

HIGHLAND HIGH SCHOOL

**HIGHLAND HIGH SCHOOL
HOME OF THE SCOTTIES
17000 Summitview Rd.
Cowiche, WA 98923
(509) 678-8800 www.highland.wednet.edu**

**H.H.S. Mission Statement
“A Quality Education for All!”**



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HIGHLAND HIGH SCHOOL STAFF

Administrators

Brandon Jensen-Principal
 Josh Borland-Athletic Director/Dean of Students

Office/Counseling Staff

Melva St. George-ASB/Library	Lourdes Diaz-Attendance/Athletics
Traci Connolly-Registrar	Lizz Kramer- Office Accounting
Kari Sterns-Counselor	Rebecca Kok- Counselor

Teachers

Ryan Allen	Teresa Brooks	Angelica Bustos
Shaina Mirza	Cesar Dominguez	Jeremy Gillespie
Pat Hazen	Sharon Hill	Serena Streich
Aimee Hostetler	Megan Jacobson	Stephani Kinney
Shelly Peterson	Alexandria Ritchie	Sean Sleater
John Straehle	Greg Wagner	Ashley Weaver
Chloe Way	Vanessa Williams	

Support Staff

Sheri Rossow	Jose Gutierrez	Danielle Watkins
Lana Koenes	Olga Bautista	Teresa McRae
Kandi Vopat-Steiner	Marsela Silva	Julie Milburn
Luis Silva	Marie Peters	Yamilex Chavez
Connie Dow	Glorimar Delgado	Tricia Roy

REGULAR SCHEDULE (M,T,F)

Period 1 9:00-9:51
Period 2 9:55-10:46
Period 3 10:50-11:41
Period 4 11:45-12:36
Lunch 12:36-1:06
Period 5 1:10-2:01
Period 6 2:05-2:56
Scottie Time 3:00-3:30

BLOCK SCHEDULE (W)

Period 1 9:00-10:35
Period 3 10:43-12:18
Lunch 12:18-12:53
Period 5 12:57-2:32
Advisory 2:40-3:30

LATE START BLOCK (Th)

Period 2 10:00-11:35
Period 4 11:43-1:18
Lunch 1:18-1:51
Period 6 1:55-3:30

EARLY RELEASE

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

NON-DISCRIMINATION COMPLIANCE STATEMENT

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 for State Law (RCW 28A.640/28A.642) officer: Brandon Jensen, Highland High School Principal, 17000 Summitview, Cowiche WA 98923, telephone (509) 678-7268, e-mail- bjensen@highland.wednet.edu. Section 504/ADA coordinator: Courtney Sund, Director of Inclusionary Practices and SEL, 17000 Summitview, Cowiche WA 98923, phone (509) 678-8859, e-mail csund@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.

STUDENT SERVICES & PROGRAMS

ACCIDENTS

Students injured during class or any extra-curricular activities are to report the accident immediately to the faculty member in charge. Claims for student insurance may not be paid unless the accident is reported at the time of the injury. Faculty members will complete the necessary accident forms and return them to the school office. If you are injured in an area not directly under supervision, report the accident immediately to the high school office.

ACTIVITY/A.S.B. CARDS

Students are no longer required to pay for an A.S.B. card. Students who show a valid A.S.B. card are allowed free admission to all home athletic events and reduced admission at away events.

ATHLETIC ADMISSION FEES

Admission fees are required for the following events: Volleyball, Football (except for JV games), Boys and Girls Basketball, Boys and Girls Soccer, and Wrestling. Highland is a member of the Eastern Washington Athletic Conference (EWAC), which is responsible for establishing the admission fees. Gate prices are as follows:

Adults	\$5.00
Student with ASB Card (Grades 9-12)	\$5.00
Students (K-8)	\$4.00

Senior Citizens (62+) Pass.	\$10.00
Season Single Pass (Home events only) . .	\$40.00
Season Family Pass (Home events only) . .	\$75.00

CLASS SUPPLIES

Some lab classes such as Art and Agriculture have fees or require students to complete special projects. Materials for these projects may be provided from home or purchased at school. Fees will be collected by Mrs. Kramer.

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

COUNSELING

Counseling service is available to all students. If any student has a specific problem, questions about his/her schedule, questions about career planning, etc., he/she can contact Mrs. Sterns or Mrs. Connolly in the counseling office. The counselor's office is also the location of the school's career planning center. Students will have the opportunity to meet individually with the counselor at least once during each school year to discuss class schedules and career planning. The counselor will always respect a student's confidentiality.

PROGRAMS OFFERING CONCURRENT HIGH SCHOOL AND COLLEGE CREDITS FOR HIGHLAND HIGH SCHOOL STUDENTS

Cornerstone Courses: Highland High School offers English, Drama and Math courses from Central Washington University and Eastern Washington University. These dual credit classes are offered during the school year. Prior to participating in this program students must take a qualifying test. The most common qualifying standard is a score of 500 on the SAT exam, but there are other options. See Mrs. Sterns, Mrs. Williams, or Mr. Wagner for details.

Running Start: Juniors and seniors from Highland can participate in the Running Start Program at YVCC. Each student must first take and pass the Compass Test. Call 574-4738 to set an appointment to take the Compass Test. Visit their web site: [http://www.yvcc.edu/Running Start/](http://www.yvcc.edu/RunningStart/).

Tech Prep: A student who attends Yakima Valley Technical Skill Center and takes Firefighting, Auto Tech, Radio Broadcasting, or TV Video Production; earns a B in that course, may then qualify for Concurrent Credit. The student's transcript is sent to a Yakima Valley Community College representative, who then mails a letter to the student offering that student Dual Credit. The ONLY cost to begin this credit earning process is \$15.00, payable to YVCC. The Skill Center's web site is: <http://www.yvtech.us/>.

If you have questions about these programs, please see Mrs. Westfall.

Students are encouraged to visit the Highland High School **Counselor's web pages**. The pages can be found at <http://www.highland.wednet.edu/HHS/1525-Counseling.html>. We post informational items that could help students in school and their post high school plans. These items include a link and **information about the FAFSA** form (Free Application for Federal Aid); link to all Washington State colleges, universities, two year Colleges and technical institutes; links to the SAT and ACT sites; Migrant student sites; concurrent high school and college credit; Time Line Ideas for high school; Highland High School graduation requirements; news and opportunities for students; **scholarship information**; suggested sites to visit about scholarship searches; and financial aid terms about types of loans.

Class Changes

Students who wish to change their schedule must do so within the first five (5) days of the semester. Changes after five days will result in an F on the student transcript. These changes will only be allowed for legitimate academic reasons. Changes will be made through the counseling office.

CREDIT EARNED TOWARD GRADUATION

Regular Credits

Each regular one-year class a student completes at Highland with a grade of “D” or better will earn 1.0 credits towards high school graduation. Regular credit will be assigned to the following situations:

1. Any class given during an approved summer school program.
2. Classes transferred from an accredited, state approved high school program.
3. Classes taken in an approved community or junior college “Running Start” program.
4. Credit earned while attending the Yakima Valley Vocational Skills Center as a student from Highland High School.
5. Night school and/or alternative school

Each class passed during a semester earns .5 credits toward graduation. A full-time student can earn 3.0 credits per semester.

Special Credits

Partial or full credit may be granted to students for a number of special situations relating to their high school learning experience.

1. Teacher Assistant – Credit will be granted at 1/2 the normal rate. This is located at Highland High School. The student’s parents, the counselor and the principal must approve all other placements, i.e. Marcus Whitman, Tieton Intermediate School.
2. Independent Study – Students in their Junior and Senior year who have a 2.5 GPA or better may arrange for a special class with an individual teacher. Note: Such classes can only be taken with teacher and counselor approval.
3. High School/District Office Assistants receive a full credit.
4. Students ages 16+ can earn elective credits towards their high school diploma through paid work experience verified by HHS. Students could earn credits at the rate of 1 elective credit for 360 hours worked or .5 credits for 180 hours worked. Students can earn up to 4 elective credits through work experience and no more than 2.0 credits per year.

Transcripts

A student’s transcript is the official school record of his/her academic progress at Highland High School. The transcript records classes taken by the student and the grades and credits earned. Also recorded are dates when the classes were taken, and the student’s GPA. All classes attempted, whether passed or failed, are recorded on the transcript, but if a class is repeated only the higher grade will figure into the GPA. The only report card grades that are recorded on the transcript are those issued for the final term of each semester. Students and parents may request a copy of the official transcript from the counseling office.

EARLY RELEASE/LATE ARRIVAL

Students may request a late arrival time or early release time and take fewer than six classes. To qualify for such a release, the student must meet the following criteria.

1. Be on schedule to graduate with the required classes and credits.

2. Have a signed parent permission form on file in the high school office.
3. Must have an extenuating circumstance or employment outside of the school.
4. Present the release request and conference with the principal.

FOOD SERVICES

Students have 30 minutes for the lunch break. All money for school food services must be paid prior to 10 am. Information on free and reduced lunches is available to all students in the high school office. HHS participates in the Breakfast After The Bell program, which extends the time students have to grab/eat breakfast.

	<u>Full Price</u>	<u>Reduced</u>
Lunch	\$2.25	.40
Breakfast	\$1.25	
Milk	.50	

GRADING SCALE/GRADE POINT AVERAGE

The grading scale used at Highland High School is as follows:

A = 4.0 93-100%	C- = 1.7	70%
A - = 3.7 90%	D+ = 1.3	67%
B+ = 3.387%	D = 1.0	60%
B = 3.083%	F = 0.0	59%↓
B- = 2.780%	NC = Incomplete	
C+ = 2.377%	P = Pass	
C = 2.073%	W = Withdrawn	N/C= No Credit

Any incomplete not made up by the following semester will be changed to an 'F'.

GRADUATION REQUIREMENT WAIVERS

For exceptional reasons, the principal may grant a waiver for a required class. In all such cases a request from the student and parents must be presented to a faculty review committee and must include a clear academic or hardship reason for granting such a request. A waiver may not be granted to reduce or eliminate a failing grade in a class which has been completed or in which a student is enrolled or for the scheduling convenience of the student. By Washington State Law, U.S. History and Washington State History and Current World Issues cannot be waived.

GRADUATION

An initial list of all seniors who will be participating in the upcoming graduation ceremony will be established immediately after April 15. Seniors who are current on graduation expectations listed below will be included on the ceremony list.

- * Enrolled in classes that will meet the graduation requirements.
- * Passed state assessment requirements
- * Have taken an alternative graduation assessment and are waiting for results

Students who are not included on the graduation ceremony list have the right to appeal. The student or parent will first make a written request for appeal to the high school principal when the student has met all of the above requirements. If the student or parent is not satisfied with the decision of the principal, they may appeal to the superintendent. The final graduation list will be completed in three business days before the graduation ceremony. Any student who has not met all of the graduation requirements at this time will NOT be allowed to participate in the ceremony.

Graduation Requirements for students graduating in 2023

English	4.0	credits
Social Studies	3.0	credits
Civics .5 cr	World Hist. .5 cr.	
U.S. History 1.0 cr	CWI 1.0 cr	
Math	3.0	credits
Science	3.0	credits
9th Health/Fitness	0.5	credits
Physical Ed	1.0	credits
Art (Fine or Performing)	1.0	credits
Vocational	2.0	credits
Electives	6.5	credits
TOTAL	24.0	credits

Students will have to earn 3.0 math credits in High School.
Students will enroll in 1.0 credit of English each year.

1.0 credits awarded for passing all state required tests.
2.0 credits awarded for SCOTS Advisory (.25 each semester).

Students must also meet at least one of the nine state defined graduation pathways in order to graduate.

HEALTH SERVICES

Students who become ill are to check with the office secretary.

IMMUNIZATION FORMS

All students must have in their health file an up to date “original” immunization form. Under present state law, students who do not have correct forms on file will not be allowed to continue in attendance. If parents have any questions about this rule, please contact the school office.

LOST AND FOUND

The lost and found is located in the office. At the end of the year, unclaimed items will be donated to a charitable organization, such as the Salvation Army.

STUDENT INSURANCE

Student accident insurance is offered through Myers-Stevens Insurance Company. Enrollment forms and fee information are available in the school office. School insurance is optional. Please note – while the

school will endeavor to assist parents in dealing with the insurance company, filing claims and keeping accident reports, the school is not the agent for the company, and cannot be responsible for settling any disputed claim or unpaid bill.

STUDENT LOCKERS

Lockers are assigned by the office. Students, other than seniors, may be required to share lockers – two people to a locker. You may NOT USE OR SHARE a locker other than the one assigned to you. There is no cost to the student for using the locker. YOU are responsible for keeping your locker closed and locked at all times.

Students are responsible for the damage to their lockers (Scotch tape and stickers are considered damage.) Tampering with the locking mechanism will result in the loss of locker use privilege and/or a fine for repair. WARNING! Petty theft is a constant problem with personal belongings kept in unlocked or unsecured lockers. Keep your locker closed and locked. Do not leave money in your locker for any reason. The school will not be responsible for any lost or stolen property.

STUDENT POSSESSIONS

It is very important that students do not bring valuables to school. The school cannot guarantee security for personal items brought to school. The school will not replace personal items lost or stolen at school, so please leave valuables at home.

VISITORS AND VOLUNTEERS

Parents are encouraged to visit the school and volunteer in classes, the library, or the office. Please arrange visitations to classes 24 hours in advance. For protection of our students, all persons visiting campus on official business must register at the main office. Student visitors are not permitted. All visitors and volunteers must wear a visitor badge.

STUDENT EXPECTATIONS

The Highland School District policies and procedures may change during the school year because of updates to 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.

ATTENDANCE POLICY

At Highland High School, we have established the following rules on attendance that will 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. Thus, participation in the academic process is required in order to acquire credits. The overall goal of the attendance procedure is to encourage students to attend class in a regular and timely manner.

Notification of Absences

An automated phone call will go home whenever a student is tardy or absent. 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.

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.
- 3) Students participate in a planned "skip day" (Only doctor's note will excuse such an absence.)

**Teachers may deny the option for students to make up work missed from any unexcused absence.

**Unexcused "skip day" will result in 30 minutes of detention per class missed.

Required Conference for Unexcused Absences

- 1) 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 taken so the student is able to eliminate or reduce his/her absenteeism.
- 2) Between the Second 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.
- 3) 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.
- 4) 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 1st and 2nd offenses of Truancy. A 3rd 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 (10) ten minutes of a class period.

- 1) Upon the **third** Tardy in any period, the student will be issued a warning from the teacher (documented on Skyward) and communicate with Parent/Guardian.
- 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 provided by administration.

Dance Regulations

The following regulations are for all dances sponsored by Highland High School. Except as listed for an individual dance these rules will be in effect for each social event.

1. **Closed Dances:** Highland dances are for Highland students and their guests only. Non-students will not be admitted to any Highland dance without a guest pass.
2. **Guests:** guests will be permitted to attend Highland dances only through the use of a guest card which must be turned in to the office the day before the day of the dance. Guests are bound by the same rules as other students in attendance at the dance. A student may invite one (1) guest to attend the dance. Guest must be under the age of 21. Guests must arrive with their sponsor and show ID.
3. **Arrival Time:** No student or guest will be permitted to enter the dance more than 1 hour after the posted starting time of the dance without prior special arrangements with the high school administration.

4. **School Rules:** All dances are extensions of the normal school day. All rules of behavior and conduct listed in this handbook are in effect at school dances.

Regulations specific to all extracurricular events including athletic contests, dances, concerts and plays:

1. Students who leave the building once the activity has started will not be allowed to return.
2. Acceptable clothing will be worn at all activities.
3. Students not entering an activity will not be allowed to loiter on the school grounds during the time of the activity.

Make Up 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. It may not be possible to do the original work so other work could be substituted. 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 changed.

Student in Good Standing

To be a student in good standing you must be passing all classes, have no suspensions during current semester, no unexcused absences, 4 or fewer tardies to any one period. Discipline and Attendance checks will occur every week of the semester to determine good standing.

Student Vehicles

The use of motor vehicles for travel to and from school is considered an assumption of responsibility by parents and students and the school will not be responsible for any lost or stolen property. (Highland School District Policy 3243). To ensure the safety of people and property, students operating a vehicle at school must follow the following rules:

1. Each student driver must carry a legal driver's license. Students must show evidence that there is liability and property damage insurance coverage on the vehicle. Students will assume full responsibility for any comprehensive or collision claims that may occur while on school property.
2. Vehicles must be driven in a safe manner. Maximum speed is 10 mph. Any student who does not adhere to this will lose their privilege to park on school grounds.
3. Students may park appropriately only in designated "student" parking areas.
4. Students may park appropriately only in designated "student" parking areas.
5. Sitting in cars during the school day or at lunch is not permitted. Students **may not loiter** in the student parking areas.

Students cannot drive off campus during the school day without consent of their parent and main office. Students may not transport another student during the school day unless consent has been granted by the student's parent.

6. Possession" of alcohol, drugs, nicotine, firearms or dangerous weapons shall also extend to a student's vehicle and Highland School District reserves the right to search any student vehicle parked on school grounds.

STUDENT DISCIPLINE

Highland High School (HHS) is utilizing 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 innate human rights equally given to all people. Highland High School believes that punishment often increases behavior but may gain temporary compliance. Highland HS uses PBIS and Restorative Justice practices, in order to provide effective conflict resolution strategies, while creating a positive school climate and a sense of ownership for students and staff. The Highland Way creates an effective learning community where all students and staff show respect, solve problems and make good decisions. The discipline flow chart serves as a guide for interactions between staff and student behavior in terms of Minor and Major Offenses.

MINOR OFFENSES – STAFF MANAGED DISCIPLINE

Bus Rules

Students will meet the following expectations:

Follow directions, Ride assigned bus, Use appropriate language, Talk quietly, Leave others' belongings alone, No food or drink, Use inside voices, Positive communication with everyone, Remain seated, Keep hands, feet, and objects to self. Any bus rules as established by Washington State law apply as well.

Electronic Devices

Any electronic device including, but not limited to Cell phones, headphones, Bluetooth speaker, video gaming devices, video cameras, laser pointers, etc. are not allowed during class time, *unless permitted by the teacher*. Any use of such items that disrupt the learning environment is unacceptable. Cell phones and electronic devices should not be used in hallways or restrooms during instructional time. If such items are lost or stolen, the Highland School District is not responsible or liable and time will not be spent finding them.

Cheating

Academic integrity is important for student success and assessment of academic progress. Cheating will not be tolerated. Students turning in work that is not their own or allowing students to copy their work will be considered cheating. Cheating may result in a zero and further

school discipline.

Classroom/School Expectations

Students will meet the following expectations:

- 1) Obey the reasonable requests of all staff members.
- 2) Show respect toward all staff members.
- 3) Use appropriate Language/Drawings/Gestures - vulgar, obscene, profane language or drug references, whether spoken, in writing, in drawing, or gesture is forbidden.
- 4) Demonstrate awareness of the safety of self and others.
- 5) Respect school property- No vandalism.
- 6) Students allowed in authorized areas only.

Dress Code

The following guidelines exist to help parents and students ensure appropriate appearance at school. 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. Inappropriately dressed students will not be admitted to class and will be required to change or call a parent to bring appropriate clothes. **The following examples of inappropriate dress will include but not be limited to:**

- * Shorts and skirts that don't extend to fingertips when standing with arms at one's side.
- * Pant holes/rips/tears revealing skin above fingertips when standing with arms at ones' side.
- * Tank tops straps less than 2 inches wide. (No spaghetti straps.)
- * See through or sheer tops, or halter/crop tops.
- * Pajamas, slippers, nighttime apparel.
- * Bandanas and hoods.
- * Sunglasses worn indoors.
- * Any clothing that exposes underwear or private areas.
- * Bare feet.
- * Any apparel which has obscenities, vulgarities, or suggestive words or pictures on it.
- * Clothing that encourages/advertises the use of violence, alcohol, drugs, or tobacco products.
- * Any apparel which implies gang membership. (See Gang Related Behavior under Major Offenses)
- * Spirit Dress Up days may occur upon the approval by the ASB council. Dress code will need to be followed unless otherwise stated by the ASB council and building principal.

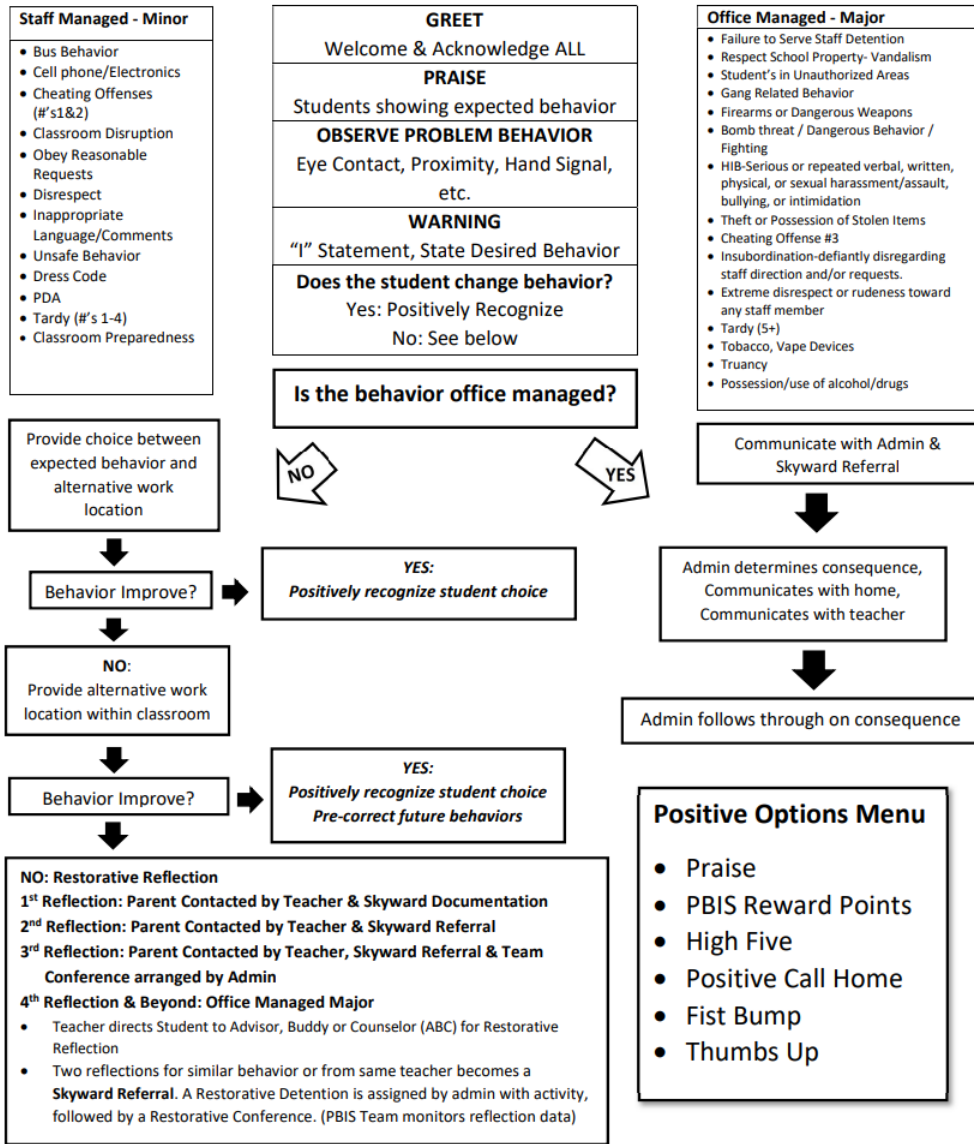
Public Display of Affection (PDA)

Public display of affection is not permitted at Highland High School; this includes, but is not limited to hugging, and kissing.



HIGHLAND PBIS

**Discipline Flow Chart – Staff & Office Managed Behaviors
Desired Staff Interactions with Students**



MAJOR OFFENSES – OFFICE MANAGED DISCIPLINE

Fighting

Fighting creates a safety risk for the students involved as well as a disruption to the learning environment. The following are consequences for students involved in a fight:

- 1) First Offense: Parent conference and 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 of a fight, encouraging a fight, or watching a fight is a disruption to the learning environment and may result in suspension.

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.

Off Campus Privileges

Students may not leave the campus during the school day without a signed note or phone call from a parent indicating the reason for leaving to the office staff. Students must enter and exit through the main entrance of the high school only.

Students in Good Standing (10th, 11th, 12th grade) may walk off campus during lunch to visit the local stores or to go to their house. Students will not visit houses other than their own unless pre-arranged with the office. Student ID badges are required to be shown prior to leaving campus. Students without their ID badge may not leave campus. Lunch release is a privilege, which is revoked for any student not in good standing or violating the off-campus rules. Once the off-campus privilege is lost it will not be returned until the student is in good standing or end of the semester.

Other Behaviors Resulting in Corrective Actions

The following behaviors disrupt the learning environment and may result in corrective actions.

- 1) Theft or possession of items not belonging to you without the permission of the owner (police notification as appropriate).
- 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) Tampering with fire apparatus, alarms and extinguishers or setting of a false alarm (police notification as appropriate.)
- 7) Inappropriate Use of Cell Phone, Computer, Technology, and/or Social Media.
- 8) Other behaviors considered serious, inappropriate, or 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 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

The Highland School District is committed to a positive, productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities. Sexual harassment occurs when:

- 1) Submitting to the harassers' demands is a stated or implied condition of obtaining an education or work

- opportunity or other benefits;
- 2) Submission to or rejection of sexual demands is a factor in an academic, work or other school related decision affecting the individual.
- 3) Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

You can report sexual harassment to any school staff member or the district's Title IX Officer.

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.
- 2) Referral to Student Assistance Professional (SAP)
- 3) Students will be required to follow recommendations of SAP.

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/Nicotine Products

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 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>

HIGHLAND SCHOOL DISTRICT

School Calendar 2022-2023

Approved by Highland School District
Board of Directors on May 2, 2022



"A QUALITY EDUCATION FOR ALL STUDENTS"

Significant Dates:

- July 4 4th of July Holiday
- Aug. 16-18 PLD
- Aug. 22 First Day of School
- Aug. 25 First Day of Kindergarten
- Sept. 5 Labor Day-No School
- Oct. 3-7 Intersession
- **Oct. 14 Early Release: HJH & HHS ONLY
- Oct. 21 Teacher Grading Day/Conf. Prep-Early Release All Schools
- Oct. 24-28 Conference Week-Early Release each day MWC & TIS
- **Oct. 24-25 HHS & HJH Full Days of Class
- Oct. 26-28 Conferences-Early Release-HJH & HHS
- Oct. 27 NO LATE START
- Nov. 11 Veterans Day-No School
- Nov. 23 School Break-Early Release
- Nov. 24 Thanksgiving Day-No School
- Nov. 25 Native American Heritage Day-No School
- **Dec. 8 Conferences for HHS and HJH only
- **Dec. 9 Early Release: HJH & HHS ONLY
- Dec. 16 Winter Break-Early Release
- Dec. 19-30 Winter Break - No School
- Jan. 2 New Year's Day-Observed No School
- Jan. 16 MLK Jr Day-No School
- Jan. 27 Teacher Grading Day/Semester End-Early Release
- Feb. 13-17 Intersession
- Feb. 20 President's Day - No School
- Feb. 21 PLD-No School
- Mar. 24 Teacher Grading Day/Conf. Prep-Early Release: All Schools
- Mar. 27-31 Conference Week-Early Release each day
- Mar. 30 NO LATE START
- April 3-7 Spring Break - No School
- May 22-26 Intersession
- May 29 Memorial Day-No School
- June 16 Grading Day-HHS Graduation-Early Release
- June 19 Juneteenth/Emancipation Day - No School
- June 23 Last Day of School-Early Release

July 2022

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
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August 2022

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28	29	30	31			

September 2022

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October 2022

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23	24**	25**	26	27	28	29
30	31					

November 2022

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December 2022

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January 2023

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29	30	31				

February 2023

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March 2023

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April 2023

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May 2023

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28	29	30	31			

June 2023

Su	Mo	Tu	We	Th	Fr	Sa
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11	12	13	14	15	16	17
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25	26	27	28	29	30	

Legend

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

BOLD = Thursdays in bold are not Late Start Days

HIGHLAND SCHOOL DISTRICT NONDISCRIMINATION, SEXUAL HARASSMENT and COMPLAINT PROCEDURE

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

DISCRIMINATION

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, gender 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(s) has been designated to handle questions and complaints of alleged discrimination:

Title IX Officer and Civil Rights Compliance Coordinator:

Brandon Jensen, Highland Senior High School Principal, 17000 Summitview Rd, Cowiche, WA 98923, 509-678-8800,
bjensen@highland.wednet.edu

Section 504/ADA Coordinator: Courtney Sund, Director of Inclusion and SEL, 17000 Summitview Rd., Cowiche, WA 98923, 509-678-8900, mschultz@highland.wednet.edu

Harassment, Intimidation, Bullying (HIB) Coordinator: Don Strother, Highland Jr. High Principal, 17000 Summitview Rd, Cowiche, WA 98923, 509-678-8800,
dstrother@highland.wednet.edu

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 resolve 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. 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 | **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

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.

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Washington State Human Rights Commission 1-800-233-3247

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