Lincoln High School

2026 - 2027

Student

Handbook



Panthers

LINCOLN HIGH SCHOOL
PARENT/STUDENT HANDBOOK

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WELCOME
TO
LINCOLN HIGH SCHOOL

Lincoln High School
230 Walnut Street
Fort Morgan, CO 80701

Phone Number: (970) 867-2924
FAX Number: (970) 867-4958

Hours of Operation Tuesday- Friday 7:30 A.M. - 4:30 P.M.

Mission Statements

MISSION STATEMENT

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

VISION STATEMENT

We envision 21st 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.

MISSION STATEMENT OF LINCOLN HIGH SCHOOL

It is the mission of Lincoln High School to provide students with educational opportunities to prepare them for post-secondary options and establish a foundation to be productive citizens.

VISION STATEMENT OF LINCOLN HIGH SCHOOL

It is the vision of Lincoln High School to offer a supportive environment that empowers healthy, safe life choices that cultivate students' education, citizenship, and skills necessary to guide them into a successful future.

Academic Dishonesty/Plagiarism

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

Advance Learning Program

The Advance Learning Program exists as a disciplinary alternative to keep students engaged in the learning process until they can return to their regular education setting. Advance is located in the northwest corner of LHS. It features a computer-based learning system, although students from LHS who are referred to Advance will continue to work on subjects that have been designated by the Principal, when appropriate to do so. Referrals to Advance are made by building administrators or the Superintendent for significant behavioral issues. While a LHS student is in Advance, staff will continue to monitor their academic progress, attendance, behavior, and attitude. Each of these factors will be taken into consideration when the student re-interviews to return to LHS. Failure to comply with the criteria outlined upon placement in Advance may result in a student being denied re-admission into LHS.

Advisory Period

Advisory Period will occur on a daily basis and help fulfill the graduation requirement pertaining to ICAP and post-secondary work force readiness. All students are expected to participate in Advisory Period that will equal one credit for a full semester's participation and completion of assignments. This class will utilize a blended learning approach, with activities that may include: progress monitoring, goal setting, additional academic assistance (AAA), grade-level ICAP requirements, college and career readiness activities, executive functioning skills, interest surveys, and social skills.

Application Procedures

ELIGIBLE STUDENTS

In order to be eligible to participate in the Lincoln High School program, a student shall:

1. Be between the ages of fourteen (14) and twenty-one (21) years of age.
2. Be a student who attends or attended a school in Fort Morgan, Brush, Wiggins, or Weldona and referred by either an administrator or counselor.
3. Be a student who is new to Morgan County and who meets age requirements.
4. Meet at least one of State of Colorado's criteria of a high-risk student. The student and/or parent may be asked to sign an Attestation of Verification that the student meets at least one high-risk criteria, and that documentation can be obtained to substantiate the information provided.

ADMISSION CRITERIA

Applicant must meet eligibility requirements before being considered for admission. Students must show that their needs could be better met in an alternative setting and that they are unable to make reasonable progress toward graduation at their present setting due to existing barriers, such as: reluctance in learning, attendance problems, motivation deficiencies, teen pregnancy, skill deficiencies, consistent failures, or a documentable condition (medical or otherwise) that has precluded success in a traditional environment. Students must have permission from their sending school's administration to enroll in Lincoln High School and meet at least one of the State of Colorado's definition of a high-risk student.

PROCEDURES FOR ADMITTANCE

STEP 1 The student, the parent, and/or a school official can initiate the referral process by expressing an interest in attending Lincoln High School. The appropriate school personnel from the referring school, usually the Principal or Counselor, will send a referral to Lincoln High School. A student, who has already dropped out of school, may be asked to return to their home school to begin this process depending on the length of time the student has been out of school and the circumstances for his/her discontinuing his/her education or the student may be allowed to apply without a referral. If the student is not asked by LHS staff to return to their home school, LHS will contact the student's former school to discuss past performance and issues related to why the student is no longer enrolled in high school.

STEP 2 *After* the student and parents meet with school officials and all agree that a referral to LHS is in the best interest of the student, school officials will complete a *Referral Form* and send it directly to Lincoln. Students new to the district can complete online registration and indicate their school preference as Lincoln.

STEP 3 Once a referral is received or online registration is complete, an Intake Interview will be scheduled for the student and at least one parent or guardian to attend with staff. The Intake Interview with the staff is mandatory for all new applicants. During the Intake Interview, and initial Individual Learning Plan will be developed to address identified areas of need.

STEP 4 ***Parent-Student Orientation*** **must** be completed prior to the student's first day of classes. Since LHS is an alternative school, this process is necessary so that both, the parents and the student, has a working understand of LHS' expectation for academics, attendance, and behavior.

Asbestos Notification

Please see District Policy information on our website ~ fortmorgank12.com

Attendance

One criteria of a student's success in school is *regular* and *punctual* attendance. Frequent absences may lead to poor academic work, lack of social development, and possible academic failure.

Regular attendance at school is a critical component in school success. **WHEN YOUR SON\DAUGHTER IS ILL OR MISSES SCHOOL, PLEASE NOTIFY THE SCHOOL 24 HOURS A DAY @ 970-867-2924.**

Parents/Guardians are required to call Lincoln High School to report an absence or tardy for their son/daughter on the morning of the absence or tardy.

Parents/Guardians must approve an early release by notifying the office or coming in to sign the student out. Only a parent/guardian or a person identified as an Emergency Contact for the student may sign a student out of school. It is imperative to keep contact information up to date for this purpose. An individual who is picking up a student may be required to show picture identification.

UNEXCUSED/UNVERIFIED ABSENCES

In the event a call is not received at school, parents/guardians are contacted by the attendance office. If we are unable to contact a parent/guardian, this absence will be marked as Unverified.

Unexcused absences will count as an attendance violation. If you have difficulties with any of these issues or need additional support, please see an administrator/counselor. Examples of unexcused absences are:

1. Alarm clock failure or getting up late
2. Taking a family member to work or school
3. Traffic/Train
4. Car trouble
5. Work
6. Babysitting

TARDIES

A student will be marked tardy if he/she is not in class by 7:45 a.m. Unexcused tardies will also be considered an attendance violation with three unexcused/unverified tardies = one-day unexcused absence.

EXCUSED ABSENCES

In order to excuse an absence, the student must provide proper documentation. It is preferred that appointments are scheduled outside of regular school hours, if possible. Examples of Excused Absences are:

1. Illness, injury, hospitalizations, or mental or emotional condition

Must provide documentation from an appropriate authority: doctor, licensed counselor, social worker, etc. (not a note from parent).

2. Medical and dental appointments
   Must provide documentation from doctor/dentist.
3. Family emergency (i.e., death in the family)
   Must provide documentation of such emergency
4. Absences required by legal body (court, juvenile authorities, or police)
   Must present citation or legal document
5. School sponsored activities or activities of an educational nature - including internships, Capstone activities, college visits, and work-study experience.

CHRONIC ABSENTEEISM

When a student has an excessive number of absences, these absences negatively impact the student's academic success. For this reason, a student who has 16 total absences in a school year, whether the absences are excused or unexcused, may be identified as "chronically absent" by the principal or designee. Absences due to suspension or expulsion shall not be counted in the total number of absences considered for purposes of identifying a student as "chronically absent."

If a student is identified as "chronically absent," the principal or designee shall develop a plan to improve the student's attendance. The plan shall include best practices and research-based strategies to address the reasons for the student's chronic absenteeism, including but not limited to notification of parents, home visits, meetings with parents/guardians, requiring doctor's notes, and/or community interventions. When possible, the student's parents/guardian shall participate in the development of the plan.

Please note, a student does not have to be identified as "chronically absent" prior to declaring the student as "habitually truant" and pursuing court proceedings that would compel the student's attendance in accordance with state law.

PROCEDURES

First Notice: If a student has 5 unexcused absences, a notification will be sent stating that the student and their parent/guardian needs to set up an attendance conference with a designated staff member, he/she may be placed on an Attendance Contract.

Second Notice: A notification will be sent home after the 7th unexcused absence stating that the student and his/her parent/guardian will be referred for a Family and Community Team Conference (FACT Conference), community truancy board, or a student staffing.

Certified Letter: A certified letter will be sent home after the 10th unexcused absence.

According to Colorado Compulsory School Attendance Law (Colorado Revised Statues – Article 33, Section 22-33-104 & 107; Amended by Senate Bill 06-073), a child who has attained the age of seven years and is under the age of seventeen years must be enrolled in school. A child within this age range who has four (4) unexcused absences from a public school in any one

month or ten (10) unexcused absences from public school during any school year will be considered habitually truant.

Truancy Proceedings may be initiated for a student under the age of 17 whose attendance is deemed by the administration to be excessive and interfering with the student's education. Specifically, the student and their parent/guardian will receive a letter stating that further absences will not be excused unless documentation is provided. If further absences are accrued after the letter, an attendance contract will be signed, and the student could be referred to the Diversion Program or Truancy Court.

This process will also be followed for students 17 years and older, with the exception that, after notification of excessive absences the student will be placed on an attendance contract.

It is the responsibility of parents and students to track the student's attendance. This can be done through the Parental Portal, as well as the Student Portal, on Infinite Campus.

ATTENDANCE CODES AND THEIR DEFINITIONS

UNX An Unexcused Absence occurs when an absence is deemed unacceptable by the Principal regardless of the prior approval or knowledge of the parents.

EXC The principal has the authority to determine whether an absence is excused or unexcused.

ILL The ILL code is used for up to three (3) days of illness without requiring a doctor's note. After three days in a semester, a doctor's note will be required to continue to excuse the absences.

ACT The Activity code is used for school-sanctioned activities, whether field trips, performances or other special meetings or events.

SUS The Suspension code will be used whenever a disciplinary action, resulting in a suspension from school, has occurred.

CUT Student has been at school or in an individual class period but has left campus without permission of school administrations or notification from parent.

TDY A Tardy code is used when a student fails to report to class on time.

CT-E This code is used when a student is required to go to court and has returned with proper documentation.

DR This code is used when a student has a doctor's appointment and has returned with proper documentation.

UNV This code is used when the attendance office has not received a phone call from the parent/guardian.

FME This code is used for a Family Emergency.

FUNE This code is used for a Funeral.

Students who attend MCC and FMHS for elective credits do earn LHS credit, after "successful completion" of the course. "Successful Completion" is defined as performing academically at a level that earns the student a passing grade. Since dual credit is being earned at MCC, attendance at MCC is the same as LHS.

Bad Weather Consideration

Please see District Policy information on our website ~ fortmorgank12.com

Behavior Contract

Each student admitted to the Lincoln High School and his/her parent/guardian, must agree to sign and adhere to a "Behavior Contract."

Behavior Expectations

The Principal may suspend and/or expel any student who engages in one or more of the following activities. The behaviors may take place:

* while in school;
* on school grounds;
* in school vehicles;
* during a school-sponsored activity;
* off school property or outside of the school day but would have a significant disruption to the school environment and/or the safety of others.

- Willful disruption on the part of the student which required the attention of school personnel.
- Serious violation in a school building or on school property which includes: carrying, bringing, using or possessing a weapon, the sale of drugs or a controlled substance or the commission of an act which if committed by an adult would be robbery or assault; as defined by Colorado State law and School Board Policy.
- Refusing a reasonable request.
- Any participation in gang related behavior on school premises. This may include, but not be limited to wearing or carrying overt gang paraphernalia, making gang-related gestures, or the writing of gang graffiti. Lincoln High School has a zero tolerance stand with regards to gang related activity.

- Causing or attempting to cause damage on school property or stealing or attempting to steal school property of value.
- Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
- Physical violence.
- Commission of any act, which if committed by an adult would be robbery or assault as defined by state law.
- Violation of criminal law.
- Violation of the school's smoking and use of tobacco policy.
- Violation of building regulations.
- Throwing objects outside of supervised school activities that can cause bodily injury or damage property.
- Directing profanity, vulgar language, or obscene gestures towards other students, school personnel, or visitors to the school.
- Engaging in verbal abuse; i.e., threats, name calling, ethnic, or racial slurs, or derogatory statements addressed to others that cause disruption of the school program or provoke violence.
- Committing extortion, coercion, or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
- Lying or giving false information, either verbally or in writing, to a school employee.
- Scholastic dishonesty which includes but is not limited to cheating on test, plagiarism or unauthorized collaboration with another person in preparing written work.
- Continued willful disobedience or open and persistent defiance of proper authority.
- Behavior which is detrimental to the welfare, safety, or morals of other students or school employees.
- Repeated interference with the school's ability to provide positive, safe educational opportunities with other students. If a student is sent home or is given a leave of absence, parent contact will be made. When students are sent home for the day, it affects attendance and is considered an unexcused absence.

Bell Schedule

BELL SCHEDULE Tuesday, Wednesday, and Friday (58 Minute Periods)			
7:40 am	Warning bell	11:43 am – 12:02 pm	Lunch
7:45 - 8:43 am	Period 1	12:04 – 12:45 pm	Advisory
8:45 – 9:43 am	Period 2	12:47 – 1:45 pm	Period 5
9:45 – 10:43 am	Period 3	1:47 – 2:45 pm	Period 6
10:45 – 11:43 am	Period 4	2:47 – 3:45 pm	Period 7

BELL SCHEDULE Thursday (50 Minute Periods)			
7:40 am	Warning bell	11:13 am – 11:48 pm	Advisory
7:45 – 8:35 am	Period 1	11:48 – 12:07 pm	Lunch
8:37 – 9:27 am	Period 2	12:09 – 12:59 pm	Period 5
9:29 – 10:19 am	Period 3	1:01 – 1:51 pm	Period 6
10:21 – 11:11 am	Period 4	1:53 – 2:43 pm	Period 7

Building Visitation

No unauthorized visitors will be allowed in the building or on school grounds during the school day. All visitors must sign in at the office. Each visitor who will remain in the building will be issued a temporary visitors pass, which must be visible at all times during the visit. Students are expected to discourage friends from visiting the school grounds. The Principal reserves the right to prohibit visitations, if the visit is determined to be detrimental to the education process for the student or school as a whole, or if visitation could potentially threaten the safety of the school environment, students, or staff.

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. This ***graduation requirement*** is designed to be completed independently by students with the guidance of a staff mentor or expert in the field and counts as one credit upon completion.

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 up on 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.

Capturing Kids Hearts – Social Contract

At Lincoln High School, staff are committed to providing a safe, supportive culture where students are accepted for who they are and given the opportunity to thrive. Capturing Kids Hearts is one of the programs we use to do just that. While we implement many parts of the

Capturing Kids Hearts program, the Social Contract is one of the foundational pieces on which we build our school and classroom cultures. The Social Contract is designed to let everyone know what behavior is acceptable and what is not. Students have a voice in the creation of the Social Contract and commit to hold themselves and other accountable to those behaviors. The primary questions that are considered during the creation of the Social Contract are:

- How do you want me to treat you?
- How do you want to treat each other?
- How do you think I want to be treated?
- How will we handle violations of the contract?

Using the Social Contract, students and staff are able to focus on self-regulation, empowering positive choices and taking responsibility for behavior in a supportive environment. Students new to Lincoln High School will be introduced to the Social Contract by a student ambassador, who will explain what it is, how it was developed, and how it is used.

Child Abuse Law

Please see District Policy information on our website ~ fortmorgank12.com

Chromebook Expectations

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

Ownership of the Chromebook

Morgan County School District Re-3 (MCSD) retains sole right of possession of the Chromebook. The Chromebooks are loaned to the students for educational purposes only until they graduate or leave the District. Moreover, staff retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access, and to alter, add or delete installed software or hardware or to keep overnight to ensure that it is charged for use for the next day.

Responsibility for the Chromebook

Students are solely responsible for the Chromebooks issued to them and must adhere to the following behaviors:

- Students must bring their Chromebooks to school every day and make sure it is fully charged. Disciplinary action may result for failure to bring a fully charged Chromebook to school. If a Chromebook is missing from school for 5 consecutive days, the student may be required to return the Chromebook to school and leave it overnight and/or the Chromebook will be considered stolen and reported as such to

the Fort Morgan Police Department.

- Students must treat the device with care and never leave it in an unsecured location.
- Students are required to keep the device in a protective case in which it comes or backpack when traveling. Chromebooks should not be left in automobiles during extreme cold or heat as they could damage the device.
- Students must promptly report any problems with the Chromebook to the administrative assistant.
- Students may not remove or interfere with the serial number and other identification tags.
- Students may not attempt to install or modify any operating system on the Chromebook other than the Chrome OS operating system installed by the District.
- Students must keep the device clean.
- Students must keep the device free from non-removable stickers, artwork, graffiti, and may not remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
- Students are not allowed to physically alter or destroy the Chromebook or accessories (e.g., removing or reordering keyboard keys, removing access compartments or removing or altering internal hardware).
- Students must produce the Chromebook, cord, and case for a quarterly check-in.

Responsibility for Electronic Data

The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the District technology staff. Students are responsible for backing up their data to protect from loss. Users of District Technology have no rights, ownership, or expectations of privacy to any data that is, or was stored on the Chromebook, Google Apps, school network, or any school- issued applications and are given no guarantees that data will be retained or destroyed.

Spare Equipment and Lending

If a student forgets their Chromebook or a student's Chromebook is inoperable, the District has a limited number of spare devices for use/loan while the student's Chromebook is repaired or replaced. This agreement remains in effect for loaner Chromebooks. The student may not opt to keep an inoperable Chromebook to avoid doing class work due to loss or damage. If the student repeatedly does not charge or leaves their Chromebook at home, they may be required to leave it at school. It is not guaranteed that a Chromebook will be available for use.

Damaged, Lost, or Stolen Devices

Students should submit Chromebooks that need repair to the administrative assistant. Repairs must be done by the school district, not by an outside party. Charges for Chromebook Repair are shown below. Students and student families will be responsible for all damages to their District issued Chromebook. If a device is lost or stolen the student and student family will be responsible for the fee to replace the Chromebook.

Charges for Chromebook Repair/Replacement
Replace Damaged/Lost Chromebook - $280.00
Replacing Screen - $90.00
Replacing Keys (Keyboard) - $100.00
Replacing Power Cord - $40.00
Replacing Asset Tag Sticker - $5.00
Replacing Protective Sleeve - $15.00

Closed Campus

The Lincoln High School campus is closed. Once school starts at 7:45 a.m. and until the school day is finished at 3:45 p.m., students are not allowed to leave the designated school grounds, including at lunchtime. Students only have 19 minutes for lunch. The only exceptions are: parents/guardians may pick up the student to take them to appointments; written permission provided by the parents/guardians for a student to go to an appointment; field trips with staff; planned classroom activities with staff. The purpose of closed campus is to create a healthy, safe environment for students and staff.

Credit

Lincoln High School is mostly an individualized, self-paced program. Some class will require to students to work in groups and may be taught in a more traditional format. In order to earn full class credit, students must: (1) satisfy all academic requirements of the class; and (2) complete all work to 80% or higher.

Progress Monitoring & Intervention

All students attending Lincoln High School will need to be self-accountable for their efforts in the classroom. A student's progress will be monitored and serve as an indicator that additional interventions or supports need to be put in place to help the student be successful at LHS. This may include working one-on-one with the interventionist or counselor, participating in a parent-student staffing (RtI meetings), or being placed on an Academic, Behavior, or Attendance Contract, which outlines the interventions to assist him/her in improving. If the attempted interventions are not effective or are met with resistance, a meeting will be held with the student and parent to discuss academic that would best meet the needs of the student.

As staff, our goal is to promote academic success. To support students who are struggling academically, one or more of the following interventions will occur:

1. Missing assignments can be monitored by parents/guardians on CANVAS,
2. Additional Academic Assistance (AAA),
3. Specific skill interventions,
4. Behavior and/or Academic contract,
5. Altered or modified schedule,
6. Parent-student staff meeting,
7. Support classes,

8. Mentoring,
9. One-on-one or small group tutoring
10. Mandatory After-School Support
11. Loss of the privilege of using/having an electronic device (this includes cell phones, MP3 players, iPods, iPads, tablets, etc.), especially if it has been identified as causing a distraction to academic progress.

Culturally and Linguistically Diverse Programming

- Morgan County School District Re-3 serves the needs of many English language learners. All buildings provide the services of an CLD teacher along with support from one or more teacher assistants.
- Students may qualify for CLD 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 CLD 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 CLD teachers outlining each CLD 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.
- The Morgan County School District Re-3 provides free language assistance for any parent/ guardian who requests support in speaking, reading, writing, or comprehending English. The school will provide language assistance for anyone who requests it without question. Please contact the school office for assistance.

Directory of Staff

Name	**Title**	**970-867-2924 plus ext.**	**Direct**
Vicki Davis	Principal	7600	970-370-6447
Michele Parks	Administrative Assistant	7610	970-370-6448
Harrison Chisum	Student Success Coordinator	7106	970-370-6452
Courtney Darnell	Special Ed./Instructional Coach/Interventionist	7101	970-370-6458

Aaron DeLay	Language Arts/Personal Finance	7103	970-370-6450
Michael Garcia	Advance Learning Program	7108	970-370-6453
Julie Kogen	Social Studies	7111	970-370-6456
Keenan Powell	Math /Health/Business	7104	970-370-6451
Martha Silerio	Family Liaison	.0134	970-370-6452
Ailyn Weimer	Science/ Parenting/Art	7102	970-370-6449
	School Psychologist	Call 970-867-2924 & leave message	
	School Nurse	Call 970-867-2924 & leave message	

Discipline – Progressive Behavior Matrix

LHS Progressive Behavior Matrix				
Minor (Teacher Managed unless multiple documented occurrences)				
Violation	**Consequence 1**	**Consequence 2**	**Consequence 3**	**Consequence 4**
Defiance & Disrespectful Behavior	Verbal Warning/Redirection/ Reteaching	Parent Contact (by reporting staff member)	Parent Contact (by reporting staff member) Log Behavior using ODR Form - Detention	Major Behavior: Habitual (4+) Parent Contact (By Main Office) Log Behavior using ODR Form - 1 day OSS
Inappropriate Language in Halls/Classroom				
Minor Classroom Disruptions				
Out of Assigned Area				
Public Display of Affection				
Technology Violation				
Violation of Social Contract				
Academic Dishonesty/ Plagiarism	Verbal Warning/Redirection/ Reteaching	Parent Contact (by reporting staff member)	Parent Contact (by reporting staff member)	Major Behavior: Habitual (4+)

	Consequences per teacher policy	Consequences per teacher policy Log Behavior using ODR Form – Conference w/ student	Consequences per Problem Solving Team Log Behavior using ODR Form - Detention	Parent Contact (By Main Office) Consequences per Problem Solving Team Log Behavior using ODR Form - 1 day OSS
Personal Electronic Device Use Violation (i.e., Phones, Earbuds, Tablets, etc.)	Reminder for phones to be placed in the phone rack. Student refusal, student will take the device to the office and it will be given back at the end of the day.	Send the phone to the main office, and the student will pick it up at the end of the school day Log Behavior using ODR Form		Major Behavior: Habitual (4+) Parent Contact (By Main Office) Admin. assigned consequences
Not Charging ChromebooK	Teacher gives Verbal Warning Teacher provides a loaner Chromebook, if one is available	Teacher gives Verbal Warning #2 Parent Email (by reporting staff member) Teacher provides a loaner Chromebook, if one is available	Teacher gives Verbal Warning #3 Parent Phone Call (by reporting staff member) Teacher provides a loaner Chromebook, if one is available	Major Behavior: Habitual (4+) Parent Contact (by main office) Student Required to leave Chromebook at night for charging for 4 weeks.
Major (Office-Managed: *Administrator's Discretion - upon consideration of all other variables*)				
Violation	**Consequence 1**	**Consequence 2**	**Consequence 3**	**Consequence 4**
Dress Code Violation	Staff Member refers to the office. Verbal request to correct the violation and/or change.	Parent Contact (by reporting staff member) Log Behavior using ODR Form		Major Behavior: Habitual (4+) Parent Contact (By Main Office) Log Behavior using ODR Form - Detention
Excessive Absences	Attendance Phone call or email to parents/guardians	Home Visits Attendance Letters Parent Contact		Major Behavior: Habitual (4+) Admin, Parent, Student Conference - Referral to Community Truancy Board

		Conference w/ student & Attendance Contract	
Closed Campus Violation **Cutting Class** **Disrespect** **Disruptive Class Behavior** **Forgery** **Insubordination/ Willful Disobedience** **Skipped Detention** **Lying to School Official**	Student Conference Verbal Warning - Possible Detention	Student Conference Detention	Parent Contact or Conference with Admin. (Habitually disruptive) OSS
Defiant or Repeated Interference (SC)	Parent Contact (By Main Office) OSS	Parent Contact (By Main Office) OSS	Parent Conference with Administrator (Habitually disruptive) OSS
Harassment / Bullying (SC) **Theft/Robbery (SC)** **Vandalism or Destruction of Property (SC)**	Parent Conference With Administrator 1-3 Days OSS (Habitually disruptive) * Involve Law Enforcement	Parent Conference W/Admin. 3-5 Days OSS (Habitually disruptive) * Involve Law Enforcement	Parent Conference w/Admin. 5+ Days OSS (Habitually disruptive) * Involve Law Enforcement ** Possible Recommendation for Expulsion
Other Violations of Code of Conduct (SC)	Parent Contact (By Administrator) 1-3 Day OSS (Habitually Disruptive) * Involve Law Enforcement	Parent Conference W/ Admin. 3-5 Day OSS (Habitually Disruptive) * Involve Law Enforcement	Parent Conference W/ Admin. 5-10 Day OSS (Habitually Disruptive) * Involve Law Enforcement **Recommend for Expulsion

<table>
<tr><td>Use / Possession of Tobacco, including nicotine vapes (SC)</td><td>Parent Contact (By Administrator)

1 Days OSS

* Involve Law Enforcement</td><td>Parent Conf. w/ Admin

1-3 Day OSS

* Involve Law Enforcement</td><td colspan="2">Parent Conference w/ Administrator

3-5 Day OSS
(Habitually Disruptive)

* Involve Law Enforcement</td></tr>
<tr><td>1st, 2nd, 3rd Degree Assault /Fighting or Physical aggression (SC)</td><td rowspan="7">Parent Conf. w/ Admin

3-5 Days OSS

* Involve Law Enforcement</td><td colspan="2" rowspan="7">Parent Conf. w/ Admin

5-8 Day OSS

* Involve Law Enforcement
**Possible Recommendation for Expulsion</td><td rowspan="7">Parent Conf. w/ Admin

5-10 Day OSS
(Habitually Disruptive)

* Involve Law Enforcement

**Possible Recommendation for Expulsion</td></tr>
<tr><td>Disorderly Conduct (SC)</td></tr>
<tr><td>Other Felony (SC)</td></tr>
<tr><td>Sexual Violence (SC)</td></tr>
<tr><td>Threatening/Detrimental Behavior (SC)</td></tr>
<tr><td>Use / Possession of Alcohol/Drugs etc. (SC)</td></tr>
<tr><td>Use/Possession of Weapons (SC)</td></tr>
<tr><td>Vehicular assault (SC)</td></tr>
</table>

Key Terminology

When documenting classroom managed behaviors, utilize the following definitions when making decisions about how to classify the behaviors.

Behavior	Definition	Notes
1st, 2nd, 3rd Degree Assault /Fighting or Physical aggression (SC)	Per Student Handbook: Mutual aggression in which both parties have contributed to the situation by physical action. It includes pushing, wrestling, or hitting between students, in which no one sustains a significant injury; also inciting, instigating, or encouraging an altercation; or participating in an altercation.	• Two or more parties are involved • Must be broken up May require a Threat Assessment Screening.
Academic Dishonesty/Plagiarism	Academic Dishonesty: Deliberate, unacceptable behaviors that include but are not limited to: misrepresentation, obtaining unauthorized information, and tendering of information Misrepresentation: Students misrepresent their work by handing in the work of someone else (for examples see attached sheet) Obtaining unauthorized information: Information that is obtained dishonestly Tendering of information: Students giving or selling their work to another person who plans to submit it as his or her own (for examples see attached sheet)	

Bullying	The use of coercion or intimidation to obtain control over another person or to cause physical, mental, or emotional harm to another person, either through written, verbal or electronically transmitted expression or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her physical appearance, academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry or the need for special education services, whether such characteristic(s) is actual or perceived.	OE Policy JICDE & JICDE-E-1
Closed Campus Violation	Leaving school property without administrative permission, going to cars during school hours without permission.	LHS is a closed campus. BOE Policy JHCA
Cutting Class	Absence from class without permission.	• Student is hiding out somewhere • Student is making excuses to be other places • Walks out of the building without permission
Defiance & Disrespect	Per Student Handbook Willful refusal or failure to follow a reasonable directive given by staff. Any intimidating, insulting, or verbally abusive behavior directed toward a member of the school staff. Purposely not following	This can be inappropriate behaviors that lead to: • Class disruption(s) • Physical aggression • Refusal to follow directions

	directions of staff or breaking school rules; refusal to do as asked or directed to do by staff; repeatedly failing to comply with minor infractions or directions.	• Inappropriate comment • Out of Assigned Area • Profanity directed at staff or other students
Detrimental Behavior	Behavior on school grounds, in a school vehicle, or at a school activity or sanctioned event that is detrimental to the welfare or safety of other students or school personnel, including but not limited to behavior that creates a threat of physical harm to the student or to other students.	Example behaviors include, but are not limited to: a cartoon drawing showing someone being physically harmed or killed, creating a "hit list", participating in bomb scares or false alarms. May require a Threat Assessment Screening.
Disobedience/ Defiant or Repeated Interference	Being willfully disobedient or openly and persistently defiant or repeatedly interfering with the school's ability to provide educational opportunities to and a safe environment for other students.	Purposely not following directions of staff or breaking school rules; refusal to do as asked or directed to do by staff; repeatedly failing to comply with minor infractions or directions. Repeatedly doing something they have been told not to do
Dress Code Violation	A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. It is recognized that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.	Policy JICA, Student Dress Code

Excessive Absences	Chronically Absent: a student who has 16 total absences in a school year, whether the absences are excused or unexcused, may be identified as “chronically absent” by the principal or designee. Absences due to suspension or expulsion shall not be counted in the total number of absences considered for purposes of identifying a student as “chronically absent.” Habitually Truant: A student who has attained the age of seven and is under the age of seventeen years must be enrolled in school. A student within this age range who has four (4) unexcused absences from a public school in any one month or ten (10) unexcused absences from public school during any school year will be considered habitually truant.	BOE Policies JH & JHB
Harassment	Activities, both physical and verbal, that are intended to be offensive to one’s race, religion, heritage, gender, sexual orientation, socio-economic status, physical characteristics, or disability, excluding sexual harassment.	This includes, but is not limited to, hurtful name calling, text messaging, teasing, gossiping, defaming, humiliating, making fun of personal characteristics, poking hair pulling, excessive tickling, and ostracizing.
Inappropriate Behavior	Activities that are unsafe or unacceptable in a school environment.	• Horseplay • Play fighting/shadow boxing • Throwing snowballs • Public Display of Affection • Running in Hallways • Foul Language • Disrespect • Inappropriate remarks towards others

		• Racial/Ethnic Slurs • Forgery • Lying to School Official • Inappropriate use of materials • Littering • Most likely leads to class disruption
Minor Classroom Disruption	Actions that interfere with the effective operations of the classroom or the school.	• Repeatedly talking during instruction • Repeatedly moving during instruction • Repeatedly throwing things • Repeated noise making • Not coming to class prepared
Not Charging Chromebook	As per the district's defined student responsibility outlined in the Chromebook Expectations, "Students must bring their Chromebooks to school every day and make sure it is fully charged. Disciplinary action may result for failure to bring a fully charged."	If the student repeatedly does not charge or leaves their Chromebook at home, they may be required to leave it at school. Due to limited supplies, it is not guaranteed that a loaner Chromebook will be available for use.
Other Felony (SC)	Commission of an act on school grounds that, if committed by an adult, would be considered a felony.	
Personal Electronic Device Use Violation	Personal electronic devices are brought to school at the student's own risk. To eliminate distractions to the educational setting and to minimize conflicts between students, personal electronic device use is limited. Procedures are in place and communicated that students are expected to	BOE Policy JICJ Includes but not limited to the following: cell phones, Chromebooks, tablets, pagers, walkie talkies, boom boxes, Walkman's, iPods/M3P Players, laser pointers, CD players, headphones, ear buds, and other audio or recording equipment/devices.

	follow. Failure to do so may result in consequences.	
Physical Aggression	The participation in physical conflict that can be between individuals or one sided. It can include pushing or wrestling (like a fight) but ends on its own and is not serious enough to be broken up.	• Can be one sided • Does not have to be broken up • Stops before it becomes a fight
Sexual Harassment (SC)	Any unwelcome sexual advances, request for sexual favor, and other inappropriate verbal, written, or physical conduct of a sexual nature that unreasonably interferes with the learning environment. Sexual harassment may include, but is not limited to the following: sexting; requesting or distributing nude photographs; verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual activity; repeated remarks to a person, with sexual or demeaning implications; unwelcome touching; suggestion or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.	)E Policy JBB & JBB-R
Sexual Violence (SC)	Physical contact of a sexual nature where there is no consent.	
Skipping Detention	Not attending an assigned detention without making arrangements to reschedule the missed time.	

Technology Violation	Chromebooks are considered district property. Chromebooks are to be used for academic reasons only. Chromebook activity is monitored – no gaming, movies, social media, etc. - otherwise this privilege may be revoked.	Inappropriate use is considered, but not limited to: • Playing Games • Accessing social media • Watching videos instead of working • Inappropriate internet searches • Sending or requesting inappropriate content
Theft/Robbery	Unlawful taking of property or obtaining property by false pretense.	ommission of an act on school grounds that, if committed by an adult, would be considered robbery. Robbery is a class four felony.
Threatening/Detrimental Behavior or Threats of Physical Attack (SC)	A communicated threat to commit violence that may incite fear or significant disruption	BOE Policy JICDD May require a Threat Assessment Screening.
Tobacco Violation (SC)	Possession or use of tobacco products and tobacco paraphernalia, including smokeless tobacco, electronic cigarettes/smoking devices, vapes, and/or matches/lighters by students in a school building, on a school bus, or on property owned by, leased by or under the control of the school district is prohibited and considered a summary offense.	BOE Policy JICG To include any tobacco products, lighters, cigarette papers, electronic cigarettes, hookah and vape pens, etc.
Use / Possession of Alcohol (SC)	The use, possession, or distribution of any alcoholic product on school property, or at any school-sponsored event is strictly prohibited. Possession does not require ownership. Includes being under the influence of alcohol at school, when the actual use of the substance occurred off school premises.	BOE Policy JICH & JICH-R An alcoholic beverage is an intoxicating liquid, wine, brewed or malt beverage regulated under the Liquor Code of The State of Colorado.

Use / Possession/Distribution of Drugs etc. (SC)	Use, possession or sale of drugs or controlled substances on school grounds, in school vehicles or at school activities or sanctioned events. Includes being under the influence of drugs at school, when the actual use of the substance occurred off school premises. Dispensing or conspiring to dispense with or without the exchange of money; drugs, narcotics, controlled dangerous substances, paraphernalia, inhalants, alcohol, edibles, or any substance having the appearance of these items.	BOE Policy JICH & JICH-R Drugs are defined as all controlled substances prohibited by law: • Edibles containing controlled substances • All "look alike" drugs • All synthetic drugs • Tobacco & tobacco products, • electronic cigarettes • Any drug paraphernalia (including hookah and vape pens and other electronic smoking devices) • Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy. • narcotics • Controlled dangerous substances, or drugs (prescription or nonprescription) used outside their legal medical purposes • "Look-a-like" drugs such as caffeine, which are non-controlled substances but which are, in finished containers, packaged in a container which bears markings or printed material similar to that accompanying or containing a specific controlled substance.
Use/Possession of Weapons (SC)	Possession or use of weapons, "look-a-likes", toys, replicas of weapons is forbidden on school property and/or during any school function. The term use shall include, but not be limited to, displaying, handling, loading, operating, pointing, selling, distributing, discharging, or threatening to	BOE Policy JICI Weapons shall include, but not be limited to, firearms; knives; metal knuckles; rifles; shotguns; pistols; revolvers; daggers; cutting instruments or tools; noxious, irritating, or poisonous gases; poisonous drugs or other items fashioned with the intent to use or sell or

	do one or more of these actions.	to harm, threaten or harass students, staff members, parents, or other persons within or on school property. May require a Threat Assessment Screening.
Vandalism or Destruction of Property (SC)	Intentional destruction of defacement of any school property, property of another student, or staff member, including gang graffiti.	Example behaviors include, but are not limited to: tampering with safety/emergency equipment, keying a staff member's car.
Violation of Social Contract	Actions that disregard the agreed upon expectations for how we treat others and want to be treated.	The Social Contract is designed to let everyone know what behavior is acceptable and what is not. Students have a voice in the creation of the Social Contract and commit to hold themselves and others accountable to those behaviors. Using the Social Contract, students and staff are able to focus on self-regulation, empowering positive choices and taking responsibility for behavior in a supportive environment.
Other Violations of Code of Conduct (SC)		

**Please note that this Rubric serves only as a guide that presents potential options and is not all inclusive. Each disciplinary situation will be evaluated and dealt with accordingly.

Discrimination Disclaimer

Employees, students, and parents are hereby notified Morgan County Re-3 School District do not discriminate on the basis of race, color, religion, national origin, sex, handicap, or age in its educational programs, activities or employment practices. There is a grievance procedure for discrimination concerns. Inquiries concerning any of the above or Title IX and Section 504 should be directed to the Superintendent of Schools for the Morgan County Re-3 School District, 715 West Platte Avenue, Fort Morgan, Colorado 80701, phone number 970-867-5633 extension 48100. There will be no participation in the presentation or resolution of a complaint.

Dress Code

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. It is recognized that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Administration reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

The following items are **not** acceptable in school, on school grounds, or at school activities:

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length.
2. Sunglasses and/or head covering worn inside the building (including hats, bandanas, beanies, "hoodies," etc.) unless for medical or religious purposes.
3. Inappropriately sheer, holey, tight, or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, or clothing with excessive holes, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts. No jeans or pants with holes mid-thigh or higher.
4. No tank tops or other similar clothing with narrow straps that show undergarment straps.
5. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
    - Refer to, promote the use of, and/or are commonly associated with the use of drugs, tobacco, alcohol, or weapons.
    - Are of a sexual nature.
    - By virtue of color, arrangement, trademark, or other attribute denote affiliation with gangs or gang-like behavior or groups which advocate drug use, violence, or disruptive behavior (i.e. local gangs, or ICP).
    - Are demeaning, obscene, profane, vulgar, lewd, or legally libelous.
    - Threaten the safety or welfare of any person.
    - Promote any activity prohibited by the student code of conduct
    - Otherwise disrupt the teaching-learning process.
    - Conflicts with the School Districts basic educational mission (Boroff v. Van Wert City Board of Education).
6. No sleep clothing (i.e., pajamas, flannel pants, shirts, or skirts).
7. No bedroom slippers, unless authorized by administration.
8. Wallet chains more than 12 inches.
9. Any clothing, shoes, hats, jewelry, accessories, or body adornments containing spikes, nails, spurs, bullets, sharpened edges, dog collars, chains, or leashes.

10. Hair color must be of a natural color.

Emergency Contacts

In the event of an emergency or illness, it is important that the school be able to contact either the parent or a designated emergency contact person. Students/parents/guardians are to identify at least one emergency contact on the application for admission. This person (or persons) will be identified in our Infinite Campus system and will be contacted only in the event that a parent/guardian cannot be reached. It is imperative that information be kept as current as possible. Updates are the responsibility of the student/parents/guardians. If there is a change in phone numbers, address, emergency contacts, etc. please notify the school's Administrative Assistant as soon as possible. Only the individuals listed as either contacts or emergency contacts will be permitted to authorize a student to leave school or pick a student up from school. Individuals may be required to show picture identification prior to the student being released in order to verify his/her identity.

If a parent needs to contact a student during the course of the day, call the main office (970-867-2924) and leave a message for the student. The office will have the student call the parent back during the next passing period. Students will only be called out of class if it is an emergency. Please do not call or text message students on their cell phones during the school day, for it disrupts the educational environment.

Emergency Response Procedures

In the event of a safety or security threat inside or outside the building, the Fort Morgan Police Department has assisted the school district in establishing safety and security procedures. The safety procedures are practiced at LHS on a monthly basis, with "unannounced" drills twice per year. If you arrive at or are visiting the school during either a drill or a real security incident, it is important that you follow all of the directions that are being given by either administration or law enforcement, and realize that students will not be released until it has been deemed safe to do so.

In the event of a safety or security threat, please do not call the school or attempt to retrieve your student(s), unless otherwise notified to do so. As soon as it is safe to do so, either school or district personnel will provide you with an update regarding the situation.

Grading

Grades are earned by performing *academically,* as described below:

- Performance descriptions
    - **A** = work completed at 100% - 94%
    - **B** = work completed at 93% – 87%
    - **C** = work completed at 86% - 80%
    - In Progress = student is currently enrolled in class but has not completed it, no grade assigned.

- Students are expected to achieve a minimum of 80% on all work. Failure to do so will result in reviewing assignments and tests, until mastered at the 80% level of proficiency.

Graduation Requirements

The purpose of any school should be to address the needs of the students to provide them with those educational experiences that will best meet their future needs. With this in mind, a wide selection of classes is available to all students. However, to provide sound basic education, certain classes must be experienced by all students (REQUIRED CLASSES), while other classes may be taken to meet the needs of the individual student (ELECTIVE CLASSES). To meet graduation requirements, as of 2009, the learner shall have completed 48 credits, as outlined in School Board Policy. Since the Board Policy states that Physical Education is required, and P.E. is NOT offered at LHS, course substitutions may be made, upon the approval of the Superintendent of Schools. Courses that may be substituted are listed as Electives at LHS and can be accessed by seeing the LHS Principal or Counselor.

The awarding of a graduation diploma from Lincoln High School will be based upon the student's completion of requirements as indicated by the School Board. Because of the unique needs of students at Lincoln High School a flexible interpretation of course work and transfer credits will be followed with an attempt to stay within the basic guidelines listed below:

CREDITS NEEDED FOR GRADUATION FROM LINCOLN HIGH SCHOOL

8	LANGUAGE ARTS
6	SOCIAL STUDIES
4-6*	MATH
4-6*	SCIENCE
18	ELECTIVES/ADVISORY/FOUNDATIONS
1	PARENTING I
1	PERSONAL FINANCE
1	COMPUTER LITERACY
1	BUSINESS
1	HEALTH
1	CAPSTONE
48	TOTAL
* Combined total of 10 Math/Science credits.	

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 listed in the Menu of Options and meet or exceed the measure's corresponding cut scores or criteria to demonstrate college and career readiness in both English and Math. Students may have to complete multiple measures in order to demonstrate college and career readiness. All LHS students will be required to complete a Capstone Project.

MENU OF OPTIONS. ***This menu lists the <u>minimum</u> scores required.***

ACCUPLACER (grades 10 – 12)	
English	Math
62 on Reading Comprehension	61 on Elementary Algebra
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 interests, 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.	
ASVAB (grades 10 - 12)	
English	Math
31	31
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.	
SAT (grade 11 - 12)	
English	Math
430	460
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 11th grade.*	
Concurrent Enrollment (grades 11 – 12)	
English	Math
Passing grade per district and high education policy.	Passing grade per district and high education policy.
Concurrent enrollment provides students the opportunity to enroll in postsecondary courses, simultaneously earning high school and college credit. The school district and Morgan Community College (MCC) will each determine passing grades for credit. 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.*	
District Capstone (grades 11 or 12)	
English	Math
Individualized	Individualized
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 the ***Lincoln High School's Capstone Project Guide and required by all students.***

Other options can meet the College and Career Ready Demonstration but are not offered through Lincoln High School. Students may elect to pay for the test and/or class themselves or may transfer into the district already having completed one of these options. Those options are as follows:

ACT (grade 11 - 12)	
English	Math
18 on ACT English	19 on ACT Math
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.	
ACT Compass (grade 10)	
English	Math
79	63
The ACT COMPASS is a computerized test that helps colleges evaluate students' skills and place them in appropriate courses. It offers tests in reading, writing, math and English as a second language.	
Industry Certificate (grades 11 – 12)	
English	Math
Individualized	Individualized
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.*	
ACT WorkKeys – National Career Readiness Certificate	
English	Math
3/Bronze or higher	3/Bronze or higher
ACT WorkKeys is an assessment that tests students' job skills in applied reading, writing, mathematics and 21st 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.	
Advanced Placement	
English	Math
2	2
AP exams test students' ability to perform at a college level. Districts choose which AP exams will fulfill this menu option. Scores range from 1 to 5 (highest).	
International Baccalaureate	
English	Math

4	4
IB exams assess students enrolled in the official IB Diploma Programme. Courses are offered only at authorized IB World Schools. Scores range from 1 to 7 (highest).	

Lockers

Lockers are the property of the school, for students use, and all contents are subject to search by the Principal or designee. Lockers do not belong to the students; they are property of the school district. Lockers may be inspected for cleanliness or storage of illegal items, i.e., vapes, drugs, alcohol, weapons, or stolen property. School administration may use drug dogs trained to detect contraband in conducting random searches for contraband in students' lockers, other common areas of the school and vehicles parked on school grounds. A school administrator shall accompany the dogs. If a dog indicates that contraband is present on school property, school administrators can conduct a further search.

Each student will be assigned a locker by the school Administrative Assistant. You are to only use the locker assigned to you. Do not give your combination to other students. Do not place your belongings in someone else's locker, if that person is not in school, that locker will not be opened for you to retrieve your items.

Lunch/Breakfast Program

Please see District Policy information on our website ~ fortmorgank12.com

Medication Policy

Please see District Policy information on our website ~ fortmorgank12.com

Parents Right to Know

Please see District Policy information on our website ~ fortmorgank12.com

Parent Portal for Infinite Campus & Canvas Log in Instructions

Please see District Policy information on our website ~ fortmorgank12.com for Parent Portal log in instruction to Infinite Campus.

Setting Up a Parent Canvas Account

To see you student's courses and grades in Canvas, become an "Observer" by taking the following steps:

1. Child: Have your child enter their Canvas account.
    a. Click **Account** ⟹ **Settings** ⟹ **Pair with Observer**
        i. Write down the generated Pairing code.
2. Parent, visit this website: https://morganco.instructure.com/login
    a. Click the **Need a Canvas Account?** Link in the top right corner of website.
    b. Click the **Parents sign up here** link.
    c. Enter sign-up details including the Student Pairing Code
    d. Click the **Start Participating** link.

For additional help, open these guides in Canvas to see a visual step-by-step of the above process:

- How student can generate a pairing code guide.
- How parents become observers guide.

Physical Intervention

In dealing with disruptive students, any person employed by the school may use reasonable and appropriate physical intervention or force as necessary for the following purposes:

1. to restrain a student from an act of wrong-doing.
2. to stop a disturbance threatening physical injury to others.
3. to obtain possession of weapons or other dangerous objects upon a student or within the control of a student.
4. for the purpose of self-defense.
5. for the protection of persons or property

Any such acts are not in conflict with the legal definitions of child abuse and shall not be construed to constitute corporal punishment. No corporal punishment shall be administered to students by any school employee.

Re-enrollment

A student, who has previously attended Lincoln High School, drops out or is referred to the Advance Learning Program, may reapply directly to LHS. A meeting of the interview committee will determine if the student will be re-admitted. Usually, a personal interview will be required, depending upon the circumstances for the student leaving LHS. Being granted a re-interview does not guarantee re-admittance to LHS. A student may be denied admittance based on, but not limited to:

- □ Unresolved or volatile problems/conflicts with current LHS student(s), which could adversely affect the LHS culture, climate, or safety of others
- □ A student's history is severe enough to be considered a threat to students and/or staff

LHS will make every effort to assist the parents and students in obtaining a more appropriate educational setting.

Retention Policy

Please see District Policy information on our website ~ fortmorgank12.com.

Right to Searches

The Principal or her designee may search a student or a student's personal possessions on school grounds or during a school activity held off of school premises if there is reasonable suspicion for believing that the student is concealing materials of which possession of are prohibited by School Board Policy or which are otherwise detrimental to the health, safety or welfare of other students or staff.

Regarding searches:

- □ Searches shall be made in the presence of an adult witness of the same sex as the

student in question.

- □ Searches of the person of a student could include:
  - Searches of the student's exterior clothing including the pockets, jackets, shoes, and hoodies.
  - Searches conducted by use of a scanning wand.
  - Any object in the possession of the student, including but not limited to a purse, briefcase, backpack, shoes, or coat.
  - No strip searches or pat downs can be carried out by a school employee.
- □ Student desks, workspaces, lockers, vehicles parked on school property, etc. can be searched when the person conducting the search has reasonable suspicion.
- □ Anything found during a search which is dangerous to others or prohibited at the school shall be seized by school staff. At this point, it can be used as evidence in a suspension or expulsion hearing or may be turned over to law enforcement personnel.

Safe2Tell

As part of the Safe Schools Act, it is critical that students and staff feel safe at school. Verbal or physical threats towards students or staff will not be tolerated at Lincoln High School. Some examples of a verbal or physical threat are a student saying to a classmate that they are, "going to kill/shoot them," or pretending that they are shooting or stabbing someone. These examples are considered to be serious threats and may result in suspension or expulsion from school. Any student who is threatened in this manner is encouraged to report the threat to a staff member immediately.

If the student does not feel comfortable reporting to a staff member, he or she may call Safe2Tell. Safe2Tell® provides students with a way to report any threatening behaviors or activities endangering them or someone they know, in a way that keeps them safe and anonymous. It is important to realize that telling isn't "snitching". Telling is when you need to keep yourself or someone you know safe from threats, harmful behaviors, or dangerous situations.

Here are just a few of the things Safe2Tell can help with…

• Guns	• Threats	• Vandalism	• Sexual Misconduct
• Knives	• Harassment	• Sexual Assaults	• Fire Starting
• Explosives	• Fighting	• Suicide Threats	• Animal Cruelty
• Gangs	• Planned fights	• Planned parties	• Ditching
• Bullying	• Assaults	• Drugs	• Dating Violence/Stalking
• Meanness	• Domestic Violence	• Alcohol	• School Threats/Hit Lists
• Teasing	• Child Abuse	• Stealing	• Cheating

To make a report, call **1-877-542-7233** from anywhere, 24 hours a day, seven days a week. The call is **free**. Web tips can also be made at: www.safe2tell.org or download the Safe2Tell mobile app on the Apple App Store or Google Play, or by texting **S2TCO** to **738477** to submit a tip.

After you submit your report, watch for any follow up questions, because the more information you share, the better the response to your report will be. Safe2Tell will send your report to appropriate school and/or law enforcement officials and verify report receipt and response. Remember, your identity is safe. No one will ask for your name or phone number. There is no caller I.D., no call tracing, no call recording, and no call forwarding. Safe2Tell only wants to hear your concern and try to help.

Any party reporting to Safe2Tell remains UNKNOWN and is protected by Colorado State Law, C.R.S. 07-197.

School/Parent Policy Compact (Title 1)

Please see District Policy information on our website ~ fortmorgank12.com.

Students with Food Allergies

Please see District Policy information on our website ~ fortmorgank12.com.

Substance Policy

Please see District Policy information on our website ~ fortmorgank12.com.

Suspension/Expulsion

According to Colorado Statutes, the following may be grounds for suspension or expulsion from a public school:

1. Continued willful disobedience or open and persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior on or off school property that is detrimental to the welfare or safety of other pupils or school personnel including behavior that creates a threat of physical harm to the student or other students.
4. Declaration as a habitually disruptive student a student may be declared “habitually disruptive” if three times during the course of the school year the student causes a material and substantial disruption in the classroom, on school grounds, in school vehicles, or at school activities or events.
5. The use, possession or sale of a drug or controlled substance as defined by state guidelines.
6. The commission of an act that if committed by an adult would be robbery or assault.
7. The carrying, bringing, using, or possessing dangerous weapon without the authorization of the school or school district.
8. Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on school property.
9. Repeated interference with a school's ability to provide educational opportunities to other students.

10. Failure to comply with immunization requirements. In this case, any suspension, expulsion, or denial of admission shall not be recorded as disciplinary action but may be recorded in the student's immunization record with written explanation.
11. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
12. According to the Exceptional Children's Act, the following may be grounds for expulsion from or denial of admission to a public school or diversion to an appropriate alternate program.
    a. Physical or mental disability such that the child cannot reasonably benefit from the programs available.
    b. Physical or mental disability or disease causing the attendance of the child to be inimical to the welfare of other students.

Suspension/Expulsion Process

Procedure for Suspension of 10 Days or Less

Notice: The principal, designee, or the superintendent shall at the time of the contemplated action, give the student and parent/guardian notice of the decision to take steps toward suspension or expulsion. Such notice may be oral or in writing. If oral, such notice will be given in person. If written, delivery may be by US mail —addressed to the last known address of the student or his parent/guardian.

Contents of Notice:
The notice will contain the following basic information:

- A statement of the charges against the student.
- A statement of what the student is accused of doing.
- A statement of the basis of the allegation. Specific names may be withheld if necessary.

Informal Hearing: The student will be given an opportunity to explain his/her actions and to give his or her version of the events. The administrator may allow the student to call witnesses or may personally call the accuser or other witnesses. The administrator may hold a more extensive hearing in order to gather relevant information prior to making a decision on the contemplated action.

Timing: The notice and informal hearing should precede removal of the student from school. There need be no delay between the time notice is given and the time of the informal hearing.

If the Student's Presence in School Presents a Danger. Notice and an informal hearing do not need to be given prior to removal from school where a student's presence poses a continuous danger to persons or property or an ongoing threat of disrupting the academic process. In this case, an informal hearing will follow as soon after the student's removal as practicable.

Notification Following Suspension: If a student is suspended, the administrator delegated the authority to suspend will immediately notify the parent/guardian that the student has been suspended, the grounds for such suspension and the period of such suspension. The notification will include the time and place for the parent/guardian to meet with the administrator to review the suspension.

Removal from School Grounds. A suspended student must leave the school building and the school grounds immediately after the parent/guardian and administrator have determined the best way to transfer custody of the student to the parent/guardian.

Readmittance: No student will be readmitted to school until the meeting with the parent/guardian has taken place or until, in the opinion of the administrator, the parent/guardian has substantially agreed to review the suspension with the administrator. However, if the administrator cannot contact the parent/guardian or if the parent/guardian repeatedly fails to appear for scheduled meetings, the administrator may readmit the student. The meeting will address whether there is a need to develop a remedial discipline plan for the student in an effort to prevent further disciplinary action.

Make-Up Work. Suspended students will be provided an opportunity to make up schoolwork during the period of suspension, so the student is able to reintegrate into the educational program of the District following the period of suspension. Students will receive full or partial academic credit to the extent possible for makeup work which is completed satisfactorily.

Procedure for Expulsion or Denial of Admission

In the event that the Board of Education contemplates action denying admission to any student or prospective student or expelling any student, the following procedures will be followed:

Notice. Not less than five (5) days prior to the date of the contemplated action, the Board of Education or an appropriate administrative officer of the District will cause written notice of such proposed action to be delivered to the student and the student's parent/guardian. Such delivery may be by United States mail addressed to the last known address of the student or the student's parent/guardian.

Emergency Notice**.** In the event it is determined that an emergency exists necessitating a shorter period of notice, the period of notice may be shortened provided that the student or the student's parent/guardian have actual notice of the hearing prior to the time it is held.

Contents of Notice. The notice will contain the following basic information:

a. A statement of the basic reasons alleged for the contemplated denial of admission or expulsion.

b. A statement that a hearing on the question of expulsion or denial of admission will be held if requested by the student or parent/guardian within five (5) days after the date of the notice.
c. A statement of the date, time and place of the hearing in the event one is requested.
d. A statement that the student may be present at the hearing and hear all information against him or her, that the student will have an opportunity to present such information as is relevant and that the student may be accompanied and represented by a parent/guardian and an attorney.
e. A statement that failure to participate in such hearing constitutes a waiver of further rights in the matter.

Records. At least two business days in which school is in session prior to the expulsion hearing, all records intended to be used as supporting evidence must be provided to the student or their parent/guardian. If a record is discovered afterwards, the record must be provided to the student or their parent/guardian as soon as possible.

Conduct of Hearing. A hearing may be requested by the parent/guardian. Such hearing will be conducted by the superintendent, unless the superintendent was involved in investigating or reporting an incident that led to the hearing. In such a case, the superintendent will delegate their ability to conduct the hearing to a designee who was not involved in investigating or reporting such an incident. The hearing may be conducted in open session or may be closed except to those individuals deemed advisable by the superintendent but including in all events the student, the parent/guardian and, if requested, the student's attorney. Such individuals as may have pertinent information will be admitted to a closed hearing to the extent necessary to provide such information.

During the hearing, the District will have the burden of proving by a preponderance of the evidence that the student has violated one of the grounds for expulsion in the school District's policy and state law. Testimony and information may be presented under oath. However, technical rules of evidence will not be applicable, and the superintendent may consider and give appropriate weight to such information or evidence he or she deems appropriate. The student's written statement, if any, may be presented as evidence in accordance with applicable law. The student or representative may question individuals presenting information.

A sufficient record of the proceedings will be kept so as to enable a transcript to be prepared in the event either party so requests. Preparation of the transcript will be at the expense of the party requesting the same.

The superintendent will prepare specific factual findings, issue a written decision within five (5) business days after the hearing, and provide the written decision to the student or parent/guardian.

Appeal. Within 10 (ten) business days after the decision of the superintendent, the student may appeal the decision to the Board. Failure to request an appeal within 10 (ten) days will result in a waiver of the right to appeal and the superintendent's decision will become final.

If an appeal is properly requested, the Board will review the record concerning the expulsion or denial of admission. The record includes notices and other documents concerning the challenged action, the transcript of the testimony, if any, the hearing exhibits, the findings and recommendation of the superintendent, the superintendent's written decision, and other documents concerning the challenged action. The student may be represented by counsel at the appeal. Representatives of the District and the parents may make brief statements to the Board, but no new evidence may be presented unless such evidence was not reasonably discoverable at the time of the hearing. Members of the Board may ask questions for purposes of clarification of the record.

The Board will make final determination regarding the expulsion or denial of admission of the student and will inform the student and his or her parent/guardian of the right to judicial review.

Information to Parents. Upon expelling a student, District personnel shall provide information to the student's parent/guardian concerning the educational alternatives available to the student during the period of expulsion, including the right to request that the District provide services during the expulsion. If the parent/guardian chooses to provide a home-based education program for the student, District personnel will assist the parent/guardian in obtaining appropriate curricula for the student if requested by the parent/guardian.

If a student is expelled and is not receiving educational services through the District, the school district shall contact the expelled student's parent/guardian at least once every 60 days until the student is eligible to re-enroll to determine whether the child is receiving educational services. District personnel need not contact the parent/guardian after the student is enrolled in another school District or in an independent or parochial school, or if the student is committed to the department of human services or sentenced through the juvenile justice system.

Readmittance**.** A student who has been expelled shall be prohibited from enrolling or re-enrolling in the same school in which the victim of the offense or member of the victim's immediate family is enrolled or employed when:

a. the expelled student was convicted of a crime, adjudicated a juvenile delinquent, received a deferred judgment or was placed in a diversion program as a result of committing the offense for which the student was expelled.
b. there is an identifiable victim of the expelled student's offense; and
c. the offense for which the student was expelled does not constitute a crime against property.

If the District has no actual knowledge of the name of the victim, the expelled student shall be prohibited from enrolling or re-enrolling only upon request of the victim or a member of the victim's immediate family.

No student will be readmitted to school until after a meeting between the principal or designee and the parent/guardian has taken place except that if the administrator cannot contact the parent/guardian or if the parent/guardian repeatedly fails to appear for scheduled meetings, the administrator may readmit the student.

Procedure for Crimes of Violence or Unlawful Sexual Behavior

The following procedures will apply when the District receives notification that a student has been charged in a juvenile or District court with a crime of violence or unlawful sexual behavior, as those terms are defined by state law.

1. The Board or its designee will make a preliminary determination whether it will proceed with an expulsion hearing, based on the following factors:
    a. Whether the student has exhibited behavior that is detrimental to the safety, welfare and morals of other students or school personnel.
    b. Whether educating the student in school may disrupt the learning environment, provide a negative example for other students or create a dangerous and unsafe environment for students, teachers and other school personnel.

2. If it is determined that the student should not be educated in the schools of the District, the District may suspend or expel the student, in accordance with the procedures set forth above.

3. Alternatively, suspension or expulsion proceedings may be postponed, pending the outcome of the court proceedings. If the suspension or expulsion proceedings are postponed, the student will not be permitted to return to school during that period. An appropriate alternative education program, including but not limited to, an online program authorized by state law or a home-based education program will be established for the student during the period pending the resolution of the juvenile proceedings. The time that a student spends in an alternative education program will not be considered a period of suspension or expulsion.

4. If the student pleads guilty to the charge, is found guilty or is adjudicated a delinquent juvenile, the Board or designee may proceed to suspend or expel the student following the procedures set forth in these regulations.

5. Information regarding the details of the alleged crime of violence or unlawful sexual behavior will be used by the Board or its designee for the purposes set forth in this policy,

but shall remain confidential unless the information is otherwise available to the public by law.

Tardy Policy

Please see Attendance Section.

Transportation

Students who drive cars to school are expected to handle them in a responsible manner. Failure to drive appropriately may result in appearance before the Principal or a referral to law enforcement. Because it is sometimes necessary to ask students to drive their own cars to school activities, it will be expected that any student driving must present proof of insurance and a valid driver's license. Students who drive to school are not to sit in their cars at lunch time. It is the responsibility of the student and/or his/her family to make arrangements to get to Lincoln High School on time.

Volunteers

Volunteers are asked to complete a criminal background check to ensure the safety of the students, if the volunteer has not already done so. Volunteers are asked to register at the office and obtain a visitor's pass.

There may be times when parents/guardians are asked to volunteer or who might see a need in which they can fill at here at LHS.

Weapons in School

Please see District Policy information on our website: fortmorgank12.com.

Web Site

The Fort Morgan School District RE-3 website can be found at fortmorgank12.com. You may find helpful information out about what's for lunch to what sporting events are going on. The Lincoln High School website can be found at lincoln.fortmorgank12.com.