



Highland Middle School

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STUDENT HANDBOOK 2021-22

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Name _____ **Grade** _____

Welcome Highland Students 2021-22:

Welcome to a new school year and a new beginning! I am excited to see the growth that you will experience this school year. As a middle school student, it is your responsibility to do your best, advocate for yourself, and honor each student and adult that you interact with daily.

Last school year we faced challenges with the impact of the global pandemic on the way we accessed our education. This new year brings opportunities for us to have a fresh start in a beautiful new building. What an honor and privilege to be the 6th, 7th and 8th grade classes as Highland Wolves! This opportunity comes with immense responsibility. We are creating what Highland is and who we will be in the future. Always strive for our values of patience, kindness, humility, respect, selflessness, forgiveness, honesty, and commitment. These values will guide the way you interact with other classmates and staff at Highland. Also, we value the privilege of a brand new school building. The treatment and care of our building and school property will lay a foundation for students to follow for many years to come. You are important to our Wolf Pack. Lead the PACK! Go Wolves!

You will be pushed academically this year and that is okay. Not only are you growing in your classes, but we also want you to grow in developing perseverance and grit. We want you to push through the difficult times and come out the other side a more well-rounded individual. At Highland, we do not give up. We keep trying and pushing until we get it. Please know that the adults here at Highland are here to help you. Utilize them by not being afraid to ask for help.

Please look out for all students and look for the good in all people. We have fabulous students and staff here at Highland and each one has talents that others do not have. Look to help others build on their talents and be willing to go above and beyond to help your fellow students. We are all in this together and we hope that you will do your part to make Highland an amazing school! Have a great school year at Highland Middle School.

We Are the **PACK!** GO **WOLVES!** **P**articipate ~ **A**ccountability ~ **C**haracter ~ **K**indness

Barbara Pybus, Principal

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We Are Highland! Go Wolves!

At Highland, we believe that you are part of something bigger than yourself. You are a part of a learning community. You have a purpose and you belong here!

Leading the PACK!

Participate ~ **A**ccountability ~ **C**haracter ~ **K**indness

We hold each other accountable and push each other to make ourselves and our school better.
You are Highland... Lead the Pack!

At Highland, we value:

Patience

Kindness

Honesty

Respect

Selflessness

Forgiveness

Commitment

Humility

Participate ~ Accountability ~ Character ~ Kindness

Lead the PACK!

Middle School Helpful Hints

Here are some helpful hints to help you make the most of your middle school experience. All of these ideas came directly from 8th grade students!

Make goals and challenge yourself!

Arrive to class early, so you're ready before the bell rings.

Join at least one school sport or club.

Keep your binder organized, and fill in your planner each period.

Making friends is easy: smile, be kind, and be yourself!

Don't be afraid to ask for help when you need it.

Stay on top of your grades by checking PowerSchool at least once a week.

Never settle for doing the bare minimum. Do your best every day!

Make school easier by asking for help when you need it.

Complete all of your assignments on time. Don't procrastinate.

Work hard but don't overwork yourself. HAVE FUN because middle school is a blast!



PACK Common Expectations

Settings/ Context	- P - Participate	- A - Accountability	- C - Character	- K - Kindness
Character Strong Values	Respect Selflessness	Honesty Commitment	Humility Patience	Kindness Forgiveness
School-Wide	I will show up, stay engaged, and give my best effort	I will be responsible and purposeful in my actions	I will have a positive impact on my school and classroom	I will give my attention, appreciation, and encouragement to my pack
Classroom	<ul style="list-style-type: none"> ● Speak and listen at appropriate times ● Take pride in your work ● Show perseverance 	<ul style="list-style-type: none"> ● Bring all learning materials and be ready at the start of class ● Complete assignments on time ● Clean up areas 	<ul style="list-style-type: none"> ● Be supportive ● Accept challenges willingly ● Maintain personal space 	<ul style="list-style-type: none"> ● Recognize and appreciate everyone ● Allow everyone to learn
Common Areas: Cafeteria & Commons	<ul style="list-style-type: none"> ● Maintain normal conversation volume ● Talk with neighbors ● Follow all directions without complaint 	<ul style="list-style-type: none"> ● Clean up the area when finished eating or leaving the area ● Eat in the cafeteria only ● Only take what you will eat 	<ul style="list-style-type: none"> ● Form lines and wait patiently ● Maintain personal space ● Enjoy the area 	<ul style="list-style-type: none"> ● Say “Please,” “Thank you,” and address staff by name ● Include pack members sitting alone

Settings/ Context	- P - Participate	- A - Accountability	- C - Character	- K - Kindness
Hallways & Lockers	<ul style="list-style-type: none"> ● Use conversational volume ● Walk and talk ● Keep our hallways clean 	<ul style="list-style-type: none"> ● Use your time at your locker effectively ● Keep your locker clean and organized ● Use your original lock and locker all year 	<ul style="list-style-type: none"> ● Keep your backpack in your locker ● Be patient with people above or below you ● Maintain personal space 	<ul style="list-style-type: none"> ● Keep to the right side ● Say “excuse me” ● Help others who need it
Restroom	<ul style="list-style-type: none"> ● Keep the facilities clean ● Flush toilets and urinals 	<ul style="list-style-type: none"> ● Wash your hands. <i>20 seconds of scrubbing</i> ● Use the restroom closest to your location ● Vaping is <i>ILLEGAL</i> 	<ul style="list-style-type: none"> ● Pick up after yourself ● Alert staff of issues 	<ul style="list-style-type: none"> ● Be mindful of others
Technology	<ul style="list-style-type: none"> ● Stay focused on the task ● Close technology during instruction ● Manage Chromebooks as directed 	<ul style="list-style-type: none"> ● Your cell phone is off, or on silent, and in your backpack during the school day ● Use your time wisely ● Take your district issued Chromebook with you to each class ● Charge Chromebook as needed 	<ul style="list-style-type: none"> ● Keep workspace clear while using equipment ● Follow the rules in the tech agreement 	<ul style="list-style-type: none"> ● Use your skills to help others who are learning
Assemblies & Special Events	<ul style="list-style-type: none"> ● Watch and listen to speaker(s) ● Be attentive ● Participate when asked 	<ul style="list-style-type: none"> ● Sit quietly ● Clean up area after assembly 	<ul style="list-style-type: none"> ● Follow instructions ● Report to area quickly 	<ul style="list-style-type: none"> ● Cheer, don't jeer ● Be open-minded

District Calendar

MEAD SCHOOL DISTRICT 2021-2022

	MON	TUE	WED	THUR	FRI	
August	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	
	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	
	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	
	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	
	<u>30</u>	<u>31</u>				
September			<u>1</u>	<u>2</u>	<u>3</u>	<u>Sept. 6 Labor Day</u>
	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>Sept. 7 1st Day of School</u>
	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>Sept.10 Kindergarten 1st Day of School</u>
	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	
<u>18 Student Days</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>		
October					<u>1</u>	
	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>October 8 LID (Non-Student Day)</u>
	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>Oct 13-15 Elementary Conferences (Half-Day 10/13, Non-Student Days 10/14 & 10/16)</u>
	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	
<u>20 Student Days</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	
November	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	
	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>Nov. 11 Veteran's Day - No School</u>
	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	
	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>Nov. 24-26 Thanksgiving Break - No School</u>
<u>18 Student Days</u>	<u>29</u>	<u>30</u>				
December			<u>1</u>	<u>2</u>	<u>3</u>	
	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	
	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	
	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>Dec 20 - Dec 31 Winter Break - No School</u>
<u>13 Student Days</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>	

January	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>		<u>Jan. 3 School Resumes</u>	
	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>			
	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>		<u>Jan. 17 Martin Luther King Jr. Day - No School</u>	
	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>		<u>Jan 28 End 1st Semester - Secondary Early Release</u>	
<u>20 Student Days</u>	<u>31</u>							
February		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>		<u>Feb 4 Elementary Early Release</u>	
	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>		<u>Feb 9-11 Elementary Conferences (Half-Day 2/9, Non-Student Days 2/10 & 2/11)</u>	
	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>			
	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>		<u>Feb. 21 President's Day - No School</u>	
<u>19 Student Days</u>	<u>28</u>							
March		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>			
	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>			
	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>		<u>March 18 LID (Non-Student Day)</u>	
	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>			
<u>22 Student Days</u>	<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>				
April					<u>1</u>			
	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>		<u>April 4-8 Spring Break - No School</u>	
	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>			
	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>			
<u>16 Student Days</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>			
May	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>			
	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>			
	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>			
	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>			
<u>21 Student Days</u>	<u>30</u>	<u>31</u>					<u>May 30 Memorial Day - No School</u>	
June			<u>1</u>	<u>2</u>	<u>3</u>			
	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>			
<u>13 Student Days</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>		<u>June 17 Last Day of School</u>	
	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>			
	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>				

Academics

QUARTERS AND SEMESTERS

The school year is divided into 4 quarters (about 9 weeks each). The first and second quarter make up the first semester. The third and fourth quarter make up the second semester. The majority of your classes will be a full year.

GRADING SCALE

A = 90-100% B = 80-89% C = 70 - 79% D = 60 - 69% F = 0-59%

ACCESSING YOUR GRADES

You can access your grades at any time by logging in to [PowerSchool](#). You can find your PowerSchool Username and Password on your class schedule or you can stop by the Student Support Center. Your parents will also have access to your grades on [PowerSchool](#), and they can get that information in Student Services as well. Your first and second semester final grades will be mailed home to your parents.

HONOR ROLL ([See Student Recognition](#))

To make the Honor Roll, you must earn a 3.5 grade point average (GPA) or higher at the end of the semester. You can find your GPA on PowerSchool.

ACCESS TIME ([See Schedules](#))

Access Time is a 30-minute block of time you have to access your teachers to retake tests or quizzes, get help on assignments, or have time to work quietly. Access Time is used to help all students be successful and responsible caring citizens of Highland. Let's use this time wisely!

HOMEROOM

You will have homeroom between 1st and 2nd period. This is a 30-minute block of time that you will work with a teacher and other students of your same grade on social/emotional learning. This time will focus on these pillars: patience, kindness, honesty, respect, selflessness, forgiveness, commitment, and humility.

ZEROS AREN'T PERMITTED (ZAP)

If you have any missing assignments, you will be assigned to the lunchtime academic support program that runs Mondays through Fridays called ZAP. While eating your lunch, you will work on your missing assignments. When you get caught up and have no missing assignments, you will no longer be assigned to ZAP.

CLASS FEES

Some elective courses charge fees for materials. Your elective teacher will tell you if the class has a fee.

Attendance

The State of Washington [requires that you are in attendance](#) at school when school is in session. Highland Middle School will strictly adhere to state laws as they relate to your attendance in school.

EXCUSED ABSENCES (Please see Board Policy 3122 for a more detailed explanation)

If you are absent due to illness or a health condition; a religious observance, when requested by your parent(s); school-approved activities; family emergencies; military deployment of a parent or legal guardian; and, as required by law, disciplinary actions or short-term suspensions it shall be an excused absence. These absences need to be excused by a parent/guardian either by calling the office or by bringing a signed note after the absence.

UNEXCUSED ABSENCES (Please see Board Policy 3122 for a more detailed explanation)

Any absence that does not fall under the excused absence criteria above, or if an approved absence has not been excused by your parent/guardian, it will be considered an unexcused absence. If your unexcused absences begin to accumulate, the following procedures will be followed:

1. When your unexcused absences reach 15% of the school year, we will require a doctor's note to excuse future absences.
2. When you reach an additional 3 unexcused absences, you will have to attend the Mead School District Truancy Board.
3. If the unexcused absences continue, you will be referred to Juvenile Court.

TRUANCY

You are considered truant if you are, "staying away from class(es) without good reason." Highland will consider you truant if you are out of class without permission, you skip class, you are absent without your parent/guardian's knowledge and consent, or if you falsify parental notification. Please note that a truancy is considered an unexcused absence.

TARDY

If you are late to class up to 4 minutes and you do not have a pass, you will be considered tardy. If you are later than 4 minutes, you will be considered truant.

MAKE-UP WORK

Makeup work will be subject to teacher discretion.

HOMEWORK REQUESTS

If you are going to miss school, you should inform your teachers beforehand so that you do not get too far behind. Your teacher will be using Google Classroom for assignments, therefore, you can check your individual "classrooms" to see what work you are missing as well.

Student Recognition

Highland wants to recognize you for doing the right thing while here at school. The following are ways we honor students for their great work:

LEADING THE PACK! PARTICIPATE ~ ACCOUNTABILITY ~ CHARACTER ~ KINDNESS

We believe that successful students manage themselves. Students who have self-discipline also have this attitude: "I have high expectations for myself and my school, and I am proud of myself and my school." At Highland we call this attitude Leading the PACK! At Highland, PACK has another meaning. The letters stand for Participate, Accountability, Character, Kindness in daily efforts. PACK is designed to motivate and challenge students in positive directions. PACK also recognizes and rewards students who meet certain goals. At the end of each quarter, you will be recognized as a member of the 'Leader of the PACK' if you achieve the following standards during the quarter:

1. All assignments turned in on time.
2. No more than three days (18 class periods) of absences (including family trips, doctor/dentist appointments, and partial days)
3. No more than one unexcused tardy
4. No behavioral referral
5. No overdue library books on the last day of the quarter
6. No D or F grade in any class.

If you achieve Leader of the PACK distinction for an entire semester (both quarters) you will receive recognition.

'HOWL OF FAME'

You can be recognized on your academic teams and/or schoolwide for your excellent citizenship.

EVENING OF EXCELLENCE (HONOR ROLL)

If you earn a 3.5 GPA or higher for the semester, you will be recognized on this special evening.

VARIOUS TEAM AWARDS

Individual academic teams will use various forms of recognition to honor you for your great work in the classroom. Please ask your academic team teachers for specific details.

8TH-GRADE TEAM AND ELECTIVES AWARDS

8th-grade academic teams and elective teachers honor students who have excelled in specific areas of study with awards at the end of the year.

8TH GRADE PRESIDENTIAL AWARDS

If you are an 8th-grade student that earned a 3.5 GPA and a Level 4 on the English Language Arts or Math Smarter Balanced Exam, you will be recognized with this prestigious national award.

General Information

ARRIVAL AND DEPARTURE

Due to supervision concerns, you are not to be in school before 7:30am each morning unless you have permission or you are involved in a school activity.

For the same supervision reasons, you need to leave the school grounds immediately at the end of the school day (2:30) or at the end of your after-school activity.

CLOSED CAMPUS

Highland has a closed campus. This means that you must stay on the school grounds in approved areas from the time you arrive until you leave at the end of the day. If you are staying after school for an approved activity, you may not leave the school grounds until the activity ends, your parents pick you up or the activity bus leaves.

If you need to leave school during the day, you must have your parent/guardian check you out from the office. If you come to school late or are coming back from an appointment, you need to check in at the office before going to class.

SINGLE POINT OF ENTRY

From 8:15am to 2:30pm, Highland has a single point of entry system. This means that staff, students, and visitors need to enter the building through the main entrance only. It is very important that you do not open an exterior door for anyone (staff member, student, or guest) during school hours. Instead, you should point the person to the front entrance to enter the building. You are not being rude; you are just doing your part to keep Highland safe! Protect the Pack!

HALLWAY

Highland pod hallways are closed before school until 7:55, during lunch, and after school. Classroom doors will be opened at 8:00. If you need to access a teacher during these times, you need to communicate with that teacher beforehand and get a pass from that teacher.

During class time, you should have a hall pass from your teacher if you are going to another location in the building.

BUS PASSES

You can get a pass to ride a friend's bus home under the following conditions:

1. The transportation department says they have space.
2. You must have a note or a phone call from your parent/guardian that states you may ride with the friend and includes the bus route number.
3. The notes are given or phone calls are made prior to 2:00pm in the office. Please try to bring your notes to the office during your lunchtime.

LOCKERS

You have been assigned an individual locker, and you are expected to keep your own belongings in that locker. Any locker problems should be promptly reported to Counseling Services. Please **KEEP YOUR COMBINATION SECRET** because once you share your combination, even with your best friend, you lose the security that your locker provides. It is important that you keep your locker neat and clean as you will be held responsible for any damage to the locker assigned to you (this includes writing, graffiti, vandalism, etc.).

Please Note: The lockers are the property of the Mead School District and school administrators have the right and obligation to check lockers for the safety, welfare, and protection of students.

BACKPACKS

You are allowed to bring a backpack to school, but this backpack must remain in your locker throughout the day.

CHROMEBOOKS

The Mead School District provides a Chromebook for each student attending Highland Middle School. This Chromebook is the property of the Mead School District. Students must follow appropriate online behavior and responsible use of technology. Students are responsible for the care and upkeep of the Chromebook. The Chromebook must be charged before reporting to class. Chromebooks are assigned to specific students. The sharing of the Chromebook is not permitted.

VALUABLES

Please do not bring large amounts of money or valuable personal property to school. You, not the school, are responsible for any items that you choose to bring to school. To prevent theft, you should keep items in your hallway and PE lockers and make sure they are locked. Do not share your combinations with anyone!

BOOK FINES

If you lose or damage a class or library book, you will likely be issued a fine. The amount of the fine is the cost to replace or repair the book. The amount of damage is left to the individual teacher or librarian's discretion.

LOST AND FOUND

If you find another person's item, please turn it into the office so that it may be returned to the owner. If you lose an item, please report this loss to the office, and they will help you check the lost and found. Unclaimed clothes in the lost and found will be given to a charitable organization at the end of each quarter. Please do not take items from the lost and found if they are not yours.

DRESS CODE

Highland believes that you should dress as if you were a part of the workforce. As most places of employment have clothing restrictions, Highland is no different. Any clothing that is deemed disruptive to the educational process or constitutes a threat to health and safety is prohibited. Some items to consider:

1. Hats, visors, and/or hoods will be allowed in the hallways and at lunch. During class, your teacher may ask you to remove your hat, visor, and/or hoods.
2. Inappropriate messages (pictures, words, etc.) on clothing are not allowed. This can include references to drugs, weapons, alcohol, or tobacco. In addition, vulgar words, innuendos, suggestive messages, and gang related items are not allowed.

For more information regarding Student Dress Policy, please see the [district policy 3224](#).

CELL PHONES, HEADPHONES, AND OTHER ELECTRONIC DEVICES

Your cell phone, headphones, and other electronic devices are not to be visible or heard at school from the moment you enter the building until 2:30pm. Individual teachers may make a rare exception for a lesson or activity that necessitates the use of a cell phone, headphones, or electronic devices. Remember that you are responsible for the loss or damage of your cell phone, headphones, or electronic device, not the school.

STUDENT PHONE USAGE

A phone is provided for you to use in the front office. When using the student phone, please follow these procedures:

1. You need a pass if you are using the phone during class time.
2. During passing periods, please first check in with your next teacher prior to using the phone.
3. Limit calls to ones that are necessary.
4. Proper phone behavior is expected. This includes using appropriate language and politely hanging up when you complete your call.
5. Friends are not allowed to come with you unless it is during lunch.
6. Please be quiet and patient while waiting in line.

FOOD AND DRINK

Food and drink should be consumed in the cafeteria.

Home baked goods may not be brought to school to be shared with friends, classmates, or staff. If you are going to bring a treat for a celebration, it must be store bought in its original container with ingredients clearly listed on the packaging. Please communicate with your teacher(s) to get permission to bring a treat for the class.

STUDENT SUPPORT CENTER

Our counselors are located in the Student Support Center. You can access the Support Center for emotional support, academic and organizational support, peer mediation, college and career questions, scheduling questions, support groups, etc. The Support Center is available to all students at any time.

Student schedules are finalized after the first two weeks of the semester. Schedule mistakes such as incorrect Math or English placement can be changed as soon as possible; all other schedule requests will be considered after the first two weeks of the semester. If you would like to request a schedule change, please use this form: [Schedule Change Request](#)

Highland is a [Character Strong](#) School. With a school-wide focus on creating a Culture of Kindness, Service, and Empathy, the Highland Student Support Center will spearhead Character Strong and will focus on these pillars: patience, kindness, honesty, respect, selflessness, forgiveness, commitment, and humility.

BUSINESS OFFICE

You can deposit lunch money, pay fees, and purchase basic school supplies at the Business Office. You can access the Business Office before school, during passing/lunch time, or after school.

HEALTH ROOM

The health room is located in the office. If you feel that you are unable to continue in class due to sickness or injury, please go to the health room or let your teacher know so they can call the nurse.

ACCIDENTS

Every accident that occurs on school grounds should be reported to your teacher, coach, or supervisor immediately.

PRESCRIPTION AND OVER-THE-COUNTER MEDICATION

If you need to take prescription or over-the-counter medication while at school, you must have a Mead School District Medication Request Form on file in the health room.
Please note: If you are in possession of medication without this form on file or if you share medication with other students, you will be subject to discipline policies.

Co-Curricular and Extra-Curricular Activities

CO-CURRICULAR ACTIVITIES

The following co-curricular activities are offered at Highland for you:
Band, Choir, Leadership/ASB, Orchestra, Yearbook

EXTRA-CURRICULAR CLUBS

The clubs that Highland offers can change from year to year. Please listen to the daily announcements and look for flyers in the hallways for club offerings this year.

EXTRA-CURRICULAR ATHLETICS

The following sports are offered for Highland students:

6th Grade:

(Intramural- Competition against Mead schools only)

- September Boys & Girls Cross Country
- October Girls Volleyball
- October-December Wrestling*
- April-May Boys & Girls Track
- May-June Boys & Girls Basketball

*Wrestling will participate fully with the 7th/8th season

7th Grade:

- September-October Boys & Girls Cross Country, Football & Softball
- October-December Wrestling & Volleyball
- January-February Boys & Girls Basketball
- April-May Boys & Girls Track & Baseball

8th Grade:

- September-October Boys & Girls Cross Country, Football & Softball
- October-December Wrestling & Volleyball
- February-March Boys & Girls Basketball
- April-May Boys & Girls Track & Baseball

ATTENDANCE POLICY

If you are absent from school on the day of an activity (contest, game, performance, etc.), you will not be allowed to participate in that activity. Exceptions can be made for doctor or dental appointments or other prearranged situations. Please communicate with your grade-level principal or the athletic director in advance if you know you will be gone on the day of an activity. School-related absences will not affect your ability to participate in an activity.

GUIDELINES FOR MISSING CLASS FOR SCHOOL-RELATED ACTIVITIES

If you are going to miss class for a school-related activity, it is your job to make sure all assignments that are due that day are turned in prior to leaving for the field trip, game, performance, etc. In addition, you should communicate with your teachers prior to missing class so that you can get any school work that you will miss.

STUDENTS STAYING AFTER SCHOOL

If you are planning on staying after school, you must be involved in an activity supervised by a Highland staff member or Parent/Guardian. Please be aware of the following:

1. Take all clothes and materials with you to your activity. You will not be allowed back into the halls to access your hallway locker.
2. If you are participating in an approved after school activity, you must check in with that activity by 2:35pm and remain in that adult's supervision until your ride arrives or the activity bus departs.
3. If you wish to stay after school and are not involved in a school related/supervised activity (staying to watch a game, etc.), you must have a parent/guardian with you. If you do not have a parent/guardian with you, you may be subject to Highland discipline procedures.

ACTIVITY BUS

If you are staying after school for an approved activity, the Mead School District will provide transportation home via the activity bus on Mondays through Thursdays. The buses usually leave Highland at 5:15pm. Please check the transportation website to find your activity bus information.

DISCIPLINE INELIGIBILITY

If you are suspended from school (in or out-of-school suspension), you are not eligible to participate in any practices, contests, games, or performances for the duration of the suspension.

AFTER-SCHOOL ACTIVITY RULES

All school rules are still in effect during after school activities and will be enforced. This includes at home and away practices, contests, games, performances, etc.

ATHLETIC ACADEMIC INELIGIBILITY

If you are participating in athletics at Highland, you fall under the Washington Interscholastic Athletic Association (WIAA) and Mead School District academic requirements. They are as follows:

1. You must be passing a minimum of 5 out of 6 classes.
2. In addition, you must achieve either a 2.0 GPA or be earning at least a "C" in four (4) full-time subjects, or be placed on academic probation for the next nine weeks. If, at the end of the probationary period, you are still not achieving a 2.0 GPA or earning at least a "C" in four (4) full-time subjects, you will be placed on academic suspension.
 - a. While on probation, you will not be limited in participating in an interscholastic activity. During this time you should work with your teachers and coaches to improve grades in those classes that are deficient.
 - b. While on academic suspension, you will not be allowed to participate in interscholastic activities, suit up for games, or travel with the team.
3. Teachers Aid or Study Hall courses do not qualify as full-time subjects.
4. Home school and private school students must verify, in writing, that all academic, legal, and other requirements have been met.

5. 8th Grade second semester grades carry over to the high school and could impact your eligibility if you are not meeting the above criteria. Please see our Athletic Director if you have questions or concerns.

Student Discipline and Consequences

Highland student discipline may take many forms. It may be a request not to repeat the action, it may be a brief conversation, it may be a warning, and it may result in a consequence(s). Please know that administrators have the right to use their discretion when considering consequences.

STUDENT EXPECTATIONS

You are responsible for your own actions and are held accountable for all expectations and responsibilities in this student handbook, the [Mead School District Board Policies regarding student conduct](#), and other rules set forth by the Highland administrators and staff. This includes your time at school, on district provided transportation, or at any district-sponsored events.

COMMON EXPECTATIONS - Highland Wolves!

Every student, including you. We are the PACK! Participate ~ Accountability ~ Character ~ Kindness

MINOR REFERRAL

Any teacher or staff member can assign a minor infraction if, after repeated attempts, a student continues to not follow our Highland expectations.

MAJOR REFERRAL

These offenses are considered major because of the severity of the action and the amount of disruption that it causes to the education process. Major referrals will be accumulated for each student from the beginning of the school year until the end of the school year.

Major offense(s) include but are not limited to: *Assault, Fighting, Threat of Violence; Crude and/or Offensive Behavior; Dangerous Behavior (Actions or Possession of Objects that Could Harm Others or Self); Direct Defiance/Disrespect; Theft, Vandalism, or Property Damage (Consequences Vary Based on Value) Personnel; Chronic Profanity; Cheating/Plagiarism; Disruption to Learning; Food Policy Violation(s); Failure to Cooperate with Staff; Cell Phone Policy Violation; Drugs/Alcohol (Possession, Distribution and/or Consumption); Tobacco or Alike Products-Includes Vape Devices (Possession and/or Use); Medication (See [Prescription and Over-the-Counter Medication Information in General Information](#)); Misuse of Technology (Major); Inappropriate Display of Public Affection*

HARASSMENT/INTIMIDATION/BULLYING-MAJOR OR REPEATED (Please see [Mead SD Board Policy 3207](#))

Highland has a zero tolerance policy toward harassment, intimidation, and bullying (HIB). If you are being the target of harassment, intimidation and/or bullying please report this to any adult at Highland. Also, if you witness HIB toward another Highland student you should report that behavior to an adult. The Counseling Center may be a resource for you, as well.

CONSEQUENCES OF DISCIPLINE-

Consequences for behavioral referrals are at the discretion of the administration and staff responsible for supporting the student or students involved. Consequences may include but are not limited to: Lunch Detention(s), Short-term Suspension (in school or out of school), Emergency Expulsion, Threat Assessment, Loss of Privileges, Chemical Dependency Class (online), Restorative Action (i.e. conflict resolution conference, apology, problem-solving, etc.) Parents and/or guardians will be communicated with throughout this process.

EXTREME DISRUPTION

If you are disrespectful, commit unsafe actions in class, or are a significant disruption to the learning environment, your teacher may call administration for support. You may be removed from class for the period, and parents will be notified. You will follow appropriate discipline consequences.

TOBACCO OR ALIKE PRODUCTS- INCLUDES VAPE DEVICES (Possession, Distribution, and/or Consumption)

Possessing, distributing, and/or consuming tobacco or alike products-including vape devices is illegal in Mead Schools. Students who violate this policy will be subject to consequences including suspension and participation in Nicotine education course.

THREAT ASSESSMENT

There may be circumstances when the building administration needs to conduct a threat assessment of a student. If a threat of physical violence, harassment, intimidation, or bullying rises to the level of concern where administration must coordinate their building level threat assessment team, parents will be notified. Threat assessments will be conducted in accordance with Mead School District Student Safety Measures and Procedures which can be referenced at:

https://www.mead354.org/apps/pages/index.jsp?uREC_ID=257937&type=d&pREC_ID=587511

BUS CITATION

The Mead School District Transportation Department may issue you bus citations for improper behavior. Consequences will occur based upon the severity of the bus citation, and you may be subject to Highland's discipline procedures.

TARDY DOCUMENTATION

If a student is tardy to class the teacher will record a tardy into Powerschool. Lunch detention will be assigned according to the number of tardies that a student accumulates. Repeated tardiness will result in progressive disciplinary action, as well as, communication to parents.

UNEXCUSED ABSENCE - TRUANCY

Unexcused absences will be tracked and monitored through the Mead School District Attendance Policies and the [Washington Becca Bill requirements](#) for mandatory school attendance.

NONDISCRIMINATION POLICIES

Mead 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 by a person with a disability and provides equal access to the Boy Scouts and other designated youth groups. Grievances or concerns should be directed to Josh Westermann, Director of Student and Family Services/Civil

Rights and Section 504 Coordinator/Title IX Officer, at (509) 4654-6045, via email at josh.westermann@mead354.org, or mail to 2323 E Farwell Rd., Mead, WA 99021

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 3210, contact your school or district office or view it online here: https://www.mead354.org/apps/pages/Board_Policies/

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. **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 3205, contact your school or district office, or view it online here: https://www.mead354.org/apps/pages/Board_Policies/

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 resolve your concerns.

Josh Westermann, Director of Student and Family Services/Civil Rights and Section 504 Coordinator/Title IX Officer, at (509) 4654-6045, via email at josh.westermann@mead354.org, or mail to 2323 E Farwell Rd., Mead, WA 99021

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 /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.

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 | [OCR Website](#)

Washington State Human Rights Commission

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