

# HIGHLAND MIDDLE SCHOOL

## HOME OF THE SCOTTIES

17000 Summitview Rd.

Cowiche, WA 98923

(509) 678-8870 [www.highland.wednet.edu/hjh](http://www.highland.wednet.edu/hjh)



## HIGHLAND MIDDLE SCHOOL STAFF

### Office Staff

Mr. Strother – Principal

Mr. Borland- Assistant Principal & Athletic Director

Mrs. Connolly – Guidance Secretary

Mrs. Kok – Counselor

Mrs. Diaz – Secretary

### Student Services Office:

Mrs. Schultz – Dir. of Student Success

Mrs. Thompson – McKinny Vento/Migr.

Mrs. Sund – Director of Special Ed.

Mrs. Garcia – Secretary

Mrs. Lenz – Director of Federal Prog.

Mrs. Valdez – State/Fed. Prog. Supp.

### Teachers

Ms. Alvarez

Mr. Fitzpatrick

Ms. Horta

Mrs. Leaverton

Ms. Love

Mrs. Matson

Ms. McKee

Mrs. McKimmy

Ms. Dominguez

Ms. Pottratz

Ms. Ritchie

Mr. Shelton

Mr. Straehle

Mrs. Vachon

Mr. Zurcher

### Food Services Staff

Mrs. Milburn, Director

Mrs. Barnes

Mrs. Dorantes

Mrs. Dow

Mrs. Peters

### Support Staff

Mrs. Delgado-Garcia

Mrs. Vopat-Steiner

### Custodians

Ms. Rossow

Mr. Gutierrez

Mr. Silva

### ASB/Librarian

Mrs. St. George

### Highland Coalition Coor.

Deisy Rodriguez

### Student Assistance Prof.

Olga Bautista

### REGULAR Schedule (M, T, F)

Scottie Time 9:00 – 9:30

Period 1 9:33 – 10:25

Period 2 10:28 – 11:20

Lunch 1 11:20 – 11:50

Period 3A 11:23 – 12:15

Period 3B 11:53 – 12:45

Lunch 2 12:15 – 12:45

Period 4 12:48 – 1:40

Period 5 1:43 – 2:35

Period 6 2:38 – 3:30

### LATE START Schedule

Scottie Time 10:00 – 10:30

Period 1 10:33 – 11:15

Period 2 11:18 – 12:00

Lunch 1 12:00 – 12:30

Period 3A 12:03 – 12:45

Period 3B 12:33 – 1:15

Lunch 2 12:45 – 1:15

Period 4 1:18 – 2:00

Period 5 2:03 – 2:45

Period 6 2:48 – 3:30

### EARLY RELEASE Schedule

Period 1 9:00 – 9:31

Period 2 9:35 – 10:06

Period 3 10:10 – 10:41

Period 4 10:45 – 11:16

Period 5 11:20 – 11:51

Period 6 11:55 – 12:25

Lunch 12:25 – 12:45

## TABLE OF CONTENTS

<b><u>Student Services</u></b>	<b><u>Page</u></b>	<b><u>Student Expectations</u></b>	<b><u>Page</u></b>		<b><u>Page</u></b>
Academic Support Classes	2	Student Discipline	6	MAJOR Offenses	10
Assemblies	2	HMS Mission Statement	6	Multiple Minor Offenses	10
Athletics/School Activities	2	Discipline Flow Chart	6	Fighting	10
Breakfast/Lunch	2	Attendance	7	Gang Related Behavior	10
Class Schedule Change	3	Breakfast/Lunch Expect.	8	Harrasement, Intimidation,	
Field Trips	3	Identification Cards	8	Bullying	10
Fund Raisers	3	Make-up/Late Work	8	Other Beh.-Corrective Act.	10
Medicine at School	3	School Campus	8	Search & Seizure	10
Illness/Injury at School	3	MINOR Offenses	8	Sexual Harassment	11
Internet/Network Use	3	Bus Rules	8	School/Student Rights/Resp.	11
Promotion	3	Cell Phone/Electronics	8	Substance Abuse Policy	11
Reporting of Grades	3	Cheating	9	Tobacco	11
School Closure	3	Classroom/School Expect.	9	Emergency Expulsion	12
Student Led Conference	3	Dress Code	9	Parental Involvement	12
Non-Discrimination Policy	3	Public Display of Affection	10	Highland School District	
				Discipline Policy (#3241)	12
				School Calendar	14

### **HIGHLAND.....A QUALITY EDUCATION FOR ALL STUDENTS**

The Highland School District may have policies and procedures that change during the school year as a result of updating school district policy or new laws approved by the Washington State Legislature or the Office of the Superintendent of Public Instruction (OSPI). Please note that the policies and procedures set forth in this student handbook are established and approved in June of the previous school year and are subject to change.

## **Student Services & Programs**

### **Academic Success Classes**

HMS provides success classes in ELA and Math for students who need additional help. Assessment data is used to determine placement in these classes. Assessment data is used to guide the curriculum and standards that need to be addressed with these students as well. Assessment data provides a more accurate gauge of student performance and understanding of Common Core Standards than classroom grades do. Enrollment in these classes is necessary to provide needed instructional assistance for these students and their educational future.

### **Assemblies**

Assemblies are held almost monthly for education or learning opportunities, student recognition, and/or school spirit. Students are expected to be positive, respectful, and attentive audience members. Schoolwide expectations of walking, invisible phones, and appropriate language are expected. Student choices and/or student behavior may earn a student an alternative learning opportunity during assembly time if necessary.

### **Athletics, Academic Teams and School Activities**

Highland Middle School is a member of the Mid Valley League and Gold League. Interscholastic athletics are offered for 7th & 8th graders in the following sports: football, soccer, volleyball, cross country, basketball, wrestling, baseball, track, band, & academic contests.

All students must be passing all classes and have a G.P.A. of 2.0 while participating in an activity. If a student's grades drop below this level, he or she will have one week from notification to raise their grade(s) to minimum levels. Each student is allowed to be placed on academic probation once (1) per sport season. After the one-week probation, the student can not participate in contests or travel with the team until the grade(s) is raised, but the student must attend practices. Any student who fails to participate in one or more classes during the school day will not be allowed to participate in the sport that day. All athletes are required to have a parent permission form, sign the activity code, and pass a physical within the last 24 months before they can be permitted to practice or play in a game.

**Band:** Band instruments are available for rent from the school. Instruments may be rented at a cost of \$10 per month (10 months total).

### **Breakfast/Lunch Programs**

	<u>Full Price</u>	<u>Reduced</u>
Lunch	\$2.25	\$.40
Breakfast	\$1.25	No Charge
Milk	\$.50	

(Check with the office at the start of school year for any price changes)

**Breakfast After the Bell:** Highland Middle School offers breakfast past the start of the school day and allows students to eat in the classroom.

### **Class Schedule Change**

Students and or parent/guardian may request a schedule change within the first 5 school days of a semester. The request needs to be in writing and be educationally related.

### **Field Trips**

Highland Middle School supports grade level field trips to universities, colleges, trade schools, and other academic learning experiences. All students are expected to attend these field trips. Students may lose field trip privileges based on administrative discretion.

### **Fund Raisers**

HMS annually holds a fundraiser, which is the main source of funding for the ASB. The only sales allowed at HMS will be HMS sponsored sales approved by the student council.

### **Having Medicine at School**

Students using prescription or over the counter medicine (including pain relievers) are required to make arrangements to keep the medicine in the office; they are not allowed to have these in their possession. Students are not allowed to receive medicine from any staff members or other students.

### **Illness/Injury at School**

Any student injured at school needs to inform the adult supervisor present at the time of the injury. Students who feel too ill to continue in classes should let their teacher know and must go to the office where arrangements will be made. **Contact with home should be made from the school office.**

### **Internet and Network Use**

The Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. Students are responsible for good behavior on school owned technology just as they are in a classroom or school hallway. General school rules for behavior and communications apply.

The following is not permitted on any school owned technology:

- Sending/displaying offensive or drug related messages or pictures; obscene language; violating copyright laws; using others' passwords; trespassing or theft of others' folders, work or files; students are not permitted to bring or install games or software on school computers.

In addition, students are expected to keep all communication among the school community positive and respectful on personal devices, social media, and other technological modes.

**A signed parent permission form is required for students to access the Internet from school. Students may lose the privilege of using the Internet and network usage.**

### **Promotion**

Students will be promoted if they have shown academic skills adequate enough to succeed at the next grade level. Students may be recommended for non-promotion if they have not shown the skills that will be necessary to succeed at the next grade level.

### **Reporting of Grades**

Report cards are intended to be a report to the parent of the student's progress at school. Report cards will be sent home every eighteen weeks. In addition, progress reports are provided every three weeks.

Parents of Highland Middle School students can view their student's grades, daily assignments, and attendance for each class through the SKYWARD link on the HMS or district website.

### **School Closure or Delay**

In the event of an emergency, the Yakima area media will be contacted for remote learning day, school closure or late start. Please check media websites or visit the Highland website, [www.highland.wednet.edu](http://www.highland.wednet.edu), for information. An automated phone call will also go out to all students.

### **Student Led Conferences**

During the school year students will present their portfolio at student/parent conference in the presence of the student's advisor. The purpose of a portfolio is to show progress as well as document strengths and needs across the curriculum. Our goal as educators is that students will be motivated to take responsibility for assessing their own learning progress on a life-long continuum.

### **NONDISCRIMINATION, SEXUAL HARASSMENT and COMPLAINT PROCEDURE**

See HSD Policies and Procedures: 3205, 3205P, 3207, 3207P, 3210, 3210P, 5010, 5010P, 5011, 5011P,

### **DISCRIMINATION**

The Highland School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator

and Compliance Coordinator (RCW 28A.640/28A.642): Brandon Jensen, Highland Sr. High School Principal, 17000 Summitview, Cowiche WA 98923, telephone 509-678-8800, e-mail- [bjensen@highland.wednet.edu](mailto:bjensen@highland.wednet.edu). Section 504/ADA coordinator: Courtney Sund, Director of SEL and Inclusionary Practices, 17000 Summitview Rd, Cowiche, WA 98923, telephone 509-678-8859, e-mail- [csund@highland.wednet.edu](mailto:csund@highland.wednet.edu). Harassment, Intimidation, Bullying (HIB) Coordinator: Don Strother, Highland Middle School Principal, 17000 Summitview Rd, Cowiche, WA 98923, telephone 509-678-8800, email- [dstrother@highland.wednet.edu](mailto:dstrother@highland.wednet.edu). The Highland School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact Ana Garcia, Student Services Secretary.

**You can report discrimination and discriminatory harassment** to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure (Policy #3210) contact your school or district office or view it online here: <http://www.highland.wednet.edu/common/pages/DisplayFile.aspx?itemId=5138773>

**SEXUAL HARASSMENT** Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

**Sexual harassment is unwelcome behavior or communication that is sexual in nature when:**

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

**Examples of Sexual Harassment:**

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

**You can report sexual harassment** to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: Policy 3205 Sexual Harassment of Students Prohibited

<http://www.highland.wednet.edu/common/pages/DisplayFile.aspx?itemId=638600>

and Policy #5011 Sexual Harassment of District Staff Prohibited

<http://www.highland.wednet.edu/common/pages/DisplayFile.aspx?itemId=14433688>

**COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT**

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

**Complaint to the School District**

*Step 1. Write Our Your Complaint*

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

*Step 2: School District Investigates Your Complaint*

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

*Step 3: School District Responds to Your Complaint*

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

**Appeal to the School District**

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days

after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

### **Complaint to OSPI**

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

**Email:** [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | **Fax:** 360-664-2967

**Mail or hand deliver:** PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit our [website](#), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

### **Other Discrimination Complaint Options**

*Office for Civil Rights, U.S. Department of Education*

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [OCR Website](#)

*Washington State Human Rights Commission*

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)

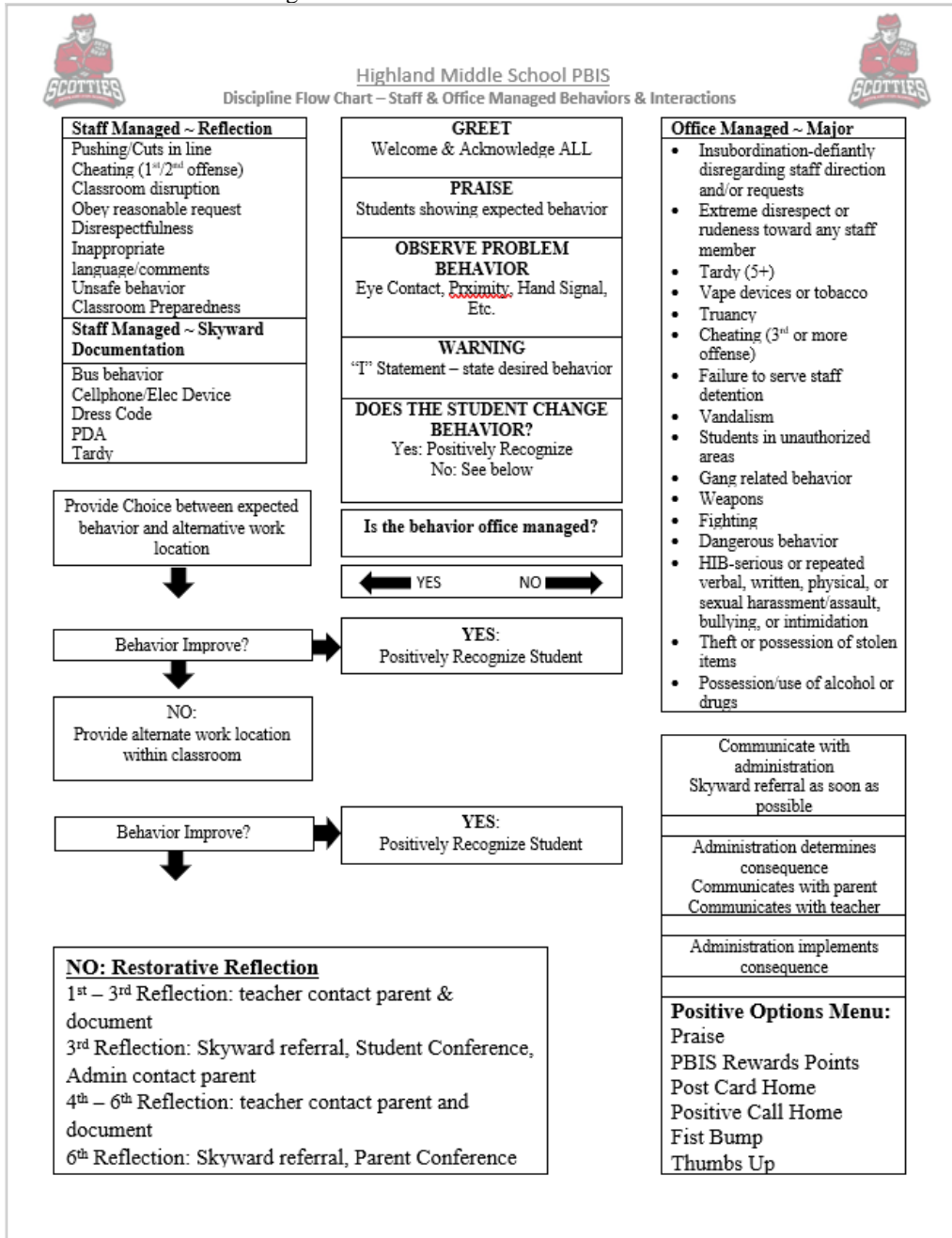
# Student Expectations

## STUDENT DISCIPLINE

Highland Middle School (HMS) has implemented Positive Behavior Interventions & Supports (PBIS) as a proactive, system-wide approach helping our school effectively and efficiently support students and staff. We believe that respect and safety are an innate human rights and that equality is given to all people. Highland Middle School believes that punishment often increases behavior but may gain temporary compliance. Highland MS uses PBIS and Restorative Justice practices that provide students and staff effective conflict resolution strategies, creates a positive school climate and a sense of ownership for students and staff.

The Highland Middle School Mission Statement is to create an effective learning community where all students and staff show respect, solve their problems, and make good choices. An effective learning community meets the academic and social needs of all students through active engagement in learning essential standards and supportive relationships.

A discipline flow chart has been created to guide interactions between staff and student behavior.



**The Highland PBIS Discipline Flow Chart will determine consequences for all Staff Managed – Minor Offenses.**

If student behavior does not change after desired interactions with staff occur, the teacher directs student to complete a Restorative Reflection and communicates with parent. After three reflections in any class, a conference with the student and staff will take place and parents will be contacted. Reflections are monitored by staff in an effort to support student success. After six reflections, a conference will be scheduled with parents.

## ATTENDANCE POLICY

The following rules on attendance were developed to help you ensure your student is attending regularly. Students need to attend school regularly and to be punctual. Regular attendance has a positive effect on student learning and achievement. Participation in class activities and interaction between students and teacher are necessary to the learning process. The overall goal of the attendance procedure is to encourage students to attend class in a regular and timely manner.

### Notification of Absences

Students who have been absent shall present a note to the office signed by their parent/guardian explaining the reason for the absence on the day of their return. The parent/guardian may also telephone the school notifying the school of the absence reason within 48 hours. An automated phone call will go home whenever a student is tardy or absent.

### Excused Absences

Excused absences require receipt of a parent note for up to five absences in one month, or ten in an academic year, excluding school related absences. Upon the eleventh occurrence and beyond, all absences are unexcused unless:

- 1) A doctor's note is provided which documents a diagnosis preventing attendance at school or
- 2) The parent/guardian has received prior approval from the building principal for their child to be absent.

### Required Conference for Excused Absences

School administrators will schedule a conference with the parents of any student at a reasonably convenient time if the following apply:

- 1) The student accumulates **five** or more excused absences in a **single month** during the current school year, or
- 2) **ten** or more excused absences in the **current school year**

In the event that the absences were due to a significant illness/injury or pre-arranged with the district, a conference would be unnecessary. The intent of the conference is to identify barriers to regular attendance and supports and/or resources so the student may regularly attend school. The school district may require a doctor's note to excuse all future absences.

### Unexcused Absences

A student absence is unexcused if:

- 1) The student fails to bring a written note from the parent/guardian or the school does not receive a telephone call from the parent within 48 hours of the students returning to school.
- 2) The student misses more than ten (10) minutes of class without a note excusing the time out of class.

### Required Conference for Unexcused Absences

- Administration will schedule a conference with parent/guardian for any students with (3) three or more unexcused absences within any month (30-day period). The purpose is to identify barriers to the student's regular attendance, and the supports and resources available to the family, and the steps to be taken so the student is able to eliminate or reduce his/her absenteeism.
- Between the Third and Fifth Unexcused Absence, the **WARNS** (Washington Assessment of Risks and Needs of Students) or other assessment will take place. Data-informed steps are created from the assessment in order to eliminate or reduce his/her absenteeism.
- The Highland School District shall enter into an agreement with student and parent establishing attendance requirements no later than **(5) five** unexcused absences within any month (30 day period) or refer the student to the **Community Truancy Board** or file a **truancy petition** under subsection (1) of RCW 28A.225.030.
- When a student reaches **(7) seven** unexcused absences in a month (30 day period) or **(10) ten** unexcused cumulative absences in a school year, the Highland School District will complete the following:
  - a) File a **truancy petition** with the Office of Juvenile Court
  - b) Refer the parent and child to the **Community Truancy Board** (must take place within twenty days of the referral)
  - c) Enter into an agreement with the district in order to eliminate or reduce his/her absenteeism.

### Check In / Check Out Procedures

Students who arrive after the school day has started and those that leave school prior to the end of the day must sign in/out in the office. Signing in/out requires parent permission. A student leaving without properly checking out is considered Truant and subject to consequences for Truancy.

### Truancy

Truancy occurs when a student does not attend class without appropriate permission. A student who chooses not to attend a scheduled class may receive In School Suspension for 1<sup>st</sup> and 2<sup>nd</sup> offenses of Truancy. A 3<sup>rd</sup> Offense and beyond may result in Out of School Suspension.

### Extended Absences

Students who have extended absences from school may make up the work missed during their absence. Some participation activities are impossible to make up. This, in combination with missing the instruction, often results in extended absences causing a student's grades to drop, possibly even to failing.

### Tardy Policy

A tardy is the result of a student who is not present in class after the first ten (10) minutes of a class period.



- 1) Upon the **third** Tardy in any period, the student will receive a Skyward Referral from the teacher, communicate with Parent/Guardian and may assign student detention.
- 2) Upon the **fourth** Tardy in any period, the student will receive a Skyward Referral from the teacher, communicate with Parent/Guardian and may assign student detention.
- 3) A student accumulating **five** or more tardies in a single class period during a semester is considered excessive and will result in a required conference with parent/guardian and administration.

#### **Required Conferences for Excessive Tardiness**

- 1) Upon the **fifth** Tardy in any period, the student will receive a Skyward Referral from the teacher, Administration will schedule a conference with parent/guardian to identify any barriers to regular attendance and the supports and resources available to the family and the steps taken so the student is able to eliminate or reduce his/her tardiness. Disciplinary consequences for **fifth** through **ninth** tardy result in 30-minute detention provided by administration.
- 2) Upon the **tenth** Tardy in any period, the student will receive a Skyward Referral from the teacher, Administration will schedule a conference with parent/guardian to enter an agreement so the student is able to eliminate or reduce his/her tardiness. Incremental consequences provided by Administration. Disciplinary consequences for **tenth** tardy and beyond result in 1-hour detention or other consequence provided by administration.

#### **Breakfast & Lunch Behavior Expectations**

##### **Help make our lunch room a clean and enjoyable place:**

\*Listen to and follow the directions of ALL adults at school

\*Sit at a table, eat your own food, and clean up your area

\*Use appropriate & respectful language; and positively communicate with everyone (Please & Thank you)

#### **Identification Cards**

ID Cards and lanyards will be distributed to each student and staff member and the ID will be required to be displayed on their person at all times. The ID card identifies all individuals within our school and is a security measure taken to ensure safety. Students will be required to have their ID card to leave class. Students without their ID card must also wait at the end of food lines. If the ID card is lost, the student must pay \$5 for a new one. Students who do not have their ID card will be given a Warning, written up in Skyward, and must wear a Temporary ID card during the day. Further discipline action of detention(s) and In School Suspension may be applied when students do not meet this expectation.

#### **Make Up & Late Work**

Make up work is the responsibility of the student. Students who have received an excused absence from the office have as many days as they were gone to make up the work missed without the grade being affected. This begins on the day the student returns. Students may be denied the opportunity to make up schoolwork if an absence is unexcused. It may not be possible to do the original work so other work could be substituted. Parents/Guardians of students who are suspended from school will be allowed to pick up any homework at the school office.

Students on Emergency Expulsion will be allowed to receive homework at the time the Emergency Expulsion is over.

#### **School Campus**

Students will remain on the campus from the **time of arrival until the close of school unless officially excused**. Students wishing to leave campus (doctor/dentist appointments, family reasons, etc.) can do so only by bringing a note from a parent/guardian and by checking out of school with office personnel. Students are now allowed to leave campus when attending a school athletic activity or school function unless checked out of the school by an adult. Students at Highland Middle School are expected to visit and associate with other Middle School students. Visiting or associating with Highland High School students outside of classroom activities is not allowed.

#### **MINOR OFFENSES – STAFF MANAGED DISCIPLINE**

The following offenses are behaviors managed by staff members using restorative reflections and conferences. If undesired behaviors are not corrected, offenses may become office managed and school administration may apply progressive consequences that may include confiscation, detentions, and in-school suspension.

#### **Bus Rules**

**Show Respect:** Greet driver and follow directions, stay in assigned seat, maintain voice/volume level 2 (within 1 seat)

**Solve Your Problems:** Face forward, feet to self and on floor, hands to self, work on homework or read, eat before/after

**Make Good Decisions:** Quickly find seat, pay attention to location/destination, wait to cross until driver signals you

Any other rules as established by Washington State law apply as well.

1<sup>st</sup> Offense: Skyward referral, parent notified, detention; 2<sup>nd</sup> Offense: same and multiple detentions;

3<sup>rd</sup> Offense: parent meeting and 3-day bus suspension; 4<sup>th</sup> Offense: parent meeting and 5-day bus suspension

#### **Cell Phones and Electronic Device Use in School**

Cell phones, ear buds/listening devices, music players, and other electronic devices, etc., are not allowed to be used during the school day between 9:00am-3:30pm (or the school start/end time). Laser pointers are not allowed at school at any time. Any use of these items that disrupts the learning environment is not acceptable and may include the following: talking on device, texting, phone calls, headphones in ears or any other electronic that may cause a disruption in the classroom or to learning. If these items are lost or stolen Highland School District is not responsible or liable and time will not be spent finding them. If a cell phone/electronic device is used during the school day, the following may be expected:

1<sup>st</sup> Offense: Warning & Skyward discipline referral, phone taken from student and kept with teacher, teacher contact



w/home, phone will be returned to the student.

2<sup>nd</sup> Offense: Skyward discipline referral, phone is given to office, administration contact w/home, student conference with administration, phone returned to student, and one lunch detention.

3<sup>rd</sup> Offense: Skyward discipline referral, phone is given to office, administration contact w/home, student conference with administration, phone returned to parent, three lunch detentions, and phone returned to parent only.

4<sup>th</sup> Offense and beyond: Skyward discipline referral, parent conference, phone returned to parent only, may result in in-school suspension.

### **Cheating**

Academic integrity is very important for student success and for assessment of academic progress. Cheating on school work will not be tolerated. Turning in work that is not their own or allowing students to copy their work will be considered cheating (1<sup>ST</sup> & 2<sup>ND</sup> Offense).

### **Classroom/School Expectations**

Students are expected to meet the following expectations:

- 1) Obeying the reasonable requests of any staff member
- 2) Disrespectfulness or rudeness toward any staff member
- 3) Inappropriate Language/Drawings - no vulgar, obscene, profane language or drug references, whether spoken, in writing, in drawing, or gesture.
- 4) Be aware of the safety of self and others
- 5) Respect school property- No vandalism
- 6) Make sure to be in student-authorized areas only.

The following are schoolwide classroom expectations:

**Show Respect:** Come to class on time, Listen and follow all instructions promptly, Be respectful of other people, Wait for an adult to dismiss you, Use appropriate & respectful language

**Solve Your Problems:** Phones are invisible during class, Come to class prepared to be an active learner, Clean up your area, Positive communication with everyone (Please & Thank you)

**Make Good Decisions:** Remain in supervised areas, Use all equipment in the appropriate way/appropriate area, Keep hands, feet and objects to yourself.

### **Dress Code**

The principal has the authority to determine if clothing is disruptive to learning or impacts student safety. Students should dress in a manner that is appropriate for a productive school environment. Any clothing or personal appearance that disrupts the learning of others will not be permitted. If the student's dress or grooming is objectionable under these provisions, the principal shall request the student to make appropriate corrections. If the student refuses, the principal shall notify the parent and request that person to make the necessary correction. If both the student and parent refuse, the principal shall take appropriate corrective action. Students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such period as the principal may determine. All students shall be accorded due process safeguards before any corrective action may be taken.

Clothing is considered a disruption to the educational process if it reveals cleavage or the back; reveals midriff (including clothing that reveals midriff only when arms are raised); is see-through so that skin and/or undergarment is visible; has overly large openings at the neck or arms. **Dress will include, but not be limited to, the following examples of appropriate and inappropriate dress:**

- **TOPS:**
  - Half shirts, tube tops, and swimming suit tops should not be worn. All tops should cover the waistline completely, even when bending and reaching; no bare midriffs or backs. This applies to boys as well as girls where applicable, i.e., no half shirts, etc. Boys must wear shirts at all times.
  - Tank tops must have a one-inch strap and completely cover bra or undergarment.
- **BOTTOMS:**
  - Shorts or skirts with a length of MID-THIGH are appropriate. We measure MID-THIGH asking a student to put their hands to their sides and the shorts must be at or below the finger tips. No boxers are allowed. All shorts and pants must fit the individual - sagging or extremely oversized shorts or pants are not to be worn.
  - Pants must be worn at the waistline. Chain belts, hanging belts or chains attached to clothing may not be worn.
  - Pants with tears in them must meet the MID-THIGH expectation. Tears above MID-THIGH must be covered and cannot be see-through.
- Hoods will not be allowed to be worn in the school building. Hats may be permissible, but students must meet staff expectations, or they will not be allowed in the school building.
- Sunglasses must not be worn when indoors
- Bandana's must not be worn or visible at school or any extra-curricular events.
- Appropriate footwear should be worn at all times. Washington State Law requires that shoes of some sort be worn at all times. House slippers are not to be worn.

- Clothing that substantially disrupts the school environment, violates the rights of others, is lewd (crewd or sexually offensive), or displays alcohol, drugs or tobacco should not be worn at school.
- Students are allowed to wear one item of blue or red clothing. Any apparel which implies gang membership is not allowed (see Gang Related Behavior)

### **Public Display of Affection (PDA)**

Public display of affection is not permitted at Highland Middle School School. These behaviors disrupt the learning environment and may include, but is not limited to, hand holding, hugging, and kissing.

- 1) First Offense: Contact with parents and detention
- 2) Second Offense: Contact with parents and three lunch detentions
- 3) Third or More Offense(s): Parent conference and in-school suspension

## **MAJOR OFFENSES – OFFICE MANAGED DISCIPLINE**

### **Multiple Minor Offenses**

If undesired Staff Managed behaviors are not corrected, offenses may become Office Managed and school administration may apply progressive consequences that may include confiscation, detentions, and in-school suspension.

### **Fighting**

Fighting is a safety risk for the students involved in the fight, creates a disruption to the learning environment, and will not be tolerated. The following consequences will be applied if students are involved in a fight:

1. First Offense: Parent conference and detention up to a 5 day suspension
2. Second Offense: Parent conference and up to a 10 day suspension
3. Third or More Offense(s): Parent conference and Emergency Expulsion from school

Video recording a fight, encouraging a fight, or watching a fight creates a disruption to the learning environment and school atmosphere and students may be suspended for these actions.

### **Gang Related Behavior**

Students are permitted to wear one item of red/blue clothing. Rosaries must not be visible. If a student violates this expectation, they will be asked to change. If they refuse to change, the student will be sent home for the day. Students will not participate in or represent gang related activity or affiliation such as: gang-writing/tagging on self, clothing, other items or school property, flashing gang signs, shaved lines into eyebrows, gang-whistling, gang-related language/sayings or any other gang related/affiliated behaviors.

- 1) Admin will communicate with parents and students may be placed on Academic and Behavior Safety Agreement resulting in progressive discipline for repeated behaviors.
- 2) Progressive discipline may include short-term suspension, long-term suspension or emergency expulsion.

### **Harassment, Intimidation, Bullying**

Harassment, intimidation, or bullying means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated because of his or her perception of the victim's race, color, religion, ancestry, national origin, gender, sexual orientation (including gender expression or identity), or mental, physical, or sensory handicap or other distinguishing characteristics, when the act:

- 1) Physically harms a student or damages the student's property; or
- 2) Has the effect of substantially interfering with a student's education; or
- 3) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- 4) Has the effect of substantially disrupting the orderly operation of the school.

A violation of any of the above will result in parent contact and possible suspension from school.

### **Other Behaviors Resulting in Corrective Action**

There are certain behaviors that strongly disrupt the learning environment that cannot be tolerated at school.

- 1) Theft or possession of items not belonging to you without the permission of the owner (police may be notified).
- 2) Insubordination-defiantly disregarding staff direction and/or requests.
- 3) Extreme disrespect or rudeness toward any staff member, including cussing at a staff member.
- 4) Vandalism - destruction or damage of property of \$50 or less with restitution.
- 5) Use of a racial, gender, or religious slur in any form.
- 6) Truancy- absent from school without parent/guardian or school officials giving prior approval.
- 7) Tampering with fire apparatus, alarms and extinguishers or setting of a false alarm (police maybe notified).
- 8) Inappropriate Use of Cell Phone, Computer, Technology, and/or Social Media
- 9) Other serious behaviors which are inappropriate/unacceptable.

### **Search & Seizure (RCW 28A.600.230)**

A school principal or principal's designee may search a student, the student's possessions, and the student's locker, if the principal or principal's designee has reasonable grounds to suspect that the search will yield evidence of the student's violation of the law or school rules.

## **Sexual Harassment**

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer, Brandon Jensen. You also have the right to file a complaint with the district office. For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: [www.highland.wednet.edu](http://www.highland.wednet.edu)

## **School & Student's Rights and Responsibilities**

It is the right and the responsibility of the school to create an environment which is conducive to student learning. It is for this purpose that each school district is required to develop written rules of student conduct (WAC 180-40-225).

It is the students' responsibility to respect and follow the rules of the classroom and school including those people who enforce those rules (WAC 180-40-210).

## **Substance Abuse Policy (HSD #2121)**

Students have the right to attend school in an environment free of alcohol and drugs. Students are not to possess, sell or use drugs, alcohol, unauthorized medication, or drug paraphernalia. Students shall not be under the influence of alcohol or drugs on school premises, at school-sponsored activities or in school vehicles. The consequences for possession or being under the influence of alcohol or drugs, or abusive chemicals, unauthorized medication, or possession of drug-related paraphernalia may result in disciplinary action pursuant to district policy. Law enforcement agencies will be notified if necessary.

**Substance Abuse Guidelines:** The following will be implemented when a student is in possession of, has admitted being under the influence of drugs/alcohol, has tested positive for drugs/alcohol, has failed/tampered with a drug/alcohol test or refused a drug/alcohol test:

First Offense:

1. Phone contact will be made with the parent or guardian and they will be required to come to school to meet with the administration.
2. Referral to Student Assistance Professional (SAP). Students will be required to follow recommendations of SAP.
3. Parents will be required to meet with SAP within a week.
4. Student will serve up to 3 hours of detention.

Second Offense:

1. Same as First Offense Steps 1-3.
2. Required Substance Abuse Assessment completed by SAP.
3. Short-Term Suspension (Up to 5 Days)

Third Offense:

1. Same as First Offense Steps 1-3.
2. Short-Term Suspension (Up to 10 Days)

Students participating in extra-curricular activities and/or athletics are subject to appropriate disciplinary procedures applicable to those activities and governing bodies. (Suspension under this policy will include suspension from participation in or attendance at all school sanctioned events and activities.)

## **Tobacco**

Students may not possess and/or use tobacco or nicotine products or delivery devices (including but not limited to electronic smoking devices, vapor pens, non-prescribed inhalers) on school property, at school events, or in school vehicles. Due to the difficulty in determining the difference between tobacco and marijuana electronic smoking devices, all students in possession of or verified using any electronic smoking device are subject to a urinalysis test.

1. First Violation: Parent Contact, Referral to SAP (Student Assistance Professional), Requirement to follow SAP recommendations.
2. Second Violation: Short-Term Suspension (1-3 Days)
3. Third and Future Violation(s): Short-Term Suspension (Up to 5 Days).

### **Emergency Expulsion (WAC 392 400 295)**

A student may be expelled by the Highland School District in emergency situations, provided there is good and sufficient reason to believe that the students' presence poses and immediate and continuing danger to students, school staff or poses and immediate and continuing threat of substantial disruption of the educational process. The superintendent or designee may modify the expulsion on a case-by-case basis. Below are possible examples of behaviors resulting in emergency expulsion.

- 1) Any action that promotes/indicates gang membership.
- 2) Possession, use, sale, and/or delivery of drugs, drug paraphernalia, intoxicants, and/or alcohol or substances represented as drugs or alcohol (HSD Policy 2121).
- 3) It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities. Students who violate this policy are subject to district discipline policies, including the due process provisions regarding notification of parents. School officials shall also notify the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate the firearms provisions are subject to a minimum one calendar year expulsion. The district shall also comply with federal protections for disabled students in the application of this policy. For more information please refer to Policy 4210.
- 4) Violation of any federal law, state statute, county or municipal ordinances that may warrant emergency expulsion.
- 5) Premeditated and/or serious assault.
- 6) Burglary - school break in, successful or attempted.
- 7) Arson - the intentional setting of a fire.
- 8) Bomb threat.
- 9) Dangerous behavior - placing one's self or others in harm; threats of violence against students or staff members (police notification as appropriate).

**Highland School District Policy #3241 pertaining to Classroom Management, Discipline, and Corrective action can be accessed via the Highland School District webpage: [www.highland.wednet.edu](http://www.highland.wednet.edu) in the District Information tab titled School Board and District Policies.**

**Washington Administrative Code 392-400 pertaining to Student Discipline can be found at <https://apps.leg.wa.gov/wac/default.aspx?cite=392-400>**

### **Parental Involvement - Title I Family Compact**

Each school served under Title I, Part A shall jointly develop with parents for all children served under Title I, Part A, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. The goal of Highland Middle School (HMS) is to see every student succeed. As part of Title I, HMS uses a Parent-Student-Staff Agreement to help ensure student success. The partnerships outlined in this agreement are vital to the significant support and growth our students deserve. Highland Middle School will also inform parents and parent organizations of the purpose and existence of the Parental Information and Resources Center (PIRC) in Washington.

### **School Compact Development and Involvement**

This agreement has been developed by parents and staff and will be reviewed and updated annually during fall orientation and in the spring. All parents will be invited to this meeting via a phone call and/or letter. The agenda for the meeting will include parent's rights to be involved, curriculum, standards, and assessment. This agreement will be included in the student handbook each year and made available to parents annually at the beginning of each school year.

### **Academic Goals**

As a part of the goal to see every student succeed, HMS desires to see our students and school achieve higher success than the state-wide scores on the Smarter Balanced Assessment given each year. The staff at HMS are committed to providing the necessary instruction and opportunity to meet these academic goals. Our class schedule is created to meet the needs of students who need additional support and those who are at or above grade-level. Additionally, we will evaluate curriculum and instruction in order to provide effective learning opportunities available. The curriculum and instruction provided by HMS will be aligned with the Common Core State Standards. Training is available to help parents work to improve their children's achievement in literacy and math.

### **Communication & Partnerships**

Communication between parents and the school is crucial to the success of our students. Regular communication will occur through newsletters, progress reports, school website, social media, email, phone calls, and student-led conferences.

Opportunities for parents to be volunteer, observe, and participate in school activities to support student learning include student-led conferences, family nights, volunteering in the classroom, orientation, and school-related activities. Highland Middle School will share information in English and Spanish related to school and parent programs, meetings, and other activities sent to the parents. Additionally, Highland Middle School will arrange school meetings at a variety of times, or conduct in-home conferences if necessary, between teachers or other educators with parents who are unable to attend such conferences at school. Highland Middle School shall provide full opportunities for the participation of parents with children

with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in English/Spanish.

The following are commitments that each we agree to make in an effort to support student success:

**Staff Commitments:**

- Ensure respect, safety and equality to all students and families
- Interact positively with students and incorporate restorative justice practices
- Believe that each child can learn
- Come to class prepared to teach
- Help each child grow to his or her fullest potential
- Communicate with parents about student's progress
- Involve parents in their child's learning
- Demonstrate professional behavior and a positive attitude

**Student Commitments:**

- Meet the school-wide expectations of Highland Middle School
- Listen and follow directions of staff
- Do my best work
- Go to school every day & have 10 or less absences
- Take care of Highland MS and facilities
- Limit television watching, gaming and all other electronic device usage
- Read every night

**Parent Commitments:**

- Attend parent-teacher conferences and stay in contact with my child's teacher
- Attend two school functions other than conferences
- Monitor and help with homework
- Limit television watching, gaming and all other electronic device usage
- Encourage reading at least 20 minutes per night
- Make sure my child attends school all day/every day unless sick
- Make sure my child goes to bed at a time which allows them to be rested and ready for school the next morning
- Communicate with my child every day about his/her school day

# HIGHLAND SCHOOL DISTRICT

## School Calendar 2023-2024



Approved by Highland School District  
Board of Directors on February 6, 2023.

**"A QUALITY EDUCATION FOR ALL STUDENTS"**

### Significant Dates:

Aug. 15-17 PLD  
 Aug. 21 First Day of School: 1st-12th grades  
 Aug. 24 First Day of Kindergarten  
 Sept. 4 Labor Day-**No School**  
 \*\*Sept. 22 Early Release: **HMS & HHS ONLY (6-12)**  
 Oct. 6 Teacher Grading Day/Conf. Prep-Early Release  
 \*\*Oct. 9 HHS & HMS ONLY-Full day of classes  
 Oct. 9-13 Conferences: **Early Release-MWC & TES**  
 Oct. 10-13 Conferences: **Early Release-HMS & HHS**  
 Oct. 12 **NO LATE START**  
 Oct. 16-20 **Intersession Week**  
 Nov. 10 Veterans Day Observed-**No School**  
 Nov. 21 School Break-Early Release  
 Nov. 22-23 Thanksgiving Break- **No School**  
 Nov. 24 Native American Heritage Day-**No School**  
 Dec. 19 Winter Break-Early Release  
 Dec. 20-Jan. 2 Winter Break - **No School**  
 Jan. 15 MLK Jr Day-**No School**  
 Jan. 19 Teacher Grading Day/Semester End-Early Release  
 Feb. 12-16 **Intersession Week**  
 Feb. 19 President's Day - **No School**  
 Feb. 20 PLD-**No School**  
 Mar. 22 Teacher Grading Day/Conf. Prep-Early Release  
 Mar. 25-29 Conference Week-Early Release **each day**  
 Mar. 28 **NO LATE START**  
 April 1-5 Spring Break - **No School**  
 May 20-24 **Intersession Week**  
 May 27 Memorial Day-**No School**  
 June 14 Grading Day-HHS Graduation-Early Release  
 June 19 Juneteenth/Emancipation Day - **No School**  
 June 21 Last Day of School-Early Release  
 July 4 4th of July Holiday

### August 2023

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### September 2023

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22**	23
24	25	26	27	28	29	30

### October 2023

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	[6]	7
8	[9]	[10]	[11]	[12]	[13]	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### November 2023

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	[21]	22	23	24	25
26	27	28	29	30		

### December 2023

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	[19]	20	21	22	23
24	25	26	27	28	29	30

### January 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	[19]	20
21	22	23	24	25	26	27
28	29	30	31			

### February 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

### March 2024

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	[22]	23
24	[25]	[26]	[27]	[28]	[29]	30

### April 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### May 2024

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### June 2024

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	[14]	15
16	17	18	19	20	[21]	22
23	24	25	26	27	28	29

### July 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### Legend

- = School Begins/Ends
- = Half-day NOTE: \*\* Applies to HJH/HHS only
- = Holidays - School Break/Closed
- = School Break-No School
- = Intersession Instruction
- = Conferences, NOTE: \*\* Applies to HJH/HHS only
- = Certificated Professional Learning Day
- [ ] = Early Release Days for Students

**BOLD** = Thursdays in **bold** are **not** Late Start Days