

Hemphill Middle School

Student Handbook

2022 - 2023



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Strasburg School District 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.

Commitment to Diversity and Inclusion

Strasburg High School 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.

The purpose of this handbook is to acquaint the students and parents with policies, procedures, programs and general information regarding Hemphill Middle School. Our policies define high standards and expectations for appropriate student behavior. The MOST important reason for these policies is to support student growth and achievement. The learning environment for your child is our top priority. We will do all we can to ensure our schools are safe, disciplined, and focused on learning.

Our ultimate purpose is to help each student to be successful while they are at Hemphill Middle School, and prepare them to be successful after they graduate. We all must share responsibility in this endeavor. We want all students to be active participants in our school community. We encourage parents to be involved in their child's education and to feel welcome at our school. Please contact the school at 303 622 9211 if you have any questions or concerns. Please visit our District website, www.ssd31j.org; it is designed to help parents keep up with meetings, conferences, and events at each school.

STRASBURG EXPECTATIONS

Students and faculty at Hemphill Middle School will pledge to uphold the following expectations:

<i>Success</i>	Strive for Excellence
<i>Pride</i>	Take Pride our school and community
<i>Integrity</i>	Be truthful and do what we know to be right
<i>Respect</i>	Respect others Self and Property
<i>Inspire</i>	Motivate, inspire and achieve
<i>Teamwork</i>	Support and Encourage others

INDIAN SPIRIT

We want students at Hemphill Middle School to have pride in themselves and their school. When representing Hemphill Middle School, conduct yourself in a manner that will reflect positively on yourself and your school. Students and faculty should represent themselves and the school appropriately whether they are on school property or not. Students are here for an education, to become lifelong learners, and to develop into responsible members of society.

School Board Members

Mr. Michael Marrero
Mr. Dillon Kent
Mrs. Julie Winter
Mr. Daymon Johnson
Mrs. Diana Elliott

Administration

Superintendent	Mr. Dan Hoff
Principal	Mrs. Johnnie Echer
Assistant Principal	Mrs. Avis Devlin
Counselor	Mr. Matt Nelson
Secretary	Mrs. Jennifer Hall
Athletic Director	Mr. Kevin Hemphill

Faculty

Subjects Taught

Mrs. Tami Hart	6 th Grade, Science, Exploratory
Mr. Michael Abbott	6 th Language Arts, Exploratory
Mr. Cameron Schiller	6 th Grade Social Studies, Careers
Ms. Tiffany Neumann	6 th Grade, 7 th Math, 6 th RTI
Mr. Tony Rome	7 th Social Studies, Computers
Mrs. Ashley Price	7 th Grade Language Arts, Life Skills, Mythology
Mr. David Lasecke	7 th Grade Science, Life Skills
Mrs. Victoria Bomnskie	7 th Grade Math/ ELL
Mr. John Green	8 th Grade Social Studies, Life Skills
Mr. Chad Hauser	8 th Grade Math, Computers , Life Skills
Mrs. Julie Smith	8 th Language Arts, RTI
Mr. Chris McCoy	8 th Science, Health, Algebra I
Mrs. Katy Strasser	PE, Health
Mr. Kyle Bollers	P.E/Health
Ms. Amanda Fisher	Art
Mr. Zach Myers	Band, Strings and Choir
Mrs. Meghan Loveless	Spanish
Mrs. Heather Neira	Special Education
Ms. Connie Perrino	Librarian, Yearbook, Paraprofessional
Mrs. Tina Spence	Paraprofessional
Mrs. Amber Adams	Paraprofessional
Mrs. Barb Adams	Paraprofessional
Mrs. Emily Bustillo	Paraprofessional

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

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GENERAL INFORMATION

Our handbook is in accordance with Strasburg School District Board of Education policies. You may find these policies on the Strasburg School District website using the following link:

<http://www.strasburg31j.com/Content2/Board-Policy>

ENROLLMENT

Strasburg School District 31J has an open enrollment policy. Students who reside with their parent or legal guardian within the Strasburg school district's attendance area have an entitlement to attend Strasburg Schools. The District is closed to students living outside the district's boundaries.

STUDENT SCHOOL HOURS

SHS main halls will be opened for students from 7:45 am to 3:20 pm. **All students need to be out of the building by 3:30 pm** unless they are directly supervised by a staff member.

OFFICE HOURS

The Hemphill Middle School front office is open from 7:35-3:35 Monday-Friday.

REPORTING A STUDENT'S ABSENCE

There are several ways to report your child's absence. You may call our attendance line at 303-622-9213x788 or the direct line at 303-622-9213. **Please note that all absences need to be communicated to the office no later than 8am the day following the absence or the absence will be counted as unexcused.**

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. Middle school students are not permitted to board the bus at the High School. **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 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. 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.

STUDENT SCHEDULE

<u>6th Grade</u>	
1 st Period	7:55 - 8:49
2 nd Period	8:52 - 9:46
3 rd Period	9:49 – 10:43
4 th Period	10:46 – 11:40
Lunch	11:43 – 12:14
5 th Period	12:17 – 1:16
6 th Period	1:19 – 2:13
7 th Period	2:16 – 3:10

<u>7th Grade / 8th Grade</u>	
1 st Period	7:55 – 8:49
2 nd Period	8:52 – 9:46
3 rd Period	9:49 – 10:43
4 th Period	10:46 – 11:40
5 th Period	11:43-1:16
Lunch A	12:14-12:45
Lunch B	12:45-1:16
6 th Period	1:19 – 2:13
7 th Period	2:16 – 3:10

CHANGE OF ADDRESS AND PHONE NUMBER

When a student has a change of address and/or telephone number the building secretary should be informed immediately. The change will be recorded in the student's PowerSchool records. Failure to inform the school of these changes can cause delay in contacting parents in case of emergency or mailing of report cards.

VISITORS

All visitors to the campus are required to check in at the office, provide ID (if necessary), and receive a name tag.

Visitors are to be treated with courtesy and respect and we want our students to make all visitors feel welcome at our school. We welcome any parent/guardian to visit our classrooms. However, please notify the office at least 24 hours in advance if you plan on observing a class for a limited amount of time. Students wishing to bring visitors to classes must obtain clearance at least 24 hours prior to the visit from the principal's office. A visitor's pass must be filled out and signed by the principal. The visitor is expected to follow all school rules and expectations. (Visitors are not allowed during finals week). Visitor passes are good for one day only. A visitor pass does not cover Strasburg bus transportation.

STAFF HOURS

The Hemphill Middle School staff is committed to the success of each student. We have high expectations for our students and will do everything we can to help our students be successful. General staff hours are 7:35 am - 3:35 pm. However, our teachers are available before and after school or at lunch to assist students on a daily basis. Our staff will schedule time to help students when needed. Each staff member will post his/her office hours on a consistent basis.

PARENT COMMUNICATION

We welcome all communication and feedback from the families of our students. Please feel free to call the office if you need to contact a staff member. We have a phone system that will route your call directly to the voicemail of a particular staff member. We will not interrupt a teacher during class unless there is an emergency; however, each staff member will do everything possible to return your call within 24 hours.

We strongly encourage you to contact us by email. Staff email addresses can be found on our website.

Our administrative staff and teachers are welcome to meet with you whenever we are available. While we try to accommodate any emergencies, please call ahead and make an appointment if you need to meet with the principal, counselor, or any teacher. This will ensure we make the time to address any concerns you may have.

If any parent/guardian would like to volunteer or help in any way, please contact the school office or the individual staff member you would like to assist.

WEB SITE AND POWER SCHOOL

Our district website is www.strasburg31j.com. This site has general information about our school, including a school calendar and extra-curricular activity schedules. The principal and counselor have their own pages that have updates on important news and activities. Each teacher also has his/her own separate page that gives information on classroom expectations and other general academic information.

Parents/guardians are able to access their student's grades online using our PowerSchool system. If you attended Hemphill Middle School last year your user name and password will remain the same. Information on how to view grades will be given at the beginning of the school year or by contacting the main office or counseling office.

LOCKERS

Lockers are the property of Strasburg Schools. *Administration will decide on a yearly basis if lockers will be made available to students.* Lockers are made available for student use as a privilege and are assigned for the storage of books and equipment. It is the student's responsibility to see that his/her locker is kept locked at all times. The school is not responsible for the loss or theft of items from lockers and reserves the right to search lockers on suspicion of a threat to the health and safety of other students and staff. Most locker thefts occur as a result of students not locking their lockers, sharing lockers, not using their assigned lockers, or giving out their locker combination.

- No padlocks are allowed on hall lockers.

- Students shall not switch locker assignments.
- No painting, stickers, or contact paper allowed on or in lockers.
- Adhere to recognized standards of decency regarding what is displayed.
- Lockers should be clean inside and out.
- Students are responsible and will pay for any damage done to the locker.

TEXTBOOKS

All textbooks will be checked in and out by the classroom teacher at the beginning and end of the school year, or upon student withdrawal. Students are responsible for all books and/or materials checked out to them. Students who have lost or misplaced a book during the school year may check out a replacement from the teacher who issued the original book, but they must pay a replacement fee first. All students are expected to pay for lost or damaged books before their withdrawal from school or before the completion of the school year. All fees and fines must be paid in full before grades, records/transcripts, or diplomas will be handed out. Students are required to cover all hardback textbooks.

The fees for a lost or damaged book are as follows: Hard cover textbook- \$50; Classroom paperback- \$20; All library books- \$20; (Public library books will be the cost of the book); Re-binding fee- \$20.

CLASS FEES/FINES

Class fees are \$15.00 (required for 6th grade only) which covers Planner and P.E. Uniform . 7th/8th grade planners are optional at \$3.00 and replacement PE Uniforms are \$12.00.

Additional Fees: Locks-\$6.50, Book Rebind-\$15.00, Lost Uniforms-\$35.00/Warm-up Top, \$35.00/Top, \$35.00/Shorts or Pants, \$25.00/Spandex, Library Books \$20.00, Football Pads \$40.00, FB Helmet \$50.00. Sports Fee \$50 per sport. 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.

HEALTH OFFICE

The health office at Hemphill Middle School is monitored by school staff who will make health assessments to determine if a student should remain at school, be sent home, or be advised to seek medical care from an outside healthcare provider. There are two full time nurses in the district. If a student is not feeling well, she/he should tell the teacher first and the teacher will send the student with a pass to the front office. The secretary will either contact the parents or send the student to the nurse's office. (Please note that students may stay in the nurse's office temporarily and then we will determine if the student can return to class or need to leave school). If there is an emergency then the teacher will send the student directly to the nurse's office for first aid care.

Students MUST obtain permission from the office before contacting parents to leave school. No student who is feeling sick or has received an injury should leave school without reporting to the office first. Students who leave the building without permission from the office may receive an unexcused absence.

- 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 Tylenol or aspirin. If it is necessary for a student to take a prescription medication during the school day the nurse 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 main office.

SCHOOL CRISIS PLAN

At Hemphill Middle School, each staff member has a copy of the school crisis plan which gives specific instructions for emergency situations. This plan is reviewed on an annual basis with the staff. We have implemented a Standard Response Protocol at our school based on recommendations from the "I Love You Guys" Foundation. Our staff is trained annually to use this protocol. A major component of the plan is to practice for different scenarios, emphasizing that preparation can ensure safety by minimizing confusion and panic. The major scenarios are as follows:

HOLD: Hold is when we need to keep students in their classrooms due to a situation occurring in the hallways (not dangerous).

SECURE- Secure is the purposeful act of keeping students and staff inside the building. The outside doors will be locked; students will be allowed to move from class to class but will not be allowed to exit the building. A lockdown occurs when an emergency threatens the welfare of students and staff outside of the building.

LOCKDOWN- A lockdown is the purposeful act of keeping students and staff inside the building in a predetermined area, such as their classrooms. The purpose of a lockdown is to hide students and staff behind locked doors in as little time as possible. A lockdown occurs when a serious emergency threatens the welfare of students and staff inside the building, such as a threatening person.

SHELTER- Shelter is the purposeful act of keeping students inside the building when there is an emergency outside of the building. This procedure will be used when there is hazardous waste or threatening weather, such as a tornado watch. The outside doors will not be locked. Students and staff will either be able to move within the building (but will not be allowed to exit the building), or asked to remain in an enclosed area, if necessary.

SHELTER FOR TORNADO- 6th grade will report to the hallway outside of the gym. 7th and 8th grade will go to the locker rooms.

EVACUATION: Evacuation is required when there is a dangerous situation within the school, such as a dangerous intruder, fire, or toxic gas, which requires the students and staff to evacuate and/or seek an alternate shelter.

- **Evacuation Level I-**Students will evacuate the school to designated areas outside the school. A map is provided in each classroom to illustrate this procedure. (This procedure would be used for a fire).
- **Evacuation Level II-**Procedures will be implemented for students and staff to be removed from school property (after Evacuation Level I) to a safe site to be determined. Parents would then be informed so they can pick up their students from the appropriate safe site when it is safe to do so.

In the advent of an emergency situation, these are the most likely ways the district will communicate to parents/guardians;

- 1) We have a reverse 9-1-1 capability (either by phone call or text or both) that enables the district to call every family to inform them of an emergency and what procedures to follow.
- 2) Send a mass email to all parents/guardians.
- 3) Check the district web site for up-dated information.

Parent/guardian Responsibilities During a Crisis (from the Adams County Crisis Handbook):

During a crisis, parents/guardians should be advised to remain close to a phone, computer, or media source in order to receive the most accurate information in a timely matter. To facilitate this process, it is extremely important that parents/guardians maintain current contact information on file with the school.

Many parents will feel the need to respond to the school at first notice of any crisis. This can result in unintended negative consequences. For example, when parents/guardians arrive at schools during a crisis the district is forced to reassign resources dedicated to student safety to help manage parents arriving at schools. During a crisis, it is best to follow the district procedures and updates for the proper response.

Parent/Guardian Reunification with Student:

Although districts aim to reunite students with parents/guardians as soon as possible during times of crisis, this may not be able to occur during or even immediately following a school or community crisis.

Strasburg School District will work in conjunction with the Sheriff's Department and Fire Departments to determine when it is safe to reunite students and parents/guardians. In some cases, if the safest option is to keep students in schools while a crisis is being managed in the community, the reunification process could be delayed several hours in order to ensure students are not placed in a harmful situation. Once it has been determined that it is safe to allow reunification to occur, the details will be communicated to parents/guardians via our reverse 9-1-1 system, email, and/or web site and other media sources.

Parents/guardians can be prepared for the reunification process by bringing the items specifically requested by reverse the 9-1-1 call or web site to the reunification site. A minimum requirement of photo id will most likely be necessary at these events. This information will be shared with parents/guardians via the communication methods outlined previously.

The procedures for a Controlled Release of students after Evacuation Level II are as follows:

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 occurs, 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

THREAT ASSESSMENT TEAM

We have a district wide threat assessment team composed of school administration, counselors, and our School Resource Officer. This team meets on a frequent basis to update our crisis plan and determine if a student is in need of intervention or poses a threat to him/herself or others.

LOST AND FOUND

The lost and found is in the hallway by the library, small items (jewelry, keys, etc.) are kept inside the main office. Clothing items will be emptied each semester and donated to charity.

LUNCH PROGRAM

The lunch period is 30 minutes long. School lunches may be purchased in the cafeteria. Parents can monitor their child's lunch purchases on payschoolcentral.com. 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 food services 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 at the front office. 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 GUIDELINES

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. Students must use a quiet voice and cannot move chairs from tables
5. When finished eating, students clean their area and wait to be dismissed.
6. No soda or energy drinks are allowed in the cafeteria.

HALLWAYS

Students will not be in the hallways without a pass except during the passing period.

OFFICE PHONE USE

Students may not use the office phone during class unless there is an emergency and he/she has a written pass from the teacher. Students may use the office phone before and after school, in between classes, and during lunch.

MESSAGES

Messages to be delivered to students will be handled by the front office and may be left only by parents. These messages should be of a serious or emergency nature. Only emergency messages will be delivered immediately; other messages will be delivered during the next passing period, at lunch, or after school.

DOGS AND OTHER PETS

Dogs and other pets may not be on any Strasburg School campus during the normal hours of school operation (7:35-3:25) Monday-Friday unless prior permission is given by administration. Please note that proof of insurance and a copy of a homeowner's policy are required prior to a pet being brought to school.

STUDENT WITHDRAWAL

Before a student withdraws from school he/she shall obtain a withdrawal from the front office. The withdrawal form must be signed by the parent, all of the student's teachers, the librarian, the cafeteria, any sponsors/coaches, and the principal. Any cost of books not returned, fees or fines due, will be noted on the withdrawal sheet. The student is expected to clear these obligations before leaving school and before any records shall be released.

DISCLOSURE OF PERSONAL RECORDS

According to Federal Law (FERPA, Appendix B): "Federal law permits the school district to disclose personally identifiable information in the student's education records to 'school officials with legitimate educational interests.' School officials include persons employed by the district as an administrator, supervisor, teacher, or support staff member (including but not limited to transportation personnel) or a person, agency, or company with whom the District has contracted, or otherwise arrange to perform a special task or service. Such individuals have a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional and/or official responsibility.

A legitimate educational interest also exists where the staff member or other individual works directly with students and needs to review education records to increase his/her awareness of steps necessary for the safety and welfare of students and staff members.

ACADEMIC INFORMATION

GRADING SCALE

Strasburg Senior High uses a letter grading system that signifies the following:

<u>Letter</u>	<u>% Grade</u>	<u>Grade pt. value</u>
A	90-100%	4.0
B	80-89%	3.0
C	70-79%	2.0
D	65-69%	1.0
F	Below 65%	No grade pt.
P	Pass	No grade pt.
I	Incomplete	No grade pt.
NC	No Credit	No grade pt.

Incomplete grades will automatically become an F if the student does not complete the requirements of the class within one week after the end of the grading period. An extension of time can be given in extreme circumstances (principal's approval only).

CLASS PARTICIPATION POLICY

Attendance in class is an essential part of a student's education. Many of our classes will have a policy that gives credit for participation in class. Students who are chronically absent from a class will likely see their grades reduced. For classes that depend on participation for credit (i.e., PE, Band, Choir), a student may lose all or partial credit for that day's participation points when he/she is absent, especially when a student is chronically absent. These points can be made up outside of class at

the teacher's discretion. If a student does not participate in PE they will not be allowed to participate in athletic events afterschool unless the absence for the class is excused (ie Dentist appointment).

MAKE UP WORK

Make-up work shall be provided for any class which a student has missed. It is the responsibility of the student to pick up any make-up assignments. Students will be held responsible for material missed during any absence. Please follow the teacher's syllabus to determine the appropriate way for a student to access his/her make up assignments. The following procedures apply for students' work when they are absent from class:

1. **Excused and Verified Absences** - Make-up work will be assigned the first class period that the student attends after the absence and will be due the next day. Full credit will be granted for this make-up work. Students will be given one day for each day absent to turn in work. Work assigned prior to the absence is due upon returning to school, unless arrangements are made between the teacher and the student.
2. **School Related Activity Absences**- Students who miss school work due to a school related activity are responsible for making up any work due to the absence. Students who miss school for a school related activity will be required to communicate with their teachers regarding any work that is assigned during their absence. This work will be due on the assigned due date or the day the student returns to class (unless other arrangements are made by the teacher). If the work was due on the day of the absence, then it must be turned in when the student returns to class unless the teacher requires it to be turned in before the student leaves school.

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.

Please follow the teacher's syllabus to determine the appropriate way for a student to access his/her make up assignments when he/she is absent.

HONOR ROLL

Students are selected for honor roll at the end of 1st and 2nd semester based on grade point average. 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

Hemphill Middle School has 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 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. Students who do not participate in the rehearsal will not be allowed to participate in 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 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 Monday through Thursday from 3:20-4:00.

REPORT CARDS

Hemphill Middle School's year is based on two semesters with each semester comprising 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 PowerSchool. Please call the teacher or counselor if further information is desired.

SCHOOL WEBSITE/SCHOOL SUPPLIES

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. 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.

HOME SCHOOL PROCEDURES

As a rule, the district shall only accept transcripts from an accredited home-based educational program. In order to determine whether the courses and grades earned are consistent with district requirements and district academic standards, the district shall require submission of the student's work or other proof of academic performance for each course for which credit toward graduation is sought. In addition, the district may administer testing to the student to verify the accuracy of the student's transcripts. The district may reject any transcripts that cannot be verified through such testing. The school will make the final determination on whether a student is to receive credit or not and in which subject area the credit will be given.

FAILURE OF MIDDLE SCHOOL COURSES

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 semester courses. A retention meeting will be scheduled with student, parents, and administration to determine if retention will occur.

STUDENT 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.

REPORT CARDS AND PROGRESS REPORTS

Students will receive quarter grade reports approximately midway through each semester. Our first Parent Teacher conferences will be held on October 12th and 13th. 1st Quarter grades will be mailed home the week of October 17th. Final grades for the first semester will be mailed home the week of January 2nd. Our second Parent Teacher conferences will be held on March 8th and 9th. 3rd Quarter grades will be mailed home after March 13th. Final grades for the second semester will be mailed home the week of May 22nd. Semester grades will be an average of the two quarters, but only the semester grade is printed on a student's transcript.

ELIGIBILITY

Any student who participates in school-sponsored extracurricular activities is subject to eligibility requirements. A student is considered ineligible if he/she has more than one grade below a C at a given time. Ineligibility is reported as follows:

1. The first time in a quarter that a student has more than one grade below a C, he/she is placed on a warning list. The next time within the quarter that the student has more than one grade below a C, he/she is placed on the ineligibility list. The student is not able to participate in any extra-curricular contests until he/she becomes eligible again. The warning/ineligible list will re-start at the beginning of each quarter.
2. **The ineligibility list is up-dated on a week to week basis every Wednesday morning at 8:00am. If a student is ineligible, he/she will not be able to participate in any extra-curricular activities from that Wednesday through the following Tuesday. As a rule, all papers that are turned in by the previous Friday will be graded and averaged into a student's grade by 8am on Wednesday of each week (an exception may be long-term projects that require more time to grade).**
3. Parents will be contacted when a student has been consistently placed on the ineligible list.
4. Eligibility requirements apply to both athletic and non-athletic extra-curricular activities, including all clubs and non-required field trips.
5. Students who are ineligible are required to continue practicing while they are unable to compete in games.
6. Students who are ineligible will meet with a staff member and determine specific ways the student can improve his/her grade.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are held twice each year for middle school students. First semester conferences are held on October 12-13 and second semester conferences are held on March 8-9 from 5:00-8:00 pm. They are arena style conferences in the school gym- no appointment is necessary, and this way parents/guardians are able to meet with all of a student's teachers in one evening. The entire senior high school staff is available during conferences for you to meet with. **We strongly encourage parents to attend these valuable conferences.**

If you need a conference at any time, please call the school and schedule a meeting with the teacher(s) you need to meet with.

ON-LINE GRADES

We utilize the Power School system that allows parents/guardians and students to check a student's grades from a computer or smartphone. **This is an excellent way for parents to track a student's grades and we strongly encourage parents to take advantage of this system.** Usernames and passwords are available through the counselor's office for both students and parents. .

SERVICE LEARNING

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 a total of 18 hours. 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.

DANCES

School dances will be held approximately 2/3 times per year. All school rules apply to school dances including the following:

- The attire at dances must be appropriate and is subject to the approval of administration.
- No overt displays of affection.
- No one will be permitted to leave the dance and then return to the dance without prior permission.
- Students must be eligible and in good standing to attend dances
- The student expectations in place for our school are enforced at dances.

TARDY POLICY:

Strasburg School students are expected to be in class on time. Initially, the teachers will address tardiness and give appropriate classroom consequences, such as loss of participation points or bell work credit. A student is tardy if he/she is not in the room or seat when the bell rings per the teacher's classroom procedures.

CONSEQUENCES FOR TARDIES PER QUARTER FOR EACH CLASS:

- 3 tardies total in one week- referral and detention; more than 3 tardies in a week can result in increased detention. Student will participate in the tardy contract
- 5 tardies in one class in a quarter- referral and detention; referral and detention for each subsequent tardy (Teachers may have their own consequences for 1-4 tardies). Student will participate in the tardy contract

Attendance Policy (File JH)

Regular daily attendance in class is of prime importance in the educational process. All students are expected to attend school for all days of the established school calendar as approved annually by the Board of Education and in compliance with the Colorado School Attendance Law. **Vacations and appointments should be scheduled outside the student's scheduled classes.**

Attendance is the responsibility of the student, parents, and the school. The importance of regular, daily attendance as a basis for academic achievement cannot be overemphasized. All absences have a negative effect upon instructional continuity, regardless of the attempts to make up work. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. Absences resulting from temporary illness, injury, extended disability of the student, or family emergencies will, under normal circumstances, be acceptable reasons for a parent/guardian to verify a student's absence. However, students who choose to not attend school without a verifiable reason will face the appropriate consequences. Strasburg School District is a safe place to learn that there are consequences for actions- better now than when they are employed.

This policy defines absences of twelve (12) **between August-December or January-May** as being excessive. Every student and his/her parent/guardian are encouraged to establish a goal to have perfect attendance; however, on a more practical level, the goal should be to not allow more than eight (8) absences **between August-December or January-May**. It is our belief that up to eight absences during these time periods should not adversely affect any student's educational growth in any individual class and, therefore, be considered as exhibiting acceptable attendance habits.

The provision of this policy shall be applicable to all district students, including those above and below the age for compulsory attendance as required by law.

Hemphill Middle School Attendance Procedures:

TYPES OF ABSENCES: (Please note: the term "per semester" is defined as either August-December or January-May).

EXCUSED (EXC) – Do not count toward the 12 absences allowed per semester. These include the following: illness with doctor's excuse, appointments for orthodontist or doctor (with proper paper work), extreme illness to a family member, and funerals.

ACTIVITY (ACT) – Do not count toward the 12 absences allowed per semester. These include absences due to a school sponsored activity (ie: school sponsored field trips, music concerts, sports trips, FBLA contests, etc.).

VERIFIED (VER) – Count toward the 12 absences allowed per semester. These are absences verified by the parent, but do not fall under the guidelines as set above for excused absences (i.e., illness without doctor's excuse, trips, appointments, and prearranged absences for personal reasons, etc). Prior verification before the absence is preferred.

UNVERIFIED (UNV) - Count toward the 12 absences allowed per semester. The nature of the absence has not been determined.

UNEXCUSED (UNX) – Count toward the 12 absences allowed per semester. These are absences that are not excused by the parent and school. (The student was truant for that period).

SUSPENSIONS- Do not count towards the 12 absences allowed per semester. (In-school suspensions will be recorded as ISS and out-of-school suspensions as SUS).

ATTENDANCE GUIDELINES:

- Each time an unverified absence is recorded, the attendance office will call/email the home. If you receive such a call, contact the attendance office as soon as possible to verify the absence.
- If a student misses at least **5-8** days or classes in a semester (excluding excused or activity absences), a personal letter will be mailed to the parent/guardian.
- If a student misses 10 days or classes in a semester (excluding excused or activity absences), the attendance office will contact the parent by letter, notifying the parent/guardian that the student has at least 10 absences. **An attendance contract may be established between the student, parent/guardian, and the school after 10 absences.**
- **If a student misses at least 12 days or classes in a semester** (excluding excused or activity absences), **the student's grade will likely be negatively affected and the student will be in danger of losing credit for the class for the semester.** Consequences may include:
 - Students will be placed on an attendance contract.
 - A conference shall be held with the student, parent, and school administration.
 - **If a student violates the attendance contract after 12 absences, all work assigned to a student during future absences will be automatically considered late when it is completed.**
 - **Exceptions to this policy will only be made at the discretion of administration.**
- **If a student violates the conditions of the attendance contract and continues to be habitually absent then the student will receive no credit for that specific class for the current semester. This penalty will be applied to students who continue to violate the expectations agreed upon in the attendance contract and in conferences with parents/administration.** Exceptions can only be made with the principal's approval and will only be made in extreme circumstances. An updated conference with administration, the student, and the student's parents will be required.
- Appeals must be made directly to the principal. Exceptions will be considered based upon legitimate medical reasons or extreme hardships encountered in the family.
- A parent/guardian must verify all absences by telephone or written note.
- Parents/Guardians should contact the attendance office if a student arrives late or leaves early.
- **Students in the who are over 10 minutes late to class will have an unexcused absence unless there is an excuse for the student arriving late.**
- Students will not be excused from one class to work on assignments for another course unless explicit permission is given by the instructor(s) and/or administration.
- **A parent/guardian must notify the office (303-622-9212) by 8am on the following school day of each absence if the absence is to be verified or excused. If notification is not received by 8am the next school day then the absence will be considered unexcused.**

Condensed /Attendance Info

Each unverified/unexcused absence will generate a phone call/email from the attendance office. The following procedures will apply per semester: 1) After 5-8 absences in any one class, a letter will be sent home. 2) After ten absences, the office will contact the parent by letter and/or phone call and an attendance contract may be administered. 3) After twelve absences, the student's grade will likely be negatively affected, an attendance contract will be established. 4) If a student violates the terms of the attendance contract then he/she will lose credit for the class for the semester.. *Exceptions to be made only with the principal's approval.*

This attendance policy excuses absences for school related activities, student illness when accompanied by a doctor's note, extreme illness to a family member, funerals, and doctor or dental appointments. The school will require medical verification or other documentation to excuse these absences. **Excused and activity absences will not count towards the number of absences considered for receiving no credit for a class.**

UNEXCUSED ABSENCE POLICY

An unexcused absence occurs when a student is absent from class without a verifiable excuse from the parent and school. When a student is unexcused, he/she is considered truant. The administration is the final judge as to whether an absence is verified/excused or unexcused. In making this determination, the principal shall consider the best interests of the student and the school. An absence is unexcused or truant under the following conditions:

- An unauthorized absence- the student misses class without parental and school permission.
- A student is more than 10 minutes late to class without being excused by the parent and school.
- An unauthorized absence that is not cleared by the parent by 8am the next school day after the absence.
- A student leaves school without permission from the office and parent.

CONSEQUENCES FOR UNEXCUSED ABSENCES/TRUANCY:

- Each unexcused absence will result in a detention. Multiple unexcused absences will result in increased detention and possibly in-school suspension.
- Any work that is due or assigned when a student is unexcused will be considered late when it is turned in (refer to grading procedures for consequences).
- **Students who have multiple unexcused absences will not be allowed to participate in extra-curricular activities at the discretion of administration.**
- **Students may lose his/her open campus privileges after multiple unexcused absences.**
- If a student is unexcused for ½ day or more, the consequence shall be at least .5 day of in-school suspension or multiple hours of detention. If a student is unexcused for an entire day then he/she will serve one day of in-school suspension.
- Multiple unexcused absences will result in in-school suspension and/or multiple hours of detention at the discretion of administration. These students may not be able to participate or attend extra-curricular activities at the discretion of administration. Also, students will be placed on an attendance contract that will monitor their attendance and restrict their time out of class.

HABITUALLY TRUANT

As defined by state statute (22-33-107) a student is considered habitually truant if he/she has 4 unexcused absences in a month or 10 unexcused absences during the school year.

- The consequences for multiple unexcused absences shall be either detention, in-school suspension, loss of school privileges, and any appropriate academic penalties.
- **Multiple cases of truancy will result in either a different educational placement or a referral to truancy court or social services.**

REPORTING A STUDENT'S ABSENCE

There are several ways to report your child's absence. You may call our attendance line at 303-622-9212x788 or the direct line at 303-622-9213. You can email Jhall@strasburg3lj.com. **Please note that all absences need to be communicated to the high school office no later than 8am the day following the absence or the absence will be counted as unexcused.**

- ***Please note that if a student is reported as absent, then he/she is not to be on the school campus or participate in school activities for that day***

STUDENT DISCIPLINE AND BEHAVIOR POLICIES

“Discipline yourself so others don’t have to”

OVERVIEW:

One of the most important objectives of education is for pupils to develop self-discipline. As part of working toward this goal, it is necessary that the atmosphere in the school be one that enhances the learning process. The school has the responsibility for disciplinary supervision while students are on school premises. In addition, students are subject to the supervision of the school while going to and from school, on buses, and while engaged in related school activities. Please also be aware that the school can and will administer discipline for students for off campus behavior that has a negative impact on the school environment. Efforts will be made to involve parents in working out solutions to discipline and behavior problems, including setting up a behavior plan for the student if necessary. Students who engage in unacceptable behavior should be prepared to accept the consequences. Whenever possible, penalties for misconduct will commensurate with the offense.

Hemphill Middle School seeks to maintain an environment which is conducive to learning, protective of the safety and welfare of students and staff, and free from unnecessary disruption.

Students are expected to pursue the educational program and behave in such a way that their presence does not detract from their own education or the education of others. Students shall treat teachers, administrators and other district employees, and fellow students with dignity and respect and shall behave in such a manner that their presence contributes to a positive school environment. Students shall be expected to comply with district, school, and classroom rules.

We have developed a PRIDE acronym for our students and expect them to follow these expectations both on and off campus:

STRASBURG PRIDE EXPECTATIONS SPIRIT

<i>Success</i>	Strive for Excellence
<i>Pride</i>	Take Pride our school and community
<i>Integrity</i>	Be truthful and do what we know to be right
<i>Respect</i>	Respect others Self and Property
<i>Inspire</i>	Motivate, inspire and achieve
<i>Teamwork</i>	Support and Encourage others

We have high expectations for our students and any student who does not meet these expectations is subject to an appropriate consequence.

Students will receive a disciplinary referral and sent to the office for behavior that falls in the following categories:

- Drug/Alcohol/Vaping and Tobacco violations
- Assaults/Fights
- Dangerous weapons
- Robbery/Stealing
- Disobedient or defiant
- Detrimental behavior
- Destruction of school property
- Repeated interference to the school environment
- Excessive tardies, technology violations, public displays of affection
- Dishonesty and/or plagiarism

Consequences for any of these behaviors include but are not limited to the following:

- Student warning
- School Service Detention—requires a student’s presence before or after school. Students who do not show up for detention may be given additional detention time or be suspended. Students will be given at least a one-day notice before serving a detention so transportation arrangements may be made.
- In-school or out-of-school suspension —used for more serious offenses.
- **Penalties for violation of the discipline code will be consistent (commensurate) with the offense. Students who repeatedly violate the code will receive more severe penalties.**

School Service Detention- Research shows that traditional detention does little to nothing to curb negative behavior. Hemphill Middle school will be completing 2 things during detention.

1. Students will complete a reflection sheet regarding their behavior and action steps to eliminate the negative behavior.
2. They will then complete service work at the middle school with the administration and custodial staff

Please note the following information regarding consequences and missed detention:

- Unexcused and behavioral detentions will be served at discretion of administration.
- If a student misses a detention, then parents will be called and the time will be doubled . If they miss again then he/she may be suspended.

For any behavioral disciplinary referral, the parents/guardians will be contacted by phone and a copy of the referral will be mailed home. Also, a referral to the counselor or other appropriate school personnel may be made. Any severe violation of our code of conduct will be referred to the appropriate legal authorities.

CLASSROOM BEHAVIOR

Each classroom teacher has a classroom management plan that outlines expected student behavior. Minor infractions of these expectations will be handled by the classroom teacher. Major infractions and repeated interference of the classroom environment will result in a referral to the principal. Both the teacher and the principal will call home and appropriate consequences will be assessed.

EXTRACURRICULAR ACTIVITY BEHAVIOR

- The expectations for Strasburg students apply for all school related activities whether the student is on campus or off campus. We expect our students to behave responsibly and respectfully and represent our school in the best possible manner. A student who behaves inappropriately on or off campus may face disciplinary action, **such as losing the right to represent our school in extra-curricular activities.**

SCHOOL DISCIPLINE POLICIES AND CODE of CONDUCT (In alphabetical order):

Code of Conduct

In accordance with applicable law and Board policy concerning student suspensions, expulsions and other disciplinary interventions, the principal or designee may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event and off district property when the conduct has a nexus to school or any district curricular or non-curricular event.

1. Causing or attempting to cause damage to district property or stealing or attempting to steal district property.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Willful destruction or defacing of district property.
4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
5. 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.
6. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, either orally or in writing or derogatory statements addressed publicly to an individual or a group that precipitate disruption of the district or school program or incite violence.
7. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
8. Violation of the Board's policy on bullying prevention and education.
9. Violation of criminal law which has an effect on the district or on the general safety or welfare of students or staff.
10. Violation of any Board policy or regulations, or established school rules.
11. Violation of the Board's policy on weapons in the schools. Expulsion shall be mandatory for bringing or possessing a firearm, in accordance with federal law.
12. Violation of the Board's policy on student conduct involving drugs and alcohol.
13. Violation of the Board's violent and aggressive behavior policy.
14. Violation of the Board's tobacco-free schools policy.
15. Violation of the Board's policies prohibiting sexual or other harassment.
16. Violation of the Board's policy on nondiscrimination.
17. Violation of the Board's dress code policy.
18. Violation of the Board's policy on gangs and gang-like activity.

19. Throwing objects, unless part of a supervised school activity, that can or do cause bodily injury or damage to property.
20. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or others.
21. Lying or giving false information, either verbally or in writing, to a district employee.
22. Engaging in scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
23. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
24. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students.
25. Repeated interference with the district's ability to provide educational opportunities to other students.
26. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the district staff.

Violent and Aggressive Behavior Policy JICDD

The Board recognizes there are certain behaviors that, if tolerated, would compromise the learning environment to which the students and staff of the district are entitled. These behaviors, categorized as violent or aggressive, will not be tolerated.

Students exhibiting violent or aggressive behavior or warning signs of future violent or aggressive behavior shall be subject to appropriate disciplinary action including suspension and/or expulsion in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions. As appropriate and in accordance with applicable law and Board policy, students may also be referred to law enforcement authorities. At the district's discretion and when appropriate, the student may receive appropriate intervention designed to address the problem behavior. The district may also conduct a threat assessment of the student.

Students shall immediately report questionable behavior or potentially violent situations to an administrator, counselor or teacher.

A staff member who witnesses or receives a report of a student's act of violence and aggression shall notify the building principal or designee as soon as possible.

An act of violence and aggression is any expression, direct or indirect, verbal or behavioral, of intent to inflict harm, injury or damage to persons or property. A threat of violence and aggression carries with it implied notions of risk of violence and a probability of harm or injury.

An act of violence and aggression includes but is not limited to the following behaviors:

1. Possession, threat with or use of a dangerous weapon — as described in the Board's weapons policy.
2. Physical assault — the act of striking or touching a person or that person's property with a part of the body or with any object with the intent of causing hurt or harm.

3. Verbal abuse — includes, but is not limited to, swearing, screaming, obscene gestures or threats directed, either orally (including by telephone) or in writing (including by text, social media or other electronic means), at an individual, his or her family or a group.
4. Intimidation — an act intended to frighten or coerce someone into submission or obedience.
5. Extortion — the use of verbal or physical coercion in order to obtain financial or material gain from others.
6. Bullying — as described in the Board’s policy on bullying prevention and education.
7. Gang activity — as described in the Board’s secret societies/gang activity policy.
8. Sexual harassment or other forms of harassment — as described in the Board’s sexual harassment policy and nondiscrimination policy.
9. Stalking — the persistent following, contacting, watching or any other such threatening actions that compromise the peace of mind or the personal safety of an individual.
10. Defiance — a serious act or instance of defying or opposing legitimate authority.
11. Discriminatory slurs — insulting, disparaging or derogatory comments made directly or by innuendo regarding a person’s race, color, ancestry, creed, sex, sexual orientation (which includes transgender), religion, national origin, disability or need for special education services.
12. Vandalism — damaging or defacing property owned by or in the rightful possession of another.
13. Terrorism — a threat to commit violence communicated with the intent to terrorize or with reckless disregard for the risk of creating such terror or to cause serious public inconvenience, such as the evacuation of a building.

ANTI-BULLYING AND ANTI-HARASSMENT POLICY (File: JICDE)
Bullying Prevention and Education

The Board of Education, Administrators, Teachers, and Staff are committed to providing students with a school climate that is secure and conducive to teaching and learning. To that end, creating an environment that is free from threat, harassment and any type of bullying behavior is a priority.

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental, or emotional harm to any person.

Successful bullying prevention doesn’t rely on punishment, it centers around social emotional intelligence and mental health. The District plan focuses on developing social emotional intelligence and providing the mental health support necessary to empower and increase self-advocacy skills.

Zero Tolerance & Parent Notification

Any form of bullying or retaliation is not and will not be tolerated. Bullying behavior, in most situations, can constitute a criminal act. Students and parents will be informed of their right to contact law enforcement when they feel they or their

child have been a victim of bullying. District administration will notify law enforcement when behavior may be considered a criminal violation.

- Bullying behavior will not be ignored nor downplayed. Staff will conduct appropriate investigation for all reported accusations of or suspected bullying behavior.
- Parents/guardians will be notified when their child is suspected or accused of engaging in bullying behavior.
- Parents/guardians of students who have reported bullying will be contacted by administration.

The district bullying plan will be available in the student handbooks, during the enrollment process, and on the District website.

District Policy JICDE

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.

Bullying is prohibited on district property, at district or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

A student who engages in any act of bullying and/or a student who takes any retaliatory action against a student who reports in good faith an incident of bullying, is subject to appropriate disciplinary action including but not limited to suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment shall be subject to investigation and discipline under related Board policies and procedures. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment.

The superintendent shall develop a comprehensive program to address bullying at all school levels. The program shall be aimed toward accomplishing the following goals:

1. To send a clear message to students, staff, parents and community members that bullying and retaliation against a student who reports bullying will not be tolerated.
1. To train staff and students in taking proactive steps to prevent bullying from occurring.
2. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
3. To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
4. To foster a productive partnership with parents and community members in order to help maintain a bully-free environment.

5. To support victims of bullying by means of individual and peer counseling.
6. To help develop peer support networks, social skills and confidence for all students.
7. To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

The district's comprehensive program to address bullying shall incorporate provisions for adequate due processes and safeguards for students accused of bullying behaviors, in accordance with applicable law and Board policy.

The district shall administer surveys of students' impressions of the severity of bullying in their schools. Such surveys shall be conducted in accordance with applicable law and Board policy. Students' survey responses shall be confidential. Participation in the surveys shall not be required and students shall voluntarily "opt in" to participate in the survey.

The district school(s) included in the district's bullying prevention and education grant shall appoint a team of persons to advise school administration concerning the severity and frequency of bullying incidents. The school team(s) may include, but need not be limited to, counselors, teachers, school administrators, parents, students, law enforcement officials, social workers, prosecutors, health professionals and mental health professionals.

Student and Staff Training

Education and support for students to identify, report, and prevent bullying is tailored to the developmental needs of students. The District recognizes that discipline/punishment doesn't stop or prevent bullying behavior. Students need the skills to identify when they are engaging in this behavior, behaviors to replace the behavior and a self-awareness of the consequences of the behavior.

Victims often find themselves feeling isolated and defenseless to the bullying behavior. Victims benefit from learning skills to identify bullying, address the behavior appropriately, and skills to recover from the behavior.

Counselors within the schools provide support to students through individual and group discussions. Students may be provided an opportunity for private, therapeutic sessions if appropriate.

Middle school students and staff utilize the Second Step curriculum that teaches students to gain confidence, set goals, make good decisions, collaborate with others, and navigate the world effectively. Skills learned through the modules empower students to understand that the choices they make have an impact on others as well as themselves. Words and actions have consequences, and advocating for yourself is important.

This curriculum gives students alternative language and options when they are confronted with a bullying situation and provides self-awareness to students who engage in bullying behavior.

Teachers deliver a concept within the curriculum through a multimodel approach using vocabulary, pictures, and videos. Students practice the concepts through group discussion, individual writing and partner work. Re-teaching is conducted as the teacher deems necessary.

Bullying is specifically addressed using relatable scenarios and are differentiated for age/grade appropriateness.

Safeguards for Student Accused of Bullying Behavior

The District recognizes that from time to time students are wrongly accused of bullying. Bullying can be difficult to prove and disprove. Staff will ensure that thorough investigations are conducted, including interviews with staff, students, and

others who might have witnessed the behavior. Cameras will be used to gather evidence, and law enforcement will be contacted.

Students who falsely accuse another student or staff member will be subject to the district code of conduct.

Consequences of Bullying Behavior

The District believes punishment and discipline are not effective in preventing bullying. Education, problem solving skills, and empathy development are the most effective way to prevent bullying. The District is also aware that well developed programs will not completely eliminate all bullying within the schools and community. Students who engage in bullying behavior will be subject to the District code of conduct as defined in policy JICDA and JICDD.

File: JICDA

HMS Strategies for Handling “Bullying” Situations:

Staff Intervention: The district expects staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene, unless intervention would be a threat to staff members’ safety. The staff member shall report the bullying to the school principal for immediate investigation.

Students and parents shall report bullying and intervene if a student is being bullied, teased, or excluded: The district expects students and parents who become aware of an act of bullying to report it to the school principal for further investigation. If appropriate and safe, we encourage students to intervene whenever anyone is being mistreated. We want our students to be **upstanders** not **bystanders**. Any student who retaliates against another for reporting bullying or for intervening is subject to the appropriate consequences.

Investigation procedures: Upon learning about a bullying incident, the principal or designee shall contact the parents of both the aggressor and the victim, interview both students, and thoroughly investigate the situation. The investigation may include interviews with students, parents, and school staff; review of school records; and, identification of parent and family issues.

CYBERBULLYING: STUDENTS ARE RESPONSIBLE FOR ALL MATERIAL THEY TYPE, TEXT, DOWNLOAD, OR SHARE THROUGH THE COMPUTER, CELL PHONE, OR ANY OTHER ELECTRONIC DEVICE, WHETHER IT IS AT HOME OR AT SCHOOL IF IT PERTAINS TO OUR SCHOOL, OTHER STUDENTS, OR SCHOOL PERSONNEL. (THIS INCLUDES ALL COMMUNICATION THROUGH SOCIAL MEDIA). 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.

SHS Consequences and intervention for bullying: Consequences for students who bully or harass others shall depend on the results of the investigation and may include: counseling; a parent conference; detention; loss of school privileges; developing a behavior plan; and, suspension and/or expulsion. Depending on the severity of the incident, the principal may also take appropriate steps to ensure student safety. These may include: implementing a safety plan; separating and supervising the students involved; providing staff support for students as necessary; reporting incidents to law enforcement and/or social services when appropriate; and, developing a supervision plan with the parents. Consequences may also be given to students who witness acts of bullying and physical aggression and then choose not to intervene or tell a school employee.

Legal Refs: CRS 22-32-109.1 (2)(a)(X)

Cross refs: JICD, Code of Conduct

JICDD, Violent and Aggressive Behavior JK, Student Discipline

BUS CONDUCT

In order to ensure a safe and pleasant trip for all passengers the bus rules below need to be followed at all times. Riding a school bus is a privilege, not a right. The school bus is considered an extension of the classroom, and the same rules of good behavior and the same high level of behavior that is expected in a classroom is expected on the school bus. The following guidelines should be followed for daily school bus routes, field trips and sports trips:

BUS TRANSPORTATION

Bus Transportation is arranged with the school by the parent at the time of enrollment or whenever a change to home residence occurs. The district's Director of Transportation makes the bus assignments for our students.

PLEASE NOTE: STRASBURG SCHOOL DISTRICT WILL TRANSPORT ELIGIBLE STUDENT RIDERS ONLY FROM THE STUDENT'S PRIMARY BUS STOP TO SCHOOL AND BACK TO THE PRIMARY BUS STOP. ANY requested exception to this rule must be made to the Director of Transportation at Strasburg Schools.

Strasburg Dist. 31-J Bus Rules

***Be courteous and cooperative with the driver and students**

***Use inside voices

***No foul language or rude gestures

***No pushing or fighting

***No destruction of bus property.**

***Do not mark on, poke hole or cut the seats

***Remain facing forward in your assigned seat at all times.**

***Keep aisles clear (feet, backpacks)

***Keep the bus clean.**

***NO food or drink, gum, sunflower seeds or tobacco

***The bus is exited from front to back-one row at a time.**

***Stay seated no pushing or shoving. PATIENCE!

***Unauthorized riders are required to have a note from parents to ride the bus.**

***Students only ride their assigned bus

***Home to school - school to home

***Be at your bus stop five minutes before scheduled time**

***Buses cannot wait

***Nothing alive or dangerous can be taken on the bus (glass, sharp objects, weapons)**

***If bringing personal items (i.e. toys, electronics), keep them in closed backpacks while on the bus**

***Appropriate use of cell phones or other technological devices is allowed, but use of any technological device is at the discretion of the bus driver/sponsor. Students must wear headphones if their cell phone or other device creates noise. Students may not take inappropriate photos or videos at any time.

***Absolute quiet at Rail Road Crossings**

***NO sprays, deodorant, perfume, or nail polishes are to be sprayed or used on the buses**

The School Bus is part of the school setting, therefore ALL school rules do apply.

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/Transportation Director 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 up to a 10 day suspension of bus privilege. The Transportation Director or Principal issues the suspension.
 - c) A second written referral may result in a suspension of bus privileges for up to 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 Transportation Director or Principal issues the suspension.
 - d) A third written report may result in suspension of bus privilege for up to 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.
 - 5) *Please note that administration reserves the right to give a school consequence to a student (detention, etc.) for any bus violation in addition to the suspension of riding privileges.*

DISRESPECT AND DEFIANCE

Hemphill Middle School has very high standards regarding showing respect to one another. There is no tolerance at our school for showing disrespect to anyone, especially any staff member. Defiance is blatant disrespect for any staff member, as in the following: disobeying a staff member; not following instructions with regard to conduct; showing a defiant attitude; and, profanity toward a staff member. Consequences for blatant defiant and disrespectful behavior could result in suspension

HMS Student Dress Code

A safe and disciplined learning environment is essential to a quality educational program. Standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however students are expected to respect the school community by dressing appropriately for the educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults who supervise them.

Requirements:

Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 inches in length on the upper thighs/inseam. Rips or tears in clothing must be lower than 3 inches in length.

Tank tops or other similar clothing with straps must be 1.5 inches wide or more

Undergarments must be fully covered by outer articles of clothing

Shoes must be worn at all times and must be safe for the school environment. Bedroom shoes, and slippers shall not be worn except during school activities approved by administration.

Headgear including hats, hoodies and caps are not allowed. Religious headgear (yarmulke, chador etc) is exempt. Bandanas worn on any part of the body are not allowed.

Items and clothing that will disrupt the teaching-learning process are not allowed. This includes but is not limited to capes, blankets and stuffed animals.

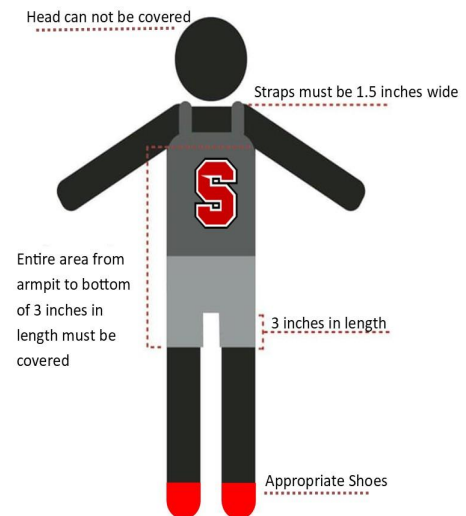
All clothing must be free of inappropriate or suggestive words, phrases or images displaying or promoting alcoholic beverages, tobacco products, illegal substances, prejudice, violence, extreme behavior and sexual activities or innuendo.

Strasburg School District reserves the right at any time to prohibit any article of clothing which may incite potential violence, or create a risk to the safety of students or staff.

Upon violation of the dress code the following disciplinary action(s) will occur (per semester):

1st offense- Student given a written warning, student required change into appropriate attire or PE uniform.

2nd offense- Same as above and parents notified.



3rd offense- Referral, detention

4th and subsequent offenses- Referral, increased detention. Multiple offenses will result in additional consequences.

FIGHTING

Fighting, threatening, and physical harassment are not permitted. All fights will be referred to the Sheriff's Department. Please also be aware that if the fight occurs off campus and (at the discretion of administration) has a negative effect on the school environment that the students will be disciplined.

Consequences will be as follows (per year):

1st offense- Referral and minimum 1-5 day suspension or multiple hours of detention

2nd offense- Referral and minimum 3-5 day suspension

3rd offense- Referral and 5-10 day suspension along with possible recommendation for expulsion

Physical assault on a staff member will result in an automatic 5-10 day suspension and possible recommendation for expulsion.

HABITUALLY DISRUPTIVE

A habitually disruptive student is one who has been a) suspended 3 times for major infractions or b) received 5 or more behavior disciplinary referrals. These students shall be placed on a behavior plan that is signed by administration, the student, and parents/guardians along with any appropriate disciplinary actions. These students will have privileges restricted and will be recommended for expulsion if the behaviors continue.

NOTE: A student may be considered habitually disruptive and placed on a behavior plan at any time that his/hers behavior is considered highly detrimental to the school environment.

PERSONAL DISPLAYS OF AFFECTION (PDA)

Inappropriate displays of affection (including kissing) are inappropriate on a middle school campus at any time. A written notice will be given to the office any time a staff member observes PDA. Consequences will be based on the seriousness of the offense and Continued violation of this will result in possible detention.

PLAGIARISM AND ACADEMIC DISHONESTY

At Hemphill Middle School we work hard to instill in our students a love of learning and academic growth. To that end, it is essential that students submit work that reflects their own personal efforts so that staff can celebrate areas of growth and support areas where continued improvement is necessary. While grades are important, they should only be considered a reflection of student learning. This cannot be achieved if students submit work that does not reflect their own efforts. The classroom teacher, in collaboration with the grade level administrator, is responsible for determining if cheating has occurred.

- 1st offense- The student will be provided with an opportunity to resubmit the assignment for 70% credit. The student will be counseled by the teacher or administrator regarding the rationale for submitting original work and identifying specifically what the student did that was not acceptable.
- 2nd offense- The assignment or exam will be given a "zero" grade. The teacher will contact the parent via phone or hold a parent conference and administration will be notified of the incident.

PROFANITY

Directing profanity, vulgar language, or obscene gestures toward others is not allowed. Actions of this sort will result in a referral and either detention or suspension depending on the seriousness of the situation.

TECHNOLOGICAL DEVICES USE (Cell phones, I-pads, headphones, Smart phones, etc.)

Many technological devices can be both entertaining and educational. However, they can also be very distracting when used at school. In fact, students can use these devices to send inappropriate messages, cheat on tests or other assignments, and

watch or listen to inappropriate material. As a result, students are not allowed to have electronic devices during the school day

If a student violates this policy he/she must turn in his/her device to the staff member who witnesses the violation. Additional consequences for violating this policy will include the following: **(per semester)**:

- 1st offense- Teacher takes phone and will be picked up in the office at the end of the day .
- 2nd offense- Teacher takes phone parents are notified
- 3rd offense- Parent pick up phone
- 4th and subsequent offense- Parent pick up and detention .

TECHNOLOGY, COMPUTER, and INTERNET USE GUIDELINES

We are fortunate to have an excellent technology program at our school. Technology and computer use is a privilege; students are expected to follow certain guidelines in order to have access to our technological services, including access to the wireless internet that is available throughout the school. Failure to follow the procedures contained in this policy will result in the loss of the privilege to use the district's technology, computers and/or access to the internet in the Strasburg School District **and** may result in school disciplinary action and/or legal action. Strasburg Schools wants students to be educated in the area of technology and expects the technology to be used for educational purposes only during class. Students shall have no expectation of privacy when using the district's technology or internet- the district reserves the right to monitor, copy, review, and store all usage of district computers and monitor the use of other technology, including any use of the internet. All material and information accessed/received through the district's technology and computers shall remain the property of the school district. The district has installed software that blocks or filters material that is considered inappropriate for students on our network.

THEFT

The theft of any school or personal property will result in a suspension and automatic referral to the sheriff's department. Full payment or replacement of the item stolen is also required.

TOBACCO/VAPING

By state law, tobacco and nicotine related products are prohibited on school property (this includes the area surrounding the school and includes being in a vehicle on or surrounding school property). Any type of nicotine or tobacco related product is not allowed on school property or at any school sponsored activity. This includes vaping, smoking, and chewing tobacco. If a student is found to have used, consumed, possessed, or distributed **tobacco or any nicotine product** in any form (including vaping, cigarettes, and chewing tobacco) on campus. Same as Theft.

Students may be required to either take a tobacco/nicotine cessation class or do research on this topic. By doing so the student can have his/her disciplinary action reduced at the discretion of administration.

VANDALISM

Vandalism of school and personal property will not be tolerated. Vandalism is the willful defacing or destruction of school property or the property of students and staff. **Students will be referred to the sheriff's department for any severe act of vandalism. The student is also responsible for any repair or replacement of damaged items and suspension**

WEAPONS

No student shall carry, conceal, store, or otherwise possess any firearm, knife, explosive, weapon or weapon facsimile of any sort on school property or at any school-sponsored events. Also, if a student mistakenly brings a weapon to school and turns it in at the beginning of the day to administration there will likely be no consequence for that student.

A referral will be given if a student has a weapon of any kind. This includes a pocket knife, regardless of its length, taser, or any other potentially harmful item. The Sheriff's office will also be notified of any weapons.

Expulsion is mandatory for any student who carries, brings, uses, or possesses any weapon which is defined as a dangerous weapon. A dangerous weapon means:

- 1) A firearm, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for a firearm.

- 2) Any pellet or BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
 - 3) A fixed blade knife with a blade that measures longer than 3 inches in length or a spring loaded knife or pocket knife with a blade longer than 3 and ½ inches.
 - 4) Any object, device, instrument, material, or substance, whether animated or inanimate, used or intended to be used, to inflict death or serious bodily injury.
- CRS 18-1901(3)eCRS 22-33-106(1)dCRS 18-12-101,10,105.5 and 108(2)

STUDENT RECOGNITION

We want to recognize our students for their contributions to the school, their achievement, and their exemplary behavior. We have high expectations for our students and we want to reward them when they meet these expectations. There are several ways to show our appreciation when students show pride in themselves and our school. Among them are:

- **Student of the Quarter-** Awarded to a student in each grade level each quarter. Students are nominated and voted on by staff members. Criteria includes the following: 1) must show positive leadership, have a positive influence on others, and go above and beyond what is expected; 3) must be in good academic standing (eligible); 4) no behavior referrals.
 - **SPIRIT Points-** will be given out by all staff members for positive behavior. Student's can use their point to purchase items at the monthly SPIRIT store.
 - **SPIRIT Cards-** Given by staff members or students for positive and responsible behavior. Recipient will be called to the office to receive the card and a treat, and the card will be mailed home.
 - 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.
 - **Honor Roll-** Semester honor roll will be awarded each semester
 - **Assemblies** to Recognize Outstanding Achievement, Service, or Behavior
-
- 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:
 - o 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.
 - o STUDENT OF THE QUARTER will honor at least one student in each grade.
 - o 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.

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

By signing below, I acknowledge that I have read and understand the Hemphill Middle School handbook and agree to abide by the policies of Hemphill Middle School. I will do my best to live up to the Hemphill Middle School SPIRIT expectations and the mission of the Strasburg School District. I acknowledge that there are appropriate consequences if I do not follow the guidelines and expectations of Hemphill Middle School.

I have read and agree to abide by the following district policies: Bullying; Harassment; Student Use of Drug and Alcohol; and, Technology, Computer, and Internet Use, and understand their 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 the district's technology (including use of computers and the internet), including but not limited to any user fees or charges incurred through the purchase of goods or services.

Student Name _____ Student signature _____

Parent Name _____ Parent signature _____

Student's grade _____ Date _____

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 website (www.strasburg31j.com), Hemphill Middle School yearbook and newspaper, the local newspaper, on SHS transcripts, and to be displayed on photographs within the building. I understand that if my image is posted on the Hemphill Middle School website 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 website.

Student Name _____ Student signature _____

Parent Name _____ Parent signature _____

Student's grade _____ Date _____

