

Hemphill Middle School

Student Handbook

2025 - 2026



Johnnie Echer
Principal
Email: Jecher@strasburg31j.com

Avis Devlin
Assistant Principal
Email: Adevlin@strasburg31j.com

2100 Wagner Street
Strasburg, CO 80136

Phone 303-622-9213 Fax 303-622-2613

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District Mission & Inclusion Statement

Strasburg School District Mission

Strasburg 31J will develop resourceful, responsible, and resilient engaged citizens who are empowered in a safe learning environment for all to achieve their full potential in an evolving world.

Hemphill Mission

At Hemphill Middle School we inspire students to become lifelong learners so they can achieve their dreams.

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

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/ HEMPHILL EXPECTATIONS

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

Teamwork, take ownership

Respect

Integrity, imagine greatness

Belonging, breakdown barriers

Empowerment

Strive for Excellence

Take pride in our school and community

Be truthful and do what we know to be right

Respect others, Self, and Property

Motivate, inspire and achieve

PROFILE OF A LEARNER

Empowered Collaborator	Resilient Achiever	Reflective Thinker	Engaged Communicator	Future-ready Contributor	Creative Solution-Seeker	Financially Responsible Citizen
<ul style="list-style-type: none"> Personal responsibility Collaborator Responsibility to thoughts & actions People skills Open mindedness Emotional intelligence Coping skills Flexibility Responsible decision making 	<ul style="list-style-type: none"> Sustainability Stamina Follow through Adaptability to conditions Finish what you start Driver - go getter 	<ul style="list-style-type: none"> Thoughtful Knowledge Validity to individuality Perspective taking - seeing different sides of things Mindful 	<ul style="list-style-type: none"> Written & verbal communication Confident Eye contact / body language Good listening skills Active listener 	<ul style="list-style-type: none"> Postsecondary preparedness Career exploration Relevance to world Hands-on experience 	<ul style="list-style-type: none"> Creative problem solving Critical thinking Breaks problem down to manageable pieces Time management 	<ul style="list-style-type: none"> Financial awareness Understanding spending habits Real world finances

Hemphill TRIBE

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. We want all learners to embody our profile of learner character traits.

SSD BOE & Hemphill Faculty

School Board Members

Mr. Michael Marrero	President
Mrs. Diana Elliott	First-Vice President
Mr. Daymon Johnson	Second-Vice President
Ms. Mary O'Malley	Secretary
Mrs. Gema Gomez	Treasurer

Administration

Superintendent	Mrs. Kelle Bongard	kbongard@strasburg31j.com
Principal	Mrs. Johnnie Echer	jecher@strasburg31j.com
Assistant Principal	Mrs. Avis Devlin	adevlin@strasburg31j.com
Counselor	Mr. Matt Nelson	mnelson@strasburg31j.com
Secretary	Mrs. Monique Bradshaw	mbradshaw@strasburg31j.com
Athletic Director	Mr. Richard Jacoby	RJacoby@strasburg31j.com
Data, Teaching, Learning	Mrs. Stacey Alonzi	salonzi@strasburg31j.com

Faculty

	Subjects Taught	Email
Ms. Tami Hart	6 th Grade, Science	thart@strasburg31j.com
Ms. Josie Hemphill	6 th Language Arts	jhemphill@strasburg31j.com
Mr. Nickie McKeever	6 th Grade Social Studies	nmckeever@strasburg31j.com
Ms. Tiffany Neumann	6 th Grade Math	tneumann@strasburg31j.com
Mr. Mike Abbott	7 th Social Studies	mabbott@strasburg31j.com
Mrs. Ashley Price	7 th Grade Language Arts	aprice@strasburg31j.com
Mrs. Laurie Ponserella	7 th Grade Math	lponserella@strasburg31j.com
Mrs. Kristena Heiter	7 th Grade Science	kheiter@strasburg31j.com
Mrs. Lori Tapparo	8 th Grade Social Studies	ltapparo@strasburg31j.com
Mr. Chris McCoy	8 th Grade Math	cmccoy@strasburg31j.com
Mrs. Julie Smith	8 th Language Arts	jsmith@strasburg31j.com
Ms. Elle Grow	8 th Science, Health	egrow@strasburg31j.com
Mrs. Vicki Bomnskie	STEM/ ELL	vbomnskie@strasburg31j.com
Mr. Kyle Bollers	P.E	kbollers@strasburg31j.com
Mrs. Katy Strasser	P.E	kstrasser@strasburg31j.com
Ms. Paige Ringer	Art	pringer@strasburg31j.com
Mrs. Megan Loveless	Spanish	mloveless@strasburg31j.com
Mr. Micheal Martindale	Band/Choir	mmartindale@strasburg31j.com
Ms. Zoey Larson	Special Education	zlarson@strasburg31j.com
Ms. Joslyn Busby	Paraprofessional	cperrino@strasburg31j.com
Mrs. Tina Spence	Paraprofessional	tspence@strasburg31j.com
Mrs. Bonnie Davidson	Paraprofessional	bdavidson@strasburg31j.com
Mrs. Barb Adams	Paraprofessional	badams@strasburg31j.com
Mrs. Nicole Zacharias	Paraprofessional	ltappero@strasburg31j.com

Faculty can be reached by either email or by phone. Faculty hours are 7:30 am – 4:30 p.m.

ENROLLMENT & WITHDRAW

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 under enrollment criteria in [policy](#).

STUDENT HOURS

HMS main halls will be opened for students from 7:45 am to 4:05 pm. **All students need to be out of the building by 4:10 pm** unless they are directly supervised by a staff member. Outside supervision and breakfast will begin at 7:30 am.

OFFICE HOURS

The Hemphill Middle School front office is open from 7:30-4:30 Tuesday-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 8 am the day following the absence or the absence will be counted as unexcused.**

SCHOOL DAY

School begins at 7:50 am and ends at 3:50 pm. Doors will remain locked for students until 7:45am. Student supervision begins at 7:30 am. Parents dropping off or picking up students must use the main entrance. Students are expected to leave school grounds no later than 4:05 pm, 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

1 st Period	7:50 - 8:32
2 nd Period	8:34 - 9:30
3 rd Period	9:32 – 10:28
4 th Period	10:30 – 11:26
5 th Period	11:28 – 1:00
6 th Lunch	11:28 – 11:58
7 th Lunch	11:58- 12:28
8 th Lunch	12:28- 1:00
6 th Period	1:00 – 1:56
7 th Period	1:58 – 2:54
8 th Period	2:56-3:50

PARENT & STUDENT INFORMATION

CHANGE OF ADDRESS AND PHONE NUMBER

When a student has a change of address and/or telephone number the building Administrative Assistant 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

Strasburg School District will be using the Raptor system for visitors. Parents will need a photo identification for entry into school or picking up a student.

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 7:30 am - 4:30 pm. However, our teachers are available before and after school or at lunch to assist students on a daily 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 POWERSCHOOL

Our district website is www.strasburg31j.com. This site has general information about our school, including a school calendar and extra-curricular activity schedules.

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.

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 Administrative Assistant 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 a 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.

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 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 arranged 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.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are held twice each year for middle school students. First semester conferences are held typically in October and second semester conferences are held typically in March. 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 Hemphill 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 PowerSchool 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.

SCHOOL WEBSITE/SCHOOL SUPPLIES

Our district website is www.strasburg31j.com. This site has general information about our school including: a school calendar, daily announcements, and extra-curricular activity schedules. 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.

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 the administration.

AUTHORIZED PICK UP

To ensure the safety and security of all students during school hours, we require written consent if someone other than a parent, guardian, or an individual listed in our PowerSchool system will be picking up your child. This consent can be provided as a handwritten note or an email sent to the school. The written authorization must include your child's full name, the date of pickup, the full name of the person authorized to pick up your child, and their contact number.

The written authorization must be submitted to the front office or emailed to [school email address] prior to the pickup. When arriving at the school, the authorized individual will be required to present a valid photo ID that matches the name provided in the written consent and sign the Pickup Log in the front office.

Please note that students will not be released to unauthorized individuals, including those not listed in our PowerSchool system, under any circumstances. We appreciate your cooperation in helping us maintain a safe and secure environment for all students. If you have any questions, please contact the front office.

EMERGENCY PROCEDURES

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 event 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 website 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 manner. 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 the reverse 9-1-1 call or web 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.

OTHER SCHOOL RELATED

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 if not collected.

LUNCH PROGRAM

The lunch period is 30 minutes long. School lunches and breakfast are free this year thanks to the Healthy Meals for all program. Ala Carte products will range from \$.25-\$2.00. Parents can monitor their child's 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 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. Even though meals will be provided at no cost to students, it's important for families to continue completing the annual free and reduced lunch forms so our school has full access to reimbursement funds. 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:

- Must show respect to all adults in the lunchroom.
- Will stay seated during the lunch period.
- Students must use a quiet voice and cannot move chairs from tables.
- When finished eating, students clean their area and wait to be dismissed.
- 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.

LOCKERS

Lockers are the property of Strasburg Schools. 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: Hardcover 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, Sports Fee \$50 per sport Lost Uniforms-\$35.00/Warm-up Top, \$35.00/Top, \$35.00/Shorts or Pants, \$25.00, Football Pads \$40.00, FB Helmet \$50.00. Vandalism and destruction of property will be charged accordingly. Students will not be allowed to participate in their next sport or activity until all uniform fines and other fees have been paid for past sport or quarter.

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.

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.
- **TRIBE Points-** will be given out by all staff members for positive behavior. Student's can use their points to purchase items at the monthly TRIBE store.
- **Friday Shoutouts -** Given by staff members or students for positive and responsible behavior. Recipient will be called to the office to receive the card..
- **TRIBE DAYS** and/or **TRIBE 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

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.

FIELD TRIPS

Field trips are an important part of our educational experience and are provided at a reduced cost to make them accessible for all students. These trips are designed to enhance learning and provide hands-on experiences outside the classroom.

- **Transportation:** All students are required to ride the bus to and from the field trip location. Exceptions may only be made with prior written approval from the school administration.
- **Chaperones:** Parents/guardians are encouraged to join as chaperones. To ensure the safety and success of our trips, all chaperones must complete a volunteer form at least one week prior to the scheduled trip.
- **Behavior Expectations:** Students are expected to follow all school rules and demonstrate appropriate behavior during the trip. Failure to do so may result in disciplinary action or exclusion from future trips.

GRADING & ADVANCEMENT

GRADING SCALE

Hemphill Middle School 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

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 (i.e. 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 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 the 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](http://www.strasburg31j.com) at www.strasburg31j.com for more specific guidelines.

8th GRADE PROMOTION

To be eligible for 8th-grade promotion at HMS, students are permitted to fail up to three semester classes during their enrollment. Successfully completing these classes during summer school won't contribute to their tally of failed classes. Instead, it ensures their inclusion in the promotion process. This policy offers students valuable opportunities for academic advancement and achievement.

The 8th Grade Promotion ceremony will take place on the last school day for the 8th grade students. The 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. 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 students, parents, and administration to determine if retention will occur. **Students will be allowed to make up any failed classes in the summer. Students will be charged a fee \$30 per class and will be required to complete the classes at the school.**

HOMEWORK HELP

Students may meet with teachers after school to get help on assignments. Teachers will communicate the best time for these office hours. After school homework help will also be offered Tuesdays and Thursdays from 3:50-4:30.

REPORT CARDS AND PROGRESS REPORTS

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 into PowerSchool. Please call the teacher or counselor if further information is desired.

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. At the first of every quarter a warning list will be run. This allows all students the opportunity to improve their grade. For the rest of the quarter if a student is on the ineligible list they will not be allowed to participate in any after school activities until they become eligible again.
2. **The ineligibility list is up-dated on a week to week basis every Wednesday. 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 on Wednesday of each week (an exception may be long-term projects that require more time to grade).**
3. Parents will be contacted via email when a student has been consistently placed on the ineligible list.
4. Eligibility requirements apply to both athletic and non-athletic extracurricular 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.

ATTENDANCE

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.
- If a student becomes habitually tardy administration will meeting with the students and parents to complete an action plan

ATTENDANCE

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development, and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment, and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

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

EXCUSED (EXC) – Does 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), and funerals.

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

ACTIVITY (ACT) – Does 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, speech 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.

SUSPENSIONS- Does 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 the home. If you receive such a call, contact the attendance office as soon as possible to verify the absence (verify does not mean excused).

- If a student misses at least 6 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 8 days or classes a parent meeting will be required. **An attendance contract/ Action plan will be established between the student, parent/guardian,**
- If a student misses at least 12 days or classes in a semester truancy proceedings will be initiated
- Appeals must be made directly to the Truancy Committee . Exceptions will be considered based upon legitimate medical reasons or extreme hardships encountered in the family.
- Students in the high/middle school who are over 10 minutes late to class will have an unexcused
- A parent/guardian must notify the office (303-622-9211) within 24 hours of each absence to be verified but not excused. For middle and Elementary school, please call the attendance office prior to 9:00.
- Any work that is due when a student is unexcused will be considered late when it is turned in (refer to grading procedures for consequences).
- Students must be in school for ½ a day in order to participate in any afterschool activities

This attendance policy excuses absences for school related activities, funerals, and doctor or dental appointments. The school will require medical verification or other documentation to excuse these absences. Verified absences will be excused by the administration only if they fall under the above reasons. Excused and activity absences will not count towards the number of absences considered for truancy proceedings.

Please see Hemphill Middle School policy on [truancy](#) and [attendance](#).

STUDENT RULES, EXPECTATIONS & STRASBURG SCHOOL DISTRICT POLICIES POLICIES

STUDENT DISCIPLINE EXPECTATIONS :

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 TRIBE acronym for our students and expect them to follow these expectations both on and off campus:

STRASBURG BEHAVIOR Expectations

T: Thoughtful

- *Being considerate and careful in your actions and decisions.*

R: Resilient

- *Having the ability to bounce back from challenges and setbacks.*

I: Innovative

- *Being creative and open-minded, seeking new solutions and approaches.*

B: Collaborative

- *Working effectively with others, fostering teamwork and cooperation.*

E: Empowered

- *Feeling confident and capable, taking ownership of one's learning and actions.*

This acronym encapsulates the qualities of a learner who is thoughtful, resilient, innovative, collaborative, and empowered, embodying key aspects of personal and academic growth.

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 Behavior](#)

Detrimental Behavior

Destruction of school property

Repeated interference to the school environment

[Excessive tardies](#), [technology violations](#), public displays of affection

Dishonesty and/or plagiarism

STUDENT USE OF DRUGS AND ALCOHOL

According to Board Policy, the Strasburg School District shall promote a healthy environment by providing education, support, and decision making skills in regard to alcohol, drugs, and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among schools, parents, and the community. Can you link the policy here

Use and Possession of illegal drugs, or alcohol on school property or at a school sponsored activity. Please see Strasburg School District [policy](#) and regulations on [drug and alcohol](#) involvement by students.

Consequences for violations of the Drug and Alcohol Policy by Hemphill Middles School students on School property or at a district sponsored activity:

First Offense for Use and/or Possession

1. Any student who consumes or possesses alcohol or illegal drugs or on school grounds or at a school sponsored activity will receive up to a five day out-of-school suspension. This suspension can be reduced to three days with the completion of a district approved drug and alcohol class before readmittance to school or other appropriate requirement at the discretion of administration. The class must be completed and paid for at the expense of the student and family. In addition, a parent/guardian conference will be scheduled prior to readmittance.

2. The principal or designee will attempt to develop with the parent/guardian and the student a procedure that will outline the responsibilities of the parent/guardian, the student and the school in an effort to keep any further offenses from occurring.
3. Appropriate law enforcement officials will be notified.

Second Offense for Use and/or Possession During attendance in the Strasburg School District

1. Any student who consumes or brings alcohol or illegal drugs on school grounds or at a school sponsored activity a 2nd time will receive five day out-of-school suspension. The principal will recommend to the superintendent that the suspension be extended up to ten days. If the student completes a district approved drug and alcohol class the suspension will be reduced to five days if the class is completed before readmittance. The class will be completed and paid for at the expense of the student and his/her family. A parent/guardian conference will be scheduled prior to readmittance. If the student does not complete the class they will be recommended for expulsion.
2. The principal or designee will attempt to develop with the parent/guardian and the student a procedure that will outline the responsibilities of the parent/guardian, the student and the school in an effort to keep any further offenses from occurring.
3. Appropriate law enforcement officials will be notified and the student will be referred to a community resource agency.

Third Offense for Use and/or Possession and First Offense for Distribution of drugs or illegal controlled substances

1. Any student who has consumed or possessed alcohol or drugs on school grounds or at a school sponsored activity for the 3rd time will be suspended for 5 days and the principal shall recommend to the superintendent that the suspension be extended for an additional 5 days. The student will also be recommended for expulsion.
2. Any student who is found to have consumed alcohol or drugs on school grounds or at a school sponsored activity for the third time shall not participate in any school sponsored extracurricular activities for the remainder of his/her attendance at Hemphill Middle School.
3. Appropriate law enforcement officials will be notified and the student will be referred to a community resource agency.

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 they will be suspended up to 3 days. Students will be required to take a tobacco/nicotine cessation class of some form.

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.

Detention- Students will be given lunch/ After school detention for infractions

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.**

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 phone and detention

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 may result in detention.

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.

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)

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

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. The use of advanced technology, including artificial intelligence (AI), will be considered cheating. This includes any form of AI assistance in completing assignments, exams, or other academic tasks. Utilizing AI in this manner undermines the integrity of the educational process and violates academic honesty policies. Students are expected to complete their work independently to ensure a fair and equitable learning environment for all. 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 60% 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.

WATER BOTTLES

Students may only have clear water bottles.

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.

CODE of CONDUCT Add Hyper link

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.

Violent and Aggressive Behavior Policy

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.

Bullying Prevention and Education

Hemphill Middle School and 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 and other behaviors are 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.

Prohibited behavior

- Bullying
- Retaliation against those reporting bullying and/or other behaviors prohibited by this policy
- Making knowingly false accusations of bullying behavior

BUS TRANSPORTATION

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 holes 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:
 - i) 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.
 - ii) 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.
 - iii) 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 reinstated 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.*

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.