



Highland Middle School

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Spokane, Washington

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STUDENT HANDBOOK 2025-26

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Table of Contents

We Are Highland.....	3
Middle School Helpful Hints.....	4
PACK Common Expectations.....	5
District Calendar.....	7
Academics	8
Quarters and Semesters	
Grading Scale, Accessing Your Grades, Honor Roll	
Access Time	
Class Fees	
Attendance.....	9
Excused and Unexcused Absences	
Truancy, Tardy	
Makeup Work, Homework Requests	
Student Recognition.....	10
Leading the Pack	
Howl of Fame	
Awards	
General Information.....	11
Arrival and Departure	
Bell Schedule	
Bus Arrival Times	
Breakfast	
Closed Campus	
Single Point of Entry	
Hallway	
Lockers, Backpacks, Valuables	
Chromebooks	
Lost and Found	
Food and Drink	
Cell Phones and Other Electronic Devices, Student Phone Usage	
Dress Code	
Counseling Center	
Business Office, Fines	
Health Room, Accidents, Medication	
Co-Curricular and Extra-Curricular Activities.....	18
Activities, Clubs, Athletics	
Attendance Policy, Missing Class	
Staying After School	
Discipline Ineligibility	
Athletic Academic Ineligibility	
Evening Events and Student Expectations	
Student Discipline and Consequences.....	21
Non-Discrimination Policies.....	23

We Are Highland! Go Wolves!



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

Leading the PACK!

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

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

At Highland, we value:

Patience
Kindness
Honesty
Respect
Selflessness
Forgiveness
Commitment
Humility

Middle School Helpful Hints

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

Make goals and challenge yourself!

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

Join at least one school sport or club.

Keep your binder organized.

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

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

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

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

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

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

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



PACK Common Expectations

Settings/Context	- P - Participate	- A - Accountability	- C - Character	- K - Kindness
Character Strong Values	Respect Selflessness	Honesty Commitment	Humility Patience	Kindness Forgiveness
School-Wide	I will show up, stay engaged, and give my best effort	I will be responsible and purposeful in my actions	I will have a positive impact on my school and classroom	I will give my attention, appreciation, and encouragement to my pack
Classroom	Speak and listen at appropriate times Take pride in your work Show perseverance	Bring all learning materials and be ready at the start of class Complete assignments on time Clean up areas	Be supportive Accept challenges willingly Maintain personal space	Recognize and appreciate everyone Allow everyone to learn
Common Areas: Cafeteria & Commons	Maintain normal conversation volume Talk with neighbors Follow all directions without complaint	Clean up the area when finished eating or leaving the area Eat in the cafeteria only Only take what you will eat Raise your hand to be dismissed	Form lines and wait patiently Maintain personal space Enjoy the area	Say "Please," "Thank you," and address staff by name Include pack members sitting alone
Settings/Context	- P - Participate	- A - Accountability	- C - Character	- K - Kindness

<p>Hallways & Lockers</p>	<p>Use conversational volume</p> <p>Walk and talk</p> <p>Keep our hallways clean</p>	<p>Use your time at your locker effectively</p> <p>Keep your locker clean and organized</p> <p>Use your original lock and locker all year</p>	<p>Keep your backpack in your locker</p> <p>Be patient with people above or below you</p> <p>Maintain personal space</p>	<p>Keep to the right side</p> <p>Say “excuse me”</p> <p>Help others who need it</p>
<p>Restroom</p>	<p>Keep the facilities clean</p> <p>Flush toilets and urinals</p>	<p>Wash your hands. <i>20 seconds of scrubbing</i></p> <p>Use the restroom closest to your location</p> <p>Vaping is <u><i>ILLEGAL</i></u></p>	<p>Pick up after yourself</p> <p>Alert staff of issues</p>	<p>Be mindful of others</p>
<p>Technology</p>	<p>Stay focused on the task</p> <p>Close technology during instruction</p> <p>Manage Chromebooks as directed</p>	<p>Your cell phone is off, or on silent, and in your locker during the school day</p> <p>Use your time wisely</p> <p>Take your Chromebook with you to each class</p> <p>Charge Chromebook each night</p>	<p>Keep workspace clear while using equipment</p> <p>Follow the rules in the tech agreement</p>	<p>Use your skills to help others who are learning</p>
<p>Assemblies & Special Events</p>	<p>Watch and listen to speaker(s)</p> <p>Participate when asked</p>	<p>Sit quietly</p> <p>Clean up area after assembly</p> <p>Be attentive</p>	<p>Follow instructions</p> <p>Report to area quickly</p>	<p>Cheer, don't boo</p> <p>Be open-minded</p>

Academics

QUARTERS AND SEMESTERS

The school year is divided into 4 quarters (approximately 9 weeks each). The first and second quarters make up the first semester. The third and fourth quarters make up the second semester. The majority of your classes will be a full year. Quarters end on 10/31, 1/23, 4/3, and 6/17.

GRADING SCALE

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

ACCESSING YOUR GRADES

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

TEACHERS BY DEPARTMENT

<p><u>FINE ARTS</u> Covell, Stephanie Adams, Merideth</p> <p><u>ASB/LEADERSHIP</u> Byrd, Tiffany</p> <p><u>BUSINESS EDUCATION</u> Gallinger, Marcy</p> <p><u>ENGLISH</u> Adams, Carmel Draven, Dee Knaggs, Andy Madsen, Joilyn Piper, Drew Smith, Susan Stutzman, Essie</p> <p><u>PERFORMING ARTS</u> Campbell, Brandon Chase, Holly Lane, Kit</p>	<p><u>MATH</u> Byrd, Tiffany Hibbard, Angeliki Leale, Katie Metzger, Krystal Murphey, Bryan Wallace, Monica</p> <p><u>PHYSICAL EDUCATION</u> Rupe, Steve Wenkheimer, Jolisa Rupe, Tia Bontrager, Chris</p>	<p><u>SCIENCE</u> Fetcho, Jill Fryett, Cory Maglio, Meg Peterson, Josh Tag, LaNada</p> <p><u>SOCIAL STUDIES</u> Bussard, Shelley Iverson, Ryan Knaggs, Andy Nobbs, Kaitlyn Rasmussen, Mark DeLateur, Jeannie Adams, Merideth</p>	<p><u>SPECIAL SERVICES</u> Balyeat, Bethany Bowman, Jamie James, Anna Shulkin, Mark Mortensen, Ben Vail, David Wilson, Christina Wolf-Brasch, Tera Williamson, Mardi</p> <p><u>CTE</u> Adams, Merideth Smith, Bryan</p> <p><u>WORLD LANGUAGE</u> DeLateur, Jeannie</p>
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HONOR ROLL (See Student Recognition)

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

ACCESS TIME (See Schedules)

Access Time is a 36-minute block every Tuesday and Thursday to access your teachers to retake tests or quizzes, get help on assignments, or have time to work quietly. Access Time is used to help all students be successful, responsible, caring citizens of Highland. Let's use this time wisely!

CLASS FEES

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

Attendance

The State of Washington requires that students attend school when school is in session. Highland Middle School will adhere to state laws related to student attendance in school. More [HERE](#).

EXCUSED ABSENCES ([Board Policy 3122](#))

If a student is absent due to illness, health condition, medical appointment, religious observance, school-approved activities, family emergencies, military deployment of a parent or legal guardian, disciplinary actions, or short-term suspensions, the absence shall be excused if a parent/guardian/physician either calls the office or provides a signed note before/after the absence. You are afforded a day to make up your work for each excused absence.

UNEXCUSED ABSENCES ([Board Policy 3122](#))

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

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

TRUANCY

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

TARDY

Students must be in their seats or lined up before the bell rings. If you are late to class up to 5 minutes and do not have a pass, you will be considered tardy. If you are later than 10 minutes, you will be considered tardy absent/truant for the class period.

MAKE-UP WORK

Makeup work will be subject to teacher discretion.

HOMEWORK REQUESTS

If you are going to miss school, you should inform your teachers beforehand so that you do not get too far behind. Your teacher will use Google Classroom for assignments; therefore, you can also check your individual “classrooms” to see what work you are missing. Please contact your teacher directly. In PowerSchool, there is a link you can use to email your teachers.

Student Recognition

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

PACE CHARACTER TRAIT OF THE MONTH RECOGNITION:

‘HOWL OF FAME’

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

HONOR ROLL

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

VARIOUS TEAM AWARDS

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

8TH-GRADE TEAM AND ELECTIVES AWARDS

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

8TH GRADE PRESIDENTIAL AWARDS

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

General Information

ARRIVAL AND DEPARTURE

Due to supervision concerns, you are to be in school at 7:45 am each morning if you have permission or are involved in a school activity. For the same supervision reasons, you must leave the school grounds immediately at the end of the school day (2:30 pm) or at the end of your

after-school activity. You may return to school with a parent or guardian to spectate events.

BELL SCHEDULES

Monday and Friday

Period	Time
1	7:55 - 8:55
2	8:59 - 9:56
3	10:00 - 10:57
1st Lunch 4	10:57 - 11:27 1st Lunch 11:31 - 12:28 4th
4 2nd Lunch	11:01 - 11:58 4th 11:58 - 12:28 2nd Lunch
5	12:32 - 1:29
6	1:33 - 2:30

Tuesday and Thursday

Period	Time
1	7:55 - 8:50
Access Time	8:54 - 9:30
2	9:34 - 10:24
3	10:28 - 11:18
1st Lunch 4	11:18 - 11:48 1st Lunch 11:52 - 12:42 4th
4 2nd Lunch	11:22 - 12:12 4th 12:12 - 12:42 2nd Lunch
5	12:46 - 1:36
6	1:40 - 2:30

Wednesday (40-Minute Late Start)

Period	Time
1	8:35 - 9:30

2	9:34 - 10:24
3	10:28 - 11:18
1st Lunch 4	11:18 - 11:48 1st Lunch 11:52 - 12:42 4th
4 2nd Lunch	11:22 - 12:12 4th 12:12 - 12:42 2nd Lunch
5	12:46 - 1:36
6	1:40 - 2:30

BUS ARRIVAL TIMES

7:40 am Mon, Tues, Thurs, and Fri.
8:20 am on Wed.

BREAKFAST

Breakfast will be available Monday, Tuesday, Thursday & Friday @ 7:35 am and Wednesday @ 8:15 am

CLOSED CAMPUS

Highland has a closed campus. This means that you must stay on the school grounds in approved areas from the time you arrive at the beginning of the day until the time you leave at the end of the day. If you are staying after school for an approved activity, you may not leave the school grounds until the activity ends, your parents pick you up, or the activity bus leaves. If you need to leave school during the day, you must have your parent/guardian check you out from the main office. If you come to school late or return from an appointment, you need to check in at the main office before going to class.

SINGLE POINT OF ENTRY

From 7:55 am to 2:30 pm, Highland has a single point of entry system. This means staff, students, and visitors must only enter the building through the main entrance. You mustn't open an exterior door for anyone (staff member, student, or guest) during school hours. Instead, you should point the person to the front entrance to enter the building. You are not being rude; you are just doing your part to keep Highland safe! Protect the Pack!

HALLWAY

Highland pod hallways are closed before school, during lunch, and after school. Classroom doors will be opened at 7:55 am when the am release bell

rings. If you need to access a teacher during these closed times, you need to communicate with that teacher beforehand and get a pass from that teacher. During class time, you should have a hall pass from your teacher if you are going to another location in the building.

HALL PASS

Student safety is our utmost concern. This includes knowing where students are during the school day. Any student out of class must have a valid hall pass. Students out of class without a hall pass will be escorted to class or a more appropriate location and subject to progressive discipline.

LOCKERS

You have been assigned an individual locker, and you are expected to keep your own belongings in that locker. Any locker problems should be promptly reported to the Counseling Center. Please **KEEP YOUR COMBINATION SECRET AND YOUR LOCKER LOCKED**. Once you share your combination, even with your best friend, you lose the security that your locker provides. To prevent items being lost or stolen keep your locker locked. If you choose to not lock your locker you will be held responsible for any missing items. It is important that you keep your locker neat and clean, as you will be held responsible for any damage to the locker assigned to you (this includes writing, graffiti, vandalism, etc.). Loss of padlock will result in a fine of approximately \$7.50.

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

BACKPACKS AND BAGS

You can bring a backpack to school, but this backpack must remain in your locker throughout the day. This includes large bags. On your way to first period, place your backpack or any extra bags in your locker. Examples: Fanny packs, messenger bags, Lulu lemon bags...all stay in lockers, unless you get special permission from your classroom teacher. Students participating in activities will store bags in the locker room or music rooms.

CHROMEBOOKS

The Mead School District provides a Chromebook for each Highland Middle School student. This Chromebook is the property of the Mead School District. Students must follow appropriate online behavior and responsible use of technology. Students are responsible for the care and upkeep of the Chromebook. The Chromebook must be charged before reporting to class.

Chromebooks are assigned to specific students. The sharing of the Chromebook is not permitted.

VALUABLES

Please do not bring large amounts of money or valuable personal property to school. You, not the school, are responsible for any items that you choose to bring to school. Please clearly mark your students name on items. Keep items in your hallway and PE lockers to prevent theft and ensure they are locked. Do not share your combinations with anyone!

BOOK FINES

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

LOST AND FOUND

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

DRESS CODE ([District Policy 3224](#))

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

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

CELL PHONES, HEADPHONES, AND OTHER ELECTRONIC DEVICES

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

Remember that you are responsible for losing or damaging your cell phone, headphones, or electronic device, not the school.

Cell Phone and Mobile Device Guidelines (MIDDLE SCHOOL)

The Mead School District recognizes the value of digital communication and collaboration in the context of a modern learning environment. Cell phones/electronic devices may serve as an outstanding instructional tool and learning resource if used appropriately. We encourage our staff members and our students to use electronics and other 21st-century devices to supplement instruction and learning. However, it has been proven that students who are on cell phones or other electronic devices when it is not part of the instructional lesson are not fully engaged in learning.

We are committed to “OFF AND AWAY” with the goal of preserving the integrity of our learning environments and to reduce unnecessary distractions in classrooms, and will enforce the following at our middle schools:

Students will not have access to any personal wireless digital device on the school campus during the school day (including cell phones, smart watches, and other personal mobile or wearable technology). Earbuds and headphones are not allowed, except when associated with a teacher-approved educational purpose, used as an assistive technology, or as part of a personal/individual plan. Cell phones and other personal wireless devices can be used after the end-of-school bell. They must be in “Silent Mode,” (or turned off) including no haptics (vibrations) or other notifications when at school.

Smart Watches must be in “Airplane Mode.” Students with an urgent need to contact their parent/guardian during the school day should visit the main office, where an administrator will work through the situation with the student. Any parent/guardian needing to contact their child should call the main office.

Policy Violation Consequences:

1st and 2nd Offense

- The device will be confiscated* and delivered to an adult in the office.
- Parents/guardians will be notified by the office staff and documented.
- Devices are held in the office until the end of the day.
- Students or parents/guardians will sign for the device when picking it up from the office.

Subsequent Offenses

- The device will be confiscated* and delivered to an adult in the office.
- Parents/guardians will be notified by administration.
- Devices are held in the office until the end of the day.

- Students or parents/guardians will sign for the device when picking it up from the office.
 - Parent/guardian and student will conference with an administrator or designee.
 - Student will serve in-school disciplinary consequences followed by progressive discipline for insubordination/defiance for any subsequent infractions.
- *Refusal to turn over the device is considered defiance and will result in the appropriate progressive disciplinary action.**

STUDENT PHONE USAGE

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

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

SELLING ITEMS AT SCHOOL

Students may not sell items, including food and drink, on campus without prior approval from an administrator. Only organizations authorized by HMS and the Mead School District may sell items on school property or at school events.

FOOD AND DRINK

Food and drink should be consumed in the cafeteria.

Students will not order food to be delivered to Highland.

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

COUNSELING CENTER

Our counselors are located in the Counseling Center. You can access the Counseling Center for emotional support, academic and organizational

support, peer mediation, college and career questions, scheduling questions, support groups, etc. The Counseling Center is available to all students at any time.

Student schedules are finalized after the first two weeks of the semester. Schedule mistakes, such as incorrect Math or English placement, can be corrected as soon as possible. All other schedule requests will be considered after the first two weeks of the semester. If you would like to request a schedule change, please visit the Counseling Center to obtain a Schedule Change Request Form.

The graphic is a vertical list of character traits for each month, set against a blue background with yellow highlights for the month names. At the top, the PACE logo (a stylized figure) and the text 'PACE Monthly Character Traits' are displayed. The traits listed are: September: RESPECT (Recognizing, considering and properly honoring the worth of one's self and others); October: RESPONSIBILITY (Being accountable, the pursuit of excellence, and the exercise of self-control); November: CITIZENSHIP (Positively contributing to society & community and dutifully respecting authority & the law); December: CARING (Showing a genuine concern for the welfare of others and being a kind, supportive helper); January: FAIRNESS (Treating people and ideas with justice and impartiality); February: HONESTY (Sincerity and reverence or love for the truth); March: DILIGENCE (Persistence, dedication and hard work); April: TRUSTWORTHINESS (Inspiring complete reliability and confidence in his/her truthfulness, integrity and discretion); May: COURAGE (Displaying integrity in spite of obstacles and challenges); June: INTEGRITY (Living a set of values which includes honesty, respect for others & personal responsibility); July: GENEROSITY (Unselfish giving and sharing of resources, time and talents with others); August: GRATITUDE (Feeling and expressing thankful appreciation for benefits received).

PARTNERS ADVANCING CHARACTER EDUCATION

Highland is a “PACE” School. With a school-wide focus on creating a Culture of Kindness, Service, and Empathy, the Highland Student Support Center will spearhead Character Strong, focusing on these pillars: patience, kindness, honesty, respect, selflessness, forgiveness, commitment, and humility. Each month features a character “trait of the month” which is the focus of a multi-faceted communication, motivation, and educational program for an entire month.

BUSINESS OFFICE

You can deposit lunch money and pay school or athletic fees here. You can access the Business Office before school, during passing, lunchtime, or after school.

HEALTH ROOM

The health room is located in the main office. If you feel that you cannot continue in class due to sickness or injury, obtain a pass from your teacher then you must go to the health room or let your teacher know so they can call the nurse. The nurse will call your parent if they decide you need to go home.

ACCIDENTS

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

PRESCRIPTION AND OVER-THE-COUNTER MEDICATION

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

Co-Curricular and Extra-Curricular Activities

CO-CURRICULAR ACTIVITIES

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

EXTRA-CURRICULAR CLUBS

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

EXTRA-CURRICULAR ATHLETICS

The following sports are offered for Highland students:

6th Grade:

- (Intramural- Competition against Mead schools only)
- September Boys & Girls Cross Country
- October Girls Volleyball
- October-December Wrestling
- April-May Boys & Girls Track
- May-June Boys & Girls Basketball

7th Grade:

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

8th Grade:

- September-October Boys & Girls Cross Country, Football & Softball
- October-December Wrestling & Volleyball

February-March
April-May

Boys & Girls Basketball
Boys & Girls Track & Baseball

EXTRA-CURRICULAR ATHLETICS ATTENDANCE POLICY

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

STUDENT PARTICIPATION AND ELIGIBILITY IN CO-CURRICULAR & EXTRA-CURRICULAR ACTIVITIES

Students on suspension or who are absent from school for one or more classes the day of a school activity, and who are involved in a co-curricular or extra-curricular activity in which they are scheduled to take part, will not be allowed to participate in that activity. Exceptions will be made for verified doctor or dental appointments or other cases pre-arranged through a building administrator. This policy affects all co-curricular and extra-curricular practices and activities and students involved in them, i.e. sports, drama, music, debate, etc. Any activity involving in-school time or out-of-school time requires school attendance that day. Students must be passing in at least five full-time subjects in order to be eligible for participation in interscholastic contests. In addition, an athlete must achieve either a 2.0 GPA or be earning at least a "C" in four (4) full-time subjects in order to be eligible to participate in athletics. To participate in co-curricular and extra-curricular activities, students must pay the ASB and participation fees. For additional information refer to Mead School District Athletic Policy Manual.

Mead School District Athletic Code
Pre-Season Review

Mead School District Athletic Code

Citizenship Standards

a. Student-athletes who participate in any Mead School District sponsored activities are visible representatives of their team, school and community. They are expected to maintain high standards of conduct in school and during all school related travel and events. They should be positive role models. Conduct that detracts from these expectations, such as chemical use, criminal behavior or unsportsmanlike behavior, may result in suspension from participation.

b. Sportsmanship and integrity are expectations of all student athletes. Displaying unsportsmanlike conduct, using profanity, game ejections, technical fouls, unsportsmanlike conduct penalties, etc., may result in suspension from participation.

c. Harassment, discrimination or hazing (initiation) are prohibited. This includes discriminatory behavior that occurs on the basis of gender, race, ability, religion, position, etc. Violations of these expectations will result in suspension and, if applicable, referral to law enforcement officials.

d. Student-athletes suspended from school for disciplinary reasons (either in-school or out-of-school suspension) cannot participate in practices or contests during the period of suspension. Serious classroom discipline problems may also result in suspension from athletic practices and contests

GUIDELINES FOR MISSING CLASS FOR SCHOOL-RELATED ACTIVITIES

If you are going to miss class for a school-related activity, it is your job to make sure all assignments that are due that day are turned in before leaving for the field trip, game, performance, etc.

In addition, you should communicate with your teachers before missing class so that you can get any schoolwork that you will miss.

STUDENTS STAYING AFTER SCHOOL FOR AN ACTIVITY

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

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

ACTIVITY BUS

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

DISCIPLINE INELIGIBILITY

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

AFTER-SCHOOL ACTIVITY RULES

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

ATHLETIC ACADEMIC INELIGIBILITY

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

1. You must be passing a minimum of 5 out of 6 classes.
2. In addition, you must achieve either a 2.0 GPA or be earning at least a “C” in four (4) full-time subjects, or be placed on academic probation for the next nine weeks. If, at the end of the probationary period, you are still not achieving a 2.0 GPA or earning at least a “C” in four (4) full-time subjects, you will be placed on academic suspension.
 - a. While on probation, you will not be limited in participating in an interscholastic activity. During this time, you should work with your teachers and coaches to improve grades in those classes that are deficient.
 - b. While on academic suspension, you will not be allowed to participate in interscholastic activities, suit up for games, or travel with the team.
3. Teachers Aid or Study Hall courses do not qualify as full-time subjects.
4. Home school and private school students must verify, in writing, that all academic, legal, and other requirements have been met.
5. 8th Grade second-semester grades carry over to the high school and could impact your eligibility if you are not meeting the above criteria. Please see our Athletic Director if you have questions or concerns.

Student Discipline and Consequences

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

STUDENT EXPECTATIONS

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

COMMON EXPECTATIONS - Highland Wolves!

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

MINOR REFERRAL - PAUSE CARD

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

MAJOR REFERRAL

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

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

HARASSMENT/INTIMIDATION/BULLYING-MAJOR OR REPEATED

(Please see [Mead SD Board Policy 3207](#))

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

CONSEQUENCES OF DISCIPLINE-

Consequences for behavioral referrals are at the discretion of the administration and staff responsible for supporting the student or students involved. Consequences may include but are not limited to: Lunch

Detention(s), After School consequences, Short-term Suspension (in school or out of school), Emergency Expulsion, Threat Assessment, Loss of Privileges, Chemical Dependency Class (online), Restorative Action (i.e. conflict resolution conference, apology, problem-solving, etc.) Parents and/or guardians will be communicated with throughout this process.

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

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

THREAT ASSESSMENT

There may be circumstances when the building administration needs to conduct a threat assessment of a student. If a threat of physical violence, harassment, intimidation, or bullying rises to the level of concern where the administration must coordinate their building-level threat assessment team, parents will be notified. Threat assessments will be conducted in accordance with Mead School District Student Safety Measures and Procedures POLICY 3225 which can be referenced [[HERE](#)]

BUS CITATION

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

TARDY DOCUMENTATION

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

UNEXCUSED ABSENCE - TRUANCY

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

NONDISCRIMINATION POLICIES

Mead School district does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender

Expression or identity, disability, or the use of a trained dog guide or service animal by a person with a disability and provides equal access to the Boy Scouts and other designated youth groups. Grievances or concerns should be directed to Josh Westermann, Director of Student and Family Services/Civil Rights and Section 504 Coordinator/Title IX Officer, at (509) 4654-6045, via email at josh.westermann@mead354.org, or mail to 2323 E Farwell Rd., Mead, WA 99021

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure 3210, contact your school or district office or view it online here:

https://www.mead354.org/apps/pages/Board_Policies/

SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity. **You can report sexual harassment to any** school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure 3205, contact your school or district office, or view it online here: https://www.mead354.org/apps/pages/Board_Policies/

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint. Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

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

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

Email: Equity@k12.wa.us /Fax: 360-664-2967

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

For more information, visit our [website](#), or contact OSPI's Equity and Civil Rights Office at

360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

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

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

[Website](#)

Washington State Human Rights Commission

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