

HIGHLAND MIDDLE SCHOOL

HOME OF THE SCOTTIES

17000 Summitview Rd.

Cowiche, WA 98923

(509) 678-8870 <https://hms.highland.wednet.edu/>



HIGHLAND MIDDLE SCHOOL STAFF

Office Staff

Mr. Strother – Principal

Mr. Borland – Dean of Students & HS Athletic Director

Mr. Fitzpatrick – MS Athletic Director

Mr. Araujo – Counselor

Mrs. Diaz – Secretary

Mrs. Connolly – Guidance Secretary

Student Services Office:

Mrs. Schultz – Dir. of Student Success

Mrs. Thompson – McKinny Vento/Migr.

Mrs. Sund – Director of Special Ed.

Mrs. Garcia – Secretary

Mrs. Lenz – Director of Federal Prog.

Mrs. Valdez – State/Fed. Prog. Supp.

Teachers

Ms. Church

Mr. Fitzpatrick

Mrs. Jacobson

Ms. McKee

Mrs. McKimmy

Ms. Nation

Mrs. Newland

Ms. Pottratz

Ms. Ritchie

Mr. Straehle

Mrs. Vachon

Mr. Zurcher

Food Services Staff

Mrs. Milburn, Director

Mrs. Dorantes

Mrs. Dow

Mrs. Esparza

Mrs. Peters

Support Staff

Mrs. Gamez

Mrs. Farias

Mrs. Vopat-Steiner

Custodians

Ms. Rossow

Mr. Silva

Highland Coalition Coor.

Deisy Rodriguez

Student Assistance Prof.

Olga Bautista

Mental Health Counselor

Taylor Gettman

REGULAR Schedule (M, T, F)

Scottie Time 9:00 – 9:30

Period 1 9:34 – 10:25

Period 2 10:29 – 11:20

Period 3 11:24 – 12:15

Lunch 12:15 – 12:45

Period 4 12:49 – 1:40

Period 5 1:44 – 2:35

Period 6 2:39 – 3:30

LATE START Schedule

Scottie Time 10:00 – 10:30

Period 1 10:34 – 11:15

Period 2 11:19 – 12:00

Period 3 12:04 – 12:45

Lunch 12:45 – 1:15

Period 4 1:19 – 2:00

Period 5 2:04 – 2:45

Period 6 2:49 – 3:30

EARLY RELEASE Schedule

Period 1 9:00 – 9:26

Period 2 9:30 – 9:56

Period 3 10:00 – 10:26

Period 4 10:30 – 10:56

Lunch 10:56 – 11:26

Period 5 11:30 – 11:56

Period 6 12:00 – 12:25

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

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

Student Services & Programs

Academic Success Classes

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

Assemblies

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

Athletics, Academic Teams and School Activities

Highland Middle School is a member of the Mid Valley League and Gold League. Interscholastic athletics are offered for 6th, 7th & 8th graders in the following sports: football (7th/8th Only), soccer, volleyball, cross country, basketball, wrestling, baseball, track, band, & academic contests.

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

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

Breakfast/Lunch Programs

All students at Highland Middle School will eat breakfast and lunch free of charge under guidance from the Office of Superintendent of Public Instruction (OSPI) and in conjunction with the District's decision to obtain the Community Eligibility Provision (CEP) status for the upcoming school years. However, the **Family Income Survey**, previously known as Free/Reduced Meal Application, is needed in order to calculate the percentage of students that would have received free or reduced-cost meals under the old system. Please contact the HMS office to complete this form.

Breakfast After the Bell: Highland Middle School offers breakfast after the beginning of the school day and allows students to be late to class or to eat in the classroom without repercussions (RCW 28A.235.210).

Class Schedule Change

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

Field Trips

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

Fundraisers

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

Illness/Injury at School

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

Internet and Network Use

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

The following is not permitted on any school owned technology:

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

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

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

Medications at School: Our policy requires you to supply written, current (unexpired) instructions from a physician or dentist as well as completing and signing an "Administration of Oral Medications at School" form. The forms are kept in the school office. Medications MUST be in the original container; the label must include the student's name, physician's name, and the drug name and dosage. We define medications to mean all medication, whether prescription or "over the counter" drugs (aspirin, cough syrup, eye drops, etc.).

Promotion

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

Reporting of Grades

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

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

School Closure or Delay

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

Student Led Conferences

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

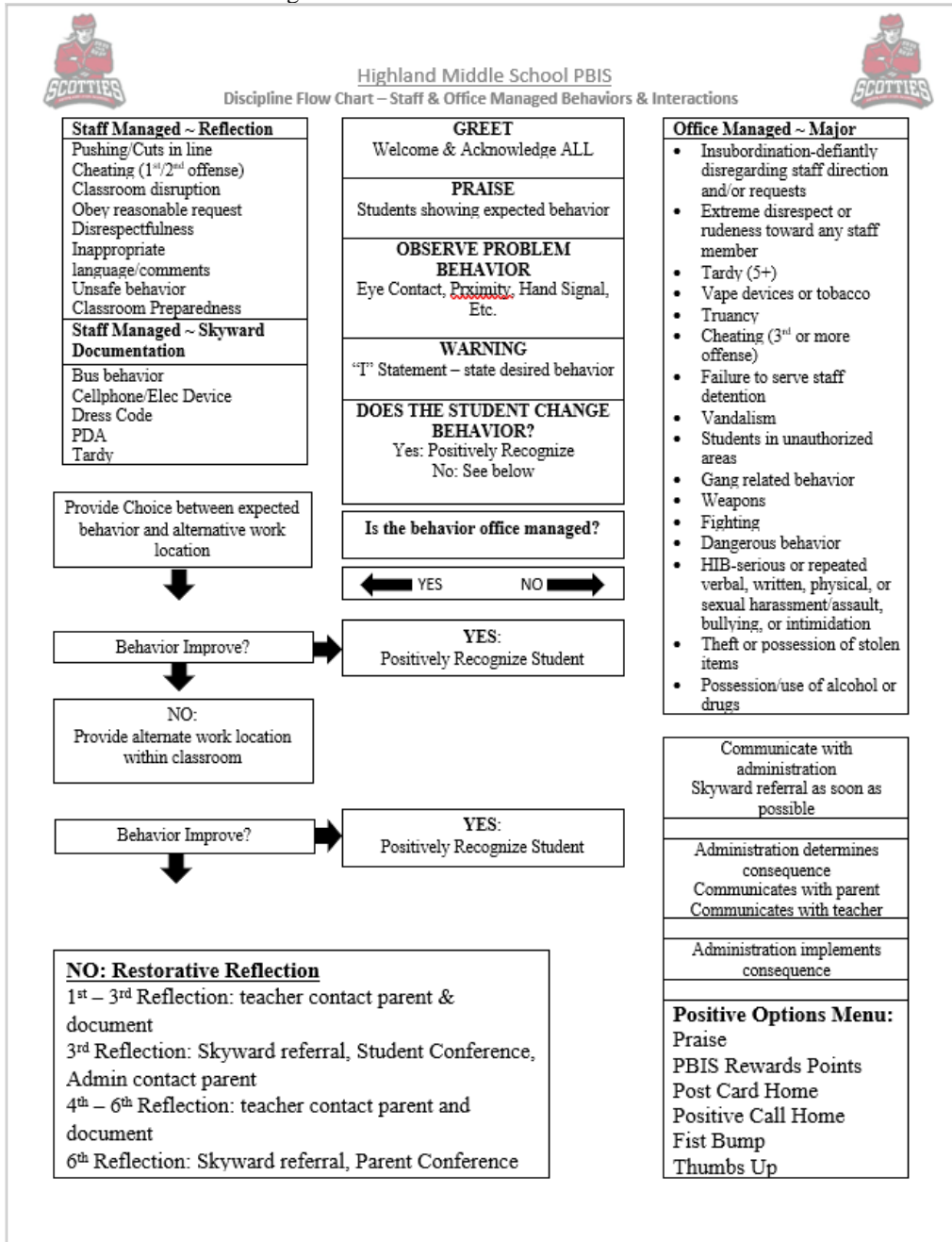
Student Expectations

STUDENT DISCIPLINE

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

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

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



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

If student behavior does not change after desired interactions with staff occur, the teacher directs student to complete a Restorative Reflection and communicates with parent. After three reflections in any class, a conference with the student and

staff will take place and parents will be contacted. Reflections are monitored by staff in an effort to support student success. After six reflections, a conference will be scheduled with parents and a tier two request for assistance form will be initiated.

ATTENDANCE POLICY

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

Notification of Absences

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

Excused Absences

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

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

Required Conference for Excused Absences

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

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

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

Unexcused Absences

A student absence is unexcused if:

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

Required Conference for Unexcused Absences

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

Check In / Check Out Procedures

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

Truancy

Truancy occurs when a student does not attend class without appropriate permission. A student who chooses not to attend a scheduled class may receive In School Suspension for 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 the first ten (10) minutes of a class period.

- 1) Upon the **third** tardy in any period, the student will receive a Skyward Referral, parent communication, and possible detention from the teacher.
- 2) Upon the **fourth** tardy in any period, the student will receive a Skyward Referral, parent communication, and possible detention from the teacher.
- 3) Upon the **fifth** tardy in any period, the student will receive a Skyward Referral from the teacher and a detention from administration. A student accumulating **five** or more tardies in a single class period during a semester is considered excessive.
 - a. Disciplinary consequences for **fifth** through **ninth** tardy result in 30-minute detention provided by administration.
 - b. Administration may 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.
- 4) Upon the **tenth** Tardy in any period, the student will receive a Skyward Referral from the teacher, Administration may provide incremental consequences and will schedule a conference with parent/guardian to enter an agreement so the student is able to eliminate or reduce his/her tardiness.

Breakfast & Lunch Behavior Expectations

Help make our cafeteria a clean and enjoyable place:

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

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

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

Identification Cards

ID Cards and lanyards will be distributed to each student and staff member and the ID will be required to be displayed on their person at all times. The ID card is required by state law for food service. Additionally, the ID card identifies all individuals within our school and is a security measure taken to ensure safety. Students will be required to have their ID card to leave class. Students without their ID card must also wait at the end of food lines. If the ID card is lost, the student may use PBIS points or pay \$5 for a new one.

Make Up & Late Work

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

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

School Campus

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

MINOR OFFENSES – STAFF MANAGED DISCIPLINE

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

Bus Rules

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

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

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

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

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

3rd Offense: parent meeting and 3-day bus suspension; 4th Offense: parent meeting and 5-day bus suspension

Cell Phones and Electronic Device Use in School

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

learning. If these items are lost or stolen, the Highland School District is not responsible or liable and time will not be spent finding them. If a cell phone/electronic device is used during the school day, the following may be expected:

1st Offense: Warning & Skyward discipline referral, phone taken from student and kept with teacher, teacher contact w/home, phone will be returned to the student.

2nd Offense: Skyward discipline referral, phone is given to office, administration contact w/home, student conference with administration, phone returned to student at the end of the day, and one lunch detention.

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

4th Offense and beyond: Skyward discipline referral, parent conference & phone returned to parent only, may result in in-school suspension and loss of personal electronic device privileges at school.

Cheating

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

Classroom/School Expectations

Students are expected to meet the following expectations:

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

The following are schoolwide classroom expectations for students:

Show Respect: Arrive on time, ready to learn, and engage all day

Solve Your Problems: Be proactive and advocate for yourself; Take risks and grow from mistakes

Make Good Decisions: Produce the best work and strive to meet grade-level essential standards

Dress Code

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

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

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

- Students are allowed to wear one item of blue or red clothing. Any apparel which implies gang membership is not allowed (see Gang Related Behavior)

Public Display of Affection (PDA)

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

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

MAJOR OFFENSES – OFFICE MANAGED DISCIPLINE

Multiple Minor Offenses

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

Fighting

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

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

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

Gang Related Behavior

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

- 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 removal.

Other Behaviors Resulting in Corrective Action

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

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

Search & Seizure (RCW 28A.600.230)

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

School & Student's Rights and Responsibilities

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

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

Substance Abuse Policy (HSD #2121)

Students have the right to attend school in an environment free of alcohol and drugs. Students are not to possess, sell or use drugs, alcohol, unauthorized medication, or drug paraphernalia. Students shall not be under the influence of alcohol or drugs on school premises, at school-sponsored activities or in school vehicles. The consequences for possession or being under the

influence of alcohol or drugs, or abusive chemicals, unauthorized medication, or possession of drug-related paraphernalia may result in disciplinary action pursuant to district policy. Law enforcement agencies will be notified if necessary.

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

First Offense:

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

Second Offense:

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

Third Offense:

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

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

Tobacco

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

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

Emergency Removal (WAC 392 400 295)

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

- 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 oneself 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>

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not to be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (Don Strother, Principal, Highland Middle School, 17000 Summitview Rd., Cowiche, WA 98923, dstrother@highland.wednet.edu, 509-678-8870) that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation.
- A determination of whether the HIB is substantiated.
- Any corrective measures or remedies needed.
- Clear information about how you can appeal the decision.

What are the next steps if I disagree with the outcome?

For the student designated as the "targeted student" in a complaint:

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the "aggressor" in a complaint:

A student found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district's HIB webpage or the district's *HIB Policy 3207 and Procedure 3207P*.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

To review the district's *Nondiscrimination Policy 3210 and Procedure 3210P*, visit <https://www.highland.wednet.edu/domain/78>.

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all our education programs and employment, as required by Title IX and state law.

To review the district's *Sexual Harassment Policy 3205 and Procedure 3205P*, visit <https://www.highland.wednet.edu/domain/78>.

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Brandon Jensen, Principal, Tieton Elementary, 711 Franklin Rd., Tieton, WA 98947, bjensen@highland.wednet.edu, 509-678-8700.

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Brandon Jensen, Principal, Tieton Elementary, 711 Franklin Rd., Tieton, WA 98947, bjensen@highland.wednet.edu, 509-678-8700.

Concerns about disability discrimination:

Section 504 Coordinator: Courtney Sund, Director of Student Services, 17000 Summitview Rd., Cowiche, WA 98923, csund@highland.wednet.edu, 509-678-8772.

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Kirsten Lenz, Director of Federal/State Programs, 17000 Summitview Rd., Cowiche, WA 98923, klenz@highland.wednet.edu, 509-678-8950.

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws.
- Any corrective measures or remedies needed.
- Notice about how you can appeal the decision.

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the Highland School District Board of Directors and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure (3210P) and the HIB Procedure (3207P) to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: orc@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's

- gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211P, visit <https://www.highland.wednet.edu/domain/78> . If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Kirsten Lenz, Director of Federal/State Programs, 17000 Summitview Rd., Cowiche, WA 98923,
klenz@highland.wednet.edu, 509-678-8950.

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

Parental Involvement - Title I Family Compact

Each school served under Title I, Part A shall jointly develop with parents for all children served under Title I, Part A, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. The goal of Highland Middle School (HMS) is to see every student succeed. As part of Title 1, HMS uses a Parent-Student-Staff Agreement to help ensure student success. The partnerships outlined in this agreement are vital to the significant support and growth our students deserve. Highland Middle School will also inform parents and parent organizations of the purpose and existence of the Parental Information and Resources Center (PIRC) in Washington.

School Compact Development and Involvement

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

Academic Goals

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

Communication & Partnerships

Communication between parents and the school is crucial to the success of our students. Regular communication will occur through newsletters, progress reports, school website, social media, email, phone calls, and student-led conferences. Opportunities for parents to be volunteer, observe, and participate in school activities to support student learning include student-led conferences, family nights, volunteering in the classroom, orientation, and school-related activities. Highland Middle School will share information in English and Spanish related to school and parent programs, meetings, and other activities sent to the parents. Additionally, Highland Middle School will arrange school meetings at a variety of times, or conduct in-home conferences if necessary, between teachers or other educators with parents who are unable to attend such conferences at school. Highland Middle School shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in English/Spanish.

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

Staff Commitments:

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

Student Commitments:

- Meet the school-wide expectations of Highland Middle School
- Listen and follow directions of staff
- Do my best work
- Go to school every day & have 10 or less absences

- Take care of Highland MS and facilities
- Limit television watching, gaming and all other electronic device usage
- Read every night

Parent Commitments:

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

HIGHLAND SCHOOL DISTRICT

School Calendar

2025-2026



Approved by Highland School District
Board of Directors on March 18, 2025

"A QUALITY EDUCATION FOR ALL STUDENTS"

Significant Dates:

- Aug.18-22 Prof. Learning Days (Aug. 22– Teacher Directed)
- Aug. 25 First Day of School: 1st-12th grades
- Aug. 28 First Day of TK & Kindergarten
- Sept. 1 Labor Day-**No School**
- Oct. 17 Teacher Grading Day/Conf. Prep-**Early Release**
- Oct. 20-24 Conferences: **Early Release-All Schools**
- Oct. 22 **NO LATE START**
- Oct. 27-31 **Intersession Days**
- Nov. 11 Veterans Day-**No School**
- Nov. 25 School Break-**Early Release**
- Nov. 26-27 Thanksgiving Break- **No School**
- Nov. 28 Native American Heritage Day-**No School**
- Dec. 19 Winter Break-**Early Release**
- Dec.22–Jan.2 Winter Break - **No School**
- Dec. 26 No Work-Non-Paid Day-Classified Staff
- Jan. 19 MLK Jr Day-**No School**
- Jan. 23 Teacher Grading Day/Semester End-**Early Release**
- Feb. 16 President's Day - **No School**
- Feb. 17-20 **Intersession Days**
- Mar. 27 Teacher Grading Day/Conf. Prep-**Early Release**
- Mar. 30-Apr 3 Conference Week-**Early Release each day**
- April 1 **NO LATE START**
- April 6-10 Spring Break - **No School**
- May 22 Snow Day #1-Make-up if needed
- May 25 Memorial Day-**No School**
- June 12 Grading Day-HHS Graduation-**Early Release**
- June 17 Last Day of School-**Early Release**
- June 18 PLD or Snow Make-up Day #2
- June 19 Juneteenth/Emancipation Day
- June 22 PLD if June 18 is a snow make-up day
- July 3 Independence Day-Observed

August 2025

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September 2025

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October 2025

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November 2025

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December 2025

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January 2026

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February 2026

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March 2026

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April 2026

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May 2026

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June 2026

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July 2026

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Legend

- = School Begins/Ends
- = Half-day
- = Holidays - School Break/Closed
- = School Break-No School
- = Conferences, Early Release each day
- = Intersession Instruction
- = Snow Make-up Day, No school if not needed
- = Certificated Professional Learning Day
- [] = Early Release Days for Students

BOLD = Wednesdays in bold are not Late Start Days