

Highland Middle School



Highland Middle School
(970) 834-2820
FAX (970) 834-2663

Weld RE-9 Admin. Office
(970) 834-1345
FAX (970) 834-1347

**Office hours are from 7:30 a.m. to 4:00 p.m.
Monday through Friday.**

Communication between home & school will generally be made via email. Most school information is available on our school's web site (ms.weldre9.org). All class assignments can be found on Google Classroom.

**All progress and report cards will be posted on the Parent Portal (online).
To request a hard copy of your child's report, please call the office.**

HIGHLAND MIDDLE SCHOOL VISION

At Highland Middle School the vision is simple....

- We want to see kids get smarter every single day!
- We want kids to have a great overall learning experience!
- We want kids to learn and thrive in a physically, socially, and emotionally safe environment!

Golden Rule of HMS

Students should.... Be where you are supposed to be, when you are supposed to be there, and be doing what you are supposed to be doing. Doing these three simple things will directly lead to a positive school experience!

STUDENT CONDUCT

Code of Conduct – board policy JICDA

Students should:

- Walk in the building at all times
- Keeps hands, feet, and objects to themselves
- Move quietly through the hallways
- Not participate in “couple” behavior (PDA)
- Use good manners in the restroom
- Assist in keeping the school grounds clean
- Treat property, school, and others with respect
- Use the internet appropriately
- Not participate in or promote gang-like activities
- Treat others with respect and dignity
- Not use profanity, vulgarity, or obscene gestures
- Not engage in verbal abuse, i.e. name calling, ethnic slurs, hate speech, or any similar action
- Not distribute non-curricular materials to others
- Not throw objects
- Not violate the alcohol use / drug use policy
- Not engage in blackmail or extortion

Fighting is completely unacceptable at Highland Middle School. Suspension is mandatory for all students who actively participate in a fight or other physical altercation.

Personal Possessions

Students are discouraged from bringing expensive personal items to school. Expensive personal items brought to school are done so at the student’s risk; Highland Middle School or the Weld 9 School District is not responsible for lost or broken items.

Discipline – board policy JK, JK-2, JKBA*

Discipline underlies the entire educational structure. Disciplined students do their part in making school an effective place of learning and develop habits of restraint. Self-control, good character, orderliness, and efficiency are developed through structured discipline. We believe each individual is capable of making his or her own decisions, and are responsible for his or her own behavior. The classroom teacher will generally deal with classroom and school rule infractions. The principal will deal with major offenses. All discipline violations will have consequences. Students being sent from the classroom will immediately report to the office. Student discipline is in effect on all school property and functions including, but not limited to, athletic events, extracurricular activities, field trips, on buses, etc. School personnel have the authority to exercise discipline procedures in the event the student is away from school. **Behavior on or off school property, which is detrimental to the welfare, safety, or morals of other students or school personnel will result in suspension or recommendation for expulsion.** This includes, but is not limited to, habitual disruption; possession of controlled substances, alcohol, tobacco, or weapons; participation in a fight or other physical altercation; and any gang-related activity.

Repeated Classroom Disruption Policy

Students who demonstrate a pattern of disruptive behavior that interferes with the ability of others to learn may be placed in an alternative educational environment for a portion of, or the remainder of, the semester. Students who accumulate four or more documented classroom disruptions in a semester will be placed in an alternate online class for a minimum of five class periods. Parents will be notified by the classroom teacher or principal each time a documented classroom disruption is recorded.

Detention and in-school suspension (ISS) are frequent discipline practices. Phones and/or other electronic devices are not allowed in the detention/ISS room for any reason. If a student receives detention or ISS, he or she must turn his or her phone or other electronic device into the office for the remainder of his or her consequence time. Failure to do so cooperatively will immediately escalate the consequence to out-of-school suspension.

Drug, Alcohol, or Tobacco Use by Students – board policy ADC, JICH

It is a violation of Board policy for any student to possess, use, sell, distribute, or to be under the influence of alcohol, drugs, tobacco, or other controlled substances. Controlled substances include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, cigarettes, cigars, e-cigarettes, vape devices, chewing tobacco any other controlled substances as defined in law, or any prescription or non-prescription drug, medicine, vitamin, or other chemical substances not taken in accordance with Board policy and regulation on administering medicines to students. This policy shall apply to any student who is on school property, in attendance at school, in a school vehicle, or taking part in any school sponsored or sanctioned activity or whose conduct at any time or place interferes with the operations of the district or the safety or welfare of students or employees. Students violating this policy shall be subject to disciplinary actions and/or referral for prosecution. Items such as vapor pens, e-cigarettes, and similar will be viewed as the same thing as traditional tobacco products.

Vaping/Tobacco Policy

Participation in vaping and or tobacco use is strictly prohibited. Consequences for participation in vaping and/or tobacco use will include a mandatory suspension as well as an educational component that will be required in order to return to school. Additional violations will result in increased consequences; a recommendation for expulsion is possible for multiple violations.

Violent and Aggressive Behavior - board policy JICDD*

Violent and aggressive behaviors will not be tolerated. Immediate action will be taken by school officials for those participating in violent or aggressive behavior which include (but not limited to):

- | | |
|---|--------------------|
| * Possession, threat with, or use of a weapon | * Physical Assault |
| * Verbal Abuse | *Intimidation |
| *Extortion | *Sexual Harassment |
| *Discriminatory Slurs | *Stalking |
| *Vandalism | |
| *Gang Activity | |
| *Bullying | |
| *Defiance | |
| *Terrorism | |

Truancy – board policy JHB

Truancy is defined as a student being away from his or her assigned area at school without the knowledge of his or her parent/guardian or school personnel. Truancy is not tolerated and will result in disciplinary action. Highland Middle School is a closed campus; students may not leave campus for any reason once they have arrived on campus.

Sexual Harassment – board policy JBB and JBB-R

In accordance with state law sexual harassment is defined as follows (but not limited to):

1. Sexually-oriented kidding, abuse or harassment.
2. Pressure for sexual activity.
3. Repeated remarks to a person with sexual or demeaning implications.
4. Unwelcome touching such as patting, pinching, or constant brushing against another's body.
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades or similar personal concerns.

Students who believe they have been subject to sexual harassment by a peer or an adult will follow these steps:

1. Report the incident to the principal.
2. The principal will confer with the charging party within two days to obtain clear understanding of the complaint.
3. The principal will attempt to meet with the charged party within fourteen days of receiving the report in order to obtain a response.
4. On the basis of the principal's findings, the principal will attempt to resolve the matter informally through conciliation or report the incident and transfer the record to the superintendent, beginning the formal grievance process, and so notify the parties by certified mail within seven days.

After reviewing the record made by the principal, the superintendent may attempt to gather more evidence and impose sanctions deemed appropriate including a recommendation to the Board for disciplinary action within fourteen days.

Weapons in School – board policy JICI

Carrying, bringing, using, or possessing a dangerous weapon in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity without the authorization of the school or the school district is prohibited. Any item resembling a weapon that could cause bodily harm will lead to the suspension of, and possible expulsion, of a student. The principal will initiate expulsion proceedings immediately for students who violate this policy.

Expulsions – board policy JKD,JKE

A student may be expelled from the school district if deemed necessary. Any such action shall follow due process policies as adopted by the Weld RE-9 Board of Education. Suspensions or expulsions may result from engaging in the following activities (but not limited to, file JICDA):

1. Causing or attempting to cause damage to school property, or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property, or stealing or attempting to steal private property.
3. Commissions of any act, which if committed by an adult would be robbery or assault as defined by state law. Expulsion shall be mandatory in accordance with state law except for commission of an act by an elementary student, which would be third degree assault.

4. Violation of criminal law, which has an immediate effect on the school or on the general safety or welfare of students or staff.
5. Violation of district policy or building regulation.
6. Violation of the district's alcohol use/drug abuse policy. Expulsion shall be mandatory for sale of drugs or controlled substances, in accordance with state law.
7. Throwing objects that can cause bodily injury or damage property, unless part of a supervised school activity.
8. Committing extortion, coercion, or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
9. Lying or giving false information, either verbally or in writing, to a school employee.

Student Searches – board policy JIH

To maintain a climate, which is conducive to the safety and welfare of staff and students, school personnel have the authority to search the person and/or the personal property (including cell phones and other electronic devices) of any student. A search may be conducted when reasonable suspicion exists that the search will lead to the discovery of evidence of a violation of Board policy or state law. School lockers, desks, and other storage areas are school property and may be searched at any time without notice and without consent. Search of the student's person shall be limited to the student's pockets, any object in the student's possession and/or a "pat down" of the exterior of the student's clothing.

Dress Code – board policy JICA, JICF

HMS recognizes the rights of individual choice in dress and appearance. The choice is restricted on the basis of health, safety, interference with work, or if it contributes to disorder in the school or classroom. Students are expected to dress in a way that does not hinder their ability to participate and learn, or the ability of others to participate and learn while at school. Much of the dress code responsibility falls on the parent; parents are expected to ensure their children leave the house dressed in a manner they are comfortable with. Students may not wear any article of clothing that contains profanity, drug, tobacco, or alcohol references, promotes violence or civil disobedience, anything associated with gang affiliation, or any item that could cause harm to another student, or similar item, as determined by the building principal, to be disruptive to the learning environment. Bandanas or other similar type head coverings are not permitted.

Hats

Students are welcome to wear hats school before school, during lunch and recess, or after school. Hats are not allowed to be worn inside the school building during the school day. Students who choose to bring hats to school must either keep them in their backpack, secure them to their backpack, place them on a hallway hat rack, or leave them in the office. Hats may not be transported from class to class by hand.

Student Expression Rights – board policy JICED*

Student expression includes expression in any media, including but not limited to written, oral, visual, audio, and electronic media in all classroom and other school-related activities, assignments, and projects. Students shall not turn in, present, publish, or distribute expression that is disruptive to the classroom environment or to the maintenance of a safe and orderly school as follows: obscene, libelous, slanderous, defamatory, profane, vulgar, violates the rights of others to privacy, threatens violence, attacks on others, creates a hostile environment, or supports illegal acts of any kind.

STUDENT PROCEDURES

Cell Phone Policy

Highland Middle School recognizes the value of communication and acknowledges the role cell phones play in today's society. We acknowledge that many tasks and practices where the use of cell phones can enhance a student's education. Checking grades on Infinite Campus, accessing quiz programs such as Kahoot, quick research activities, and scientific calculator apps are examples of this. We also realize that cell phones can present a significant distraction that interferes with learning.

During instructional time, unless specifically directed otherwise by a teacher, students will have two options regarding the storage of their cell phones:

1st option: Students may keep their phones secured in their backpack as long as the backpack is placed in a location out of reach during the traditional classroom setting.

2nd option: Students will place their phones in the cell phone caddy storage area that can be found in each classroom. This is the preferred choice of staff.

If a student fails to meet one of the above options, and is found to be in possession of a phone during instructional time, he or she will be sent to the office and will have to turn in his or her phone for the remainder of the day and will be subject to additional consequences at the principal's discretion.

Failure to cooperatively turn in a cell phone will result in the student being sent home for a minimum of the remainder of the day. Subsequent infractions will lead to increased consequences.

Exceptions may be authorized by the principal or nurse for medical reasons. If there is an extenuating circumstances, the principal may issue a cell phone pass.

Due to student privacy concerns, student cell phones are not permitted inside of building restrooms.

Student Passports

It is the goal of HMS to keep student in the classroom and engaged in their learning. Responsible and appropriate use of the restroom during class hours is obviously supported, however, task avoidance and other behaviors used as an excuse to get out of class when requesting use of the restroom is not permitted. Unless dictated otherwise by a documented health condition, which has been identified by a physician, each student will be issued a dozen restroom passes at the beginning of each quarter. Experience has shown us that a dozen is more than enough for students who use the restroom appropriately and responsibly; it's students who use the restroom as a practice of task avoidance who tend to run out of passes.

Attendance Policy – board policy JH

Regular and prompt attendance is the responsibility of the student and the parent(s). Regular attendance is essential to maintain a good scholastic record and develop punctuality, an important personal trait. Classroom participation, discussion, and activities are a significant part of a Highland Middle School education. Please notify the school before 9:00 am if a student is going to be absent. It is the student's responsibility to see the teacher for make-up work when the student has been absent. Suitable proof, including a written statement from medical sources may be required of a student by the school to verify excused absences. The school may require a parent conference, as well. There is one day allowed for make-up work for each day of absence. 70% credit on made up assignments can be earned during unexcused absences. Please notify the office in advance of a planned absence.

In accordance with Colorado State Law, **EXCUSED ABSENCES** shall be limited to:

1. The student is ill or injured. A physician must verify extended illnesses or injuries.
2. The student received approval of the **principal** for the absence for good cause.
3. The student is participating in a school-sponsored activity.
4. The student is temporarily in the custody of court or law enforcement authorities, or is required to appear in court.
5. The student is participating in religious observances.
6. Students may be excused by parent verification up to seven times per class, per semester. Additional absences will fall under the excessive absenteeism policy.

Excessive Absenteeism

If a student is excessively absent to any class period, defined as eight or more absences in a period per semester, documentation must be received in order to excuse an absence. Students will be marked verified excessive until documentation is provided to the front office. Students who have verified excessive or unexcused absences are able to make up work for a maximum of 70% credit. Reference School Board Policy: JH

Tardiness

Being tardy is arriving to class/school after the bell rings. Tardiness may result in disciplinary actions most often handled through the folder pull policy.

Check in/out During the School Day

A check in/out sheet located in the school office must be signed if a student arrives at school after the first bell rings. **Parents/guardians must come into the office with the student, send a note, or call the school explaining why the student is late.** Otherwise, the tardy or absence will be considered unexcused. Missing the bus, getting up late, parents running late, etc. are unexcused tardies. Students will not be allowed to leave school grounds during the day unless signed out and accompanied by a parent/guardian or other authorized adult. Please notify the office if someone other than parent/guardian is picking students up. We will not allow people not authorized on the registration form to pick students up from school.

Fees – board policy JQ

Fees may be charged for textbook, expendable supplies and materials, or miscellaneous activities. Any student participating in art classes will pay a \$5.00 fee for supplies. A student participating in yearbook class will pay a \$5.00 fee. Sports fees (including Brain Bowl) are \$30 per sport (\$45 per sport for non-HMS students).

Drills

Emergency drills at regular intervals are required by law and are an important safety precaution. It is essential that when the signal is given, everyone obeys promptly and

leaves the building by the prescribed route as quickly as possible or goes to the designated area. All drill instruction sheets are posted in each room.

Emergency School Closures/Late Start

Due to bad weather conditions or other emergencies, the need may arise to cancel school for the day, have a late start for that day, or possibly close school early. For late start, school will begin at 10:20. Students are not allowed on school grounds until 10 on late-start days. The buses will run 2 hours later than normal on late start days. The following radio and television stations will broadcast closure information: **KFKA** 1310 AM, **KUAD** 99.1 FM, **TRI** 102.5, **KWGN** Channel 2, **KCNC** Channel 4, **KUSA** Channel 9

Equal Educational Opportunity - board policy JB

Every student shall have equal education opportunities regardless of race, color, creed, sex, marital status, national origin, or handicap. Our school shall treat students without discrimination on the basis of sex as pertaining to access to and participation in course offerings, athletics, counseling, employment assistance, and extracurricular activities.

Field Trips

Students take field trips throughout the year to extend learning opportunities. Parents will be notified of each field trip. Parents will sign one permission slip for the school year. Only HMS students and staff will be allowed to ride on the buses due to insurance liability. All school rules apply to field trips.

Schedules

All students will be issued a class schedule that prioritizes placing students in core academic classes appropriate for their skill level. Extensive effort is made to place students in elective classes that match their interests as well as academic needs. Schedule changes are not allowed after the first week of the semester. In the event of circumstances beyond one's control (injury etc.), instruction will be provided in the same content area through our alternative instructional course program.

High School Course Participation

On rare occasions, middle school students may participate in high school courses. This practice is only permissible as part of a student's Gifted and Talented plan if deemed appropriate by GT team. Students not qualified as GT are not permitted to participate in high school classes.

Grading – board policy IKA

Each teacher shall develop and communicate expectations for each course. The effect of absences will be clarified in the expectations. The following grading scale for the school year will be used to indicate the success of students:

A - Superior work	90-100%	B - Good work	80- 89%
C - Average work	70- 79%	D - Poor work	60- 69%
F - Failing work	0- 59%	I - Incomplete work	
S - Satisfactory work		U - Unsatisfactory work	

Scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written work will result in disciplinary action; students will receive a zero on the assignment and will not be allowed to make up the activity.

Homework

Homework is valued, expected, and an integral part of the curriculum. Homework is included in a student's overall grade.

Chromebooks

Each student at HMS will be assigned a Chromebook. Students may check out their Chromebook to take home for school purposes; a deposit of \$50 before they will be allowed to take the Chromebook home. Students will be responsible for all repair costs if their Chromebook is damaged, or replacement cost if Chromebook is lost or destroyed. Repair or replacement cost will be required to be paid in full before a second Chromebook will be assigned to a student.

Social Media

Social media is a significant concern at Highland Middle School. Student social media use is not condoned by HMS while at school; HMS administration does not have jurisdiction over social media use outside of school hours. HMS currently **does not** maintain any social media platforms. Any site using Highland Middle School in the name is maintained by a private party and the content is not vetted by HMS building or district administration.

Lunch & Breakfast Program – board policy EFC

Breakfast and lunch are free to students, however, there is a charge for ala carte items or additional meals. All adult lunches are paid meals. Parents are still encouraged to complete free and reduced meal applications as it assists the school district in other areas.

Textbooks

Each student will be issued textbooks, and they must be checked back in at the end of the school year. Fines will result if unreasonable damage or loss of books occurs. Per state law, grades and records may be withheld if books and/or fines are not received.

Parent Drop-off/Pick-up

Bus loading areas are posted with **DO NOT ENTER** or **NO PARKING – BUS LOADING** signs. Parents dropping off or picking up students should use the parent pickup/drop off loop. Due to supervision, please do not drop off until 8 AM and pick up students at 3:27. Once a student arrives on campus, he or she is not to leave campus until the end of the day. You will receive an emergency closing information request form during registration. This sheet provides information as to alternate drop off locations for students during an emergency situation. Make sure students know what to do and where to go in the event of an emergency. For safety concerns, students who do not ride the bus may not go to the bus loading area unless they are picking up siblings. Unless the student is participating in an after-school activity, the student should go directly home.

Student Phone Use

Students are not allowed to use the school telephones during school hours except in emergency situations. Forgetting homework, making after school arrangements, expressing frustration with another person, etc. are not emergencies. If it is necessary to change plans during the day, please call the school office and the staff will notify your student(s). We strongly request you phone BEFORE 1:00 p.m., otherwise we cannot guarantee that your child will be notified. Please note: We WILL NOT pull students from class to take a phone call.

Transportation – board policy JICC, EEAEF*-E

All students are assigned to specific bus routes and attendance records are maintained on each bus to account for riders. Signed notes to the bus driver from parents are required for students to board buses other than their assigned bus, or for students to be dropped off at alternate sites. This allows for driver accountability of all students. A student's special request may be denied if the student cannot present a signed note from a parent/guardian. Appropriate behavior is expected on all buses. Failure to follow rules will result in suspension and/or withdrawal of riding privileges.

AUDIO/VIDEO CAMERAS MAY BE USED ON SCHOOL VEHICLES TRANSPORTING STUDENTS TO AND FROM SCHOOL OR EXTRA-CURRICULAR ACTIVITIES FOR THE SAFETY AND SECURITY OF STUDENTS AND STAFF.

Visitors/Volunteers – board policy KI

Parents/guardians are welcome to visit; as a courtesy, we ask all potential visitors to notify the office in advance of your visit 24 hours before you wish to visit. Please check in at the office when you arrive. You will receive a volunteer's/visitor's badge that will be worn throughout your visit. Please return the badge when you leave the school. If a class is having tests, we may ask that you visit at a different time. Students are not to bring friends from other schools. This also includes brothers and sisters.

Withdrawal/Transfer Procedures

1. At least 3 days prior to checkout, a parent must call or send a note to the school stating when the student's last day of school will be.
2. Student and/or parent obtain check out form from the office.
3. The form is to be completed by the student's teachers.
4. Return all textbooks to appropriate teachers.
5. Return all library books.
6. Pay all library fines and lunch charges.
7. All sports equipment, rented musical equipment, etc., must be returned. Parents will be charged for unreturned equipment. Records will be withheld until charges are paid.
8. Take completed form to the office for final approval. Your future school will request school records from HMS.

Eligibility

Students must be academically eligible to participate in all extra-curricular activities and many school-sponsored trips or activities. Specific extra-curricular eligibility guidelines can be found at the end of this document; requirements for trips and in-house activities will be determined on a case-by-case basis and communicated in advance.

Health Services

Nursing – The nurse's office serves as a temporary facility for students who become ill during the school day. Students should obtain a pass from classroom teachers before reporting to the nurse's office. Students may be sent home when a parent/guardian has been notified, and arrangements made for their care.

Injuries – If a student is injured while participating in any school activity, he or she should notify the instructor immediately. Necessary first aid will be administered, and the nurse notified. Parents will be contacted in regard to further medical treatment.

Highland Schools are not liable for doctor and hospital bills resulting from accidents of any kind.

Guidance Services

Guidance and counseling services are available for every student. The services include assistance with career/educational planning; interpretation of test scores; academic tutoring; affective educational programs; help with home, school, and social concerns, and any questions the student feels he/she needs to discuss. Referrals to outside agencies are also available.

Immunizations – board policy JLCB

COLORADO IMMUNIZATION LAW REQUIRES THAT ALL STUDENTS MUST PROVIDE PROOF OF IMMUNIZATIONS IN ORDER TO ATTEND PUBLIC SCHOOL. Students may not register unless a record is presented. If immunizations are not completely up to date, students have 14 calendar days to comply with the law. Students may not attend Highland Schools unless proof of immunization is presented. All students entering the 6th grade are required to have one dose of TDAP in addition to the other immunizations required to enter Colorado Public Schools.

Insurance

Student insurance is offered to all students on a voluntary basis through a third-party provider. Insurance information is available in the main office or on the school website.

Medications - JLCD

The following rules apply according to state law:

1. If a student needs to take medication during school hours the school must be provided with a signed doctor's order and a parent or guardian signature giving permission. This includes BOTH prescription and over-the-counter medication. Permission for Medication forms are available from the school.
2. Medication to be taken at school must be provided in the original container with the labeling intact and in date; the student's name must be on the container. Prescriptions must include prescription labeling.
3. All medicine must be kept in a locked cupboard or locked refrigerator in the nurse's office. No medications may be kept in the classroom or in student's locker, pockets, backpacks, or purses.
4. It is the student's responsibility to go to the nurse's office to take the medication at the appropriate time.

OTHER EDUCATIONAL OPPORTUNITIES

Instrumental Music

Instrumental music classes are offered to students. The school has a limited number of instruments for student use. A \$50 damage deposit will be required prior to an instrument being checked out to a student. This deposit is fully refundable if the instrument is returned in good working condition. For many, renting an instrument may be a better option. Rental information will be sent home at the beginning of the school year.

Sports

HMS offers the following sports to 7th and 8th grade students: Football, volleyball, boys basketball, girls basketball, wrestling, track, and cheerleading. Sixth grade students may participate in wrestling and brain bowl. Students must receive a clearance card from the principal or athletic director in order to participate in any school sports. The following must be submitted to the office in order to be eligible for a clearance card:

1. A current physical form completed by a doctor and the parents (forms are available in the office).
2. Proof of insurance. Parental insurance, a government sponsored plan, or school offered insurance is acceptable. (School insurance forms are available in the office.)
3. Sports fee paid (\$30 per sport with a family maximum of \$200 or \$45 per sport with a family maximum of \$300 for non-Highland Middle School students). Students may receive a restricted participation clearance card from the principal or athletic director if items 1 & 2 have been submitted, but fee not paid. The restricted clearance will allow the student to practice, but not participate in contests. Waiver of fees request must be made to the principal or athletic director; students must qualify for free/reduced lunch in order to receive a fee waiver.

Additional Athletic Participation Requirements

In order to participate a student must attend half of his or her scheduled classes on the day of an activity (game, contest or practice) unless the principal or athletic director has made prior arrangements and approval. Student must be academically eligible to participate. Students who quit or are dropped from a sport after the tenth calendar day following the beginning of the sport's practice will forfeit their sports fee.

Sources of Strength

Sources of Strength (SOS) is a representative body of the school student population. SOS peer leaders are connectors by spreading help, hope, and strength to all students, holding assemblies and planning special events.

Student Distribution of Non-Curricular Materials – board policy JICEC*

Students wishing to distribute non-curricular printed materials on school property or in conjunction with a school activity must obtain permission from the principal a minimum of one day in advance.

Board of Education Policies

The following policies are recommended policies for parents and/or students. These policies provide students and parents of what they can expect when certain circumstances arise during the school year. These policies may be found in their entirety on our school web site, www.weldre9.org under District Office>Board of Education>Policies. A summary of board policies is available at your student's school office.

File: AC Nondiscrimination/Equal Opportunity

File: AC-R Nondiscrimination/Equal Opportunity (Complaint and Compliance Process)

File: AC-E Non Discrimination/Equal Opportunity

In Compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, Weld Re-9 does not lawfully discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed. Age, marital status, sexual orientation, genetic information, disability or need for special education services in admissions, access to, treatment, or employment in educational programs or activities which it operates. The Weld RE9 compliance officer is Superintendent Rob Ring, who may be reached at (970)834-1345.

Complaint procedures have been established for students, parents, employees and members of the public. The following person has been identified as the compliance officer for the district.

Superintendent of Schools / 210 W. 1st Street Ault, Colorado 80610

File: ACE Nondiscrimination on the Basis of Handicap/Disability

File: ACE-E Nondiscrimination on the Basis of Handicap/Disability (AND COMPLAINT PROCESS)

File: ACE-E Nondiscrimination on the Basis of Handicap/Disability

File: ADC Tobacco-Free Schools

File: EBCE School Closings and Cancellations

File: EEAG Student Transportation in Private Vehicles

File: EFC Free and Reduced-Price Food Services

File: IC/ICA School Year/School Calendar/Instruction time

File: IHCDA Postsecondary Options/Concurrent Enrollment

File: IHCDA-R Postsecondary Options/Concurrent Enrollment

File: JB Equal Educational Opportunities

File: JBA (also ACA) Nondiscrimination on the Basis of Sex (Compliance with Title IX)

File: JBA-E Nondiscrimination on the Basis of Sex (Compliance with Title IX)

File: JBB Sexual Harassment

File: JEA Compulsory Attendance Ages

File: JFAB Continuing Enrollment of Students Who Become Nonresidents

File: JFC Student Withdrawal from School/Dropouts

File: JFC-R Student Withdrawal from School/Dropouts

File: JH Student Absences and Excuses

FILE: JHB Truancy

File: JIC Student Conduct

File: JICA Student Dress Code

File: JICC Student Conduct on Buses

File: JICC-R (also EEAEC-R) Student Conduct on School Buses

File: JICDA Code of Conduct
 File: JICDD* Violent and Aggressive Behavior
 File: JICDE* Bullying Prevention and Education
 File: JICEA School-Related Student Publications
 File: JICEA-R School-Related Student Publications
 File: JICEC* Student Distribution of Non-Curricular Materials
 File: JICEC*-R Student Distribution of Non-curricular Materials
 File: JICF Secret Societies/Gang Activity
 File: JICF-R Secret Societies/Gang Activity
 File: JICH Drug and Alcohol Use by Students
 File: JICI Weapons in School
 File: JIH Student Interrogations, Searches and Arrests
 File: JIHB Parking Lot Searches
 File: JII Student Concerns, Complaints and Grievances
 File: JII-R Student Concerns, Complaints and Grievances (and grievance procedure)
 File: JJA Student Organizations (Secondary Schools)
 File: JJJ Extracurricular Activity Eligibility
 FILE: JJJ-R Extracurricular Activity Eligibility
 File: JK Student Discipline
 File: JK-R Student Discipline
 File: JK*-2 Discipline of Students with Disabilities
 File: JKA Use of Physical Intervention
 File: JKA-R Use of Physical Intervention
 File: JKBA Disciplinary Removal from Classroom
 File: JKBA*-R Disciplinary Removal from Classroom
 File: JKD/JKE Suspension/Expulsion of Students
 File: JKD/JKE Suspension/Expulsion of Students
 File: JLC Student Health Services and Records
 File: JLCB Immunization of Students
 File: JLCB-R Immunization of Students
 File: JLCD Administering Medicines to Students
 File: JLCE First Aid and Emergency Medical Care
 File: JLDAC Screening/Testing of Students (And Treatment of Mental Disorders)
 File: JLF Reporting Child Abuse/Child Protection
 File: JLIB Student Dismissal Precautions
 File: JQ Student Fees, Fines and Charges
 File: JRCA* Sharing of Student Records/Information between School District and State Agencies
 File: JRA/JRC Student Records/Release of Information on Students
 File: JRA/JRC-R Student Records/Release of Information on Students
 File: JRA/JRC-E-1 Student Records/Release of Information on Students (Notification to Parents and Students of Rights Concerning Student School Records)
 File: JS* Student Use of the Internet and Electronic Communications
 File: JS requires parent and student signatures for student use of internet, posting of pictures of student on our web site and student use of g-mail accounts associated with Weld Re-9 School District
 File: KBBA Custodial and Noncustodial Parent Rights and Responsibilities
 File: KEF* Public Concerns/Complaints about Teaching Methods, Activities or Presentations
 File: KI Visitors to Schools

Appendix

- Highland Middle School Curriculum Overview
- Advanced Language Arts Qualification Criteria
- Athletic Eligibility
- Folder Pull Behavior Progressive Behavior Management Overview

Highland Middle School Curriculum Overview

Required Core Courses:

- Math
- English Language Arts
- Science
- Social Studies

Course offerings:

- Math:
 - Basic Math
 - Core Concepts I
 - Core Concepts II
 - Core Concepts III
 - Algebra
 - Geometry
- English Language Arts
 - Basic LA I
 - Basic LA II
 - LA 6
 - LA 7
 - LA 8
 - Modern LA
 - Advanced LA
- Science
 - Science 6
 - Science 7
 - Science 8
- Social Studies
 - Social Studies 6
 - Social Studies 7
 - Social Studies 8

Required core classes are year-long courses. Math and English Language Arts classes meet daily; science and social studies meet every-other day.

Elective Courses:

- PE (Semester Course)
- STEM Technology (Sem Course)
- STEM Engineering (Sem Course)
- STEM Explorations (Sem Course)
- Art (Sem Course)
- STEAM (Sem Course)
- Band (Year-Long Course)
- Fitness (Semester Course)

Students will take a total of four elective courses over the course of the year. Band counts as 2 courses since it is a year-long course, so students in band will only have three different elective courses.

Elective courses meet every-other day.

Advisory:

Advisory is an important time during the school day that meets every-other day for approximately the last hour of the day.

In advisory, students perform grade checks, have one-on-one conferences with their advisors, complete Social-Emotional lessons, and have individual reading time in order to create a sense of community and unity amongst the students.

Toggles

Toggles are an essential component of the curriculum at HMS that allow us to offer courses and meet standards that don't fit well into core courses. They are connectors that allow students to gain access to more knowledge and to become more aware of the different opportunities in the real world.

With the exception of choir and yearbook, toggles are quarter-long courses. There are both required and elective toggle courses. Toggles are every other day on White Days.

Beginning Fall 2020, all toggle courses will be graded identically to core and elective classes. Toggle grades will apply items such as GPA, eligibility, performance-based qualifications.

Required Toggles:

- 6th Grade: Technology
- 7th Grade: Health
- 8th Grade: Personal Finance

Elective Toggles:

- Adulting 101
- Astronomy
- Arts and Crafts
- Book vs Movie
- Brain Bowl
- Choir
- Computer Science
- Dumbledorks
- Graphic Design
- Graphic Novels
- Guitar
- Lego Robotics
- Performing Arts
- Sports Journalism
- Wilderness Survival
- Yearbook (8th Grade, 3 quarters, application required)

The advanced language arts course offered to seventh and eighth grade students at Highland Middle School follows a curriculum from The College Board. The course is very rigorous and the work load is extensive. Multiple hours outside of class each week are required to be successful in this course. The course is designed to challenge all students; students will experience frustration and must possess the maturity to persevere.

Criteria to be considered for the course:

1. Perform at or above the 85th percentile on at least two of previous three Maps reading assessments OR Perform at or above the 80th percentile on at least two of previous three Maps reading assessments and have the recommendation of prior language arts teacher.
2. Have earned an A or B in language arts course each quarter the previous year.
3. Commit to, participate in, and complete all summer reading activities prior to beginning of school year.
4. Signed parent permission form acknowledging the anticipated rigor of the course along with making a full year commitment to the course.

By selecting this course, the student and parent are committing to a full year of advanced language arts. Students will not be allowed to switch to a general education language arts course once the school year has begun. Only students serious about the time commitment and large workload should select this course.

STUDENT ACTIVITIES POLICY ***2024-2025***

Weld County School District RE-9
Highland Middle School

Administrators

Rob Ring - Superintendent
Clay Naughton - Principal
Kolin Harbecke - Athletic Director



PHILOSOPHY

Weld County School District RE-9 believes that a dynamic program of student activities is vital to the educational development of the student. Athletics and activities play an important part in the life of RE-9 students. Young people learn a great deal from participation. Lessons in sportsmanship, teamwork, competition, and how to win and lose gracefully are an integral part of each team in our athletic program. Activities play an important part in helping the individual student develop a healthy self-concept as well as a healthy body. Athletic competition and activities add to our school spirit and help all students, spectators, and participants develop pride in their school.

The activity program should always be in conformity with the general policies of the school district. At no time should the program place the total educational curriculum secondary in emphasis: the program should constantly strive for the development of well-rounded individuals, capable of taking their places in society.

Weld County School District RE-9 offers a wholesome activity program available to all of its students. Participation means being part of the team; it does not

guarantee playing time in games or contests. That decision is made solely by the coaching staff involved. It will be up to the discretion of each coach to develop and enforce policies regarding their expectations for attendance, discipline, lettering, and cutting.

GOALS

- To realize the value of participation without overemphasizing the importance of winning or excelling. Stressing the importance of contributing to a team or a groups' success rather than to individual glory.
- To develop and improve positive citizenship traits among the program's participants.
- To provide a positive image of middle school athletics and activities.
- To strive for playing excellence that will produce winning teams within the bounds of good sportsmanship and mental health of the student athlete.
- To provide opportunities for students to cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. Athletics and activities should provide adequate and natural opportunities for:
 - Physical, mental, and emotional growth and development.
 - Acquisition and development of special skills in activities of each student's choice.
 - Team play with the development of such commitments as loyalty, cooperation, fair play, and other desirable social traits.
 - Worthy use of leisure time in later life, either as a participant or spectator.
 - Participation by the most skilled that will enable these individuals to expand possibilities for future vocational pursuits.
- To provide a superior program of student activities that includes appropriate activities for every student.
- To create a desire to succeed and excel.
- To develop high ideals of fairness in all human relationships.
- To practice self-discipline and emotional maturity in learning to make decisions under pressure.
- To be socially competent and operate within a set of rules, thus gaining a respect for the rights of others.
- To develop an understanding of the values of activities in a balanced educational process.
- To develop an understanding that participation in athletics and activities is a privilege, not a right; that the value of the team (the whole) supersedes that of the individual.

PARTICIPANTS RESPONSIBILITIES:

In order to participate in any activity the following items must be on file in the athletic office: A current physical, a signed parent permission form, proof of health insurance, a signed copy of the code of conduct, and the applicable sports fee.

Academic Eligibility:

All student athletes are expected to maintain a certain level of academic achievement throughout their season. If their grades fall below this expectation, there are interventions that will be enforced until these expectations are once again achieved. Weekly academic eligibility reports will be generated throughout each athletic season, and students who have not met the academic requirements will be noted on these reports.

Expectations:

At Highland, we feel that student athletes should not be earning an “F” at any time during their season. If an “F” is noted on the academic eligibility report, interventions will be offered for this student athlete. With these interventions, Highland hopes to help the student in the content area he/she may be struggling with, and obtain a passing grade in their class.

The Process:

- Academic eligibility reports will be run every Friday throughout the school year, with exceptions of Thanksgiving Break, Winter Break, and Spring Break.
- Coaches will be notified of any student athlete that is ineligible or is threatening to become ineligible.
- Coaches will let any student athlete on their team know if they are ineligible for the following week.

Definition:

- Ineligible - Any athlete that receives an “F” for THREE CONSECUTIVE WEEKS IN THE SAME CLASS.
 - When “ineligible,” the athlete will not be allowed to participate in any contests for the ENTIRE week they are deemed ineligible (Monday – Sunday).

Academic eligibility is put into play for one simple reason, to help our student athletes at Highland succeed in the classroom as well as in their athletics. If you have any questions or concerns about academic eligibility, please contact the Highland Athletic Department.

***This eligibility procedure will apply to ALL activities at Highland High School. The only exceptions are band, jazz band, and choir students who must perform as a part of the musical experience for a grade. The band and music instructor will use his or her own discretion in determining application of this procedure.

SPORTS FEES

Sports fees for the 2024 - 2025 school year are as follows:

1. All High School Sports - \$80
2. All Middle School Sports - \$50
3. Any student that is documented as a free/reduced lunch recipient does not have to pay a sports fee.
4. Any student that participates in 2 different sports at Highland throughout the school year, can participate in any remaining sports for **FREE** until the end of the year.

Sports fees must be paid prior to any athlete participating in any contest.

PHYSICAL EXAM

1. Signed by a medical doctor licensed to practice medicine by the State of Colorado
2. Current within the last calendar year
3. On file in the activities office

PARENT PERMISSION

Your parent or legal guardian must sign a form acknowledging the risk involved with participation in interscholastic athletics and granting permission for you to participate.

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INSURANCE

Highland Middle School requires each interscholastic sport participant to have proof of insurance coverage on file in the athletic office. School District RE-9 does not cover students for injury expenses. Insurance coverage is available from an independent carrier. You may obtain forms for such insurance from the school secretary. The cost of such coverage is the responsibility of the parent/guardian.

EQUIPMENT

The athlete is responsible for the equipment, uniform, lock, and other items issued to him/her. The athlete will be given a secure place to store this equipment. All issued items must be returned clean and in good condition at the end of the season and prior to the first day of the following season. If not, the athlete is responsible and must pay for their replacement. Normal wear due to activity is excluded. An athlete must be cleared from one sport before they will be allowed to join a team of another sport.

PRACTICE SESSIONS

- The athlete is required to attend all practice sessions, meetings, and games unless excused by a member of the coaching staff. It is the athlete's responsibility to contact the coach about the excuse before the missed practice, meeting, or game except in the case of an emergency. The coaching staff reserves the right to decide what is excused and what is not. If the athlete does not contact the staff prior to the missed activity, it is up to the discretion of the individual coach to initiate the appropriate penalty. The coach's policy on attendance will be made clear to all participants at the preseason meeting with parents and players.
- Apparel worn during practice or when representing Highland Middle School shall not advertise controlled substances (alcohol, illegal drugs, tobacco, etc.) and shall be indicative of the standards set by the individual coach.

SQUAD/TEAM SELECTION

It is the intent of our co-curricular athletic programs to encourage student participation. However, it should also be understood that participation on an athletic team at Highland Middle School is a privilege, not a right. With this idea in mind, Highland Middle School strives to build competitive teams that place an emphasis on earned success, character development, teamwork, and healthy lifestyle choices. In our attempt to build the most competitive teams possible, coaches will not be able to place every individual who wishes to participate on a team. It is important for both the student athlete and family to know and understand there is a real possibility the student athlete will be cut from the team. Each student will be given at least three (3) days of practice prior to being cut. While we believe players can gain valuable experience outside of the Highland Athletic Program, previous participation on a "select team", club program, another middle school program, or at Highland does not guarantee any player a spot on a school team. Prior to being allowed to try out, all necessary athletic paperwork and fees must be turned in to the office. Families will be reimbursed for athletic fees paid if the student athlete is cut from the program.

It is suggested that tryouts be closed to parents and spectators. Each candidate that is not selected shall be personally informed of the cut by the coach along with the reasons for the action. Cut lists will not be posted or be done in public.

In order to make a varsity team, a player must be both outstanding and play a position of team need. Underclass student-athletes possessing these qualities will have the same opportunity to make a team as the senior does. Starting

positions and playing time are not guaranteed to any individual making a team, seniors included.

By being a member of a team, regardless of time spent actually competing, an individual has the opportunity to learn many of the lessons previously mentioned. Being a member of a team can occur in many ways and it is important to understand some members may play a great deal while others may not. Each member of a team is valuable to the team's overall success.

WITHDRAWING FROM A SPORT ACTIVITY

- Voluntary (athletes choice)
 - The athlete must meet with and make reasons known to the head coach.
 - All athletic equipment must be returned and financial obligations cleared.
 - Once the official start of practice begins, student athletes will not be allowed to quit one sport to participate in another school sponsored sport (including open gyms) until the original sport season is finished.
 - Sports fees are not reimbursable.

- Involuntary (coaches decision) If a student is a detriment to the team, he or she may be removed at the coach's discretion. This may be the result of, but not limited to the following:
 - Poor attitude
 - Tardy or missing practices
 - Poor work habits during practice and/or contests
 - Violation of team training rules
 - Violation of this activity policy or of CHSAA rules

Prior to an athlete being dropped from the team, the coach will have a meeting with the individual to discuss the problems that are occurring. If the problems persist, the coach will have a meeting including the appropriate coaching staff, the parent/guardian, and the student athlete. If the problems are still occurring, that student may be kicked off the team. The parent/guardian shall be notified of the student athlete being kicked off of the team.

If an athlete is dropped:

- The student athlete will not be allowed to play in another sport during that sport season.
- If dropped as a result of violating a team training rule, a letter of explanation will be sent to the parent/guardian and placed in the athlete's participation file in the athletic office. (Such action may affect future participation)
- The sports fee will not be reimbursed.

CODE OF CONDUCT: *Coaches, Fans, Parents, Athletes*

Extra-Curricular activities are an extension of the classroom and a valuable part of the educational experience. As a result of this, it is the expectation of everyone associated with the activity to display behavior and attitudes that will represent Highland Middle School in a positive manner.

Individuals participating in the interscholastic athletic program at Highland Middle School are highly visible to the student body, the community and to the communities in which we compete. The opportunity of participation carries the responsibility of adherence to a code of conduct which reflects the role model status of athletes and which will bring credit to the athlete and to Highland Middle School.

The following paragraphs relate to specific actions or behaviors designating the disciplinary action to be invoked. Actions not specifically covered but clearly contrary to expected behavior are subject to review by the head coach, athletic director, and principal; their decisions are binding.

- School Suspension—Students who are suspended from school are prohibited from participation in sports or activities during the length of suspension.
- Theft, Vandalism, and Destruction of Property—Participants involved either directly or as an accomplice shall receive a one-game suspension. (Subsequent involvement is subject to review by the Athletic Council made up of the Head Coach, the Athletic Director, and the Principal)
- Substance Abuse—Throughout the school year, regardless of the quantity, a student will not:
 - Use or consume, have in possession, sell or give away a beverage containing alcohol.
 - Use or consume, have in possession, sell or give away a product containing tobacco.
 - Use or consume, have in possession, sell or give away marijuana, or any controlled substance. It is not a violation for a student to be in-possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

First Violation

After confirmation of the first violation, the student will be suspended from all activities for 20% of the regularly scheduled contests. If the full suspension is not completed, the remaining days will be applied to the next sport in which the student is involved. Suspensions will be applied to postseason contests as well as regular season contests.

- Example 1: A football player would be suspended for 2 games (9 regular season contests X 20% = 1.8 contests. This number will be rounded to the nearest whole number.
- Example 2: A volleyball, basketball, or baseball player would be suspended for 4 games (19 regular season contests X 20% = 3.8 contests. The number will be rounded to the nearest whole number.
- If the violation occurs at a school sponsored event, the suspension could be different. The length of the suspension will be at the discretion of the coach, athletic director, and the principal.

Second Violation

After confirmation of the second violation (during one school year), the student will be suspended from all activities for 50% of the regularly scheduled contests. If the full suspension is not completed, the remaining days will be applied to the next sport in which the student is involved. Suspensions will be applied to postseason contests as well as regular season contests.

Third Violation

After the third confirmation of a violation, the student will be suspended from all activities for one calendar year.

Student-athletes will be granted a one time self-reporting reduction in the length of their suspension from athletic contests. First time offenders would receive a suspension of 10% of the regularly scheduled contests if they self-report their violation. Self-reporting is defined as reporting the violation to school administration prior to being questioned about a potential violation of the code of conduct. Student-athletes will only be able to receive the self-reporting reduction one time during their middle school career.

CONDUCT AND TRAINING CODES

- Athletes and participants, as well as parents and coaches, are expected to conduct themselves in a commendable manner at all times in the school, the classroom, during athletic contests, and toward opponents, officials, and spectators. The use of profane language is not acceptable and will not be tolerated.
- Student athletes are **expected** to attend **ALL classes** in order to be able to attend practices or athletic contests. If you are too sick to go to school, you are too sick to attend a game or practice. If a parent chooses to opt their student out of state testing, they are still required to attend all of their classes during testing days.
- **Athletes whose absences that are determined unverified, verified excessive, cut, or truant may not participate in the next practice or game.**
- **Athletes with excessive tardies will have to report to a mandatory lunch detention as directed by administration.**
 - **Excessive tardiness is defined as more than 5 tardies / semester.**
 - **If the athlete does not attend the full mandatory detention, they will not be eligible for the next practice or game.**
- Highland High School has a weekly eligibility list of all students filed in the main office, counseling office, principal's office, and distributed to classroom teachers and coaches. Students must meet both CHSAA and HHS eligibility requirements in order to compete during the following week's eligibility period.
- Once official practice starts, as defined by CHSAA, no student will be allowed to quit a sport and participate in another sport during the same season.
- Athletes must travel to and from contests in transportation provided by the school. The only exceptions are as follows:
 - Injury to a participant which would require alternate transportation.
 - Prior written arrangement between the participant's parent/guardian and the coach for the student to ride with the

- parent/guardian. The coach may require the team to remain together both to and from games or contest.
- Coaches may only release student-athletes to their parent/guardian following any contest. Any exception must be cleared through the athletic office prior to the contest date.
 - Dress code for game days—each head coach is responsible for each athlete adhering to the appropriate dress code as listed in the student handbook. Acceptable appearance, reflecting good taste and judgment, includes not only proper selection and wearing of clothing but also personal grooming. (Some coaches may require a dress shirt and tie or dress clothes on game day.)

COACHES RESPONSIBILITIES

It is the responsibility of the Athletic Director to make coaches aware of the expectations of the school district and to ensure that those expectations are met for the betterment of Highland Middle School's Activity Program.

“Folder Pull” Progressive Behavior Management System
(for “minor” violations of the code of conduct)

Pull #	Consequence	Communication Requirement
Pull #1	Student warning	Parent/guardian notification optional at teacher discretion.
Pull #2	45 minutes of detention	Parent/guardian notification (phone call or email) mandatory.
Pull #3	120 minutes of detention	Parent/guardian notification (phone call or email) mandatory.
Pull #4	3 additional days of lunch detention as well as classroom removal until a parent meeting is held with Mr. Juarez (or five class periods if parents choose not to meet). Summary of behavior documented in Infinite Campus at this point as discipline referral.	Parent/guardian will be contacted by Mr. Juarez; a parent/guardian conference will be requested.
Pull #5	Classroom removal and alternative placement for the remainder of the semester. Behavior documented in Infinite Campus as discipline referral.	Parent/guardian notification by the building principal.
Additional	Suspension will be mandatory if a student receives a discipline referral while in an alternative instructional setting.	Parent/guardian will be notified of suspension by principal.