



STUDENT HANDBOOK 2021-2022

S.P.I.R.I.T!

SUCCESS
PRIDE
INTEGRITY
RESPECT
INSPIRE
TEAMWORK

Strive for excellence
Be proud of our school and community
Be honest and truthful
Respect others, self, and property
Motivate, inspire and achieve
Support and encourage others

STRASBURG SCHOOL DISTRICT 31J MISSION

**THE MISSION OF THE STRASBURG SCHOOL DISTRICT
IS TO DEVELOP RESPONSIBLE AND PRODUCTIVE
MEMBERS OF SOCIETY, WHO ARE EMPOWERED TO
ACHIEVE THEIR FULL POTENTIAL.**

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Principal**

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School Board Members

Mrs. Diana Elliott
Mr. Dennis Kent
Ms. Julie Winter
Mr. Michael Marrero
Mrs. Ryan Dwyer

Administration

Superintendent	Mrs. Monica Johnson
Principal	Mrs. Sara Turrell
Asst Principal	Mr. Mike Aragon
Counselor	Mr. Matt Nelson
Secretary	Mrs. Jennifer Hall
Athletic Director	Ms. Michelle Woodard
Business Manager	Mrs. Georgia Steele
TOSA-Student Activities	Mrs. Avis Devlin
TOSA –Technology	Mr. Mitchell Tandy

Faculty

Mr. Kyle Bollers
Ms. Sarah Clark
Mrs. Vicki Crouse
Mrs. Avis Devlin
Mr. Kurt Elliott
Mrs. Amanda Fisher
Mrs. Brynn Franklin
Mr. John Green
Mr. Chris McCoy
Ms. Tiffany Neumann
Ms. Connie Perrino
Mrs. Ashley Price
Mr. Tony Rome
Mrs. Julie Smith
Mrs. Katy Strasser
Mr. Cameron Schiller
Mrs. Rebecca Werthmann
Ms. Jacquin Colabello
Mr. Michael Abbott
TBD
TBD

Subjects Taught

6th, 7th and 8th P.E/Health
Special Education
6th Grade Science, Language Arts, Exploratory, Computers
7th Grade Science, Life Skills
6th, 7th, and 8th Band, 7th and 8th Strings, Choir
6th/7th/8th Art
8th Science, 7th Health
8th Grade Social Studies, Life Skills
8th Grade Math, Algebra I, Life Skills
6th Math, 6th RTI Math
Librarian, Yearbook
7th Grade Language Arts, Life Skills
7th Health, 7th Social Studies
8th Language Arts, 7th and 8th RTI Reading/Math
6th, 7th, and 8th PE, Health
6th Social Studies
Spanish
Special Education
6th Language Arts, RTI Reading
6th, 7th, and 8th ELL
7th Grade Math, 6th Keyboarding, 7th/8th Computers

Faculty can be reached by either email or by telephone at 303 622-9213. Faculty Hours are 7:35am – 3:35 p.m.

Table of Contents

District Mission Statement.....	4	Bus Regulations.....	8
Inclusion/Diversity Statement.....	4	Bicycle Regulations.....	10
Change of Phone#/Address.....	4	Skateboard/Shoes with wheels/Roller Blade Regulations.....	10
School Day.....	4	Attendance Guidelines.....	10
Emergency School Closure.....	4	Types of Absences.....	10
Bell Schedule.....	4	Condensed Attendance Info.....	11
School Meals.....	5	Final Grades.....	11
Breakfast.....	5	Make Up Work.....	11
Lunch.....	5	School Policies and Code of Conduct....	11
Cafeteria Rules.....	5	Bullying Policy.....	11
Academic Information.....	5	Drug and Alcohol Policy.....	12
Grades and Grading.....	5	Nondiscrimination Policy.....	12
Finals.....	5	Unsanctioned Clubs or Cliques	12
Online Grades.....	5	Student Distribution of Non-curricular Material.....	13
Honor Roll.....	5	Electronic Ethics/Plagiarism/Cheating.....	13
Gifted Education Identification/Services	5	Electronic Items.....	14
8 th Grade Promotion Requirements...5		Passes.....	14
Retention.....	6	Public Display of Affection.....	14
Homework Help.....	6	Dress Code.....	14
Homework.....	6	Lockers.....	14
Report Cards.....	6	Student Interrogations, Searches, and Arrests.....	14
Late Work Policy.....	6	Student Concerns, Complaints, and Grievances.....	15
School Web Site.....	6	Guidelines for a Safe Learning Environment.....	15
School Supplies.....	6	Before School Detention.....	15
Class Fees.....	6	Lunch Detention.....	15
Fines.....	6	Suspensions.....	15
Lost and Found.....	7	Expulsion.....	16
Counseling.....	7	Health Guidelines.....	17
Schedule Changes.....	8	Drills/Safety Procedures/Controlled Release	17
Student Recognition.....	8	School Song.....	18
General Guidelines.....	8	Clubs.....	18
Messages and Deliveries.....	8	Athletics.....	18
Visitors.....	8	Fee Schedule.....	18
Telephone.....	8	Eligibility.....	18
Transportation Guidelines.....	8	District Policies.....	18

DISTRICT MISSION STATEMENT

The mission of the Strasburg School District is to develop responsible and productive members of society, who are empowered to achieve their full potential.

COMMITMENT TO DIVERSITY AND INCLUSION

Strasburg School District 31j honors human rights, celebrates diverse cultures, fosters a climate of mutual respect, and promotes an inclusive environment that affirms the value of all persons. Dimensions of diversity can include sex, race, age, national origin immigration status, ethnicity, gender identity and expression, intellectual and physical ability, sexual orientation, faith and non-faith perspectives, socio-economic class, political ideology, education, primary language, family status, and military experience. Reasoning, thoughtfulness, and open dialogues that honor the dignity of everyone is expected.

CHANGE OF PHONE NUMBER OR ADDRESS

When a student has a change of phone number/ and or address the front office should be informed immediately. The change will be recorded on the student’s permanent records. Failure to inform the school of these changes can cause delay in contacting parents in case of emergency and mailing of report cards.

SCHOOL DAY

School begins at 7:55am and ends at 3:10pm. Doors will remain locked for students until 7:45am. Student supervision begins at 7:35 am. Parents dropping off or picking up students must use the main entrance.

Students are expected to leave school grounds no later than 3:20pm, unless they are in a school-sponsored activity. If they are involved in an after-school activity they need to report directly and immediately to the location where the activity is taking place. Bus Students are required to ride the bus from HMS to the High School prior to leaving for home. Hemphill Middle School is a closed campus. Students cannot leave school prior to the end of the day for any reason without parental permission and must be signed out.

Students that do not ride the bus may walk to the elementary school using the walking path located at the east end of the middle school to pick up their siblings at the flagpole before walking home. If a student has prior permission from the HMS Principal, a student may wait in the high school commons area for their older sibling to take them home after school or after high school sports practice. The student MUST check in at the front office with the high school secretary or the high school principal.

Students may not “hang out” at the high school or at the elementary school before or after school.

After all school activities, student participants must wait inside the building for their ride unless a supervisor is present. Remember, “Safety first!”

EMERGENCY SCHOOL CLOSURE

Should inclement weather or emergency situations result in the closing of school or in an adjustment to school start or dismissal times, the information will be issued with an all call to all phone numbers provided in your school information through its emergency call system.

It is recommended that families have a plan for such emergency closures. In bad weather, a special schedule may be issued.

BELL SCHEDULE

<u>6th Grade</u>		<u>7th Grade / 8th Grade</u>	
1 st Period	7:55 - 8:45	1 st Period	7:55 – 8:45
2 nd Period	8:49 - 9:43	2 nd Period	8:49 – 9:43
3 rd Period	9:47 – 10:42	3 rd Period	9:47 – 10:42
4 th Period	10:46 – 11:41	4 th Period	10:46 – 11:41
Lunch	11:45 – 12:15	5 th Period	11:45-1:15
5 th Period	12:15 – 1:15	Lunch A	12:15-12:45
6 th Period	1:19 – 2:13	Lunch B	12:45-1:15
7 th Period	2:17 – 3:10	6 th Period	1:19 – 2:13
		7 th Period	2:17 – 3:10

SCHOOL MEALS

Breakfast

Breakfast will be available from 7:35am to 7:50am.

Lunch

The lunch period is 30 minutes long. School lunches may be purchased in the cafeteria. Parents can monitor their child's lunch purchases by contacting the District Business Office. It is important to remember that Ala Carte is charged to your account. Once an account goes below \$0.00 the student will not receive a hot lunch, or be able to charge Ala Carte. Parents can make a request through the business office to turn off Ala Carte services for individual students. Once Ala Carte service has been turned off for the year it will remain turned off for the entire school year. **To qualify for free/reduced lunches**, families must fill out an application which can be picked up in the district office at the High School. Applications must be renewed every year and take approximately one week to process. Payments to student lunch accounts can be submitted to: www.payschoolcentral.com.

Lunch Visitor Guideline

For the safety of all Hemphill Middle School students all lunch visitors must check in and sign in at the front office. There will be a designated area for the student and their visitor to eat lunch.

Cafeteria Rules

Students who eat lunch at Hemphill Middle School:

1. May bring lunch from home and purchase milk in the cafeteria.
2. May buy lunch in the cafeteria.
3. Must stay seated during the lunch period.
4. When finished eating, students clean their area and wait to be dismissed.
5. No soda or energy drinks are allowed in the cafeteria.

ACADEMIC INFORMATION

Grades and Grading

Scale:

- A = 90 – 100%
- B = 80 – 89%
- C = 70 – 79%
- D = 65 – 69%
- F = Below 65% (Failing)
- I = Incomplete

Finals

Finals may be given in the following formats: oral report, written report, class project, or exam format.

Online Grades

Parents may view their child's grades and other pertinent information online at any time through the **Power School** program. Access codes will be available at the beginning of the school year. Parents must pick up grade codes from the counselor.

Honor Roll

Students are selected for honor roll at the end of 1st and 2nd semester based on the point system. A grade point average of 3.5 or above is required to be listed on the Black Honor Roll. A student with a 4.0 grade point average is placed on the Red Honor Roll.

Gifted Education Identification and Services

We have a process to identify students who are considered gifted in one or more academic areas. Students who are identified as gifted are placed on an advanced learning plan (ALP) and modifications are made in their curriculum and instruction to meet their needs and extend their learning. Please see Strasburg School District Gifted and Talented Handbook at www.strasburg31j.com for more specific guidelines.

8th Grade Promotion

In order to qualify for 8th grade promotion, students may fail a maximum of 2 semester classes during 7th and 8th grade. Semester classes passed during summer school will not count towards failed class total.

The mission of the Strasburg School District is to develop responsible and productive members of society. Providing service for the school and to the community is a valuable way for a student to fulfill this mission, therefore we have a Service Learning requirement for all students. The Service Learning requirement will need to be completed for students to participate in 8th grade promotion.

Each Middle School student is required to complete 2 hours their 6th grade year, 8 hours their 7th grade year, and 8 hours their 8th grade year. A total of 18 hours of Service Learning is required.

When service hours are completed a form needs to be filled out by the student and turned in to the front office. A copy of this form can be picked up at the front office.

The 8th Grade Promotion ceremony will take place on the last school day for the 8th grade students. A promotion dress code will be in effect for the promotion ceremony. Students who are in violation of the dress code will need to change into acceptable attire prior to the ceremony or not be allowed to participate. A copy of the guidelines for promotion dress code will be sent home a few weeks prior to the ceremony.

Retention

Summer school courses may be recommended for all students who fail a semester course. Retention may be recommended for students who fail two or more 7th or 8th grade semester courses. A retention meeting may be scheduled with student, parents, and administration to determine if retention will occur.

Homework Help

Students may meet with teachers during the teachers' office hours to get help on assignments. Teachers will communicate the best time for these office hours. After school homework help will also be offered once a week.

Report Cards

Hemphill Middle School's year is based on two semesters with each semester comprised of two quarters. Semester grades will be determined by averaging the two quarters each semester. Each quarter, report cards are issued and mailed home. In addition, grades may be viewed at any time by logging on to Power School. Please call the teacher or counselor if further information is desired.

Late Work Policy

Work that is not turned in the day it is due is considered late. Assignments that are late will be reduced by 20%. Late work will be accepted until the end of the unit. No late work will be accepted within a week prior to the end of the quarter.

School Web Site

Our district web site is www.strasburg31j.com. This site has general information about our school including: a school calendar, daily announcements, and extra-curricular activity schedules. Each staff member has his/her own separate page that gives information on classroom activities, assignments, and information.

School Supplies

A general school supply list is provided on our website and will be sent out in June. If a teacher requires additional supplies they will indicate that the first day.

Class Fees

Class fees are \$15.00 (required for 6th grade only)

They cover the following:

Planner and P.E. Uniform

7th/8th grade planners are optional at \$3.00

7th/8th grade replacement P.E. Uniforms are \$12.00

Fines/Lost Items and Uniforms

Books and equipment checked out to students are the responsibility of the student. Any book or equipment damaged or lost will be paid for by the student. Class fees not paid by the end of the school year will be logged as fines. **All fines are required to be paid before students will receive their final report card.**

Fees: Lost/Damaged Hardcover Text Book-\$40.00, Paperback Text Book \$20.00, Classroom Paperback Novels \$10.00, Lost Lock-\$6.50, Book Rebind-\$15.00, Lost Uniforms-\$35.00/Warm-up Top, \$35.00/Top, \$35.00/Shorts or Pants, \$25.00/Spandex, PE Top \$6.00, PE Shorts \$6.00, Library Books \$20.00, Football Pads \$40.00, FB Helmet \$50.00. Vandalism and destruction of property will be charged accordingly. Students will not be allowed to participate in their next sport or activity until all uniform fines and other fees have been paid for past sport or quarter.

Lost and Found

Lost and found is maintained by the school. Please mark your sweaters, coats, scarves, boots, gloves, P.E. clothing, etc., with name tags. Unclaimed items will be donated to charity periodically.

Counseling

Our mission is to provide a comprehensive counseling program that addresses the academic, career, and personal development of each student. Our goal is to ensure that all students are challenged and supported towards achieving success as they develop intellectually, creatively, socially and emotionally.

Services Provided:

- Individual brief solution focused counseling for academic, career or personal/social needs
- Small group counseling (ranging from 3-6 weeks, based student population needs)
- Classroom guidance curriculums to introduce and teach academic, career and personal/social issues
- Crisis counseling for students with immediate concerns
- Consultations with parents/guardians on issues and concerns involving their children with possible outside referrals for various services
- Collaborating with teachers, other counselors, parents and students in formulating and implementing interventions for various situations.
- Bullying Prevention

Confidentiality

The information that the students share is confidential and will not be discussed with others with the following exceptions or limits:

- Child neglect or abuse
- Danger to self or others
- Emergency situations
- A client reveals any potentially life-threatening circumstance, such as criminal exploitation or substance abuse.

Privacy and Protection of Confidential Student Information Policy JRCB and JRCB-R (Please see full policy at www.strasburg31j.com)

Student Records/Release of Information on Students Policy JRA/JRC-R (Please see full policy at www.strasburg31j.com)

**Concurrent Enrollment Policy- I HCDA
(Please see full policy at www.strasburg31j.com)**

Interdistrict Choice/Open Enrollment Policy JFBB (Please see full policy at www.strasburg31j.com)

Homeless Students Policy JFABD (Please see full policy at www.strasburg31j.com)

Transfer Students

Transfer from Public or Private School-Students must provide a transcript from their previous school. Courses and grades will be added to transcripts at HMS. Grades will be averaged for transfers at mid-quarter.

Transfer from Home School-Students must provide "in writing" courses taken and grades received. Placement tests will be administered to determine placement. All grades received from the home school will be transcribed at HMS as pass/fail. All home school students must be registered by the first week of the 4th quarter to be eligible for 8th grade promotion.

Transfers from HMS-Students are required to fill out a withdrawal form on their last day at HMS. Grades given on the withdrawal form will be the student's current grade to date. **Student Withdrawal from School/Dropouts Policy JFC (Please see full policy at www.strasburg31j.com)**

Schedule Changes

Because students are given ample information and opportunity to make course selections, it should not be necessary to make schedule changes during the school year. If a schedule change is necessary it will be made only during the first week of each semester. However, students will not be allowed to change their schedule for the following reasons.

1. The student does not like the course.

2. The student does not like the teacher.
3. The student does not like someone in the class.
4. The student's friends are in a different class.

If a schedule needs to be changed, students should make an appointment with the counselor. All schedule changes must be approved by administration.

STUDENT RECOGNITION

We want to encourage our students to contribute to their school through their achievements and their exemplary behavior. We have high expectations for all students and want to reward them for meeting those expectations. There are several ways we show our appreciation when students show SPIRIT in our school. Some of those ways are:

- SPIRIT POINTS will be handed out by all staff members for positive behavior. Students can use their points in drawings for different prizes or use them at the monthly SPIRIT Store to purchase items.
- STUDENT OF THE QUARTER will honor at least one student in each grade.
- SPIRIT DAYS and/or SPIRIT TRIPS will be scheduled periodically. Students are eligible to participate if they receive no discipline referrals, and are academically eligible. Transfer students eligibility for trips will be determined by their transfer records.

GENERAL GUIDELINES

Messages and Deliveries

In the event that a student leaves items at home and they are delivered to school by a parent, it is the responsibility of the student to pick up such items at the office. Students will be called from class only in the case of an emergency.

Visitors

All visitors must access the building through the main office entrance. Upon arrival all visitors must check in at the office where they must show a valid photo ID. This ID will remain on file in the front office until the completion of your visit. Visitors will be issued a visitor's badge that must be worn in the school at all times. Visits by students from other schools will not be allowed without prior permission from the Principal. Permission must be obtained at least 24 hours in advance of the visit.

Sex Offender Information-JLFF
(Please see full policy at www.strasburg31j.com)

Telephone

There is a telephone at the front office that may be used by students with permission from the teacher and the office.

TRANSPORTATION GUIDELINES

Bus Regulations

All bus students MUST ride the buses from the middle school on their assigned buses to the high school. Students wanting to ride an alternate bus will be accommodated if there is room and the reason is valid and a note from the parent is provided to the bus driver.

1. Follow the bus driver's direction the first time it is given.
2. Be in your seat whenever the bus door is closed.
3. Keep hands, feet, books, and objects to yourself.
4. No fighting.
5. No weapons or facsimiles of any kind.
6. No swearing, rude gestures, cruel teasing, or put-downs.
7. Use classroom voices on the bus.
8. Do not throw anything off the bus or have any part of you outside the bus.
9. No smoking, chewing tobacco, eating, chewing gum, or drinking (except water) on the bus.
10. Do not bring anything alive or dangerous (such as glass containers or sharp objects) on the bus.

11. Cell phones use is allowed at the discretion of the driver/sponsor, however for safety reasons cell phones may not be used to play games or take picture/videos that can be determined as distracting to the driver. Students must wear headphones if their cell phone or other device creates noise.

* Infractions of the above rules will result in disciplinary actions which may include suspension of bus privileges.

DISCIPLINE STEPS FOR BUS MISBEHAVIOR

- 1) Minor Infractions:
 - a) Verbal warnings will be given to the students by the bus driver to stop the detrimental behavior. Drivers will reinforce the rules to students. If this does not solve the problem:
 - b) The driver will write a referral, and a conference will be held between the offending students, driver, Transportation Director, and/or Principal of the school the student attends. The student is warned by the Principal and a copy of the report is sent to the parent(s). Included in this warning is the statement that a second referral may result in a 10 day suspension of bus privilege. The Principal issues the suspension.
 - c) A second written referral may result in a suspension of bus privileges for 10 days. A report is sent to the parent(s) stating the 10 days suspension and that a third report would mean that the student could lose his/her bus privilege for the remainder of the year. The principal issues the suspension.
 - d) A third written report may result in suspension of bus privilege for the remainder of the year. He/she and parent(s) are informed that the student may be re-instated only by the Superintendent.
- 2) If a major infraction occurs, such as fighting or vandalism and other such activities, the driver shall pull the bus off of the road and stop the activity. The driver may call law enforcement if the infraction warrants. The driver will then proceed on the route. When the stop for the student is reached, the driver shall inform the student that he/she is suspended from the bus until further notice. The Transportation Director shall be notified as soon as practical.
- 3) The Principal will talk with the student(s) involved and get his/her side of the story. He/she will then make a decision as to what action will be taken. He/she can suspend the student from the bus for any length of time or may refer the case to the Superintendent. Eventual suspension can range from a few days to a year. No set rules can be made for major infractions because the cases will vary and the students are different.
- 4) All suspensions of bus service will follow minimal due process procedures.

Student Conduct in School Vehicles - JICC

The privilege of riding in a school vehicle is contingent upon a student's good behavior and observance of the student code of conduct and established regulations for student conduct both at designated school vehicle stops and on-board school vehicles.

The operator of a school vehicle shall be responsible for safety of the students in the vehicle, both during the ride and while students are entering or leaving the vehicle. Students shall be required to conform to all rules concerning discipline, safety and behavior while riding in the school vehicle. It is the vehicle operator's duty to notify the supervisor of transportation and the principal of the school involved if any student persists in violating the established rules of conduct.

After due warning has been given to the student and to the student's parents/guardians, the principal may withhold from the student the privilege of riding in the school vehicle. Violation of district policies and regulations while in a school vehicle may also result in the student's suspension or expulsion from school, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

Adopting: 2006

LEGAL REFS.: C.R.S. [22-32-109.1](#) (2)(a)(I)(B) (*discipline code to address conduct in school vehicles*)

C.R.S. [42-1-102](#) (88.5) (*definition of school vehicle which includes a school bus*)

CROSS REFS.: [JC](#), Student Conduct, and subcodes

[JK, Student Discipline](#), and subcodes

Bicycle Regulations

Parking is provided in designated areas. Bicycles must be parked in the bike racks and should be locked at all times to prevent theft. Bicycles locked to any other fixture (trees, lamp posts) will be cut from those fixtures and placed in the bike rack. Do not ride double on a bicycle. The school is not responsible for any theft, or damage incurred to bicycles on school property. The rider of the bicycle must observe all traffic laws. Bicycles must be walked on school property.

Skateboard/Shoes with Wheels/Roller Blade Regulations

Skateboarding, wheeling, and rollerblading will not be allowed on school property.

ATTENDANCE GUIDELINES

According to Colorado law, the school is the excusing body in a pupil absence. Students who desire to obtain the greatest benefit from public education recognize that regular attendance and participation in classes are essential. Frequent absences from regular classroom learning experience disrupt the continuity of the instructional process. Students who are absent from the classroom or school grounds without permission will be considered truant and subject to disciplinary action.

When your child is absent from school, you should call the attendance office, prior to 9:00 am on the day of the absence. The following information should be given: the date, name of the person calling and relationship to the student, student's name, grade, and reason for absence or tardy. If the absence is not excused within 24 hours, the absence will become unexcused. Students must be in attendance for ½ of the school day (or by 11:30 am) in order to participate in school sponsored activities. Students that are absent for more than ½ a day, will not be eligible for athletic/activities after school on that day unless that absence has been pre-arranged (such as a doctor's note, dental appointment, family emergency).

Parents may request a pre-arranged absence when it is known in advance that a student will be out. Arrangements for this type of absence must be made by telephone or written note.

In the event absences become excessive, a letter will be sent to notify parents of the school's concern and the need for a plan of improvement. The school has the option to require a physician's verification for absence due to illness. It is the duty of the attorney for the school district, the attendance office, and board of education to initiate, when appropriate, procedures for the enforcement of the Colorado Compulsory Attendance Law.

Types of Absences (absent is defined as 10 or more minutes late to class)

Excused (EXC) – Do not count toward the 12 absences allowed per semester. Example: Illness with doctor's excuse, appointment for orthodontist or doctor (with proper paper work), funerals, or court.

Activity (ACT) – Do not count toward the 12 absences allowed per semester. Example: Absences due to a school activity (Sports trips, field trips)

Verified (VER) – Count toward the 12 absences allowed per semester. Absences verified by the parent, but do not fall under the guidelines as set above for excused absences.

Unverified (UNV) – Count toward the 12 absences allowed per semester. Nature of absence has not yet been determined.

Unexcused (UNX) – Count toward the 12 absences allowed per semester. Absences that are unexcused by the parent or school. Disciplinary action will be taken.

Tardy- Up to 10 minutes late to class for any reason. (there will be no excused tardies)

Condensed Attendance Information

Each unverified absence will generate a phone call from the attendance office. At five absences in any one class, a letter will be sent home. At 8 absences, the attendance office will contact the parent by letter, or telephone, and an attendance contract will be administered. At twelve (12) absences, further action will be taken.

Truancy Policy -JHB (see full policy at www.strasburg31j.com)

Final Grades

Students are expected to be in attendance for the entire school year. An extenuating circumstance toward the end of a grading period may result in an incomplete grade for the quarter and/or semester. The incomplete will be recorded if the student still has work to make up or final exams to complete. Students with incompletes have two weeks after the last day of the grading period to make up work.

Make-Up Work

A student is allowed to make up missing work after being absent. The policy allows the student one day to make up work for each day the student is absent. For example, if a student is absent on Monday and comes back to school on Tuesday, then the make-up work is due on Wednesday. Students participating in extracurricular activities are expected to have their work completed at the same time as the rest of the class.

SCHOOL POLICIES AND CODE OF CONDUCT

Bullying Prevention and Education: The Board of Education supports a secure school climate conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person. Bullying can occur 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 academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation (which includes transgender), national origin, religion, ancestry or the need for special education services, whether such characteristic(s) is actual or perceived.

Four Basic Principles for Prevention/Intervention in Bully/Victim Problems

- 1) Awareness and warm, positive involvement of adults (e.g., teachers, principals, school counselors, parents);
- 2) Set and stick to firm limits as to what behavior is unacceptable (i.e., Bullying is not accepted in our school);
- 3) Consistently apply non-hostile, nonphysical negative consequences for rule violation and unacceptable behavior; and
- 4) Encourage adults to act as authorities and positive role models in students' academic learning and social relationships in school.

Center for the Study and Prevention of Violence Institute of Behavioral Science University of Colorado at Boulder, <http://www.colorado.edu/cspv/bullyingprevention.html>

Individual Level Interventions:

- o Serious talks/education with identified bullies in order to promote non-bullying behavior and education about the effects of bullying. (Include parents if needed).
- o Serious talks/education with identified targets/victims in order to keep student safe at all times. (Include parents if needed) Make referrals if needed.
- o Punishment for identified bullies as needed.
- o Harassment Contracts

Classroom Level Interventions:

- o Teach/Education students on character education including social responsibility & diversity during advisory
- o Teach students how to intervene in a bullying situation
- o Have teachers post their behavior expectations in the classroom
- o Have teachers post bullying consequences in the room
- o Hold classroom meetings to address a bullying incident which occurred in the classroom

School Wide Interventions:

- o Establish/Teach School Wide Behavioral Expectations
- o Establish consequences for bullying behavior in the school
- o Acknowledging appropriate behavior
 - PBiS, students getting rewarded for appropriate/inclusive behavior
- o Collect data in order to monitor what the current bullying situation is in our school
- o Provide Bullying education/training to staff at the beginning of the year

- Provided by counselor prior to school starting

Character Education for Bullying Prevention may include:

What is Bullying?
Bullying vs. Normal Conflict
How big of a problem is bullying?
The Bystander Effect
The Bullying Circle
Reporting Bullying
Diversity within a School
Accepting School Climate
Cyber bullying,
S.P.I.R.I.T.
Conflict management
Coping skills
Stress
Self-esteem
Stereotypes

Drugs and Alcohol

As outlined in state law (Section 22-33-106), expulsion is mandatory for students who sell, distribute, give, or exchange drugs or illegal controlled substances on school property.

Middle School students who consume or are determined to be under the influence of drugs or alcohol will be subject to disciplinary action that will result in one or more of the following: a disciplinary referral, out of school suspension, expulsion, notification of the police, and or other legal action.

If it is determined by administration a student involved in an extra-curricular activity has used, possessed, or distributed alcohol or any illegal drug on or off campus during the school year, the student will be removed from the extra-curricular activity for the remainder of the season. This penalty may also apply to students who are present when others use, possess, or distribute alcohol or any illegal drug. **JICH - Drug and Alcohol Use Policy (Please see full policies online at www.strasburg31j.com)**

Tobacco Free Schools Policy -ADC

(Please see full policies online at www.strasburg31j.com)

Nondiscrimination on the Basis of Ethnicity and Race

Learning and working environment free from ethnic harassment and intimidation shall be available to all staff members and students regardless of race, color, ancestry, religion, or national origin, or disability.

It shall be a violation of Board policy as well as federal and state law for any staff member or student to harass, discriminate against, or intimidate any other staff member or student because of that person's race, color, religion, ancestry, or national origin, or disability. AC-E complaint process available online at www.strasburg31j.com

Student Organizations Policy- JJA

Unsanctioned Clubs or Cliques

The Strasburg School District Board of Education desires to keep district schools and students free from the threats or harmful influence of any groups which advocate drug use, violence, or disruptive behavior. Continual, visible supervision of school premises shall be maintained to deter group intimidation of students and confrontation between members of cliques.

Secret Societies/Gang Activities Policy- JICF

(full policy available at strasburg31j.com)

Student Distribution of Non-curricular Materials

To understand constitutional values such as the right to free speech, students must not only study such principles but also have an opportunity to put them into practice. However, there are limitations on the right of student speech in the school setting that have been upheld by the courts because of the unique nature of the school community.

It is the goal of this policy to strike a necessary balance between a students' right of free speech and the school's responsibility to maintain an orderly and safe school environment which respects the rights of all students on school grounds and during school-sponsored events.

Students shall be allowed to distribute non-curricular written materials on school property subject to restrictions on time, place and manner of distribution set out in the accompanying regulation and the prohibitions set out below and in state law.

Any material in any media containing expression which is obscene, libelous, slanderous or defamatory shall be prohibited. Students shall not distribute any material which advocates commission of unlawful acts or violation of Board or District policy and/or regulations, violates another person's right to privacy, causes a material and substantial disruption of the orderly operation of the school, or threatens violence to property or persons.

Students who distribute materials in violation of this policy and/or materials that cause a material and substantial disruption, damage to a person or property, or threatens violence to property or persons in the judgment of school officials, shall be subject to appropriate disciplinary action.

School equipment and supplies shall not be used for publication of such materials unless authorized as a school-sponsored activity.

Student Publications Policy – JICEA and JICEA-R

The Board encourages students to express their views in school-sponsored publications while observing rules for responsible journalism and complying with this policy and state and federal law. To protect the rights of all members of the school community and to support the district's educational mission and purposes, students are prohibited from publishing expression which:

- is false or obscene;
- is libelous, slanderous or defamatory under state law;
- presents a clear and present danger of the commission of unlawful acts, violation of school rules or material and substantial disruption of the orderly operation of the school;
- violates the privacy rights of others; or
- threatens violence to property or persons.

Student editors of school-sponsored publications shall be responsible for determining the news, opinion and advertising content of their publications subject to the limitations of this policy, its accompanying regulation and applicable state and federal law. The publications advisor within each school shall be responsible for supervising the production of school-sponsored publications and for teaching and encouraging free and responsible expression and professional standards of journalism.

The publications advisor has authority to establish or limit writing assignments for students working with publications and to otherwise direct and control the learning experience that publications are intended to provide when participation in a school-sponsored publication is part of a school class or activity for which grades or school credits are given.

Electronic Ethics/Plagiarism/Cheating

Because electronic information is so volatile and easily reproduced, respect for the work and personal expression of others is especially important in computer environments. Students are responsible for all material they type, download, or share through any technology via internet, cell phone, e-mail, webpage, or social networking site. If it pertains to our school, other students, or school personnel. Any student who threatens, intimidates, bullies, spreads damaging rumors, or libels any student or staff member is subject to disciplinary action and possible referral to the Sheriff's Department.

In addition students are NOT permitted to:

- Send or display offensive messages or pictures
- Use obscene language
- Damage computers, computer systems or computer networks
- Use another's password
- Intentionally waste limited resources (i.e paper)
- Employ the network for commercial purposes
- Have food or drink in the computer lab or library lab
- Access social networking sites

Violation of authorial integrity, including plagiarism, cheating, invasion of privacy, unauthorized access, and copyright violation are grounds for disciplinary and/or legal action.

1st offense: Redo for 50% credit and limited use of school computers (if electronic).

2nd offense: 0% credit and limited use of school computers (if electronic).

3rd offense: 0% credit and banned use of school computers (if electronic).

All students are required to sign a Computer Ethics contract prior to using computers at HMS.

Electronic Items

Electronic devices are to be turned off and stored in student lockers from 7:45am -3:10pm . Electronic devices may be used for instructional purposes with teacher permission and in accordance with district, school, and classroom policies and procedures. Misuse of electronic devices (including taking pictures and videos) may result in possible lunch, before or after school detention.

Passes

A pass is required for a student to leave the classroom at any time other than during passing periods. Obtain a pass from the teacher to leave class. Passes must be written with the date and time leaving and the date and time returning. When a student is called to the office, a written pass is not needed.

Public Display of Affection (P.D.A.)

The display of public affection (PDA) is not allowed during school hours, or at school sponsored activities. Continued violation of this will result in possible lunch, before or after school detention.

Health and Family Life/Sex Education Policy IHAM-R (Please see the full policy at www.strasburg31j.com)**Dress Code**

Students, parents, and staff must work together to provide the best educational setting possible. We take pride in our school and in the students and staff who work here. We believe the way we dress has an effect on behavior, learning, and the reputation of our school. Our dress code is designed to help students do the best possible job in the classroom.

- Shoes must be worn at all times.
- Sexually suggestive attire is not allowed.
- Head coverings and sunglasses are not allowed.
- Shorts and skirts cannot be shorter than five inches from the top of the knee cap.
- Clothing promoting drugs, gangs, alcohol, or tobacco products is prohibited.
- Halter tops, Spaghetti straps, strapless tops, bare midriff, showing of cleavage, or see-through blouses are not acceptable.
- No shoes with wheels.
- No chains (wallet chains, or chains attached to clothing)
- No clothing that exposes traditionally private parts of the body including but not limited to the chest, stomach, buttocks, and back.
- Pants must fit at an appropriate place on the waistline. Sagging is not allowed.
- Clothing that is excessively worn or torn is not acceptable.
- Pajamas and slippers are not considered acceptable school attire,
- No visible underwear allowed.
- If you are dressed inappropriately, you will be referred to an administrator and be required to change.

Lockers

The school provides you with a locker for storage of coats, books, and supplies. Lockers will be assigned at orientation. The physical education department will issue gym lockers and locks.

1. KEEP YOUR COMBINATION SECRET! Do not give your combination to anyone.
2. DO NOT EXCHANGE LOCKERS.
3. Do not keep valuables in your lockers. The school is not responsible for lost or stolen property.
4. Students are allowed to go to lockers before and after school and between classes. Hall passes are required during class periods.
5. Any locker decoration must be of temporary nature only and be in good taste. Magnets only please.
6. Items may be removed at the discretion of the administration. Lockers and desks are the property of Hemphill Middle School and are subject to search by school officials without notice.
7. Damage to lockers incurred by the student will be paid for by the student.
8. Writing on or in the lockers is prohibited.

Student Interrogations, Searches, and Arrests

The Strasburg School District Board of Education seeks to maintain a climate in the schools which is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school personnel to search the person and/or the personal property of the student and to seize any property deemed injurious or detrimental to the safety and welfare of students and staff. Parents will be notified in the event that their student is searched. Strip searches are not allowed in Hemphill Middle School.

Student Concerns, Complaints, and Grievances

Hemphill Middle School, the Board of Education, Administration, and Staff shall honor students' rights of inquiry, and rights to express matters of concern through existing processes of communication which do not infringe upon the rights of others.

Therefore, students shall have adequate opportunity to communicate matters of concern to the faculty and administration, and shall have ample opportunity to discuss these matters with the appropriate person.

GUIDELINES FOR A SAFE LEARNING ENVIRONMENT Code of Conduct Policy JICDA and Student Conduct Policy JIC

In order to ensure a physically and emotionally safe learning environment for all students, unacceptable behavior (as described in the following) shall be subject to disciplinary action if such behavior occurs while the student is in school, on school grounds, at school sanctioned activities, or when students are being transported in school vehicles, or waiting at bus stops. Disciplinary consequences (which may result in a written disciplinary office referral and/or procedural violation referral) for the following behaviors may include detention, in-school suspension, out-of-school suspension, expulsion, notification of police, or other legal action.

- Disruption of the classroom or the educational program of school.
- Any form of violence, obscenity, and vulgarities, which intend to be detrimental to the rights, health, safety, or welfare of others.
- Those actions which are disrespectful or insubordinate to the teachers or other school personnel, or those actions which cause or encourage bodily injury to those same persons.
- Student's possession, use, or sale of alcohol, marijuana, or other controlled substances.
- Smoking, chewing, or possession of tobacco,
- Actions including vandalism which damages or destroys, the district's property or property of others, including theft.
- Excessive absences, unexcused absences, truancy, or unexcused tardies.
- Fighting.
- Possession or use of a deadly weapon/firearm or facsimile – **Weapons in School Policy JICI (Please see complete policy at www.strasburg31j.com)**
- Any form of verbal, physical harassment, or sexual harassment of students at school, on school grounds, on the way to and from school (if reported, school officials will investigate), at school-sanctioned activities, or upon joining a school-sponsored activity.
- No form of panhandling/extortion will be allowed on school property. Students are not allowed to buy or sell anything on school property that is not sponsored by a school activity or club.
- Illegal use of computers. Pirated disks and/or copying disks without supervision is unacceptable.
- Plagiarism, forgery, or cheating (including through the use of electronic devices).

Sexual Harassment and EEO Policies JB, JBB (Please see complete policy at www.strasburg31j.com)

Before or After School Detention

Before or after school detention for disciplinary referrals will be assigned by an administrator or teacher. Administration or teacher will communicate times and dates to parents and students with at least 24 hours notice. Students are expected to bring materials with them (homework, textbooks, or library books) and to use the time in a quiet, productive manner. Students are not allowed to bring Ipods, cell phones, or food or drink to detention. Bottled water is allowed. Repeated failure to attend detention may result in in-school suspension or out of school suspension.

Teacher Assigned Detentions

Teachers may also assign and supervise detention before or after school or during their lunch period. Parents will be given a minimum of one day's notice as to when their child will be serving detention if detention is served before or after school.

Lunch Detention

Lunch detention can be assigned for rules violations. Lunch detention can be assigned in addition to before or after school detention.

In-School Suspension/Out of School Suspension

Violation of school rules may lead to In-School Suspension, or Out-of-School Suspension. In-School Suspension removes the student from the classroom. Students will be placed outside of the classroom in a designated area in the school. Out-Of-School Suspension temporarily removes from a student the privilege of attending school and school activities until a conference with the parents to consider reinstatement is held. Temporary suspensions are

assigned by an administrator and may be imposed for up to five school days. Work turned in will follow late work policy.

Complete discipline policies JKBA, JKA-R, and JK-R at www.strasburg31j.com

Expulsion Prevention

It is the belief of the Board that available interventions and prevention services should be explored to help students who are at risk of expulsion before expulsion becomes a necessary consequence. The principal of each school shall work with the professional staff to identify students who are at risk of suspension or expulsion. Among those students who may be at risk are those who are truant, who have been or are likely to be declared habitually truant, or who are likely to be declared habitually disruptive.

The district, working with the student's parent/guardian, shall provide students who are identified as at risk of suspension or expulsion with a plan to provide necessary support services to help them avoid expulsion. Services may include:

1. educational services (tutoring, alternative educational programs or career and technical education programs that provide instruction in the academic areas of reading, writing, mathematics, science and social studies)
2. counseling services
3. drug or alcohol addiction treatment programs, and/or
4. family preservation services.

In some cases, a remedial discipline plan may be the means by which various intervention and prevention services are identified and made available to a student. Support services may be provided through agreements with appropriate local governmental agencies, appropriate state agencies, community-based organizations and institutions of higher education.

The failure of the school district to identify a student for participation in an expulsion prevention program or the failure of such program to remediate a student's behavior shall not be grounds to prevent school personnel from proceeding with appropriate disciplinary measures including but not limited to suspension and/or expulsion.

Expulsion

When suspension or other measures have failed to correct a disciplinary problem, the principal may recommend to the superintendent and school board that a student be expelled. When a case is submitted to the Board for consideration for expulsion, student and parents are assured procedural due process set forth in the Colorado State Statutes. Accordance to Colorado Revised Statutes 22-33-106(1)(a-e) and 3 (c,e, and f) and 22-12-105(3), the following shall be grounds for suspension, expulsion or denial admission 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 which is detrimental to the welfare or safety of other pupils or of school personnel including behavior which creates a threat of physical harm to the child or to other children.
4. Repeated interference with a school's ability to provide educational opportunities to other students.
5. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
6. Having been expelled from any school district during the preceding twelve months that is detrimental to the welfare or safety of other pupils or of school personnel
7. Behavior in another school district during the preceding twelve months that is detrimental to the welfare or safety of other pupils or of school personnel.
8. Serious violations in a school building or in or on school property for which suspension or expulsion shall be mandatory. Expulsion shall be mandatory for:
 - a. The sale of a drug or controlled substance.
 - b. The carrying, bringing, using or possessing a dangerous weapon without the authorization of the school or school district, except that if a student discovers that he or she has carried, brought or is in possession of a dangerous weapon and the student notifies a teacher, administrator or other authorized person in the school district, and as soon as possible delivers that dangerous weapon to that person, expulsion shall not be mandatory. Nothing in this subparagraph (b) shall be construed as prohibiting a school district from expelling a student under the circumstances specified in this subparagraph (b) if such expulsion would be in accordance with the school districts discipline code.

As used in this paragraph “DANGEROUS WEAPON” means: (22-33-102)

- a. firearm, as defined in section (18-1-901) (3) (h), C.R.S.;
- b. any pellet or BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air;
- c. a fixed blade knife with a blade that exceeds three inches long.
- d. A spring loaded knife or pocket knife with a blade exceeding three and one half inches in length.
- e. any object, device, instrument, material, or substances whether inanimate, used or intended to be used to inflict death or serious bodily injury.
- f. Failure to comply with provisions of part 9, Article 4, Title 15, C.R.S. (immunization requirements). Any suspension, expulsion, or denial for admission for such failure to comply shall not be recorded as a disciplinary action but may be recorded with the student’s immunization record with an appropriate explanation.
- g. Declaration as a habitually disruptive student for which expulsion shall be mandatory

Discipline of Students with Disabilities Policy JK (please see complete policy at www.strasburg31j.com)

Screening/Testing of Students Policy JLDAC (please see complete policy at www.strasburg31j.com)

Health Guidelines

Colorado law requires that all students attending Colorado schools must have on file at their school a record of their immunizations. The immunizations must be current. If a student’s immunization record is not filed with the office, they can be withheld from attending school until records are filed. However, parents who wish to exempt their child from immunizations should contact the school nurse.

In the event of a medical emergency, parental instructions are indicated on the emergency card regarding doctors and hospitals to contact, as well as person to call in the event the parent cannot be reached, will be followed. If the emergency card is not turned in or no one on the emergency card can be contacted, we will call the paramedics. In the event of a major medical emergency, the school will call 911 immediately and then contact the parents. They will make all decisions regarding treatment, destination, and hospital. It is very important, therefore, to turn in complete Strasburg School Data Verification Form that has correct telephone numbers and contact information.

****State law prohibits school staff from dispensing any medication that is not provided by the parent with written doctor’s permission and parent permission.** This includes over-the-counter drugs such as acetaminophen, or ibuprofen. If it is necessary for a student to take a prescription medication during the school day, the office must have the original container with pharmacy label. This must be accompanied by a physician’s written instructions including name of student and drug, dosage, time to be taken, and parent signature. Forms are available at the office.

Immunization of students- JLCB

Administering meds to students-JLCD

Students with food allergies-JLCDA

(Please see complete policies online at www.strasburg31j.com)

Drills/Safety Procedures/Controlled Release

Just like our students practice the many new skills that they learn throughout the year, we also like to have them practice fire drills, tornado drills and lockdown drills. Typically one of these occur each month and in the unlikely event that one of these actually occur, our students will be prepared. With that in mind, it is also important for our parents to be aware of the process we would like you to follow if we had to have a controlled release of our students. A controlled release is the release of a student to their parent/guardian in the event of an evacuation either from the individual school or an alternate location. As an added safety measure, you may also notice that picture ID is required to pick up your student. While we live in a small community, the safety of your child is important and the person or person(s) releasing your child may not know you personally. We appreciate your cooperation with this process.

1. Students will proceed to the designated evacuation sight
2. School will notify parents/guardians
3. Picture ID will be required of the parent/guardian, emergency contact listed in PowerSchool or adult designated by parent/guardian picking up their student
4. The student will be brought to the parent/guardian
5. Parent/Guardian will sign form
6. School then releases the student to the parent/guardian

WE FEEL THE SPIRIT
Hemphill Middle School Song
By Kurt Elliott 07

We feel the spirit,
We have the pride,
Indians standing side by side.
We work together for our success,
We have integrity we'll give you nothing less.
Respect, inspire, our teamwork is grand,
Reach for your classmates and give them a hand,
We feel the spirit, we must confess,
We are the Indians of HMS

**HEMPHILL MIDDLE SCHOOL
ATHLETICS/ACTIVITIES POLICIES**

Mascot: Indians Colors: Red/Black

The athletic program consists of 5 sports. (Football, Volleyball, Basketball, Wrestling, and Track) At the middle school level, there is a "no-cut" policy, which means that every participant who tries hard to improve, attends practice regularly, and contributes to a good team spirit will play.

To participate on any athletic team, a student must get A MEDICAL EMERGENCY CARD, HAVE A CURRENT PHYSICAL, AND PARENT PERMISSION FORM FROM THE MAIN OFFICE. They must purchase insurance, or state that they have medical coverage. This must be done before the beginning of the season. The information forms pertaining to each sport are available online, at the front office, or from the coach.

Fee Schedule

The fee schedule for the middle school athletic program: \$50.00 for each sport.

Dances

Periodically throughout the school year HMS Student Council will sponsor school dances. Dance guidelines include HMS students only, once a student exits the building they may not return to the dance, and all other school policies and expectations must be followed.

Eligibility

Any student who participates in school-sponsored extra-curricular activities is subject to eligibility requirements. A student is considered ineligible if he/she has two grades below a C at a given time. Ineligibility is reported as follows:

- Eligibility lists come out every Wednesday morning. A warning week will be given for all students the first week of each quarter. After this week, a student will be ineligible if they have two grades or more below a C.
- The student is not able to participate in, or attend any extra-curricular activities for the duration of that eligibility week.
- Eligibility requirements apply to both athletic and non-athletic extra-curricular activities.
- Students who are ineligible will be required to follow procedures set by administration when ineligible.

DISTRICT POLICY

The entire text of any school district policy and/or regulation is available on the district website www.strasburg31j.com under the Board of Education tab. Our handbook is also available on the district website under the school tab.

By signing below, I acknowledge that I have read and understand the Hemphill Middle School handbook and the policies of Hemphill Middle School. I acknowledge that there are appropriate consequences if I do not follow the guidelines and expectations of Hemphill Middle School.

I have read the district's policy on Technology, Computer and Internet Use and understand its significance. As a parent/guardian, I hereby give permission for my student to access the internet at Hemphill Middle School. I release the Strasburg School District from all costs, claims, damages, or losses resulting from my student's use of district computers (including use of the internet), including but not limited to any user fees or charges incurred through the purchase of goods or services.

I do hereby allow Hemphill Middle School to use my photograph and/or footage of myself for usage on the following: The Strasburg School District's web site (www.strasburg31j.com), Hemphill Middle School yearbook and newspaper, the local newspaper, on HMS transcripts, and to be displayed on photographs within the building. I understand that if my image is posted on the Hemphill Middle School web site that I will not be identified by name.

It is understood that by granting this disclosure, if my image is posted on the Strasburg School District web site, that my photographic or video image will be made available to anyone who visits www.strasburg31j.com. I waive any claims against Hemphill Middle School for the posting of my photograph or image on the Strasburg School District web site.

Student name (printed)_____

Student's grade_____

Date_____

Student's signature_____

Parent's signature_____