

# **STRASBURG HIGH SCHOOL**

## **Student Handbook**

**2025 - 2026**





The mission of Strasburg 31J will be to 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.

### **STRASBURG SCHOOL SONG**

On Strasburg On,  
O'er the plains our echoes roll,  
Forward unite,  
As we strive to reach our goal,  
Cheer teammates, cheer  
Lift your banners to the sky,  
Loyal forever,  
We'll praise ol' Strasburg High

The purpose of this handbook is to inform students and parents with the policies, procedures, programs, and general information pertaining to Strasburg High School. Our policies set high standards and expectations for appropriate student behavior, with the primary goal of supporting student growth and achievement. Ensuring a positive learning environment for your child is our top priority. We are committed to maintaining a safe, disciplined, and focused atmosphere for learning.

Our ultimate aim is to help each student succeed during their time at Strasburg High School and to prepare them for success after graduation. Achieving this goal requires a shared responsibility among students, parents, and staff. We encourage all students to actively participate in our school community and invite parents to engage in their child's education and feel welcome at our school.

If you have any questions or concerns, please contact the school at (303) 622-9211. For the latest updates on meetings, conferences, and events at each school, please visit our District website at [www.strasburg31j.com](http://www.strasburg31j.com).

## **STRASBURG EXPECTATIONS**

Students and faculty at Strasburg High School will pledge to uphold the following expectations so they are **TRIBE Ready**:

### **Take Ownership**

Be accountable for the results of your actions while showing others that they can trust you to do the right thing.

### **Reliable**

Be trustworthy and dependable, which is essential in building strong relationships and achieving success.

### **Impactful**

Have a strong effect or influence on someone or something; this often results in positive change or progress.

### **Break Down Barriers**

Remove anything standing in your way of getting the job done, achieving your dreams, or any emotional entanglements that prevent you from making progress.

### **Empowered Learners**

Be self-motivated, curious, and have a growth mindset, viewing challenges as opportunities for growth and development.

## **READY**

### **TRIBE READY**

We want students at Strasburg High School to have pride in themselves and their school. When representing Strasburg High 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**

President

1<sup>st</sup> Vice President

2<sup>nd</sup> Vice President

Secretary

Treasurer

Michael Marrero

Diana Elliot

Daymon Johnson

Mary O'Malley

Gema Gomez

## **Administration**

Superintendent

Principal

Assistant Principal

Dean of Students

Chief Financial Officer

High School Counselor

Athletic Director

District Social Worker

Kelle Bongard

Scott Andrews

Victoria Dickens

Jeromie Bongard

Nancy Taylor

Rick Jacoby

Marisa Clifton

## **Support Staff**

Administrative Asst. to Superintendent

Central Registrar/Athletic Secretary

Administrative Assistant

HS Secretary/Attendance

Media Specialist

Technology Director

Technology Assistant

ELL Paraprofessional

SPED Teacher

SPED Paraprofessional

SPED Paraprofessional

Jen Hall

Amanda Rosier

Sue Wiebelhaus

Tobi Whitehead

Connie Perrino

Darel Dodge

Mitch Tandy

Rae Lynn Bauer

## TEACHING STAFF (Alphabetical by last name)

Teacher	Courses	Phone Extension	Email
<b>Merci Ames</b> Science Department Chair	Science	815	<a href="mailto:mames@strasburg31j.com">mames@strasburg31j.com</a>
<b>Dawna Miller</b>	Bilingual Language Arts		<a href="mailto:dmiller@strasburg31j.com">dmiller@strasburg31j.com</a>
<b>Victoria Andrus</b>	Math	826	<a href="mailto:vandrus@strasburg31j.com">vandrus@strasburg31j.com</a>
<b>Viviana Arcineda</b>	Spanish	818	<a href="mailto:varcineda@strasburg31j.com">varcineda@strasburg31j.com</a>
<b>Raelynn Bauer</b>	Special Education	812	<a href="mailto:rbauer@strasburg31j.com">rbauer@strasburg31j.com</a>
<b>Becca Clark</b> English Department Chair	English Language Arts	810	<a href="mailto:rclark@strasburg31j.com">rclark@strasburg31j.com</a>
<b>Bailea Carothers</b>	Weight Training/PE	808	<a href="mailto:bcarothers@strasburg31j.com">bcarothers@strasburg31j.com</a>
<b>Suzanne Davis</b>	Math	847	<a href="mailto:sdavis@strasburg31j.com">sdavis@strasburg31j.com</a>
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<b>Amanda Fisher McDowell</b>	Art	831	<a href="mailto:afisher@strasburg31j.com">afisher@strasburg31j.com</a>
<b>Alaina Franklin</b> Social Studies Department Chair	Social Studies	820	<a href="mailto:afranklin@strasburg31j.com">afranklin@strasburg31j.com</a>
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<b>Mandy Lasecke</b>	Social Studies	824	<a href="mailto:mlasecke@strasburg31j.com">mlasecke@strasburg31j.com</a>
<b>TBD</b>	Science/Stem	830	<a href="mailto:jleisge@strasburg31j.com">jleisge@strasburg31j.com</a>
<b>TBD (Band/Drama)</b>	Band/Drama	816	
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	English Language Arts	825	<a href="mailto:asteitz@strasburg31j.com">asteitz@strasburg31j.com</a>
<b>Tina Keanini</b>	English Language Arts		<a href="mailto:tkeanini@strasburg31j.com">tkeanini@strasburg31j.com</a>

**Other Important Contact Information**

High School phone 303-622-9212

High School Fax 303-622-6921

Attendance Line 303-622-9212 Ext 888

<b>Staff Member</b>	<b>Position</b>	<b>Phone Ext.</b>	<b>Email</b>
Scott Andrews	Principal	817	<a href="mailto:sandrews@strasburg31j.com">sandrews@strasburg31j.com</a>
Victoria Dickens	Assistant Principal	804	<a href="mailto:vdickens@strasburg31j.com">vdickens@strasburg31j.com</a>
Jeromie Bongard	Dean of Students	803	<a href="mailto:jbongard@strasburg31j.com">jbongard@strasburg31j.com</a>
TBD	Counselor	894	<a href="mailto:dbacon@strasburg31j.com">dbacon@strasburg31j.com</a>
Sue Wiebelhaus	Administrative Assistant to the Counselor	895	<a href="mailto:swiebelhaus@strasburg31j.com">swiebelhaus@strasburg31j.com</a>
Tobi Whitehead	School Secretary	800	<a href="mailto:twhitehead@strasburg31j.com">twhitehead@strasburg31j.com</a>
Rick Jacoby	Athletic Director	893	<a href="mailto:rjacoby@strasburg31j.com">rjacoby@strasburg31j.com</a>
Marisa Clifton	District Social Worker	836	<a href="mailto:mclifton@strasburg31j.com">mclifton@strasburg31j.com</a>

## TABLE OF CONTENTS

Page 1	Enrollment Policy, School & Office Hours, Attendance, Entrances, Bell Schedule, Open Campus
Page 2	Advisory, Change of Address, Visitors, Staff Hours, Parent Communication, Web Site
Page 3	Chromebooks, Lockers
Page 4	Backpacks, Parking, Textbooks, Health Office
Page 5	School Crisis Plan
Page 6	School Crisis Plan cont., Threat Assessment Team, Lost and Found, Lunch Program
Page 7	Meal Prices, Commons Area, Food and Drink, Hallways
Page 8	Room Use, Assemblies, Library, Office Phone Use, Messages, Dogs and Other Pets, Student Withdrawal, Disclosure of Personal Records
Page 9	Student Insurance
Page 10-11	Academic Information and Graduation Requirements
Page 12	English Requirements Chart
Page 13-14	Math Requirement Chart, Exceptions, Credit from Other Institutions, Class Ranking and GPAs
Page 15	Failure of HS Courses, Student Schedules, Middle School Students and High School Courses, Grading Scale
Page 16	Class Participation Policy, Make Up Work, Late Work Policy, Honors/Weighted/AP Classes
Page 17	Study Hall/Intervention Courses, Library, Report Cards and Progress Reports, Eligibility
Page 18	Academic Interventions, Post Secondary Education
Page 19	Post Secondary Education cont., Pickens Technical College, Semester Exams, Exam Dates
Page 20-22	Parent/Teacher Conferences, On-Line Grades, Service Learning, Qualifying to Participate in the Graduation Ceremony, Extra-Curricular Activities, Dances, Dates of Dances
Page 23	Attendance Policy
Page 24	Attendance Guidelines
Page 25	Unexcused Absence Policy, Reporting a Student's Absence, Tardy Policy
Page 26	Student Discipline and Behavior Policies, Strasburg PRIDE Expectations
Page 27	Classroom Behavior, Extracurricular Activity Behavior
Page 28-29	School Discipline Policies and Code of Conduct, Anti-Bullying and Anti-Harassment Policy
Page 29-30	Bus Conduct and Bus Transportation Rules
Page 31-32	Disrespect and Defiance, Dress Code
Page 32-35	Drug and Alcohol Policy
Page 35	Fighting, Habitually Disruptive
Page 36	Harassment Policy, Threats and/or Cyber-bullying, Parking
Page 37	Personal Displays of Affection (PDAs), Plagiarism and Academic Dishonesty, Profanity, Technological Devices Use
Page 38-39	Technology, Computer and Internet Use Guidelines, Theft
Page 39-41	Tobacco/Vaping, Vandalism, Weapons
Page 42	School Song, Student Recognition, Important Dates,
Page 43	List of Important Topics to Review

## GENERAL INFORMATION

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

<https://www.strasburg31j.com/board-of-education/board-of-education-policies>

## 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. Students who do not live within the Strasburg School District boundary must apply for admission.

### STUDENT SCHOOL HOURS

SHS main halls, commons area, and library will be open for students from 7:30am to 4:30pm Tuesday through Friday when school is in session. **All students need to be out of the building by 4:30pm** unless they are directly supervised by a staff member. Students attending an extra-curricular event on a non-school day will be allowed to enter the building no more than 30 minutes before the event starts.

### OFFICE HOURS

The Strasburg High School front office is open from 7:30am-4:30pm Tuesday-Friday.

### REPORTING A STUDENT'S ABSENCE

To report your child's absence, you may call our attendance line at 303-622-9212 x888. You can also email [hsattendance@strasburg31j.com](mailto:hsattendance@strasburg31j.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.**

### SCHOOL ENTRANCES

**The entrance at the circle drive will be the only entrance available to students and visitors. All students and visitors entering the building during school hours must be let in by school personnel. Students are not to prop open any doors for others to access.** The only regular exits to the building are at the circle drive, the doors by the weight room and by Mrs. Lasecke's room to the courtyard. The circle drive doors will be the only accessible entrance during extra-curricular activities.

### BELL SCHEDULE

Regular Bell Schedule (7:45a-3:45p)		Late Start Bell Schedule (9:45a-3:45p)	
Breakfast	7:30-7:40	Breakfast	9:30-9:45
Period 1	7:45-8:46	Period 1	9:45-10:27
Period 2	8:50-9:50	Period 2	10:31-11:13
Period 3	9:54-10:54	Period 3	11:17-11:58
Period 4	10:58-11:58	Lunch	11:58-12:32
Lunch	11:58-12:32	Period 4	12:36-1:20
Period 5	12:36-1:36	Period 5	1:24-2:07
Period 6	1:40-2:40	Period 6	2:11-2:56
Period 7	2:44-3:45	Period 7	3:00-3:45

### OPEN CAMPUS

Strasburg High School has an open campus during lunch. However, open campus is a privilege not a right. A student may lose their open campus privileges at any time for behavioral/academic reasons at the discretion of the administration. If a student is suspended for a major violation, has multiple unexcused tardies or absences, has repeatedly violated behavior expectations, or is in need of academic support, he/she may not be able to leave campus for a time period.

### CHANGE OF ADDRESS, PHONE NUMBER, and E-MAIL



PLEASE MAKE SURE YOUR CONTACT INFORMATION IS UP-TO-DATE!

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. We want our students to make all visitors feel welcome at our school. Students wishing to bring visitors, including parents, 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 Strasburg High School staff is committed to the success of each student. General staff hours are 7:30 am - 4:30 pm. 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**

**The high school phone number is 303-622-9212 and the district number is 303-622-9211. Each staff member has an extension you can call.** We welcome all communication and feedback from the families of our students. You may call the office if you need to contact a staff member or use the 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. Each staff member will try to return your call within 24 hours.

We strongly encourage you to contact us by email. Staff email addresses are published in our handbook and on our website. **Please make sure your e-mail address is on our emergency forms so staff members can contact you.**

Our administrative staff and teachers can meet with you when they are available. While we try to accommodate any emergencies, please call ahead and make an appointment if you need to meet with someone. 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, SCHOOLOGY, AND POWER SCHOOL**

Our district website is [www.strasburg31j.com](http://www.strasburg31j.com). This site has general information about our school, including a school calendar and an activity schedule. The principal, Assistant Principal, Dean of Students, and counselor have their own pages that share important information about them, including who they are and office hours. Our website is where you can also find board policies for your reference. Our staff uses a learning platform called **Schoology**. Most assignments and other daily information will be posted on this site.

**Parents/guardians are able to access their student's grades online using our PowerSchool system. If your student attended Strasburg High School last year their username 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.**

## **CHROMEBOOKS**

Strasburg High School has initiated a 1:1 ChromeBook policy at our school. Each student has the opportunity to receive a ChromeBook and keep it for the duration of his/her school career at SHS. Here is the mission statement and rationale for this initiative:

### **Chromebook Mission Statement:**

**The mission of the Chromebook 1:1 Program at Strasburg High School is to create a collaborative learning environment for our students. Our goal is to promote student engagement and prepare our students for 21<sup>st</sup> Century learning. Through the use of programs such as Schoology we hope to make our curriculum more accessible for all and to improve the communication with students and their families.**

Strasburg High School students will be issued Google Chromebooks for use in school and at home for school related activities. Students and parents will be required to sign a ChromeBook contract that outlines use of the ChromeBook and gives the option to not accept one in lieu of using a personal technological device. Our ChromeBook contract provides students and their parents/guardians with requirements for taking care of the equipment, using it to complete assignments, being a good digital citizen, and outline the terms of ownership and financial obligations to the district.

Students and their parents/guardians are reminded that use of district technology is a privilege and not a right. Students have no expectation of privacy when using District owned devices. Everything done on any district-owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of district technology can result in disciplinary action including but not limited to school consequences, revoked technology privileges, reduced grades, and/or criminal or civil legal action.

Students are allowed to check out a Chromebook from the library if they forget theirs at home; however, they are responsible for returning the Chromebook at the end of the school the same day, and any damage that may have occurred in the student's possession. They will not be allowed to check out another Chromebook if they have one checked out to them already. This also includes Chromebook chargers as well.

To understand the expectations of Strasburg High School, students and their parents/guardians are responsible for reviewing the school's Technology, Computer, and Internet Use Policy. [Online instruction policy](#)

### **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.

A \$5.00 deposit is required for padlocks issued for sports lockers and PE lockers. Students must use a school issued lock and may not put their own lock on any school/PE lockers.

### **BACKPACKS**

Students are allowed to have backpacks on campus. Backpacks are allowed in the classroom at the teacher's discretion. Backpacks will be allowed in the classroom if lockers are not assigned. The administration reserves the right to search a student's backpack on suspicion of a threat to the health and safety of other students and staff.

## **PARKING**

All students who drive any vehicle to school must register their vehicle(s), including a copy of your driver's license and a copy of your insurance. Once those are provided to the front office, the student will get a parking pass. Parking permits will be issued for the cost of \$10.00. Students are not allowed to park on school property unless they have received a parking pass. All parking spots are available on a first come first serve basis.

**Staff parking will be numbered. Students are not allowed to park in a numbered staff spot.** We require students to register their vehicles so we can monitor who is parking at our school and in case a student has an issue with their vehicle (i.e., lights left on, etc.). Students must park in **designated areas only (students may not park to the east of the high school during the school day). Students may also park in the unpaved lot to the west of the building and the dirt lot across Colorado Ave.** Parking on campus is a privilege not a right, and may be taken away for any inappropriate driving or behavior. Students will receive a consequence if they violate these rules or do not have a parking pass.

## **Seniors Only: Personalized Painted Parking**

Seniors who have registered their vehicle for a parking pass may apply to decorate a designated parking spot using approved materials and must follow the guidelines for appropriate design. The cost is \$20.00 for a parking spot.

## **TEXTBOOKS**

Textbooks will be issued and collected by teachers at the start and end of the school year or when a student withdraws. Students are responsible for their books and materials. Lost or misplaced books require payment of a replacement fee before a new one is issued. All fees for lost or damaged books must be paid before withdrawal, year-end, or receiving grades, transcripts, or diplomas. Hardback textbooks must be covered. Please see the [district policy](#) for further clarification on textbooks.

## **HEALTH OFFICE**

The health office at Strasburg Senior High 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 sustained 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.
- Non prescription/Over the Counter Medicines

It shall be a violation of Board policy and considered to be behavior which is detrimental to the welfare or safety of other students or school personnel for any student to possess, use, sell, distribute or exchange or to be under the influence of nonprescription drugs, medications, vitamins or other chemical substances not taken in accordance with the [Board's policy and regulations on administering medications](#) to students. Students Violating this policy shall be subject to disciplinary sanctions which may include suspension and/or expulsion from school and referral for prosecution.

## **SCHOOL CRISIS PLAN**

Strasburg 31J School District promotes a safe and healthy environment for students. It is important that every student familiarize themselves with the language and procedures of the Strasburg High School Crisis Plan below. At Strasburg High 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 the act to keep students in their classrooms due to a non-dangerous situation occurring in the hallways. This protocol is used when hallways need to be kept clear of occupants. It allows for care & privacy.

**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 lockout 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-** If there is a tornado warning or similar emergency, students and staff will move to the high school boys and girls 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) A mass email will be sent to all parents/guardians.
- 3) The district website may provide updated 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. Student use of phones during an unfolding emergency can distract attention from safety and emergency response directions. Overuse of cell phones in a crisis could also potentially overload cell phone systems in some areas. During a crisis, please 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 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 occurs each month. 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 them to follow if we had to have a controlled release of 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, a 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

The Strasburg High School primary evacuation site is Strasburg Community Church located at 56155 Sunset Ave Strasburg, CO 80136. It is west of the Middle School. Our secondary site is located at Mountain View Church, located at 1955 Headlight Rd Strasburg, CO 80136.

#### **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 revisit 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 containers are located at the front office. Small items (jewelry, keys, etc.) are kept inside the main office. Unclaimed items will be emptied each semester and donated to charity.

### **LUNCH PROGRAM**

We offer full meals and a la carte selections on a daily basis. Lunch is served in the commons area. Currently, lunch is free to all, however, if a student would like a la carte selections, those will be charged to the account (no cash transactions). Please note that lunch accounts are per student, not family. You may deposit money into the account online through the district website.

Students may eat their lunch in the commons area, courtyard, upper west side of the gym (NO BLEACHERS), in a classroom only if supervised by a teacher, or the spine hallway. Students are not allowed to eat their lunches in the PE locker room hallway, east wing hallway, or the stairs by the auxiliary gym. Doors to the east wing will be shut during lunch. Students must clean up after themselves in all areas.

### **MEAL PRICES**

At this time breakfast and lunch are free for the 2025-26 year; however a la carte and seconds will be charged. **In order for us to continue funding for this, we still need you to fill out the free/reduced lunch form.**

### **COMMONS AREA**

The commons area is a high visibility area, and visitors come through on a constant basis. The use of this area is a privilege and it must be kept neat and clean. Students may use this area before and after school and at lunchtime. Teachers are not to send students to the commons to study or to have free time. Students taking MCC classes will either need to be in the library and use the checkout and checkin system with the library.

Students are allowed to eat and drink in the commons area but must clean up after themselves and push in their chairs. Inappropriate language will not be tolerated, and voice levels must be kept at a reasonable level. Students may use their phones, other technology, and headphones in the commons area before and after school and at lunch. Students may use technological devices in the hallways as long as they do not disrupt others. (We do allow students to use their devices if they are sitting by their lockers during an off hour). **NOTE: Students may not use their personal devices in the classroom unless special permission is given by the teacher.**

### **FOOD AND DRINK**

Food is not allowed in any classroom (without an accommodation). Water bottles are allowed; other drinks are allowed at the discretion of the teacher. **We strongly discourage the use of high energy drinks at school.** We expect students to take care of the school and clean up after themselves. If a student does not show respect for our school environment, privileges may be taken away and the student may face appropriate consequences.

### **HALLWAYS**

Students shall not be in the hallways without a pass except during the passing period. Release of students from the classroom is a matter of teacher discretion. **Teachers must give the student leaving the class a hall pass for any reason.** Students will show the pass to any staff member upon request. If a student needs to see an administrator, counselor, or secretary, then he/she should get permission from the teacher first (unless there is an emergency). If the administrators or counselor are unavailable then students can sign up to see them using the sign up form near their offices.

We prefer that students who have an off hour be in the library. We do allow students to sit by their lockers on their off hours as long as they are acting appropriately, being polite to guests, and they clean up after themselves. These students are allowed to use their technological devices and headphones if they are sitting by their lockers as long as they are not being disruptive. **Students CANNOT go into other classes during their off hours or while using a pass from another class.**

## ROOM USE

Students must be supervised by a staff member if they are in any of the high school classrooms, gyms, library, or in the weight room. Students are not allowed in the high school teacher's lounge or teacher's work area without permission from a staff member. Only trained student aides who are allowed to make copies in the work room.

## ASSEMBLIES

Assemblies are a vital part of the educational program. All students and faculty are expected to attend assembly programs if these programs are presented during school hours. Any student who has a regularly scheduled class but does not attend an assembly will be considered truant and receive an unexcused absence. **We ask parents to please not excuse students to be absent from assemblies- these events are valuable educational experiences or times to celebrate our students and school.** Students are expected to make visiting speakers and performers feel welcome and appreciated, and they all should be treated with respect. Assemblies are held so that students may view worthwhile performances, listen to a distinguished speaker, or to promote school enthusiasm.

## LIBRARY

The library is available to students before school (7:30-7:45am) and after school Tuesday-Thursday from 3:45-4:30pm. Materials are available for check out; students are responsible for these materials. Students may be sent to the library for research or to check out a book (with a pass) but must return to class immediately. There is a limit on how many books a student can check out at one time. Students sent to the library to work must have a pass from his/her teacher (unless they have an off hour). **Please note that students will not be sent to the commons area from the classroom to work- they must report to the library.** Food is not allowed in the library. Drinks are allowed at the discretion of the library supervisor.

## 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 (7:30am-4:30pm) Tuesday-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 chromebooks 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**

### **Graduation Requirements**

In pursuit of its mission to ensure that all students reach their learning potential, all students who graduate from Strasburg School District 31J (the District) must be postsecondary and workforce ready. All graduates must have a firm foundation in the core areas of English Language Arts, Mathematics, Science and Social Studies as well as a comprehensive background in the Arts, Physical Education, other Electives and Career Pathways. All students must meet or exceed graduation criteria outlined in this policy and accompanying regulation to be eligible to graduate with a District diploma.

The District graduation criteria meets or exceeds the requirements adopted by the Colorado State Board of Education and state legislature by offering multiple rigorous and valued pathways to demonstrate competency in the knowledge and skills necessary for postsecondary education and meaningful careers. Respecting the attainment of an Associate's Degree or its equivalent in a postsecondary credential program or earning 60 credit hours toward a postsecondary credential is in accordance with district goals of preparing students to be postsecondary and workforce ready. Students earning such a degree or completing at least 60 credits toward the completion of a postsecondary credential, shall have demonstrated competency or proficiency that exceeds graduation expectations.

Students earning a postsecondary credential or completing sixty hours toward a postsecondary credential will be considered as having met graduation requirements. **Beginning with the 2023-2024 freshman class (scheduled to graduate in 2027),** approved graduation requirements shall be:

A. Completion of an Individual Career and Academic Plan (ICAP) (See Regulation IKF-R and Policy IHBK),

AND B. Attainment of the minimum number of credits for graduation as defined in Policy IKF for all students beginning high school in 2022-2023 and thereafter,

AND C. Demonstration of one of the following:

1. Postsecondary Workforce Readiness from a Colorado Board of Education approved Menu of College and Career Ready Demonstrations for all students graduating in 2022 and thereafter (see Regulation IKH-R)

OR

2. Accommodation and modification exceptions determined for English Learners, Gifted and Talented students, and students with disabilities.

#### **Units of credit needed**

A total of 25 credits earned during grades nine through twelve are required for graduation. A credit is defined as the amount of credit given for the successful completion of a course for two semesters (.5 credit for each semester). Successful completion means that the student obtained a passing grade for the course.

The following criteria shall entitle a student to a high school diploma:

- Achievement in the district's academic standards as demonstrated by mastery of the curriculum which may include, but is not limited to, daily classroom assignments, state and district assessments, classroom assessments, and student participation in, and completion of, assigned projects.
- Completion of 25 credits in grades nine through twelve in the prescribed categories listed below.
- Completion of the requirements and goals as listed on a student's Individualized Education Program (IEP) which may include modified academic standards.

## College and Career Readiness

Students must complete at least one English measure and one Math measure and meet or exceed the measure's corresponding cut score or criteria to demonstrate college and career readiness in English and Math. The Board's approved measures and cut scores are outlined in this policy's accompanying regulation. Exceptions to the Board's required measures and cut scores/criteria If a student has demonstrated college and career readiness by completing an assessment or other measure that is not included in this policy's accompanying regulation but is included in the state graduation guidelines, the principal or principal's designee may determine that such assessment or other measure is acceptable and meets the district's graduation requirements.

### Exceptions to the Board's required measures and cut scores/criteria

If a student has demonstrated college and career readiness by completing an assessment or other measure that is not included in this policy's accompanying exhibit but is included in the state graduation guidelines, the principal or principal's designee may determine that such assessment or other measure is acceptable and meets the district's graduation requirements.

#### Required Credits/Courses

<b>English</b>	<b>4 credits</b> <b>(English 9, 10 and American Literature required *)</b>
<b>Math</b>	<b>4 credits</b> <b>(Algebra I, Geometry required *)</b>
<b>Science</b>	<b>3 credits</b> <b>(Earth/Physical Science, Biology required *)</b>
<b>Social Sciences</b>	<b>3 credits</b> <b>(Geography/Civics, World History, American History required *)</b>
<b>Health</b>	<b>1 credit</b>
<b>World Language</b>	<b>1 credit</b>
<b>Physical Education</b>	<b>1 credit</b> <b>(1 season sport = .25 credit – up to 1 credit)</b>
<b>Senior Seminar/Government</b>	<b>1 credit</b>
<b>Electives</b>	<b>7 credits</b>
<b>Total Credits</b>	<b>25</b>

### **Graduation Guidelines:**

High school graduation requirements are set by local school boards. They must align with the Colorado Graduation Guidelines, which are designed to help all students and families in Colorado plan for success after high school. Local school boards and districts select from this menu to create a list of options that their students must use to show what they know and can do in order to graduate from high school. School districts may offer some or all of the state menu options, may raise a cut score on an included assessment and may add graduation requirements in other content areas. Graduation Guidelines begin with the implementation of Individual Career and Academic Plans (ICAP); 21st Century Essential Skills; and Colorado Academic Standards for all content areas, including: one course in Civics, and by July 2023, one course that incorporates Genocide and Holocaust studies. Students must demonstrate readiness for college and career based on at least one measure in Reading, Writing and Communicating, and one measure in Mathematics 1.

### **Credit from other institutions**

All students entering from outside the district must meet the district graduation requirements. The principal shall determine whether credit toward graduation requirements shall be granted for courses taken outside the district. Students who are currently enrolled in the district and wish to obtain credit from outside institutions, or through "online" programs, must have prior approval from the principal.

### **Class rankings and grade point averages**

Graduating seniors shall be ranked within the graduating class upon the basis of grade-point averages for the four-year program. Grades for regular classes will be given the following values: A=4, B=3, C=2, D=1. Grades for advanced placement/honors/weighted classes will be given the following values: A=5, B=4, C=3, D=2. Strasburg High School has moved to the Latin Honor System, with approval of the Strasburg School District 31j Board of Education approval. Here is the breakdown of the Latin Honor System.

- **Summa cum laude:** The highest distinction, usually given to the top 1–5% of students
- **Magna cum laude:** A high distinction, usually given to the top 5–15% of students
- **Cum laude:** A distinction, usually given to the top 20–33% of students

When a student receives a grade of pass or satisfactory, such grades shall not be counted in determining class rank or grade point average. Students entering from home-based education programs must submit student work or other proof of academic performance for each course for which credit toward class ranking or grade point average is sought.

### **Independent study**

Independent study, work experience, and experienced-based programs (i.e., internships) approved in advance by the principal may be taken for high school credit. Students must submit a request for approval that includes a summary of the educational objectives to be achieved and monitored by a faculty member. Administrative approval will only be given if the work experience is directly related to a possible future career or a type of apprenticeship (approval will not be given for most after school jobs). **Please note that independent study experienced based programs will be given a pass/fail for a grade.**

### **Student course load**

The course load for freshmen and sophomores will be 7 credits per year, Juniors will be 6 credits per year, and Seniors must take a minimum of 5 credits.

### **Years of attendance**

The Board of Education believes that students benefit from four years of high school experience. Students that need the challenge of a more advanced curriculum will be provided the opportunity to enroll in postsecondary education or other more rigorous options through our concurrent enrollment program. These courses must be pre-approved by administration.

## **ON-LINE COURSES**

Strasburg High School will only give credit for courses taught by an accredited instructor for classes taken through our school or schools that we have partnered with (such as MCC and Pickens). Strasburg High School will only give credit for high school online courses that are either taken directly through the school or recommended (with pre-approval) by administration. No credit will be given for any online classes without pre-approval of administration. Online courses offered through the school that are for make-up credit will be given a grade of pass/fail. Pre-approval for online courses will not be granted if the class is already offered at Strasburg High School or is part of Strasburg High School's core graduation requirements.

## **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. All home school credits will receive a pass/fail grade on the student's high school transcript unless the grades are from an accredited program.

## **FAILURE OF HIGH SCHOOL COURSES**

Students who fail a required high school course must make up the course in one of the following ways (*note: the student's family is responsible for the cost*): Summer school-available online during June and July. Cost of the course is \$50 per class per semester- credit will not be given until the course is paid in full. Courses are computer based using the PLATO system. Summer classes must be completed by August 1st in order to receive credit. Credit will be given on a pass/fail basis. If a course is required and not made up over the summer, the course must be re-taken the following school year in place of one of the student's electives. If a student did not complete his/her summer school course by August 1st, he/she shall be placed into the class the following school year. Seniors only may make up a class online during the school year if there is no room left in their schedule to retake a course. (Other students must have pre-approval from administration). These courses must be taken using the high school online curriculum. All classes must be completed during the semester that the student registers for the class or as determined by administration and on the student's own time. The cost is normally \$50 per course per semester, although this fee is currently being waived. Credit will be given on a pass/fail basis.

## **STUDENT SCHEDULES**

All 9th & 10th grade students must be enrolled in 7 high school courses, all 11th grade students must be enrolled in 6 high school courses, and seniors must be enrolled in at least 5 classes while enrolled as full time students at Strasburg High School. A student must also meet all of the graduation requirements in order to receive a Strasburg High School diploma and show proficiency in math and English on one of the pre-approved CDE assessments. Seniors may elect to take only five credits, but must be off school grounds, in the commons area or library, or sitting quietly by their lockers when not in class. Courses are chosen by students in the spring of the previous school year; students who enroll in the summer or during the school year will choose courses when they register. Parents/guardians must approve all course selections and changes. Schedule changes can be made before school starts for the 1st semester or during the first 2-3 days of the second semester on a very limited basis with pre-approval by the counseling office/administration. Please realize that our master schedule is built based on student requests in the spring. Students may not change a core requirement or advanced placement class unless initiated by the counseling office or administration. As a result, only non-academic elective changes will be considered. All changes require counselor/parent/teacher approval.

## MIDDLE SCHOOL STUDENTS WHO TAKE HIGH SCHOOL LEVEL COURSES

If a student passes a high school level course (i.e., Algebra or Spanish) while enrolled in middle school, he/she will not receive one of the 25 high school credits needed to graduate. However, this class will be included on their high school transcript and qualify the student to take the next level course in that subject area when enrolled at the high school. The student will still be required to take 25 credits once fully enrolled at the high school.

Middle School Credit High School credit may be awarded to middle school students for courses taken during middle school years provided that at least one of the following conditions are met with;

- Course is completed at an accredited high school, and the student receives a passing grade.
- Courses identified as eligible for high school credit are taken as part of an Advanced Learning Plan (ALP) (Gifted and Talented)
- Courses completed at the middle school are of the same level of rigor as the comparable high school course, validated and pre-approved by the appropriate Content Facilitator, and the middle school student receives a four quarter average grade of C or better, or demonstrates competency in that content area by earning a proficient or higher rating on a locally approved assessment.

## GRADING SCALE

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

<u>Letter</u>	<u>% Grade(rounded by .5)</u>	<u>Grade pt. value</u>	<u>Honors/Weighted/ AP Credit</u>
A	90-100%	4.0	5.0
B	80-89%	3.0	4.0
C	70-79%	2.0	3.0
D	60-69%	1.0	2.0
F	59% and below	0.0	0.0
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 and students are expected to attend their classes daily. Some classes may give credit for participation in class (up to 5% of the class grade; up to 10% for PE, weight training, band and choir). Students who are chronically absent from a class will likely see their grades reduced.

## 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 or check Schoology for any make-up assignments. (We do not send out requests for homework through the office). 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 within 1 day. Full credit will be granted for this make-up work. Students will be given two days 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. **Verified Absences** - Make-up work will be assigned the first class period that the student attends after the absence and will be due within 1 day. Full credit will be granted for this make-up work. Students will be given two days 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.

3. **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, but the student has 1 day for each day missed for activity absences to turn in work (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.
4. **Unexcused / Unverified Absences** - Students who miss school work due to being unexcused or unverified will be given a zero on the assignment, and it is up to the teacher's discretion to allow for make-up work following the late work procedure.
5. **Discipline / Suspensions** – Students will have 1 day for each day of out-of-school suspension to turn in work for full credit. Work due while in in-school suspension is due on the due date.

### **LATE WORK PROCEDURE**

Work that is not turned in will receive "0" credit. Work that is not turned when it is due is considered late. Daily assignments that are turned in one day late will be reduced by 10% (i.e., if the student would have received a grade of 100% on the assignment the grade will be recorded as 90%). Work that is turned in more than one day late will be reduced by 10% each day that it is late. If turned in late (same day) it is teacher discretion as to whether or not the grade reduction will be 10%. Long term assignments will be reduced by 10% each day they are turned in late. Long term assignments will be accepted and penalized at the teacher's discretion if they are turned in more than three days late. We do not accept late work that is from prior units (i.e., no late work will be accepted once the current unit of study is completed).

**Please check Schoology to determine the way for a student to access his/her make up assignments when he/she is absent.**

### **HONORS/WEIGHTED/AP CLASSES**

Honors and weighted classes are offered at a more challenging level than most other courses. Acceptance into honors classes is subject to the approval of administration. Honors classes will receive an increase of one point to their grade point value. (The letter grade itself does not change).

All college classes through Aims, UNC, and MCC will receive concurrent enrollment credit and will also be counted as a weighted course **starting with the class of 2027**.

If a student receives credit for a class taken from any post-secondary institutions listed above, then he/she will receive weighted credit (a one point increase to the grade point value) due to the increased rigor of the course, **starting with the class of 2027**. Please note that courses taken at a 4-year university must be pre-approved by administration, must align with a student's individual advanced learning plan, and will only be approved in special circumstances on a case by case basis.

Honors courses may be added or deleted depending on course availability. For a complete and up-dated list of honors courses please consult the counseling office.

### **INTERVENTION OPPORTUNITIES**

SHS no longer has study hall classes; however, if a student is needing intervention, that time can be set up through the main office to meet before school, lunch, or after school. Students may opt in to these interventions or may be recommended for interventions based on our MTSS process (multi-tiered support systems.)

### **PT CONFERENCES / REPORT CARDS / PROGRESS REPORTS**

Students will receive a progress report at parent/teacher conferences on October 20th, 2025. Progress reports will be mailed home the week of October 21st if not picked up at conferences. Final grades for the first semester will be

mailed home the week of January 6th, 2026. Our second Parent Teacher conferences will be held on March 16th. Progress reports will be mailed home the week of March 17th. Final grades for the second semester will be mailed home the first week of June. Strasburg High School has switched to semester grading, which will no longer average the two quarter grades. Semester grades will be submitted on transcripts.

Parent/teacher conferences are held twice each year. Please note that 12:00 pm-7:30 pm is reserved for individual classroom conferences in the high school, and this way parents/guardians are able to meet with all of a student's teachers in one day. We strongly encourage parents to attend these valuable conferences; however, 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.

### **ELIGIBILITY**

Please click on the link above to see the Strasburg School District Eligibility Policy. Strasburg High School will be following this policy moving forward.

### **ACADEMIC INTERVENTIONS**

At Strasburg High School, we are committed to the success of each student. We have a number of interventions in place to ensure that each student has access to the help he/she needs. Here is a summary of interventions that are currently available:

- Seminar classes have been incorporated into the schedule to allow for interventions to take place.
- Students who are struggling or at risk may be assigned a staff mentor who will monitor their grades and set goals with the students.
- Students who are ineligible, parents/guardians will receive a notification from the school.
- National Honor Society members and other academically strong students are available to help tutor students who are struggling.
- Teachers are available to help students before school and after school.
- The library is open from 7:30-7:45 am and after school until 4:30 pm for students to work and do research and will be supervised by a staff member.
- A student's grades are available at any time through our Power School system, which can be accessed on –line. We will provide a quarter progress report approximately half way through the semester.
- While we want our students to complete work on time, we do accept late work with a penalty.
- We may have intervention classes available for students in need of extra help in study skills and other subject areas.
- We have developed a Multi-tiered support systems (MTSS) process for students in need of more intensive academic or behavioral interventions. Students who continue to struggle and/or with learning difficulties will be referred to a MTSS team that will review the student's aptitude and create an academic plan for the student and his/her teachers.
- We have a process to identify students who are considered gifted in one or more academic areas. Students who are identified as gifted are placed on an advanced learning plan (ALP) and modifications are made in their curriculum and instruction to meet their needs and extend their learning.
- We offer advanced and/or honors classes in every core subject area.
- We offer foundational classes to help students who struggle with math skills.

### **POST-SECONDARY EDUCATION**

The mission of Strasburg High School is to prepare all students for success after high school. We strongly encourage students to seek post-secondary education, and we make four year plans (ICAP) with students that help them to be prepared to be successful as they enter college.

All Strasburg High School students who pass the Accuplacer test, are eligible to take college courses through a partnership we have with Morgan Community College. By taking courses through MCC or another college, students can receive college credit for classes while still enrolled in high school. These college courses must also meet the standards of Strasburg High School if we are to give dual college/high school credit or if we are to pay the

tuition for these classes. Students who seek to enroll in college courses must meet the following standards: 1) meet the enrollment requirements for the college, including the minimum score on the Accuplacer test 2) **have approval from the counselor and principal** and 3) be a student in good standing at Strasburg High School. Strasburg High School will pay the tuition up front for all Aims, UNC, & MCC courses. If students do not pass the **online only** classes (MCC Online, CCC, CO) with a C or better, students will be required to pay back the tuition. MCC classes are subject to the same eligibility, behavior expectations, and school policies that govern any Strasburg High School course. Please note that we do not provide transportation to another location for any MCC or other college classes.

### **Procedures for Receiving Credit**

We have an excellent partnership with Aims, UNC, and MCC and each year we make an agreement on which courses will receive dual credit at Strasburg High School. Unless stated in advance, each course through Aims, UNC, and MCC offered during the school day and school year is eligible for dual college/high school credit and will be paid for by Strasburg High School. The student's family is liable for all books and appropriate fees. The following restrictions do apply for Strasburg students enrolled in MCC or other college classes:

- 1) Students may take any college courses through Morgan Community College, UNC, or Aims Community College if they want dual credit or to receive any tuition assistance.
- 2) Strasburg High School will not give high school credit (except in rare circumstances with prior approval) and will not pay the tuition for any college courses taken during the summer.

### **PICKENS TECHNICAL COLLEGE**

Strasburg School District also has an agreement with the Aurora School District to provide vocational classes to students through Pickens Tech. A limited number of students each year are eligible to take classes on the Pickens Tech campus in Aurora. These students must be in good academic standing and on track to graduate on time. There are a wide variety of classes available to seniors only, many of which lead to certification in a given vocational field. If transportation is made available by the Strasburg School District, then students will only be transported by the district for morning classes. High school credit is given for each of these classes and the tuition is paid by the district while the student is in high school. Strasburg School District will not pay for courses taken during the summer.

**Please note that our concurrent enrollment students are held to the same attendance policy as all students. Please report absences from these courses to our office.**

### **SEMESTER EXAMS**

Semester exams are scheduled in advance and given over the last 3 full days of each semester. Semester exams will count up to 10% of the semester grade. Students may not take semester exams early unless pre-approval is given by administration. Students who cannot be in school for semester tests must make arrangements with each teacher to make up the exams.

### **EXAM DATES:**

1<sup>st</sup> semester: Week of December 17-19

2<sup>nd</sup> semester: Week of May 19-20. (Seniors' final grades need to be submitted by May 13th.)

Senior Finals: May 8th

Seniors Last Day: May 13th

### **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; we strongly encourage parents to take advantage of this system.** Usernames and passwords are available through the



counselor's office or the main office for both students and parents. Please note that eligibility is determined by the grades that are downloaded on Wednesday morning at 8:00am.

## **COMMUNITY SERVICE**

Part of the mission of the Strasburg School District is to develop responsible and productive members of society. Providing service to the school and to the community is a valuable way for students to fulfill this mission and develop strong character in our students. By requiring students to provide service to our school and community, we are helping them to become responsible and productive citizens. According to the National Association of Secondary Principals, the "development of the intangibles- empathy, personal values, beliefs, awareness, self-esteem, and social responsibility- help to foster a sense of caring in others. Service learning encourages a reciprocal relationship in which the service reinforces and strengthens learning, and the learning reinforces and strengthens the service."

In order to demonstrate these expectations, each high student will perform forty (40) hours of service learning (10 hours per year of attendance at Strasburg High School). If a student does not complete these requirements, he/she will not be able to participate in the graduation ceremony and any graduation activities. He/she will still receive a diploma.

Opportunities for service learning will be provided by the school, although the hours can be completed outside of the school environment. **The school will provide a service learning guide that includes activities that are approved by the school. Any activity that is not included in the guide must be pre-approved by administration in order to receive service learning credit.**

A copy of the certificate of supervision for service learning is located at the back of the service learning guide and on our website, and extra copies are available in the office. Documentation of service learning hours is required so hours can be tracked by the school.

## **QUALIFYING TO PARTICIPATE IN THE GRADUATION CEREMONY**

The graduation ceremony is for seniors who have met all of the academic requirements to receive a diploma from Strasburg High School. Participation in the graduation ceremony is a privilege, not a right. The following are additional requirements for a student to participate in the graduation ceremony:

- 1) Completion of 40 hours of community service (or 10 hrs/yr if student did not attend SHS all 4 years of high school).
- 2) Completion of all required contents of Senior Seminar/Government class, including the portfolio.
- 3) Appropriate behavior during senior year (both in and out of school) as determined by administration

## **EXTRA-CURRICULAR ACTIVITIES**

Strasburg Senior High School offers a wide variety of extra-curricular activities for students. We believe strongly in high academic standards for our students, and we also want our students to be well rounded citizens. We feel students make a stronger connection to school and to others if they are more involved in the school atmosphere. **Eligibility guidelines apply to all extra-curricular activities (athletic and non-athletic) except for participation in after school clubs. However, students who are ineligible will not be able to attend non-required field trips. Students who participate in extracurricular activities should represent themselves and the school appropriately at all times. Any inappropriate activity- on or off campus- may result in losing the opportunity to participate in extracurricular activities at Strasburg High School.**

### **Extra Curricular Activities**

Band/Jazz/Pep Band  
Choir  
FBLA

### **Coach/Sponsor**

Kim Harris

National Honor Society  
Knowledge Bowl  
Drama  
Student Council  
Yearbook (Class)  
SNAP Council

Tobi Whitehead  
Josie Hemphill  
  
Mandy Lasecke/Kea Mullarkey  
Amanda McDowell  
Alaina Franklin

### **Athletic Activities**

Cheerleading  
Softball  
Boys Golf  
Girls Golf  
Volleyball  
Football  
Cross Country  
Girls Basketball  
Boys Basketball  
Wrestling  
Baseball  
Girls and Boys Track  
ESports  
Unified Bowling

### **Head Coach**

Stephanie Peabody  
Wes Madril  
Eric Gilbert  
Les Day  
Larry Deffenbaugh  
Brian Brown  
Mike James  
Merci Ames  
Kyle Bollers  
Matt Kroft  
  
Brandi Marrero  
Greg Ferber  
Vicki Manahan

### **After School Clubs**

Book Club  
Art Club  
Fellowship of Christian Athletes  
Dungeons and Dragons

### **Sponsor**

TBD  
Amanda Fisher  
  
Greg Ferber

## **DANCES**

School dances will be held approximately 2 or 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.
- High school students may bring "out of school" guests with prior written approval of administration. (A guest contract is available in the office).
- Middle school students may not attend high school dances; high school students may not attend middle school dances.
- Students who are under suspension or expulsion are not allowed to attend dances.
- **Students who are ineligible must complete their ineligibility requirements with teachers prior to attending the dance.**
- The student expectations in place for our school are enforced at dances.

***See the end of the handbook for important dates.***

### **Student Absences and Excuses [\(Policy JH\)](#)**

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.**

### **Truancy [\(Policy JHB\)](#)**

If a student is absent without an excuse signed by the parent/guardian or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. An "habitual truant" shall be defined as a student of compulsory attendance age who has four total days of unexcused absences from school in any one month or 10 total days of unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences for purposes of defining a student as an "habitual truant."

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.

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 if a student is absent without an excuse signed by the parent/guardian or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. An "habitual truant" shall be defined as a student of compulsory attendance age who has four total days of unexcused absences from school in any one month or **12 total days of unexcused absences during any school year between August-December or January-May**. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences for purposes of defining a student as an "habitual truant." In order to reduce the incidents of truancy, parents/guardians of all students shall be notified in writing at the beginning of each school year of their obligation to ensure that all children of compulsory attendance age attend school. Parents/guardians shall be required to acknowledge in writing awareness of their obligations and to furnish the school with a telephone number or other means of contacting them during the school day. The school shall establish a system of monitoring individual unexcused absences. When a student fails to report on a regularly scheduled school day and school personnel have received no indication that the parent/guardian is aware of the absence, school personnel or volunteers under the direction of school personnel shall make a reasonable effort to notify the parent/guardian by telephone. A plan shall be developed for a student who is at risk of being declared habitually truant with the goal of assisting the child to remain in school. The plan shall also include strategies to address the reasons for the truancy. When practicable, the student's parent, guardian or legal custodian shall participate with district personnel during the development of the plan. Appropriate school personnel shall make reasonable efforts to meet with the parent, guardian or legal custodian to review and evaluate the reasons for the student's truancy. In accordance with law, the district may impose appropriate penalties that relate directly to

classes missed while truant. Penalties may include a warning, school detention or in-school suspension. Academic penalties, out-of-school suspensions or expulsion shall not be imposed for any truancy. The administration shall develop regulations to implement appropriate penalties for truancy. The school administration shall consider the correlation between course failure, truancy and a student dropping out of school in developing these regulations and shall implement research based strategies to re-engage students with a high number of trancies. 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.

## **Strasburg High School Attendance Procedures:**

### **TYPES OF ABSENCES:**

**EXCUSED (EXC) – Does not count toward the 10 absences allowed per year.** 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 10 absences allowed per year.** The nature of the absence has not been determined.

**ACTIVITY (ACT) – Does not count toward the 10 absences allowed per year.** 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 10 absences allowed per year.** 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 10 absences allowed per year.** (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 10 days or classes in a year 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
- **If a student misses at least 10 days or classes as defined above** (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 10 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. The student may be referred to truancy court.** 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 high school 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 extracurricular 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.**

#### **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:**

- 4 tardies total in one week-half hour detention; more than 4 tardies in a week can result in increased detention.
- Excessive tardies may result in parent/guardian meeting(s) with administration; campus privileges may be revoked.
- All detentions for tardies will be served at lunch.

## **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. Strasburg Senior High 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. 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 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.

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. The Strasburg High School Discipline Matrix (page 58) provides guidance for consequences for inappropriate student behavior. Please familiarize yourself with the document.

### **STRASBURG HIGH SCHOOL STUDENT EXPECTATIONS**

#### **At School**

##### **Attendance**

- In school every day. No unexcused absences
- On time to every class. No Tardies

##### **Culture**

- We are proud to be SHS Indians
- We care about each other
- We support each other
- We include all our students in our activities and our learning

##### **Behavior**

- We are good citizens
- We work to keep our school safe and secure
- We focus on learning
- We use appropriate displays of affection
- We follow the rules
  - In the commons
  - In the hallways
  - In the restrooms
  - and accept the consequences when we don't
  - We continually practice our TRIBE expectations

#### **In the Classroom**

- We work to have good relationships with our peers
- We do not tolerate bullying
- We participate 100%
- We are engaged in learning
- We do our best

- We ask for help
- Respect others
- We turn in our work on time

#### **Away from School**

- We represent SHS well when in the community
- We respect other's rules

#### **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 be involved in an extracurricular activity; 2) 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 for month. Students will be recognized in the school and community.
- **Student Recognition TRIBE 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.
- **Dances-** There will be approximately two-three dances per year for our senior high school students. All students may attend unless they are under suspension or are being disciplined by administration. See dates listed under extracurricular section.
- **Activity Nights-** These are special open gym and game nights for students. Dates are listed in the extracurricular section. Note: These nights are for current Strasburg Senior High students only.
- **Honor Roll-** Semester honor roll is presented at school.
- **Award Nights-** Special recognition for student achievement.
- **Assemblies** to Recognize Outstanding Achievement, Service, or Behavior

#### **DISCIPLINE**

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  
 Unexcused absences  
 Dishonesty and/or plagiarism

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

- Student warning
- Detention—requires a student's presence before or after school or at lunch. 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.
- Loss of open campus privileges.
- 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.**

**Please note the following information regarding consequences and missed detention:**

- All tardy detentions and detentions for not completing ineligible sheets must be served at lunch.
- 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 will 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 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 ([File: 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 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.

High school students and staff utilize the 7 Mindsets Program. 7 Mindsets improves your access to effective mental health services by training school professionals in evidence-based practices that are appropriate for the school setting, such as cognitive behavioral therapy and mindfulness. These skills help students navigate common academic and social pressures, and reduce symptoms of more serious mental illnesses such as anxiety, depression, and PTSD.

Victims of bullying and those who bully often experience the same mental health issues, but display them differently. People who engage in bullying behavior lack appropriate empathy and problem solving skills and resort to inappropriate behavior including bullying. Victims often lack the ability to disengage in the control of the bully and begin to experience increased mental health issues.

Social and emotional learning promotes resiliency and builds self-regulation skills.

7 Mindsets provides targeted interventions for students experiencing difficulties and allows the staff to quickly and accurately identify students who are at risk of harm including suicide.

### **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

## SHS 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.

**What Strasburg High School Does To Prevent Bullying:** SHS intervenes effectively to reduce bullying by developing a safe and supportive school climate. A well-implemented program with parent, teacher, and community support can reduce bullying markedly. The measures considered to be crucial in the effectiveness of our anti-bullying program are as follows:

- **Strongly encourage students, staff, and parents to be upstanders not bystanders and intervene whenever someone is being mistreated and/or report the situation to a school employee.**
- **We strongly emphasize respect for one another and promote an appreciation of all people.**
- Awareness and involvement on the part of adults, with regard to bully/victim problems.
- A periodic survey of bully/victim problems and school climate.
- School assemblies and parent seminars devoted to bully/victim problems.
- Better supervision by adults during unstructured activities.
- Consistent and immediate consequences for aggressive behavior.
- Generous praise for pro-social and helpful behavior by students.
- Specific class rules promoting respect for one another.
- Serious individual talks with bullies and with victims (bullies and victims should be separate).
- Serious talks with parents of bullies and victims.
- Implementation of cooperative learning activities in the school and teaching of social emotional skills.
- Creating a social climate which is supportive and inclusive for all students, parents, and faculty members.
- Educate the staff on bullying issues and pro-social skills on a yearly basis.

**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

### **Non-Discrimination/Equal Opportunity**

The District is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. Anyone who may have experienced discrimination or harassment in the context of the District's educational programs, activities, or employment will report their concerns without fear of retaliation. This policy AC and the implementing regulations are designed to foster a climate that provides preventative measures and encourages the reporting of discrimination and harassment. District administrators will engage in prevention efforts, train the school community, respond to all complaints in a timely manner, provide supportive measures, and develop fair and equitable processes to investigate and address complaints of discrimination and harassment, any potential related retaliation, and ensure all parties are treated fairly and impartially.

### **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 District 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 Railroad 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 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.*

### **DISRESPECT AND DEFIANCE**

Strasburg High 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.

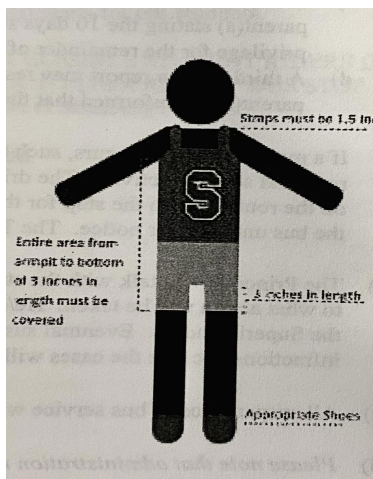
Consequences for blatant defiant and disrespectful behavior are as follows per school year:

1<sup>st</sup> offense- Referral and minimum 1-5 day suspension or multiple hours of detention

2<sup>nd</sup> offense- Referral and 2-5 day suspension

3<sup>rd</sup> offense and subsequent offense- Referral and minimum 5 day suspension and possible recommendation for expulsion

### **DRESS CODE**



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

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty. If the student cannot promptly obtain appropriate clothing, on the first offense, the student shall be given a written warning and an administrator shall notify the student's parents/guardians. On the second offense, the

student shall remain in the administrative office for the day and do schoolwork and a conference with parents/guardians shall be held. This violation shall be considered as an unexcused absence. On the third offense, the student may be subject to suspension or other disciplinary action as outlined in the school discipline code.

### **Unacceptable Items**

The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds, or at school activities:

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length
2. Sunglasses and/or hats worn inside the building
3. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts.
4. Tank tops or other similar clothing with straps narrower than 1.5 inches in width
5. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
  - A. Refer to drugs, tobacco, alcohol, or weapons
  - B. Are of a sexual nature
  - C. By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior.
  - D. Are obscene, profane, vulgar, lewd, or legally libelous
  - E. Threaten the safety or welfare of any person
  - F. Promote any activity prohibited by the student code of conduct
  - G. Otherwise disrupt the teaching-learning process

### **Exceptions**

Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school-sponsored extracurricular or sports activities (such as cheerleading uniforms and the like) may be worn to school when approved by the sponsor or coach. Building principals, in conjunction with the school accountability committee, may develop and adopt school-specific dress codes that are consistent with this policy.

Whenever a violation or disagreement occurs between a student and school personnel regarding the dress code, admittance to class or any school function will be denied. One of the following will be required before admittance to class or school function is granted:

- Clothing may be provided by the office to cover inappropriate attire. There will also be a phone call home by students to a parent/guardian informing of the situation.
- Students may be asked to change clothing if it is available.

### **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.

Students who consume alcohol or other drugs are more likely to have academic and social problems. They also engage in behaviors that are clearly unsafe for themselves and others, including the following: a) driving under the influence; b) poor decision making; c) increased sexual activity; d) more aggressive behavior, including fighting; and e) health problems related to substance use. Underage drinking and drug use is a powerful predictor of lifetime abuse and dependence and often leads to criminal behavior.

Some early warning signs of alcohol and drug use are as follows:

- 1) Mood changes, temper flare-ups, and defensiveness
- 2) School problems, poor attendance, low grades, and discipline problems
- 3) Family problems, including rebelling against family rules
- 4) Personal problems, changing friends and keeping new friends a secret, low energy, disregard for former interests, and a lackadaisical attitude
- 5) Physical and mental problems, memory lapses, poor concentration, bloodshot eyes, lack of coordination, and slurred speech.

Part of the district's mission is to develop responsible citizens, teach students the dangers of alcohol and drug use, and promote healthy lifestyles. The district discourages unhealthy behaviors in the best interests of students and community.

According to Board Policy, there are clear guidelines that define when a student possesses, uses, sells, distributes, gives, purchases or procures or is under the influence of alcohol, drugs over the counter medications (Benadryl, Tylenol, Ibuprofen, cold medicines), or controlled substances while on school property or during a school activity. When students engage in these behaviors off school property it can also have a detrimental effect upon themselves, others and/or the school environment. Consequently, to promote healthy lifestyles and behaviors at all times among district students and discourage activities that are dangerous, illegal and that negatively impact the learning environment, each school will administer the appropriate consequences whenever a student is involved in events that include alcohol, drugs or controlled substances and that have some reasonable connection to or have a detrimental effect on the educational environment, regardless of whether the student is on or off school property.

***Please note that administration reserves the right to give special consideration on a case by case basis if a student seeks treatment or help voluntarily for a drug or alcohol problem.***

#### **Use and Possession of illegal drugs or alcohol on school property or at a school sponsored activity:**

Students attending the Strasburg School District or any activities located in or sponsored by either the District who use or possess alcohol, drugs, other controlled substances or drug-containing or drug-related paraphernalia in violation of Board policy will be handled in the following manner:

1. When a student is suspected of using and/or in possession of alcohol, illegal drugs or illegal controlled substances on school grounds or during a school sponsored activity in an unlawful or unauthorized manner, the person having the suspicion should notify the principal or designee. Notification must include reasons for such suspicion (observed use, unusual behavior, etc.).
2. The principal or designee will conduct a check of the suspected student and collect evidence/data, including when reasonably possible a written statement from the individual(s) who reported the suspected use and others with relevant knowledge of the matter. This action must comply with the Board policy on interrogations and searches.
3. If information is not sufficient to warrant further action, the principal or designee may have a personal conference with the student expressing awareness and concern.
4. If information warrants further action, the parent/guardian will be requested to attend a conference: The conference may include sharing the data collected, explaining consequences of involvement with drugs/alcohol, developing a plan of action, and offering the parent or guardian general information and resources related to substance abuse.
5. The principal or designee will place any evidence in an envelope or alternative container as necessary which will be sealed, dated and initiated by the individual who originally obtained the materials and by the principal or designee. The evidence then will be placed in a secure location.
6. The principal or designee will call appropriate law enforcement officials in each instance of use and/or possession or sale of controlled substances by a student. A mutual decision will be made as to retention of the contraband by the school or testing by the authorities.
7. When there is evidence of a student using and/or possessing alcohol or illegal drugs, the student will be disciplined according to the school's policies and the parent/guardian notified.

## **Distribution**

Students who sell, give, distribute, or exchange alcohol, illegal drugs, or illegal controlled substances or over-the-counter medications, drug-containing or drug-related paraphernalia in violation of Board policy will be handled in the following manner:

1. If an employee witnesses an act in which alcohol, drugs, other controlled substances or drug-containing or drug-related paraphernalia are being transferred from one student to another, the staff member will immediately attempt to detain the student and request that the student accompany the staff member to the principal or designee. If the student refuses, the staff member will notify the principal or designee immediately.
2. The principal or designee will attempt to obtain evidence by requesting it directly from the student or through search procedures in accordance with Board policy.
3. Any student who sells, distributes, gives, or exchanges drugs or illegal controlled substances in or on school property or at a school sponsored activity will initially be suspended for 5 days and a recommendation will be made to the superintendent that the suspension be extended for an additional 5 days. The student will then be recommended for expulsion. According to state law (Section 22-33-106), expulsion is mandatory for students who sell, distribute, give, or exchange drugs or illegal controlled substances on school property. Students may also be expelled for engaging in such behavior off school property when it is reasonably connected to or has a detrimental effect on the educational environment.

## **Consequences for violations of the Drug and Alcohol Policy by Strasburg High School students on Strasburg High School property or at a district sponsored activity (while in high school):**

### **First Offense for Use and/or Possession**

1. Any student who consumes or possesses alcohol or illegal drugs 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 cessation class offered through an online program offered by Strasburg School District called Base. The class must be completed prior to the return date to be readmitted before the end of the suspension. 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. Additionally, a high school student shall not attend or participate in:
  - a) *Student Athletes*: ½ of the athletic season in which the student is currently participating or of the next athletic season in which the student expects to participate.
  - b) *Students who currently participate in other extracurricular activities (i.e. FBLA, FFA, etc.)*: 30(calendar) days of school events
  - c) *Students who do not currently participate on school athletic teams or in other extracurricular activities*: 30 (calendar) days of school events
4. 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 2<sup>nd</sup> 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.
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.
4. Additionally, the high school student shall not attend or participate in:
  - a) *Student Athletes*: one full season of games of the athletic season in which the student is currently participating or the next athletic season in which the student expects to participate.
  - b) *Students who currently participate in other extracurricular activities*: 60 days of school events.
  - c) *Students who currently do not participate on school athletic teams or in other extracurricular activities*: 60(calendar) days of school events.

### **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 3<sup>rd</sup> 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 in the Strasburg School District.
3. At the completion of the suspension and/or expulsion and any stipulations required by the suspension/expulsion, a student may appeal to the principal to be reinstated as an extracurricular participant only if he/she has completed a drug and alcohol class at the expense of the student and his/her family.
4. Appropriate law enforcement officials will be notified and students will be referred to the community resource agency,

**Consequences for students who use, possess, distribute alcohol or drugs off campus (while in high school):** High school students who participate in athletics or any school sponsored extracurricular activity will face a penalty if it is determined by administration they have used, possessed, or distributed alcohol or any illegal drug off campus during the school year. This penalty may also apply to students who are present when others use, possess, or distribute alcohol or any illegal drug at the discretion of admin.

1<sup>st</sup> offense- ¼ of the current season or the next season/activity the student participates in.

2<sup>nd</sup> offense- ½ of the current season or the next season/activity the student participates in.

3<sup>rd</sup> offense- one calendar year of extra-curricular activities.

*Student may return to competition sooner, at the discretion of administration, if student-athlete completes district approved drug and alcohol class.*

**Students who are not involved in extracurricular activities may lose school privileges, including open campus and access to school games/activities.**

### **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.

### **FIGHTING**

Fighting, threatening, and physical harassment are not permitted. All physical fights/physical altercations will be referred to the Strasburg School District SRO. 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):

1<sup>st</sup> offense- Referral and minimum 1-5 day suspension or multiple hours of detention

2<sup>nd</sup> offense- Referral and minimum 3-5 day suspension

3<sup>rd</sup> 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.

### **HARASSMENT POLICY**

Harassment is unacceptable conduct that is severe, pervasive and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive, or intimidating because of the individual's race, creed, color, national origin, physical appearance, weight or gender. Harassment of any student or employee is prohibited and will not be tolerated.

Sexual harassment (File: JBB) includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment can be verbal, written, physical or visual. No student or staff member should be subjected to sexual harassment. School employees who suspect or have proof of sexual harassment in our school should report their concerns immediately to the principal.

Examples:

Sexually oriented verbal "kidding", abuse, or harassment

Pressure for sexual activity

Repeated remarks to a person with sexual or demeaning implications

Unwelcome touching, such as patting, pinching or constant brushing against someone

Suggesting or demanding sexual involvement which may be accompanied by implied or explicit threats or favors

### **THREATS AND/OR CYBERBULLYING THROUGH COMPUTERS/CELL PHONES**

- 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.
- This includes any written or verbal communication and also includes any communication through technology, computers (i.e., (social media) and cell phones.
- Because threats, harassment,, bullying, or rumors can disrupt the school environment, students can be disciplined whether the messages are initiated on or off school grounds.

### **Consequences and intervention for harassment:**

Consequences for students who harass others shall depend on the results of the investigation and may include: counseling; a parent conference; detention; 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.

## PARKING

Students must park in designated parking places. Students must also obtain a parking pass to park on campus and then must adhere to the parking rules established by administration.

Students who violate the parking guidelines established by the school shall face the following consequences **per year**: (please note that a student may lose their parking privileges and serve detention for parking in a handicap spot or for any severe violation at any time at the discretion of administration):

1<sup>st</sup> offense- Written warning and student must move vehicle.

2<sup>nd</sup> offense- Written warning, parents contacted, and student must move vehicle.

3<sup>rd</sup> offense- Referral, detention; 4<sup>th</sup> and subsequent offense- Referral, increased detention

5<sup>th</sup> offense- Student loses parking privileges on Strasburg High School campus.

## PERSONAL DISPLAYS OF AFFECTION (PDA)

Inappropriate displays of affection (including kissing) are not acceptable on a senior high 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, but general guidelines are as follows:

Consequences (per semester):

1<sup>st</sup> offense- Verbal warning

2<sup>nd</sup> offense- Written warning, parents notified.

3<sup>rd</sup> offense- Referral, detention; 4<sup>th</sup> and subsequent offenses- Referral, increased detention. Multiple offenses may result in a suspension.

## PLAGIARISM and ACADEMIC DISHONESTY

According to Joseph Gibaldi's MLA Handbook for Writers of Research Papers, "plagiarism is to use another person's ideas or expressions in your writing without acknowledging the source." With the ease of finding research material on-line, there is a particular temptation for a student to copy text from internet sources and then paste it into their own documents without permission. Any form of plagiarism constitutes scholastic dishonesty and will carry consequences ranging from failing the assignment to failing the course.

When a teacher suspects the student has plagiarized an assignment, paper or test, the teacher will meet with the student, contact the parents, and show proof of the plagiarism.

Students are not allowed to copy from each other's work and turn in it as their own. (Exceptions can be made by the teacher for group work assignments). Students are also not allowed to copy answers from another student during a testing situation. Students are not allowed to use technology to receive or share answers on any assignment or test.

Consequences for plagiarism or academic dishonesty are as follows within each semester course:

1<sup>st</sup> offense in a course- Referral; student will receive a 0 for a grade. Students will have the opportunity to re-do an alternative assignment or re-take an alternate test and receive a 50% reduction of his/her's grade. Student will also serve up to two hours of detention.

2<sup>nd</sup> offense in a course- Referral; student will receive a zero for the assignment with no opportunity to re-do the assignment for any credit. Student will be given multiple hours of detention or be suspended.

3<sup>rd</sup> offense in a course- Student may not receive credit for the semester. Student will serve multiple hours of detention or be suspended. Consequences may also include a meeting with the principal, the student, the teacher and parent/guardian to discuss credit earned and/or develop an academic plan.

***The second time a student receives a referral for plagiarism in any course in a semester, he/she will receive no more than 50% credit for the assignment and receive multiple hours of detention or be suspended. The third and subsequent time a student receives a referral for plagiarism in any course, he/she will receive a***



***zero for the assignment with no opportunity to re-do the assignment. He/she will also be given multiple hours of detention or be suspended.***

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

### **SHS Cell Phone Policy**

**(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, we restrict when and where they can be used in the school Academic Zones during school hours. At the beginning of each class, the student will place their cell phone in the hanging pocket located in each classroom for the duration of the class period.

**These technological devices cannot be used:**

- During a class (unless explicitly allowed by the teacher).
- During an assessment of any kind.
- To view or listen to inappropriate material at any time on school grounds.
- To send inappropriate or harassing messages at any time.

**These technological devices can be used during school hours:**

- In the commons area during lunch and when a student has a free period.
- Students may use their devices while sitting by their lockers (Academic Zone) during free periods as long as they are not disruptive.
- Outside the building at any time.
- In the classroom (Academic Zone) **ONLY with explicit permission from a teacher** for a school related purpose.
- These devices can also be used before and after school hours as long as they are not a distraction to others.

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)**:

- 1<sup>st</sup> offense- Verbal warning.
- 2<sup>nd</sup> offense- Device may be confiscated, behavior will be documented, parent/guardian contacted and phone will be returned to student at the end of the day.
- 3<sup>rd</sup> offense- Device may be confiscated, behavior will be documented, parent/guardian contacted and will be required to come to school to pick up the phone.
- Further violations of the cell phone contract may result in further disciplinary actions including suspension from school.

### **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.

**Students must comply with the following guidelines when regarding the use of technology:**

- Students are responsible for all material they type, download, or share through any technology whether it is at home or at school if it pertains to our school, other students, or school personnel (i.e., via the internet, cell phone, e-mail, on a web page, or social networking site). 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.
- Students who post inappropriate material using technology at or away from school (i.e., via the internet, cell phone, e-mail, on a web page, or social networking site) may face disciplinary action, including losing the right to represent our school in extra-curricular activities.
- No student shall access, create, transmit, retransmit, or forward material or information on district technology:
  - that is not related to district education objectives.
  - for personal profit, advertising, or commercial transaction.
  - that contains personal information about themselves or others, including information protected by confidentiality laws.
  - that arrange face-to-face meetings with persons met on the Internet or through electronic communications.
  - that accesses fee services without specific permission from administration.
- No student shall access, create, transmit, retransmit, or forward material or information on district computers or personal technology:
  - that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons.
  - that contains pornographic, obscene, or other sexually oriented materials.
  - that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons with regard to race, color, sex, religion, national origin, age, marital status, disability, or handicap.
  - that plagiarizes the work of another without express consent.
  - that uses inappropriate or profane language likely to be offensive to others in the school community.
  - that is knowingly false or could be construed as intending to purposely damage another person's reputation.
  - that is in violation of any federal or state law, including copyrighted material.
  - that uses another individual's internet account, password, or other identifier without permission.
  - that impersonates another or transmits through an anonymous remailer.
  - that gains or attempts to gain unauthorized access to district computers or systems.
- Students shall not read, alter, delete or copy electronic communications of other system users.
- Absolutely no food or drink (with the exception of water) is allowed in the computer lab or near computers in the classrooms.
- Vandalism of district computers is forbidden. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt the operation of any network within the school district. This includes the uploading or creation of computer viruses.
- Games will not be played on the school's technology during class at any time unless permission is given by the teacher/supervisor.
- Inappropriate websites are absolutely forbidden on school technology/computers and teachers must approve all downloads.

Accessing the internet and/or social networking sites is prohibited during class unless permission is given by administration/staff. Students may access the internet outside of class but any inappropriate use or access of inappropriate sites will result in potential loss of internet privileges and/or disciplinary action.

Any violation of this policy or any inappropriate use of the district's technology and computers (including use of the internet) will result in having a student's use of technology/computers restricted and may result in further disciplinary action, such as detention and/or suspension.

### **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.

Consequences are as follows (per year):

1<sup>st</sup> offense- Referral and minimum 1-5 day suspension or multiple hours of detention

2<sup>nd</sup> offense- Referral and 3-5 day suspension

3<sup>rd</sup> offense- Referral and minimum 5 day suspension and possible recommendation for expulsion.

### **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 vapes, cigarettes, ZYNS, and chewing tobacco) on campus, he/she will be administered the following consequences (**per year**):

1<sup>st</sup> offense-Minimum of 1 day out of school suspension; extra-curricular participants withheld up to 1/4 of current season's games/activities.

2<sup>nd</sup> offense- Suspension of 1-3 days; extra-curricular participants removed from current team/activity if 2<sup>nd</sup> time in a season.

3<sup>rd</sup> and subsequent offenses- Multiple days of suspension (up to 5 days). With a possible recommendation for expulsion.

**\*\* If the offense includes THC, the consequence will be elevated.**

Students may be required to either take a tobacco/nicotine cessation class or do research on this topic. By doing so the student may 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.**

Consequences will be as follows (per year):

1<sup>st</sup> offense- Referral and minimum 1-5 day suspension

2<sup>nd</sup> offense- Referral and minimum 3-5 day suspension

3<sup>rd</sup> offense- Referral and minimum 5 day suspension; possible recommendation for expulsion

## **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. In rare instances where such materials serve an educational purpose, their use and possession must be authorized by administration. 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.**

### **Consequences will be as follows (per year):**

1<sup>st</sup> offense- Referral and minimum 1-5 day suspension or multiple hours of detention

2<sup>nd</sup> offense- Referral and minimum 3-5 day suspension

3<sup>rd</sup> offense- Referral and minimum 5 day suspension; possible recommendation for expulsion

**Referral for 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)

Students and parents should review this handbook carefully. All students and parents are responsible for the information contained in our handbook and are expected to uphold the policies of the Strasburg School District. Please pay special attention to the following policies/guidelines, which have special importance or have been recently modified:

- Student Code of Conduct
- Anti-Bullying Policy
- Graduation requirements
- Make up and late work policies
- Ineligibility policy
- Attendance policy
- Dress Code Policy
- Student Use of Drugs and Alcohol
- Technological Devices
- Technology, Computer, and Internet use

By signing below, I acknowledge that I have read and understand the Strasburg High School handbook and agree to abide by the policies of Strasburg High School. I will do my best to live up to the Strasburg High School PRIDE 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 Strasburg High 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 Strasburg High 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** \_\_\_\_\_

**Guardian Name** \_\_\_\_\_ **Guardian**  
**signature** \_\_\_\_\_

**Student's grade** \_\_\_\_\_ **Date** \_\_\_\_\_

I do hereby allow Strasburg High School to use my photograph and/or footage of myself for usage on the following: The Strasburg School District's web site ([www.strasburg31j.com](http://www.strasburg31j.com)), Strasburg High 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 Strasburg High School web site that I will not be identified by name.

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

**Student Name** \_\_\_\_\_  
**Student signature** \_\_\_\_\_

**Guardian Name** \_\_\_\_\_  
**Guardian signature** \_\_\_\_\_

**Student's grade** \_\_\_\_\_  
**Date** \_\_\_\_\_