

STRASBURG HIGH SCHOOL

Student Handbook

2026 - 2027



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) 622-9212. For the latest updates on meetings, conferences, and events at each school, please visit our District website at www.strasburg31j.com.



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.

TRIBE READY

We want students at Strasburg High School to have pride in yourselves and your 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. 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. The SHS learner is an empowered collaborator, resilient achiever, reflective thinker, engaged communicator, future-ready contributor, creative solution-seeker and financially responsible citizen.

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



STRASBURG HIGH SCHOOL STUDENT EXPECTATIONS

At School

Attendance

- We are in school every day - no unexcused absences.
- We are 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 of 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.
- We respect others.
- We turn in our work on time.

Away from School

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

School Board

President
 1st Vice President
 2nd Vice President
 Secretary
 Treasurer

Michael Marrero
 Diana Elliot
 Mary O'Malley
 Courtney Vance
 Gema Gomez

Central Services (District Personnel)

Superintendent
 Administrative Assistant to the Superintendent
 Chief Financial Officer
 Central Registrar
 Human Resources
 Informational Technology
 Transportation Director
 Food Services Director
 District Nurse and Safety Coordinator

Kelle Bongard
 Jen Hall
 Amanda Rosier
 Alaina Franklin
 Rachel Rector
 Darel Dodge, Mitchell Tandy
 Dan Bailey
 Katy Hickson
 Nicole Hawkins

SHS Administration and Support Staff

Principal
 Assistant Principal
 Athletic and Extracurricular Activities Director
 Administrative Assistant, Attendance
 Student Success Coordinator/Academic Counseling
 Academic Counseling Administrative Assistant
 Social-Emotional Counseling, 504 Coordinator
 Library, Attendance Support, Community Service
 Coordinator, Graduation Coordinator

Victoria Dickens
 Chuck Graves
 Rick Jacoby
 Tobi Whitehead
 Jessica Fournier
 Sue Wiebelhaus
 Tawny Gregory

 Connie Perrino

SHS Address and Phone

56729 East Colorado Avenue; Strasburg, CO 80136
 303-622-9212 (Attendance Line is Extension 888)

Staff Member	Position	Extension	Email
Victoria Dickens	Principal	804	vdickens@strasburg31j.com
Chuck Graves	Assistant Principal	802	cgraves@strasburg31j.com
Rick Jacoby	Athletic Director	893	riacoby@strasburg31j.com
Tobi Whitehead	Administrative Assist., Attendance	800	twhitehead@strasburg31j.com
Jessica Fournier	Counselor/Academic	817	jfournier@strasburg31j.com
Sue Wiebelhaus	Academic Counseling Assistant	895	swiebelhaus@strasburg31j.com
Tawny Gregory	Counselor/Social-Emotional, 504s	894	tgregory@strasburg31j.com
Connie Perrino	Library, Comm.Svc., Graduation	823	cperrino@strasburg31j.com

TEACHING STAFF (Listed Alphabetically by Last Name)

Teacher	Courses	Phone Extension	Email
Merci Ames Science Department Chair	Science, HOSA	815	names@strasburg31j.com
Victoria Andrus Math Department Chair	Math (Algebra +)	826	vandrus@starsburg31j.com
Viviana Arcineda	Spanish	818	varcineda@strasburg31j.com
RaeLynn Bauer	Special Education Lead	812	rbauer@strasburg31j.com
Becca Clark English Department Chair	English Language Arts	835	rclark@strasburg31j.com
Bailea Carothers	Weight Training, Health	808	bcarothers@strasburg31j.com
Suzanne Davis	Math (Geometry +)	847	sdavis@strasburg31j.com
Greg Ferber	Math (Algebra II+)	834	gferber@strasburg31j.com
Kim Harris Electives Chair	Business, FBLA, CTE	822	kharris@strasburg31j.com
Chris Hasenbalg	Health & Physical Education	813	chasenbalg@strasburg31j.com
Chad Hauser	Science, STEM	830	chauser@strasburg31j.com
Marissa Hauser	Science, GT Coordinator	832	mhauser@strasburg31j.com
Ayla Johnsen	Social Studies	812	ajohnsen@strasburg31j.com
Tina Keanini	English Language Arts	810	tkeanini@strasburg31j.com
Mandy Lasecke Social Studies Dept. Chair	Social Studies	824	mlasecke@strasburg31j.com
Dawna Miller	English Language Development	848	dmiller@strasburg31j.com
Jordan Myrick	English Language Arts/Drama	825	jmyrick@strasburg31j.com
Caleb Patten	Art	831	cpatten@strasburg31j.com
John Ricks	Band, Choir, Production Tech.	816	jricks@strasburg31j.com
Jordan Ross	Weight Training, Health	808	jross@strasburg31j.com
Matthew Schroer	Social Studies	820	mschroer@strasburg31j.com

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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

Students who reside with their parent or legal guardian within the Strasburg school district's attendance area have an entitlement to attend Strasburg Schools. Supporting documentation must be submitted for verification. Students who do not live within the Strasburg School District boundary must apply for admission. "Open enrollment" may be limited or closed. Please see the "Registration Page" on the Strasburg School District 31J webpage under the Family Resources tab or contact our Central Registry Department at (303) 622-9215 x896.

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. **Students may not enter until 7:30am and 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. The front doors do not open until 7:30am. Please be mindful of this in inclement weather.

REPORTING A STUDENT'S ABSENCE

To report your child's absence, you may call our attendance line at 303-622-9212 x888, select language, then press 1 for attendance. You can also email hsattendance@strasburg31j.com. **Please note that all absences need to be communicated to the high school office within 24 hours of the absence or the absence will be counted as unexcused and will result in after-school detention for unexcused/missed seat time.**

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 is 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 circle drive doors will be the only accessible entrance during extra-curricular activities.

BELL SCHEDULE (Passing Periods = 3 minutes)

***Note: Seminar is AFTER lunch on Late Start Days**

Regular Bell Schedule (7:45a-3:45p)			Late Start Bell Schedule (9:45a-3:45p)		
Breakfast	7:30 - 7:44 am		Breakfast	9:30 - 9:44 am	
Period 1	7:45 - 8:42	57 min	Period 1	9:45 - 10:27	42 min
Period 2	8:45 - 9:40	55 min	Period 2	10:30 - 11:10	40 min
Period 3	9:43 - 10:38	55 min	Period 3	11:13 - 11:53	40 min
Period 4	10:41 - 11:36	55 min	Period 4	11:56 - 12:36 pm	40 min
Seminar	11:39 - 12:14 pm	35 min	Lunch	12:36 - 1:15	39 min
Lunch	12:14 - 12:53	39 min	Seminar*	1:16 - 1:36	20 min
Period 5	12:54 - 1:49	55 min	Period 5	1:39 - 2:19	40 min
Period 6	1:52 - 2:47	55 min	Period 6	2:22 - 3:02	40 min
Period 7	2:50 - 3:45 pm	55 min	Period 7	3:05 - 3:45 pm	40 min

OPEN CAMPUS

Strasburg High School has an open campus during lunch. Open campus is a privilege. A student may lose their privileges at any time for behavioral/academic reasons at the discretion of the administration. If a student is suspended, has multiple unexcused tardies or absences, has violated behavior expectations, or is in need of academic support, he/she may not be able to leave campus for a time period. Only students with off-hours may leave campus during the school day. Students should not be going in and out of the building during passing periods.

CHANGE OF ADDRESS, PHONE NUMBER, and E-MAIL

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

All contact information should be kept updated. When a student or parent has a change of address, phone number and/or email address, the building secretary should be informed immediately. Changes 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 or other important information.

VISITORS

All visitors to the campus are required to check in at the office, provide ID, and receive a name tag. Visitors are to be treated with courtesy and respect. 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 bus transportation.

STAFF HOURS

The Strasburg High School staff is committed to the success of each student. General staff hours are 7:30am - 4:30pm. Our teachers are available before and after school or at lunch to assist students on a daily basis. Staff members will schedule time(s) to help students when needed.

PARENT COMMUNICATION

The high school phone number is 303-622-9212. We welcome 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 to route you to their extension (extension numbers are provided in this handbook). 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 file so staff members can contact you.**

Our administrative staff and teachers can meet with you when they are available. 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 a parent/guardian would like to volunteer with a school activity, please contact the school office so the request can be routed appropriately.

WEB SITE, SCHOOLOGY, AND POWER SCHOOL

Our district website is www.strasburg31j.com. This site has general information about our school, including a school calendar and an activity schedule. Our website is where you can also find board policies.

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 PowerSchool through their parent account. Students' user name and password will remain the same from year to year. If students or parents need assistance logging into either platform, please contact Mrs. Tobi Whitehead in the front office at extension 800.

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 21st 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 are required to sign a contract that outlines use of the ChromeBook. The 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.

Occasionally, students may be allowed to check out a Chromebook or charger, if available, from the library. Students are responsible for returning the Chromebook at the end of school the same day. Students cannot check out another Chromebook or charger if they have one checked out already. Chromebooks not brought back by the end of the day will be locked and unusable. Fees can apply for Chromebooks turned in late or damaged, as they are considered library materials.

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. Locker usage is a privilege; lockers are assigned for the storage of books and equipment. It is the student's responsibility to see that his/her locker is kept locked. 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 health and safety. 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 is allowed on or in lockers. Vinyl clings are okay.
- Adhere to recognized standards of decency regarding what is displayed.
- Lockers should be clean inside and out.
- Students are responsible for any damage done to the locker and any accompanying fees.

BACKPACKS

Students are allowed to have backpacks on campus. Backpacks are allowed in classrooms at teacher discretion; they will be allowed in the classroom if lockers are not assigned. Administration reserves the right to search a backpack for reasonable suspicion or threats to the health and safety of the student or others. It is standard procedure for students to put their backpacks, bags, coats and hoodies in the hall during drug-dog searches.

PARKING

Staff parking is numbered. Students are not allowed to park in a numbered staff spot.

All students who drive any vehicle to school must register their vehicle(s) and provide a copy of their driver's license and insurance. Once those are provided to the front office, the student will get a parking permit. Parking permits are \$20.00 for seniors (for the privilege of having a reserved spot on the paved lot). These spots will be assigned on a first-come, first-served basis. Parking permits are \$10.00 for all other underclassmen. Students are not allowed to park on school property unless they have received a parking permit. 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: 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.

TEXTBOOKS/NOVELS

Textbooks will be issued and collected by teachers. Students are responsible for their books and materials. Books must be turned in when a student withdraws. 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. 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 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. The teacher will send the student with a pass to the front office. The secretary will either contact a parent or send the student to the nurse's office temporarily (typically 15 minutes). Staff will then determine if the student can return to class or needs to leave school. If there is an emergency, 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 Ibuprofen.
- Prescription Medication
 - 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
 - Necessary paperwork must be on file for over the counter medications to be administered at school. Forms are available at the main office.

It is a violation of board policy and considered to be behavior detrimental to the welfare or safety of other students or school personnel for any student to possess, use, sell, distribute, exchange, or 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](#). Students violating this policy may 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 each student familiarizes themselves with the language and procedures of the Strasburg High School Crisis Plan. Each staff member has a copy of the school crisis plan, which gives specific instructions for emergency situations. The Standard Response Protocol is implemented at our school and is 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 school practices fire, tornado, and lockdown drills so that in the event that one of these incidents occurs, our students are prepared. 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 or enter the building. A secure occurs when an emergency potentially 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.

(Continued...)

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 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.

Parents may feel the need to respond to the school at first notice of any crisis. This can result in unintended negative results. 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:

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 works in conjunction with the Sheriff and Fire Departments to determine when it is safe to reunite students and 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 website to the reunification site. A requirement of photo ID will most likely be necessary. It is important for parents to be aware of the process to follow for the controlled release of students.

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

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(s) releasing your child may not know you personally.

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 Avenue, Strasburg, CO 80136. Our secondary site is located at Mountain View Church, located at 1955 Headlight Road, Strasburg, CO 80136.

THREAT ASSESSMENT TEAM

We have a district-wide threat assessment team composed of school administration, school nurses, 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 near the front office. Small items (jewelry, keys, etc.), phones and airpods 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, ala carte selections are charged to the student's account (no cash transactions). Note that lunch accounts are per student, not family. You may deposit money into the account through the district website.

Students may eat their lunch in the commons area, courtyard, upper west side of the gym (NO BLEACHERS) or in a classroom (only if permitted AND supervised by a teacher). Seniors may eat in 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 2026-27 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:** <https://resources.finalseite.net/images/v1753202321/strasburg31jcom/a4tlb3mopoxlfrbk9nfc/2025-2026ComboForm-English1.pdf>

COMMONS AREA

The commons area is a high visibility area with visitors coming through regularly. Please keep the area neat and clean. Students may use this area before and after school and at lunchtime. Noise must be at a reasonable level; inappropriate language is not to be used. Students may eat and drink in the commons but must clean up after themselves and push in chairs. Teachers are not to send students to the commons to study or to have free time. If remaining on campus, students with an off-period or those taking MCC/online classes need to be in the library.

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 and PASSES

Students shall not be out of class without a pass. Release of students from the classroom is at teacher or administrator discretion. Students must show their pass to any staff member upon request. If a student needs to see an administrator, counselor, or secretary during class, the student should get permission from their teacher first. The teacher will call the front office to check availability and coordinate. Students can also email these staff members, message through Schoology, or sign up in passing period to see them using the sign up form in the front office. **Please note that parents cannot excuse or request to remove a student out of their regularly scheduled class to work elsewhere in the building or for free time. Schools are responsible for managing classroom attendance and ensuring students in the building receive required instructional hours.** Schools must minimize disruptions to the educational process and learning. Students should not be wandering or using the vending machine during class time. Students who have an off hour and choose to remain on campus need to be in the library. **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 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 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 and detention. We ask parents to please not excuse students to be absent from assemblies - these events offer educational experiences or times to celebrate our students and school.** Students are expected to welcome visiting speakers and performers and treat them with respect.

LIBRARY

Generally speaking, the library is available to students Tuesday-Friday from 7:30am-4:00pm. Materials are available for check out; students are responsible for these materials. Students may be sent to the library to check out a book or chromebook but must return to class immediately. Students with off-hours may work in the library if not leaving campus. Food is not allowed in the library. Drinks are allowed at the discretion of the library supervisor.

OFFICE PHONE USE

Students needing to call a parent during the school day may use the phone outside of the high school office.

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 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, a withdrawal form must be obtained from the front office. It must be signed by the parent, all of the student's teachers, the librarian, the cafeteria, any sponsors/coaches, and the principal. Any fees or fines due (including the cost of unreturned chromebooks) 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 and are prepared for post-secondary life, students who graduate from Strasburg School District 31J 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 pathways to demonstrate competency in the knowledge and skills necessary for postsecondary education or work. 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 in 2023-2024 with the Class of 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 2023-2024 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 9 - 12 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 also 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 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.

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.

Required Credits/Courses

<u>English</u>	<u>4 Credits</u>	<u>Required:</u> English 9 English 10 English 11 (American Literature)
<u>Math</u>	<u>3 Credits</u>	<u>Required:</u> Algebra I Geometry
<u>Science</u>	<u>3 Credits</u>	<u>Required:</u> Earth (Physical) Science Biology
<u>Social Studies</u>	<u>4 Credits</u>	<u>Required:</u> Civics/Geography (1 semester of each) World History American History Economics/Government (1 semester of each)
<u>Health</u>	<u>.5 Credit</u>	<u>Required:</u> Health/PE (1 semester each)
<u>Physical Education</u>	<u>1 Credit</u>	<u>Required:</u> .5 credit will be given for the Physical Education course taken in conjunction with Health. An additional .5 credit needs to come from a PE elective. Please note, if participating in sports, that 1 season of a sport = .25 credit (up to 1 credit)
<u>World Language</u>	<u>1 Credit</u>	
<u>Personal Finance</u>	<u>.5 Credit</u>	(Postsecondary Readiness and Financial Literacy)
<u>Electives</u>	<u>8 Credits</u>	
<u>Seminar</u>		(Seminar is an abbreviated preparatory class built into the schedule for all Freshmen through Seniors.)
<u>TOTAL CREDITS</u>	<u>=25 CREDITS</u>	

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, the 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.

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 ("with highest praise/honor")**: The highest academic distinction, signifying superior academic achievement, GPA 3.9-4.0 or greater
- **Magna cum laude ("with great praise/honor")**: A high academic distinction, GPA 3.7-3.89
- **Cum laude ("with praise/honor")**: Academic distinction, GPA 3.5-3.69

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 may be dependent on whether the work experience is directly related to a possible future career or a type of apprenticeship. **Please note that independent study/experienced- based programs receive pass/fail grades.**

Student Course Load

Freshmen and sophomores must take 7 credits per year; juniors must take a minimum of 6 credits per year; seniors must take a minimum of 5 credits. All students enrolled must also take a seminar course in addition to these credits. Students who need a specific pathway or the option of advanced curriculum not provided at the high school will have the opportunity to enroll in courses through concurrent enrollment programs, as 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, Pickens, and UNC). 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 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 that 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. The cost is \$50 per class per semester. *The student's family is responsible for the cost.* Summer school is held during June and July. Credit will not be given until the course is paid in full. 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. 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). 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.

STUDENT SCHEDULES

As full time students at Strasburg High School, all 9th and 10th grade students must be enrolled in seven high school courses, 11th grade students must be enrolled in six courses, and 12th grade students must be enrolled in at least five courses. A grade-level seminar must be taken in addition to these courses. Students must also meet all of the graduation requirements and show proficiency in math and english on one of the pre-approved CDE assessments in order to receive a Strasburg High School diploma. 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 after new student registration has been completed. Schedule changes *may* be made during the first week of the 1st semester and the first week of the 2nd semester on a very limited basis with pre-approval by the counseling office or administration. 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.

GRADING SCALE

<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 point	
I	Incomplete	No grade point	
NC	No Credit	No grade point	

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).

ELIGIBILITY: Please click on the hyperlink to see the Strasburg School District Eligibility Policy.

CLASS PARTICIPATION POLICY

Students are expected to attend their classes daily. Some classes may give credit for participation in class (up to 5% of a class grade or up to 10% for PE, weight training, band and choir). Students who are chronically tardy or absent from a class will likely see their grades reduced, lose credit and/or receive disciplinary infractions.

MAKE UP WORK

Make-up work is provided for any class a student has missed. It is the responsibility of the student to pick up work and check Schoology for any make-up assignments. We do not send out requests for homework through the office. Students are responsible for material missed during any absence. Please follow the teacher's syllabus to determine the appropriate way for a student to access make-up assignments. The following procedures apply for students' work when they are absent from class: (If turned in after the extended time, we will follow late-work procedure)

1. **Excused Absences** - Make-up work will be assigned the first class period that the student attends after the absence. Students will be given two days for each day absent to turn in work. Full credit will be granted for this make-up 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. Students will be given one day for each day absent to turn in work. Full credit will be granted for this make-up 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 and communicating with their teachers. 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 when it is due is considered late. Work that is not turned in will receive "0" credit. To provide consistency across all high school classes, the following late work procedure will be used by all teachers:

- Students may submit late assignments for up to five instructional days after the original due date. A 10% deduction will be applied for each instructional day the assignment is late. After five instructional days, the assignment will receive a permanent score of zero and will no longer be accepted. **Example:** If an assignment is due on Thursday, the late work timeline would be:
 - Thursday: Due Date (100% **possible**).
Exception: If turned in late but same day, it is teacher discretion as to whether to give full credit or take a 10% deduction. If the assignment was explicitly due at the start of class but isn't submitted until the end of class, the teacher may give full credit or begin deducting credit according to the expectation. Likewise, if an assignment was due by the end of class but is not turned in until the end of the day, the teacher may give full credit or take the deduction according to the expectation.
 - Friday: 10% deduction (maximum score possible: 90%)
 - Tuesday: 20% deduction (maximum score possible: 80%)
 - Wednesday: 30% deduction (maximum score possible: 70%)
 - Thursday: 40% deduction (maximum score possible: 60%)
 - Friday (beginning of class or established deadline): Final day to submit with a 50% deduction (maximum score possible: 50%)

Note: The maximum score listed for each late submission represents the highest possible score after the applicable late penalty has been applied. Any additional points deducted for incorrect or incomplete work will be taken from that adjusted maximum score.

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 be counted as a weighted course **starting with the class of 2027**. 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.

PARENT-TEACHER CONFERENCES / REPORT CARDS / PROGRESS REPORTS

Parent Teacher Conferences are held twice a year from 12:00pm-7:30pm. 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). Students can pick up a progress report at Parent Teacher Conferences each semester. Final grades for the first semester are generally mailed home the first week of January. Spring Parent Teacher Conferences are typically held in March. Final grades for the second semester are mailed home the first week of June. Strasburg High School uses a semester grading system. Semester grades will be submitted on transcripts.

INTERVENTIONS AND INTERVENTION OPPORTUNITIES

At Strasburg High School, we are committed to the success of each student.

- Student grades are available through Power School and can be accessed and monitored online.
- We offer foundational classes to help students who struggle with math skills.
- Seminar classes have been incorporated into the schedule to allow for interventions to take place.
- Time may be set up with teachers to meet before or after school depending on teacher availability.

- We have a Multi-tiered system of support (MTSS) process for students in need of more intensive academic, behavioral, and attendance interventions. The MTSS team 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 with instruction to meet their needs and extend their learning.
- We offer advanced and/or honors classes in almost every core subject area.

POST-SECONDARY EDUCATION

We encourage students to seek post-secondary education, and we make four year plans (ICAP) with students to prepare them to be successful as they enter college. Students who pass the Accuplacer test may be eligible to take college courses through partnerships we have with other colleges. By taking these courses, students can receive college credit for classes while still enrolled in high school. These courses must meet the standards of SHS if we are to give dual college/high school credit or pay the tuition for the 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**
- 3) have a minimum high school GPA of 3.0
- 4) have a high school attendance rate of 85%
- 5) be on track to graduate with no missing credits
- 6) if taking MCC courses, have completed the MCC orientation course (starting with the Class of 2030).

College courses are subject to the same eligibility, behavior expectations, and school policies that govern any SHS 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 excellent partnerships 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 offered through these colleges is eligible for dual college/high school credit and tuition will be paid for by Strasburg High School. The student's family is liable for all books and appropriate fees. **Strasburg High School will not give high school credit and will not pay the tuition for any college courses taken during the summer (except in rare circumstances with prior approval).**

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 (by lottery) to take classes on the Pickens Tech campus in Aurora. These students must

- 1) meet the enrollment requirements for Pickens Tech,
- 2) **have approval from the counselor and principal,**
- 3) have a high school attendance rate of 80%,
- 4) be on track to graduate with no missing credits,
- 5) have an 8th grade reading level proven through i-Ready, PSAT, or Accuplacer.

There are a wide variety of programs available to seniors only, many of which lead to certification in a given vocational field. 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. Students will be notified whether or not district transportation is available for these programs. Strasburg School District will not pay for programs or other fees or courses taken during the summer.

SEMESTER EXAMS

Semester exams are scheduled in advance and typically given over the last 3 full days of each semester. Semester final examinations are required and must be taken during the school's published examination schedule. Specific dates will be provided. This maintains fairness for students who remain through the exam period, protects exam security by avoiding multiple testing windows, prevents students from gaining additional study time by intentionally missing the scheduled exams, reduces the burden on teachers of creating alternative exams and coordinating individual testing sessions, and reinforces that instructional time before breaks remains part of the school year.

*Final examinations will not be administered early due to vacations, travel, or other personal convenience. Students absent due to a documented excused absence may be eligible to complete a make-up examination as determined by school administration. **Students who leave for vacation or extend a school break before the scheduled completion of semester examinations will be considered unexcused absent for those examinations.** Missed examinations due to an unexcused absence will receive a score of zero and will not be eligible for a make-up exam. Exceptions may be made only for extraordinary circumstances approved in advance by the principal.

EXAM DATES:

Exam dates will be announced each semester for 1st and 2nd semester as will Senior Finals and Senior's Last Day (Seniors' final grades need to be submitted by May 14th).

ON-LINE GRADES

We utilize the Power School system. It allows students and parents/guardians to check grades from a computer or smartphone. **This is an excellent way for parents to track a student's grades and attendance; we strongly encourage parents to take advantage of this system.** Usernames and passwords are available through the main office for both students and parents. Please note that eligibility is determined by the grades that are downloaded on Friday of each week. (A warning list goes out the Wednesday before.)

COMMUNITY SERVICE

Providing service to the school and community is a valuable way for students to develop strong character, and become productive citizens. "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 school student will perform 40 hours of service learning (10 hours per year of attendance at Strasburg High School).**

Freshman through Juniors must have their hours completed by the end of each year. Seniors must have their hours completed and turned in by the last day before Christmas break. If a student does not complete these requirements, they will not be able to participate in the graduation ceremony or graduation activities. They will still receive a diploma, which will be mailed home.

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 approved by the school. Any activity that is not included in the guide must be pre-approved by administration in order to receive credit. The certificate of supervision for service learning is located at the back of the service learning guide, on our website, in the library, or outside the main office. Documentation of service learning hours is required so hours can be tracked by the school. Service learning hour sheets should be turned into Ms. Perrino.

QUALIFYING TO PARTICIPATE IN THE GRADUATION CEREMONY

The graduation ceremony is for seniors who have met all of the 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/year if student did not attend SHS all four years).
- 2) Completion of all contents of required senior coursework, including the capstone, if applicable.
- 3) Appropriate behavior during senior year (both in and out of school) as determined by administration.
- 4) Attendance of graduation practice (the exception to this requirement would be any excused absence, absence approved by administration, or a CHSAA state athletic event, if on the same day.)

EXTRA-CURRICULAR AND AFTER-SCHOOL ACTIVITIES

Strasburg Senior High School offers a wide variety of extra-curricular activities for students. 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 and after-school activities should represent themselves and the school appropriately at all times. Inappropriate activity, on or off campus, may result in losing the opportunity to participate.

The district Athletic Director, Rick Jacoby, is the point of contact for all athletic activities, extracurricular activities and clubs.

Extra Curricular/

After School Activities

Art Club
Band/Pep, Marching Band, Choir
Book Club
Drama
Dungeons and Dragons
FBLA
Fellowship of Christian Athletes
HOSA
Knowledge Bowl
Latino Club
National Honor Society
SNAP Council
Speech and Debate
Student Council

Yearbook (Class)

Coach/Sponsor

TBD
John Ricks
TBD
Jordan Myrick
Greg Ferber
Kim Harris
Tim Strasser
Merci Ames
Josie Hemphill
TBD
Tobi Whitehead
Alaina Franklin
Ayla Johnson
Mandy Lasecke and
Tina Keanini
Caleb Patten

Athletic Activities

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

Head Coach

Stephanie Peabody
Wes Madril

Stephanie Welch
Larry Deffenbaugh
Zeric Martinez
Mike James
Merci Ames
Kyle Bollers
Matt Kroft
Shane Coombs
Josh Holloway
Brandi Marrero
Greg Ferber
Vicki Manahan

DANCES

School dances are held 2 - 3 times per year. All school rules apply to school dances including the following:

- The attire at dances must be appropriate and is subject to the approval of administration.
- No overt displays of affection.
- No one will be permitted to return to the dance once they leave.
- High school students may bring out-of-school guests with submission of a guest contract (available in the office) and prior approval of administration.
- 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 cannot attend dances unless otherwise approved by the athletic director or administration with ineligibility requirements completed with teachers prior to attending the dance.
- Excessive absences and/or disciplinary incidents may disqualify a student from attending a dance.
- The student expectations in place for our school are enforced at dances.

ATTENDANCE POLICIES AND PROCEDURES OF CDE AND STRASBURG SCHOOL DISTRICT

Truancy ([Policy JHB](#))

"Habitually truant" is defined by state statute (22-33-107) as **a student** of compulsory attendance age **who has four total days of any type of absence from school in any one month (or 10 total days of absences during any school year).**

Absences due to suspension or expulsion shall not be counted for purposes of defining a student as an "habitual truant."

Additionally, a student who has been absent from school for 10 consecutive days for any reason will be disenrolled.

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

Attendance is the responsibility of the student, parents, and the school. Regular, daily attendance is of prime importance in the educational process and, as a basis for academic achievement, cannot be overemphasized. Students are expected to attend school for the days of the established school calendar as approved annually by the Board of Education and in compliance with the Colorado School Attendance Law. 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, unexcused absences will face the appropriate consequences. **Vacations and appointments should be scheduled outside the student's scheduled classes. Please consider making appointments on Mondays when possible.** The consequences for multiple unexcused absences can include detention, in-school suspension, loss of school privileges, out of school suspension, referral to truancy court, referral to social services, loss of school credit, and/or any other appropriate academic penalties.

ATTENDANCE GUIDELINES:

This attendance policy excuses absences for school related activities, student illness when accompanied by a doctor's note, 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.**

TYPES OF ABSENCES:

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.).

EXCUSED (EXC) – Does not count toward the 10 absences allowed per year at the high school but **DOES** for the State of Colorado). These include the following: court, appointments for orthodontist or doctor (with documentation), and funerals.

UNEXCUSED (UNX) - Counts toward the 10 absences allowed per year. The nature of the absence has not been determined or was not verified/approved by a parent.

VERIFIED (VER) – Counts 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. They can include illness without doctor's excuse, trips/vacation, appointments, prearranged absences for personal reasons, etc). Prior verification before the absence is preferred so we know the student is not ditching.

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 PROCEDURES:

- Students in the high school who are less than 10 minutes late will receive a tardy; 10-15 minutes late will receive an unexcused tardy; over 15 minutes late to class will be coded as having an unexcused absence.
- 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.
- Each time an unverified absence is recorded, an automated call from the attendance line will be generated to the student's parent/guardian. A parent/guardian must contact the attendance office within 24 hours to verify the absence. **If timely notification is not received, the absence will be considered unexcused.** Unexcused absences indicate a parent did not give permission for their student to miss school. Unexcused absences may indicate ditching. In addition to counting toward truancy, unexcused absences result in a disciplinary consequence - typically after-school detention(s) or ISS for the missed seat time.
- **If a student misses 5 days** in a school year (equating to 35 missed class periods for freshmen and sophomore, 30 class periods for juniors, and 25 class periods for seniors) (excluding excused or activity absences), **a warning letter** will be mailed to the parent/guardian.
- **If a student misses 10 days** in a school year (equating to 70 missed class periods for freshmen and sophomores, 60 class periods for juniors, and 50 class periods for seniors)(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. **A parent meeting will be required and an attendance contract/action plan will be established** between the student, parent/guardian, and administration.
 - o If a student violates the conditions of the attendance contract after 10 absences, the student may lose credit or receive no credit for class(es).The student may be referred to truancy court.
 - o Exceptions can only be made in extreme circumstances and with the principal's approval. An updated conference with administration, the student, and the student's parents will be required.
- **If a student misses 15 days** in a school year (equating to 105 missed class periods for freshmen and sophomores, 90 class periods for juniors, or 75 class periods for seniors), **truancy (court) proceedings will be initiated.**
- Appeals must be made directly to the Truancy Committee via administration. Exceptions will be considered based upon legitimate medical reasons or extreme hardships encountered in the family.
- Refer to grading procedures for consequences for unexcused absences.
- *Please note that although there are overall guidelines for total unexcused absences, students who accumulate excessive tardies or absences in one or a few specific classes may risk additional class-specific consequences and/or losing credit in those courses.
- 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.

CONSEQUENCES FOR UNEXCUSED ABSENCES/TRUANCY:

- Each period of unexcused absence will result in a detention. Detentions not served turn into defiance and can result in a suspension. Multiple unexcused absences will result in increased detentions and/or elevated consequences. All unexcused absences accumulate toward truancy. Students may be placed on an attendance contract that will monitor their attendance and may restrict their time out of class.
- If a student is actively caught ditching, a suspension will likely be issued. *While a formal attendance warning letter is typically issued after a student accumulates five days of unexcused absences, school administration reserves the right to initiate earlier intervention when attendance patterns indicate a concern (such as repeated class skipping/ditching, or multiple unexcused absences occurring in a short period of time. Early intervention may include a parent/guardian conference, attendance contract, or other appropriate disciplinary and supportive measures intended to address attendance concerns before they become chronic.*
- Any work that is due or assigned when a student is unexcused will follow the unexcused or late work procedure. .
- Students who have multiple unexcused absences may lose open campus and/or field trip privileges and may not be able to participate in or attend extra-curricular activities, including after-school activities and events (including sporting events as a spectator), at the discretion of administration.
- Students must be in school for ½ a day in order to participate in any extracurricular or sporting event.

TARDIES

Strasburg School students are expected to be in class on time. A student is tardy if he/she is not in the room when the bell rings. Teachers may address tardiness and give appropriate classroom consequences, such as classroom lunch or after-school detention and loss of participation points or bell work credit outside of the consequences for accumulated tardies listed below..

CONSEQUENCES FOR TARDIES PER SEMESTER::

- Each student has a grace/allowance of up to 3 tardies a week. There is not an overall consequence for 1-3 tardies each week unless those tardies are repeatedly occurring in the same class and the student is consistently missing seat time for that class..
- 4+ tardies total in one week = half hour detention the following week for the first notice. A second notice/ infraction results in (2) lunch detentions the following week. A third notice/infraction results in (3) lunch detentions the following week. A fourth notice/infraction results in (4) lunch detentions the following week. Additional infractions result in parent/guardian meetings with administration and can result in increasing consequences ranging from after-school detentions to ISS to OSS. Campus privileges may be revoked.
- If a student has 3+ or repeated tardies a week in the same class, the teacher has the right to issue a lunch detention in their classroom or with the detention supervisor depending on the severity of occurrence.
- Excessive tardies can result in loss of points/credit in class. Depending on a teacher's classroom policy, points may be removed for bellwork that cannot be made up.

Truancy Snapshot Attendance Info

Each unverified absence will generate a phone call from the attendance office. It will turn into unexcused if not verified by a parent/guardian in 24 hours.

The following procedures will apply to TOTAL ACCUMULATED ABSENCES over the course of the school year, INCLUDING VERIFIED and UNEXCUSED ABSENCES:

- 1) After 5 absences, a warning letter will be sent home.
- 2) After 10 absences, the student is considered "habitually truant." The office will contact the parent by letter and/or phone call and an attendance contract may be administered. *Exceptions to be made only with the principal's approval.*
- 3) After 15 absences, the student's grade will likely be negatively affected with loss of credit due to loss of seat time, and the student will be referred to truancy court.

*A student who has been absent from school for 10 consecutive days for any reason will be disenrolled.

Please utilize sick days appropriately and adequately pre-plan for days away from school for the year (hunting trips, family travel, college visits, driver's license tests, time out of the country, and so forth.)

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, 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 provides guidance for consequences for inappropriate student behavior. Please familiarize yourself with the document.

STUDENT RECOGNITION

We want to recognize our students for contributions to the school, achievement, and 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:

- **Student of the Quarter-** Awarded to a student in each grade level each quarter. Students are nominated and voted on by staff members. Criteria includes the following: 1) must show positive leadership, have a positive influence on others and go above and beyond what is expected; 2) must be in good academic (eligible) and attendance standing; 3) no behavior referrals for a month. Students will be recognized in the school and community.
- **Student Recognition TRIBE Cards-** Given by staff members for positive and responsible behavior. The 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 to three dances per year for our 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. 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 Behavior that extends beyond general classroom management procedures
Detrimental Behavior
Destruction of School Property
Repeated Interference to the School Environment
Excessive Tardies, Technology Violations that extends beyond general classroom management procedures.
Unexcused Absences
Dishonesty and/or Plagiarism that extends beyond general classroom management procedures

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

- Student warning. Classroom accountability.
- 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:

- Tardy detentions are typically served at lunch. Unexcused tardies will be at lunch or after school.
- Unexcused absence and behavioral detentions will be served after school or at discretion of administration.
- If a student misses a detention, parents will be notified 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 and notice of the referral will be emailed or 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 administration and/or legal authorities.

CLASSROOM BEHAVIOR

Each classroom teacher has a classroom management plan that outlines expected student behavior. Minor infractions will be handled by the classroom teacher. Major infractions and repeated interference of the classroom environment will result in a referral to an administrator. A call or email will go 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. Violation of any Board policy or regulations, or established school rules.
2. Causing or attempting to cause damage to district property or stealing or attempting to steal district property.
3. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
4. Willful destruction or defacing of district property.
5. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
6. 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.
7. 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.
8. 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.
9. Violation of the Board's policy on bullying prevention and education.
10. Violation of criminal law which has an effect on the district or on the general safety or welfare of students or staff.
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 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.
27. Violation of any Board policy, regulations, or established rules regarding technology and/or cell phone use.

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 phone) or in writing (including by text, social media, other electronic means), at an individual, their 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, mental health, and clear expectations. 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 many 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 is available during the enrollment process, in handbooks, 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. Social-Emotional Learning (SEL) Seminar classes focus on skills that help students navigate common academic and social pressures to promote resiliency and build self-regulation skills.

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.

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, an administrator 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 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:

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

2nd offense- Referral and 2-5 day suspension

3rd 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 reinforce a professional atmosphere with consistent expectations and norms applicable to all that 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 must do so within the guidelines set forth by dress code policy. Students should not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment.

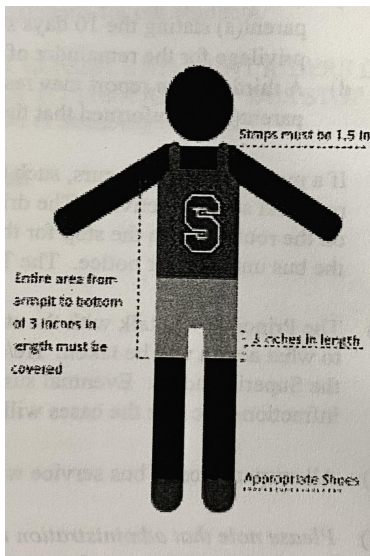
Any student deemed in violation of the dress code shall be required to change into school-issued clothing (t-shirts and/or joggers) or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty. The student will turn dress code clothing back into the office at the end of the day. If a student refuses to change clothes, they will be subject to disciplinary action, which can include ISS or suspension the remainder of the day and sent home. An administrator shall notify the student's parents/guardians. If a student is given the opportunity to change but gets dress coded again later in the day for a repeat infraction (changing of the clothing, rolling of the clothing, etc), a consequence (including detention or suspension) for defiance will be issued. Progressive discipline may occur for additional or repeated offenses and the student may be subject to suspension or other disciplinary action as outlined in 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 hoods 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 change into appropriate 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 addressed 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 a procedure with the parent/guardian and student that will outline the responsibilities of the parent/guardian, student and 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 2nd time will receive five day out-of-school suspension. The principal will recommend to the superintendent that the suspension be extended up to ten days. If the student completes a district approved drug and alcohol class the suspension will be reduced to five days if the class is completed before readmittance. The class will be completed and paid for at the expense of the student and his/her family. A parent/guardian conference will be scheduled prior to readmittance.
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, please note the following addition regarding high school student activity and event participation:
 - 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 3rd time will be suspended for 5 days and the principal shall recommend to the superintendent that the suspension be extended for an additional 5 days. The student will also be recommended for expulsion.
2. Any student who is found to have consumed alcohol or drugs on school grounds or at a school sponsored activity for the third time shall not participate in any school sponsored extracurricular activities for the remainder of his/her attendance 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 administration:

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

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

3rd offense- one calendar year of extra-curricular activities.

A student may return to competition sooner, at the discretion of administration, if the 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):

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

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

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

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

HABITUALLY DISRUPTIVE

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

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

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):

1st offense- Written warning and student must move vehicle.

2nd offense- Written warning, parents contacted, and student must move vehicle.

3rd offense- Referral, detention;

4th and subsequent offense- Referral, increased detention

5th 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):

1st offense- Verbal warning

2nd offense- Written warning, parents notified.

3rd offense- Referral, detention;

4th 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:

1st 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.

2nd 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.

3rd 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 and SHS Cell Phone Policy

(Computers, cell phones, smart phones and other devices, i-pads, earbuds, headphones, etc.)

Why a Bell-to-Bell Cell Phone Policy? To improve the learning environment at Strasburg School District for all students and to build stronger relationships and real-world skills. Without phones, students interact more, develop social skills, and remain more engaged in their learning. Because heavy smartphone and social media use has been linked to rising rates of anxiety and depression among teens, we believe these changes will enhance both academic outcomes and student mental health.

Grades 9-12

- Personal electronic device use is strictly prohibited during school hours while in the building
- Students will be issued a locking pouch to store their phone in during the day. The pouch will be turned into its designated spot in each classroom throughout the day.
- When students leave campus, they can unlock the pouch at the exit doors to retrieve their phone.
- Students may only use district-issued chromebooks.
- Exceptions are available for students with IEPs or 504 plans *that require access to a device for medical reasons.*

Consequences for Violations (Progressive Discipline)

- 1st offense: Device confiscated and placed in the office. Student may pick up at the end of the school day. Parent/guardian contacted by phone to discuss behavior and notify that the next infraction will result in a 1-day suspension.
- 2nd offense: Device confiscated and placed in the office. Parent/guardian must pick up the device at the end of the school day. One day in school suspension.
- 3rd offense: One-day out-of-school suspension. Student may return only after a parent/guardian pre-entry meeting with school administration. Device confiscated and released only to parent/guardian when they pick the student up to go home.
- 4th offense and subsequent offenses: Follow the 3rd-offense procedure with an additional day of out-of-school suspension for each subsequent offense (e.g., 4th = 2 days, 5th = 3 days, etc.). Note: Accumulation of 10 total suspension days could trigger an expulsion hearing at the district level, per District discipline procedures.

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 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 on 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.
- Students shall access, create, transmit, retransmit, or forward material or information on district technology
 - o that is not related to district education objectives,
 - o for personal profit, advertising, or commercial transaction,
 - o that contains personal information about themselves or others, including information protected by confidentiality laws,
 - o that arrange face-to-face meetings with persons met on the Internet or through electronic communications,
 - o 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:

- o 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,
- o that contains pornographic, obscene, or other sexually oriented materials,
- o 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,
- o that plagiarizes the work of another without express consent,
- o that uses inappropriate or profane language likely to be offensive to others in the school community,
- o that is knowingly false or could be construed as intending to purposely damage another person's reputation,
- o that is in violation of any federal or state law, including copyrighted material,
- o that uses another individual's internet account, password, or other identifier without permission,
- o that impersonates another or transmits through an anonymous remailer,
- o 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):

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

2nd offense- Referral and 3-5 day suspension

3rd 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, but not limited to, vapes, cigarettes, ZYNS, and chewing tobacco) on campus, he/she will be administered the following consequences (**per year**):

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

2nd offense- Minimum of 2 days out of school suspension; extra-curricular participants removed from current team/activity if 2nd time in a season.

3rd offense - Minimum of 3 days out of school suspension; extra-curricular participants will be removed from activities at the direction of the Athletic Director.

4th and subsequent offenses- Minimum of 4 days out of school suspension (up to 5 days), with a possible recommendation for expulsion.

Generally speaking, the high school follows a progressive suspension approach of 1, 2, 3, 4 days for escalating occurrences. However, consequence assignment is at the discretion of the administration. Recommendation for expulsion occurs when a student reaches 10 days of suspension.

**** If the offense includes THC, the consequence will always 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. Students are responsible for any repair or replacement of damaged items. Consequences will be as follows (per year):**

1st offense- Referral and minimum 1-5 day suspension

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

3rd 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.

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):

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

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

3rd offense- Referral and 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

STRASBURG DISCIPLINE MATRIX

To deliver our mission, Strasburg School District believes that each school will create an ecosystem of equity. This system requires school staff to work with students to identify, manage, and learn from their actions and behaviors. Similar to academic endeavors, student behavior is a learning experience, where students address their choices and the consequences of their actions. We believe students have the power, when negative behaviors and incidents occur, to repair harm and to restore relationships, especially when guided by an adult mentor. The belief in the power of restorative processes is the foundation of how Strasburg School District manages student behavior.

RESTORATIVE PRACTICES

Restorative practices focus on building and repairing relationships in order to develop community and manage conflict. This statement identifies both proactive (building relationships and developing community) and reactive (repairing harm and restoring relationships) approaches to student behavior.

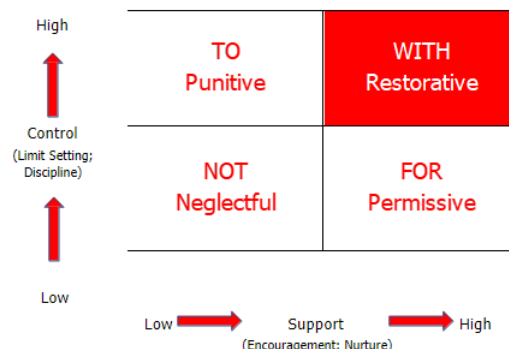
Restorative practices can help:

- Reduce crime, violence, and bullying
- Improve student and staff behavior
- Strengthen school communities
- Provide effective leadership
- Improve relationships
- Repair harm

We aim to help our district and schools value curiosity before judgment, place value on consequences not punishment, and allow our district and schools to build a community through relationships and repairing harm when necessary.

The social discipline window (below) is a concept with broad application in many settings. It describes four basic approaches to maintaining social norms and behavioral boundaries. The four are represented as different combinations of high or low control and high or low support. The restorative domain combines both high control and high support and is characterized by doing things with people, rather than to them or for them.

As educators, we aim to stay in the red “WITH” box as much as possible when working with students and staff. However, we flow in an infinite cycle between all 4 boxes. The goal in restorative work is to manage the polarity of all 4 boxes and work ourselves, our students, and our staff back toward the restorative box. We must be cognizant of our assumptions, judgements, and bias – maintaining a high level of curiosity – in order to support and provide structure for your communities.



FAIR PROCESS

When managing student behavior, Strasburg School District models a transparent, consistent, and fair process across all schools. Fair process is a decision-making process that addresses our basic human need to be valued and respected. When people who are being affected by a decision, feel the decision is fair, they are more likely to trust and cooperate with their supervisors. Fair process allows each member of the Strasburg School District community to channel their energy into attaining our organizational goals.

The three principles of fair process are:

- Engagement — involving individuals in decisions that affect them by listening to their views and genuinely taking their opinions into account, encouraging the challenging of each other's ideas.
 - Explanation — explaining the reasoning behind a decision to everyone who has been involved or who is affected by it – clarifying thinking behind a decision.
 - Expectation clarity — making sure that everyone clearly understands a decision and what is expected of them in the future, including performance standards, penalties for failures, and new responsibilities.
- (Kim & Mauborgne, 1997) (Harvard Business Review, 2003)

Fair process demonstrates the restorative WITH domain of the social discipline window. It relates to how leaders handle their authority in all kinds of professions and roles: from parents and teachers to managers and administrators. The fundamental hypothesis of restorative practices embodies fair process by asserting that "people are happier, more cooperative and productive, and more likely to make positive changes in behavior when those in authority do things with them, rather than to them or for them." (Watchel, Ted. (2016). Defining Restorative [PDF file]. Retrieved from https://www.iirp.edu/images/pdf/Defining-Restorative_Nov-2016.pdf)

In accordance with Colorado Revised Statute § 22-33-106 (1.2), our school staff will consider the following when managing student behavior and discipline incidents:

- the age of the student; does the student have a disability;
- the seriousness of the behavior or incident;
- the behavior and/or incident history of the student;
- did the violation threaten the safety of students and/or staff; and
- would a lesser intervention reasonably and properly address the violation?

BEHAVIOR

The way in which one acts or conducts oneself, especially toward others.

REASONABLENESS

The standard used when addressing student behavior. The reasonableness standard includes two important principles: Does the school have reasonable authority to address the behavior and is the response to the behavior by the school reasonable.

REFERRALS

The act of referring someone or something for consultation, review, or further action.

INCIDENT

An instance of significant happening. A student behavior becomes an incident when it is entered into the student information system by a school administrator, or when a behavior referral is processed in the student information system by appropriate school or district staff. Applicable incidents are reported annually to the Colorado Department of Education by each school of the district.

CLASSROOM BEHAVIOR

Behavior in the classroom that is addressed by the classroom teacher or staff member present during the designated class or period.

MINOR

Behaviors which fall outside the classroom environment which do not pose a threat to other students or staff. These behaviors may become incidents upon review by school staff.

MAJOR

Incidents that impact, or may reasonably be found to impact, the welfare and safety of other students or school staff. These incidents may also disrupt the school's ability to provide education to other students.

MATERIAL AND SUBSTANTIAL

Incidents that are willful and significantly impact the welfare and safety of other students or school staff and/or incidents that significantly disrupt a school's ability to provide education to other students. These incidents will result in recommendation for expulsion to the Board of Education.

SUSPENSION

The prohibition of a student from attending school, school activities, or school sanctioned events for a designated length of time as the result of a major behavior infraction.

RESTORATIVE RE-ENTRY CONFERENCE

A restorative re-entry conference is a structured meeting with the student, parent/guardian, and school official(s) in which they deal with the consequences of the wrongdoing and decide the best way to repair the harm. The meeting is an opportunity to move from the past mistakes to the present, and to agree upon the future behaviors needed to re-enter the school community.

Violation	Level 1	Level 2	Level 3	Level 4	Level 5	District Policy
Assault Commission of any act which if committed by an adult would be assault as defined by law. Assault-3 rd degree/Disorderly Conduct/Fighting: (Minor- encouraging fighting/videotaping a fight/pushing/shoving; Major- fist fight/known and recklessly causing bodily injury to another)			X	X	X	JICDA
Attendance Tardies, unexcused absences and habitually truant or tardy	X	X	X	X		JHB
Cell Phones & Other Personal Technology Devices Using cell phones and other personal technology devices (PTDs) to engage in, promote or facilitate any other conduct that violates the student code of conduct, other Board policies or regulations, or state or federal law.	X	X	X			JICJ
Criminal Act Directed Toward an Employee Making a false accusation of criminal activity against a school employee to law enforcement or the district.			X	X	X	JICDA
Defiance Continued willful disobedience or open and persistent defiance of property authority including deliberate refusal to obey a member of the district staff.			X	X		JICDA
Destruction Attempting to cause damage and/or willful destruction or defacing of school and/or private property.		X	X	X	X	JICDA
Detrimental Behavior 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 to one or more other students.			X	X		JICDA

Violation	Level 1	Level 2	Level 3	Level 4	Level 5	District Policy
Discrimination and Harassment Violation of Board's policy regarding discrimination or harassment, including sexual harassment, bullying, hazing, harassment, or threats.			X	X	X	JICDA
Disruptive Behavior which disrupts or is intended to disrupt the educational process	X	X	X	X		JICDA
Dress Code Violation of Board's policy about student dress code policy.	X	X	X			JICDA
Drugs/Alcohol Engaging in behavior which includes possession, use, sales, distribution, or exchange or to be under the influence of alcohol, drugs, other controlled substances.			X	X	X	JICH
Giving False Information Lying or giving false information, either verbally or in writing to a district employee.	X	X	X	X		JICDA
Habitually Disruptive "Habitual Disruption" is not an independent offense, but rather refers to a classification under state law in which persistent misconduct at any level can result in a student being declared "habitually disruptive." If declared habitually disruptive, the student may be recommended for expulsion if the discipline incidents of a material and substantial nature.			X	X		JICDA
Profanity Directing profanity, vulgar language, or obscene gestures toward other students, school personnel or others.	X	X	X			JICDA
Robbery Commission of any act which if committed by an adult would be robbery as defined by law.			X	X	X	JICDA
Sexual Misconduct/Sexting (Please see Policy JBB)			X	X	X	JBB
Scholastic Dishonesty 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.	X	X	X			JICDA
Stealing Stealing or attempting to steal district and/or private property.		X	X	X	X	JICDA
Technology Violation Students shall use district technology devices in a responsible, efficient, ethical and legal manner.	X	X	X			JS-E
Threat/Disruption of School or District Operations Statements addressed publicly to an individual or a group that precipitate disruption of the district or school program or incite violence.			X	X	X	JICDA

Violation	Level 1	Level 2	Level 3	Level 4	Level 5	District Policy
Throwing Objects Throwing objects, unless part of a supervised school activity, that can or do cause bodily injury or damage to property.	X	X	X			JICDA
Tobacco Violation The use of tobacco including vaping, e-cigarettes, chewing tobacco, snuff, etc. is strictly prohibited.			X	X		JICDA
Verbal Abuse Engaging in verbal abuse (name calling, ethnic/racial slurs, etc.) either orally or in writing or derogatory statements addressed publicly to an individual or group.	X	X	X	X		JICDA
Violent/Aggressive Behavior Exhibiting violent or aggressive behavior or warning signs of future violent or aggressive behavior towards another student or staff member (fighting, physical assault, intimidation, extortion, bullying, gang activity, sexual harassment/other forms of harassment, stalking, defiance, discriminatory slurs, vandalism, terrorism).		X	X	X	X	JICDD
Weapons Using, possessing, or threatening to use a dangerous weapon (firearm, pellet/BB gun, knife, bombs, etc.) on district property.		X	X	X	X	JICI
Unsafe Operation of a Motor Vehicle Unsafe operation of a motor vehicle on school property.		X	X	X		JICDA
Violation of Criminal Law Violation of criminal law which negatively impacts the school or the general safety or welfare of students or staff.			X	X	X	JICDA

Levels 1-5

Level 1: Violations will generally be addressed by the staff member supervising the student when the violation occurs. The staff member's response should teach the correct, alternative behavior so that the student can learn from his or her mistake and demonstrate safe and respectful behaviors in the future.

Level 2: Level 2 violations will generally result in interventions or disciplinary responses that involve the school administration. These actions aim to correct behavior by stressing the seriousness of the behavior while keeping the student in school.

Level 3: Level 3 violations will generally result in interventions or disciplinary responses that involve the school administration and may also include school counselor and school resource officer. These actions aim to correct behavior by stressing the seriousness of the behavior and may result in removal (half-day up to five days) from the school environment as well as education opportunities around the behavior. Level 3 infractions can potentially be placed on a Remedial Discipline Plan (RTP) if their behavior rises to a level of being dismissed from school more than three days.

Level 4: Level 4 violations will generally result in interventions or disciplinary responses that involve the school administration, school resource officer/law enforcement, district social worker, and/or school counselor. These actions aim to correct behavior by stressing the seriousness of the behavior and may result in removal (half-day up to 365 days) from the school environment, education opportunities around the behavior and/or district level behavior interventions.

Level 5: Level 5 discipline infractions require a referral for expulsion. The school will consult with the school resource officer/law enforcement, district social worker, and school counselor and seek a 10-day suspension and refer the student for expulsion. These individuals will seek to provide wrap-around services for the student and his or her family.

Level 1 Teaching Strategies	Level 1 Management Strategies
- Reminders and redirection - Verbal correction - Written reflection/apology - Daily progress sheet on behavior - In class take a break spot - Restitution - Restorative Justice Practices - Contract between teacher student and parents - Mediation - Referral to Student Family Outreach	- seat change - teacher/student conference - loss of privileges - detention - parent/guardian notification - parent/guardian conference - parent/guardian accompanying student to school - in-school community service
Level 2 Teaching Strategies	Level 2 Management Strategies
- Behavior contract - MTSS/RTI Referral - referral to Counselor/SW/Social Emotional Supports - meeting with school counselor - Education with School Resource Officer (SRO)	- Student tells his/her side of the story. Staff authentically listen in a non-evaluative way. Staff member asks clarifying questions. - Staff notifies the student's parent/guardian. - Staff engages student in restorative approach (as appropriate). - Staff implement one or more interventions as appropriate, altering interventions if ineffective, - Staff document behavior and interventions in student information system. - Detention
Level 3 Teaching Strategies	Level 3 Management Strategies
- Exploration of a Functional Behavioral Analysis - Counselor group - school level learning modules	- Office referral to administration - Admin conference with student - Removal from class to another supervised area (short-term) change in schedule - Detention - Daily check-in with an administrator/counselor - District/school level safety assessments - Other management strategies identified by school administrator - In or Out of School Suspension - one to five days - Outside community service - Potential referral to law enforcement or SRO
Level 4 Teaching Strategies	Level 4 Management Strategies
- Consultation with school resource officer/law enforcement, district social worker, school counselor - Safety/Re-entry Plan - Referral to other outside agencies	- Office referral to administration - Admin conference with student - removal from class to another supervised area (short-term) change in schedule - Daily check-in with an administrator - District/school level safety assessments - Other management strategies identified by school administrator - In or Out of School Suspension - 5-10 days - Outside community service - Potential referral to law enforcement or SRO - Potential referral for expulsion
Level 5 Teaching Strategies	Level 5 Management Strategies
- Consultation with school resource officer/law enforcement, district social worker, school counselor - Alternative educational options and or placement in a facility	- Mandatory referral for expulsion (Note: Refer to Board's expulsion policy) - Consultation with law enforcement and county agencies

CLASSROOM AND MINOR BEHAVIOR

Level 1: Teacher/Student

1. Student tells his/her side of the story. Staff authentically listen in a non-evaluative way. Staff member asks clarifying questions.
2. Staff counsels with student.
3. Staff engages student in restorative approach (as appropriate).
4. Staff implements one or more interventions initiated as appropriate, altering interventions if ineffective
5. Staff documents behavior and interventions in student information system.

Level 2: Teacher/Student/Parent

1. Student tells his/her side of the story. Staff authentically listen in a non-evaluative way. Staff member asks clarifying questions.
2. Staff notifies the student's parent/guardian.
3. Staff engages student in restorative approach (as appropriate).
4. Staff implement one or more interventions as appropriate, altering interventions if ineffective,
5. Staff document behavior and interventions in student information system.

Level 3: Referral to School Administration/

Level 3 violations will result in referral to school administration. These actions aim to address the behavior while keeping the student in school. Recurring type 1-2 offenses can only be referred after going through Levels 1-2 processes. Suspension will be utilized if needed

1. Administrator/designee reviews referral and determines whether to involve a social worker, nurse, guidance counselor, psychologist, or any support staff.
2. Administrative staff, if appropriate, may dismiss referral, noting dismissal in student information system.
3. Teacher/staff evidence is provided to appropriate personnel.
4. Student tells his/her side of the story. Staff authentically listen in a non-evaluative way. If necessary and reasonable, escalation to level 5.
5. Designated staff engage student in restorative approach (as appropriate).
6. Designated staff implements one or more interventions initiated as appropriate, altering intervention if ineffective.
7. Designated staff documents interactions and interventions/response in student information system.

MAJOR AND MATERIAL AND SUBSTANTIAL BEHAVIORS

Level 4: Suspension

Level 4 violations will result in administrative involvement. These actions aim to address the serious nature of the behavior and may result in the removal (1/2 day to 5 days) from the school in accordance with applicable school law.

1. Complete Steps 1-3 of Level 3.
2. Administrator may assign suspension from school up to 5 days in accordance with applicable law.
3. Administration must document behavior and suspension (if applicable) in student information system.
4. Administrator must contact designated building SPED/504 facilitator (if applicable).
5. Administrator must contact designated Executive Director of School K-12 schools if student is K-2 and out of school suspension is longer than 3 days.
6. Administration must provide written notification to parent/guardian in accordance with applicable law.
7. Mandatory restorative re-entry conference with student and parent/guardian prior to re-entry to school in accordance with school law.
8. Implementation of a Remedial Discipline Plan (general education students) or Functional Behavior Assessment/Behavior Intervention Plan (students with a disability, 504).

Level 5: 5/10 day Suspension/Extended Suspension up to 10 Days/Alternative to Expulsion/Expulsion
(see next page)

Level 5: 5/10 day Suspension/Extended Suspension up to 10 Days/Alternative to Expulsion/Expulsion

Level 5 discipline incidents require building administration, district level SPED/504 facilitator, and designated Executive Director involvement. The incidents may result in the expulsion from the school environment. In accordance with law, only the Strasburg School District Board of Education may expel a student from the school district.

1. Steps 1-4 of Level 5 are repeated. Administration may suspend student for up to 10 days in accordance with applicable law.
2. If referring for expulsion, administration must contact designated district SPED/504 facilitator (if applicable) for approval.
3. If referring for expulsion, administration must contact designated Executive Director of Schools for approval.
4. Administration must provide written notification to parent/guardian in accordance with applicable law and notify parent/guardian of intent to recommend the student for expulsion.
5. Document behavior and suspension in student information system.
6. Complete required expulsion documentation with the Office of Student Support and Engagement.
7. Mandatory restorative re-entry conference with student and parent/guardian prior to re-entry to school in accordance with school law.

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 TRIBE 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 the Student Handbook. I have read and agree to abide by the following all district policies (including, but not limited to): Bullying; Harassment; Student Use of Drug and Alcohol; Technology, Computer, and Internet Use. I understand their significance and importance to the public school system.

Additionally, 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), 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. 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** _____