed on school district property or at school sponsored



activities. If a student is involved in a fight with the intent to physically harm another, he/she will be suspended from school and possibly an expulsion hearing. Law enforcement officials will be contacted in the event of any fight.

Gang Behavior

Gangs are a public perception and real danger to schools. In the promotion of safe schools, the RE-3 Board of Education has established a policy of “zero tolerance.” Fort Morgan Middle School has the following guidelines. Students will sign a cease and desist order detailing the inappropriate behavior and future consequences for the behaviors.

1. **A student promoting gangs may be suspended or recommended for expulsion on the first offense.**
2. **If gang promotion continues a second time during the year, the student will be recommended for expulsion.**

A gang is any group or individuals who interact at a high rate among themselves to the exclusion of others or groups, have a group name, claim a neighborhood or other territory and engage in criminal and other antisocial behavior on a regular basis.

General Behavior

To ensure the safety of all students and welcoming learning environment, the following items or behaviors will not be allowed at Fort Morgan Middle School.

1. Skateboards are not allowed on school grounds. In the case that they are brought to school, the student will be asked to leave the item in the school office.
2. Public Display of Affection (PDA) is not appropriate actions in the educational setting. Students will be expected be mature in their actions and behaviors--no holding hands, hugging, kissing, or similar behaviors will be allowed on school grounds.
3. Snowballs are not allowed to be thrown on school grounds for the safety of all students. All snow should remain on the ground at all times.

Grading System

100% - 90%	= A
89% - 80%	= B
79% - 70%	= C
69% - 60%	= D
59% and below	= F

Teachers and the teams will establish and clearly communicate the grading scale to be used at the start of the school year. Parents are notified in advance and before a student can receive a failing grade, and the grade is to be permanently recorded in the student's record.

Grooming

Students are asked not to spray paint or otherwise color their hair any ***unnatural*** color as perceived by professional staff. Hair that is colored an unnatural color and deemed to be disruptive to the educational environment will be addressed on an individual case by case basis.



Homebound Instruction

In isolated incidents, a student may receive the assistance of a specified tutor. Arrangements will be made when and where the tutor and student can meet on a consistent basis. The core of instruction will center on a computer-based learning system (A+).

Homework

Often times there is not enough time during the day for students to complete their required work. In these instances, students are expected to take the work home for completion. It is an expectation at FMMS to complete and turn in all assignments to the best of their abilities.

Immunization of Students

Please see District Policy information in the back of the book.

In-School Suspension/Social Skills Intervention

Social Skills Intervention is the temporary exclusion of a student from classes and all school activities. **During the period of his/her suspension, the student will not be allowed to attend or participate in any school activities** (pending administrative/coach/supervisor approval).

During the school day the student will be detained in a supervised classroom. The following guidelines will be in effect:

1. Mandatory attendance.
2. Bring all textbooks, library books, and other school work.
3. Complete school work or be assigned work.
4. Supervised lunch: bring a sack lunch or money (ticket) to buy lunch.
5. No food or drink in room.
6. Stay seated.
7. No talking/visiting.
8. No sleeping.
9. No electronic devices.
10. Supervised, scheduled restroom breaks.
11. No participation in school activities before, during, or after school on SSI days.

If absent, you must report to the SSI room to complete assigned intervention.

Key Terminology

ASSAULT

Recklessness causing physical injury to another, intentionally placing another person in reasonable threat or imminent physical injury; touching another person with intent to injure, insult, or provoke.

DANGEROUS WEAPONS:

Dangerous weapons will include knives, guns, chains, clubs, brass knuckles, or any other similar articles which could be used to inflict or threaten harm.

EXTORTION:

Obtaining money or property by threat, force or illegal use of authority.



FIGHTING:

Mutual or forced combat with potential for physical injury while at a Fort Morgan School District facility or event.

FIREWORKS:

Any item designed to burn, smoke, explode, or release fumes due to impact or other ignition.

INSUBORDINATION:

Willful refusal of a student to comply with a reasonable request of a staff member.

SUSPENSION:

Temporary removal of a student from a class, school, and/or school activities by an administrator.

THEFT:

Taking of property belonging to one person by another with the intent to keep it for him/herself.

THREAT/INTIMIDATION:

Use of disrespectful and/or profane verbal or non-verbal behavior to threaten, harass, or intimidate another person(s).

VANDALISM:

Willful or ignorant destruction or damage of property.

Legal Name

The school record is a legal document. In order to ensure the integrity of Fort Morgan Middle School records, correct and legal information must be used. The name on the school record is to match the name on the bona fide birth certificate.

Lunch/Breakfast Program

Please see District Policy information in the back of the book.

EATING OF SCHOOL LUNCHES:

**** ALL STUDENTS ARE EXPECTED TO HAVE THEIR STUDENT ID WITH THEM EACH DAY ****

1. Students may bring a cold lunch if they so choose.
2. Students may purchase a school lunch if they so choose.
3. If a student eats school lunch, the student is to purchase lunch himself or herself.
4. Students should not eat school provided lunch items off of other students trays (purchased by other students)

EXCLUDED LUNCH OPTION (INCLUDING BUT NOT LIMITED TO):

1. Large bags of potato chips (or similar items) – individual/single servings will be permitted
2. Outside food delivered by parents during lunch (i.e.: McDonalds, Subway, Taco Bell, etc.)



3. Bags of candy
4. Suckers
5. Gum
6. Candy bars
7. Pop
8. Energy Drinks
9. Selling of food items on school grounds / during lunch

CONFISCATION OF EXCLUDED LUNCH ITEMS:

1. Items will be taken to the office and available for pick up at the end of the school day by the student or parent.
2. Items not claimed will be discarded at the end of the week.

M.A.S.H. (Mandatory After School Help)

FMMS is committed to ensure that all students remain in good academic standing. In order to give you, the students of FMMS every opportunity to succeed, we may mandate after-school attendance for extra attention to lack of academic progress. Certainly, all students are welcome any days before and after school, but most Tuesday, Wednesday, and Thursday afternoons will be specifically set aside for academic assistance in order to improve your grades. Students will be referred by teachers and will be expected to attend from 3:15 to 4:30 p.m.

Mandatory Reporting Policy

Please see District Policy information in the back of the book.

Medication Policy

Please see District Policy information in the back of the book.

Parent Notification

DETENTION

1. Possible teacher call to the parent/guardian.
2. Student calls to his/her parent/guardian.
3. Detention receipt

SOCIAL SKILLS INTERVENTION/IN-SCHOOL SUSPENSION (ISS)

1. Possible administrator call to the parent/guardian.
2. Possible letter sent home with the student in regards to the concern/event.
3. Letter sent home through the postal service about the concern/event.

OUT-SCHOOL SUSPENSION (OSS)

1. Administrator or building designee will attempt to contact parent/guardian.
2. Possible letter sent home with the student and/or parent/guardian about the concern/event.
3. Letter sent home through the postal service about the concern/event.

EXCESSIVE TARDIES

1. Conference with student and parent/guardian with administration.



ALTERED SCHEDULE

1. Conference with student and parent/guardian with administration.

Parents Right to Know

Please see District Policy information in the back of the book.

Parents Role

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

Parent Portal Instructions

Please see District Policy information in the back of the book.

Retention Policy

Please see District Policy information in the back of the book.

Riding the Bus

Proper student control on buses is essential to the safety and well-being of all bus riders. Unruly riders cannot be tolerated and shall be dealt with in the following manner:

- First Offense - Notification of parent and principal
- Second Offense - Parent-Transportation Supervisor Conference and one day exclusion from riding.
- Third Offense - Suspension from transportation on school buses and a conference.
- After the third offense, the student may be permanently excluded from riding on buses.

School/Parent Policy Compact (Title 1)

Please see District Policy information in the back of the book.

School Within A School

This program occurs within FMMS campus grounds and is directed by the ISS coordinator. Students are placed on a computer-based learning system (Edgenuity) and monitored accordingly by the ISS instructor.

Sexual Harrassment

Sexual harassment as defined above may include but is not limited to:

1. Sex-oriented verbal "kidding," abuse or harassment
2. Pressure for sexual activity
3. Repeated remarks to a person with sexual or demeaning implications
4. Unwelcome touching, such as patting, pinching or constant brushing against another's body



5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or similar personal concerns

Student Lockers

1. Lockers are provided for the storage of student's books and other equipment needed in school. Lockers are a privilege and their use can be revoked. In such an event, a student will be given a container to use, and may place the container in a teacher's classroom at the end of the day.
2. **In order to ensure protection of your property it is necessary that the student keep his/her locker combination private.** Each student is responsible for the care of the locker assigned to him or her, and the combination to the lock will only be given to the assigned student's locker.
3. Students may not move into any other locker without permission from the main office.
4. Valuables should not be left in lockers! The school is not responsible for lost or stolen items.
5. Lockers are leased by the student and are the property of the school. Lockers may be subject to examination by school personnel at any time.

Students with Food Allergies

Please see District Policy information in the back of the book.

Student ID

All students are expected to have their student ID for library book check out and daily lunch. Failure to have their student ID will result in not being allowed to check out books at that time, or go to the end of the lunch line.

Student Responsibility for Successful (95%) Attendance

1. Attend school every day of the established school calendar.
2. Arrive to each class **on time** with the appropriate tools, prepared to participate, and to learn.
3. Contact your teachers immediately upon your return from an absence to arrange for work that can be made up. It will be the students' responsibility to turn in your completed make-up work within the time limits established (Two days for make up work are normally allowed for each day absent.).
4. If you are aware of a potential future absence, contact your teachers and complete the work prior to your absence.

Substance Policy

Please see District Policy information in the back of the book.

Suspension/Expulsion from School

Please see District Policy information in the back of the book.

Tardy Policy

Please see District Policy information in the back of the book.



Tardy to Classroom

If the student arrives to any class (with exception to the first class; see morning tardy) after the passing time of five (5) minutes has lapsed, the student will be considered tardy. Excusing the late arrival is done during that class block with the instructor. Excessive unexcused tardies will be handled on an individual basis and may include loss of locker privileges.

- Parents may also follow and view student tardies by viewing **Parent Portal**.

Tardy to School (Morning Tardy)

If the student arrives late to school and is unable to be in class by the tardy bell at 8:00 a.m., the student will be considered tardy to school.

1. Students are allowed 5 morning tardies ***per semester***. Students will be informed once they have reached tardies.
 2. Students who receive 6 morning tardies and each tardy thereafter will receive one ninety minute (90 minute) detention from 3:00 – 4:30.
 3. Students who accumulate 5 detentions will be placed in ISS until the student shows progress in fulfilling detention time.
- Parents may also follow and view student tardies by viewing **Parent Portal**.
 - Excessive tardies may result in suspensions by the building administrators.

Teams

Students are grouped by grade levels into teams. Once students are placed on a team, they will remain with that team throughout the school year. There are two teams at each grade level. Teams allow students to be in smaller class groupings fostering an environment that is student centered. There are approximately 125 students per team. Core subjects taught include math, science, language arts, literacy, and social studies.

Sixth Grade Teams	Seventh Grade Teams	Eighth Grade teams
SHARKS	COUGARS	HAWKS
STINGRAYS	WOLVES	EAGLES

Telephone

Students are encouraged not to use the office counter phone except in case of emergency or to call parents only and/or with office approval to notify about serving a detention or school related issues. Cell phones may be utilized during appropriate hours.

Testing Information

Tests are a necessary component of any schooling. Students are expected to be knowledgeable and be able to provide evidence of mastery of the content for which they will be tested. In most cases this may entail necessary study outside of school hours.

Textbooks / Chromebooks

Students are required to cover all books issued to them. When cases of misuse or mistreatment of books occur, students will be assessed a fine. Students are to pay replacement



costs for lost books and Chromebook. We urge students to exercise care in handling their books and Chromebook.

Please see District Policy information at www.morgan.k12.co.us

Vandalism

Vandalism to Fort Morgan Middle School is intolerable. Perpetrators will be prosecuted. When there is any destruction of school property/equipment, ***the individual(s) will pay for all damages*** and be suspended from school. In addition, law enforcement officials may be contacted in the event of a vandalism incident.

Visitors

Students may have adult visitors with them during the day upon pre-approval of administration. Local and visiting young friends or relatives will not be allowed to attend school with FMMS students.

*****All building visitors are required to register in the main office to sign in and to receive their visitor pass. Visitors must have administrative approval before permission is given to attend classrooms and/or class activities.***

Weapons in School

Please see District Policy information in the back of the book.

Web Site

The Fort Morgan School District RE-3 website can be found at www.morgan.k12.co.us. You may find helpful information out about what's for lunch to what sporting events are going on.

All District Policies can also be found at www.morgan.k12.co.us.



Morgan County School District RE-3
District Policies on following pages.

