

McMicken Heights Elementary



Student & Family Handbook | 2025-26

Mission:

Educate every student and expect excellence with students and staff learning and growing together. Dream it, Believe it, Achieve it, Exceed it!

Vision:

McMicken is a community of belonging where...

- Students, families and staff come to school with a passion for learning from and with each other where strengths are known, valued, accepted, and respected.
- Students and families' backgrounds and experiences are celebrated and used to drive instruction in order to ensure students see themselves as learners.
- Students, families and staff are empowered to own their learning and reach their highest intellectual potential.

Highline Public Schools, District #401, complies with all federal rules and regulations as well as state laws on discrimination and does not discriminate in admission, access, treatment, or employment in education programs or hiring practices on the basis of race, ethnicity, creed, religion, color, national origin, age, sex, sexual orientation, gender expression, gender identity, homelessness, immigration or citizenship status, marital status, honorably-discharged veteran or military status, the presence of any sensory, mental, or physical disability, neurodivergence, or the use of a trained dog guide or service animal by a person with a disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular activities. Highline Public Schools also provides equal access to the Boy Scouts and other designated youth groups.

For the purposes of nondiscrimination, “neurodivergence” shall be defined as neurological differences including, but not limited to, autism spectrum disorder, dyslexia, and attention deficit hyperactivity disorder. Neurodivergent individuals may or may not identify as disabled.

Any person having inquiries should contact:

- Age Discrimination Act, Americans with Disabilities Act, Affirmative Action, and Civil Rights Act (employees): Executive Director of Human Resources, 206.631.3008
- Civil Rights Act (students) and Title IX: District Ombudsman, 206.631.3104, civilrightscoordinator@highlineschools.org; titleixofficer@highlineschools.org;
- Section 504 of the Rehabilitation Act: Health & Social Services Compliance Manager, 206.631.3011, 504coordinator@highlineschools.org
- Address: 15675 Ambaum Blvd. SW, Burien, WA 98166

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Attendance

The habit of regular and punctual attendance is strongly related to student success. We ask that you help your student acquire this good character trait and work habit.

If your student is not going to be in school for any reason, you must call the school office at 206-631-4300 each day your student is absent. Please submit a note to the school office indicating the reason for the absence when your student returns to school. Communicating with the school office is the only way your student's absences will be excused.

Family Vacations

Extended absences for family vacations are encouraged during the scheduled school breaks (Mid-Winter, Winter, and Spring Break). Vacations or extended absences not due to illness will be considered unexcused absences until you have approval from the school principal. If you plan to vacation or have an extended absence, please contact the school office prior to your students' absence to set up a meeting with the principal.

Tardiness/Arriving Late

Students arriving after 8:45 a.m. are considered tardy. Punctual attendance is important in helping students develop a sense of responsibility and to ensure that students don't miss important instruction. All students must report to the office before going to their classrooms if they arrive late.

Early Dismissal/Early Pick-up

Requests for students to leave school early are discouraged. If early dismissal is necessary, please send a note to the office stating the time you will be picking up your student. Upon arrival on campus, please go to the office. The office staff will call your student to the office for sign-out. Please do not go to your students' classroom first, these procedures are for the safety and security of our students. We do not release students for the last 15 minutes of each day.

The Becca Bill

According to the Becca Bill, Washington's truancy law, all school districts are required to track the number of student absences and notify families when their student is absent.

- After one (1) unexcused absence, the parent or guardian must be notified by phone or in writing.
 - An unexcused absence is one that the parent has not excused by providing a note or informing the school by phone within 48 hours.
- After two (2) unexcused absences, the school will schedule a conference with the student, parent/guardian, and administrator to find ways to reduce student absences.
- After five (5) or more unexcused absences, the district must:
 - Schedule a conference with the student and family, *and*
 - Make an agreement with the students and family that establishes attendance requirements.
- After seven (7) unexcused absences in a month or ten (10) in a school year, the district *must* file a petition to compel school attendance with the King County Juvenile Court. The court will contact the family regarding the violation of the Becca Bill.

Withdrawing from School

Please notify the office when you are aware that you will be withdrawing your student from school. This allows the school to give you information needed to successfully transition and enroll your student in the next school.

Please remember:

- All Library and school/district textbooks must be returned
- All fines owed must be paid

Emergency Early Dismissal and Closure

It may be necessary to close school before normal dismissal time. Please instruct your student where he/she should go in the event that school is unexpectedly closed.

During bad weather, pay attention to local TV or radio news for school closures. Information can also be found online at: www.highlineschools.org

Bicycles, Scooters & Skateboards

If your student rides a bicycle, scooter, or skateboards to school, please emphasize the importance of walking bicycles across busy intersections and patrol crossings. It is required that each student wears a protective helmet when riding either a bike or skateboard.

It is recommended to use a lock to secure the bicycle to racks on campus. The school will not store or secure personal bicycles, scooters, or skateboards during the school day. The school is not responsible for damaged or stolen bikes, scooters, or skateboards.

Birthday Celebrations

Highlines Public School's board policy 6700 on food in the classroom recommends:

- Occasional class parties and celebrations are encouraged to follow the food and beverage guidelines.
- Food in the classroom adds to the daily calorie intake for children and displace healthier foods.
- The school board policy encourages:
 - Parents bring birthday snacks or prizes on the same day once/month or use non-food rewards.
- The school board policy discourages:
 - Food and snacks are provided whenever a birthday occurs. Classroom celebrations that involve food happen more than once per month.

At McMicken Heights Elementary, all student birthday celebrations will follow these guidelines:

- **Daily celebrations on a student's actual birthday with non-food items like:**
 - **Pencils**
 - **Erasers**
 - **Stickers**
- **Monthly celebrations, on a date determined by the teacher, with approved food items that families can volunteer to bring on the date determined by the teacher.**
 - **Approved food items:**
 - **Mini cupcakes**
 - **Mott's fruit snacks (gelatin free)**
 - **Goldfish crackers**

- Pretzels
- Popcorn.

Food items for birthday celebrations brought in that do not follow these guidelines will be sent home with the student.

Dismissal & After School Pick-Up Procedures

All families will need to choose a dismissal zone at the beginning of the school year. ***Please follow all staff directions during arrival and dismissal times, this ensures the safe and efficient transitions of our McMicken students.*** McMicken Heights staff will be strictly enforcing our dismissal system. Thank you for your cooperation in making dismissal safe and quick.

CAR PICK UP - Parking Lot near Office

If you pick up your student in the "car pick up zone," please follow these steps:

- 1) Enter the designated entrance off South 168th. Pull forward and stay in the lane you pulled into until you are directed to merge by staff. Cars will form two lanes in the parking lot.
- 2) Remain in your car and continue to pull forward until you are near the front office, staff will direct you when to merge into one lane.
- 3) When prompted by staff to merge, merge into one lane near the sidewalk. Please pull all the way forward until staff direct you to stop. If you do not pull all the way forward, staff will direct students to walk to an open spot in the dismissal line. **DO NOT GET OUT OF YOUR CAR.**
 - a) Staff will help your student board your car on the curb side only. Students will not be permitted to board outside the designated car pick-up area as marked by the orange signs.
- 4) Once you have your student, merge carefully towards the exit of the parking lot.

WALKER PICK UP - Garden Area

If you pick up your students on foot and/or are parking on the street and walking on to campus, please meet them at the east door, near the garden area. *When parking on the street near McMicken, do NOT block driveways and or mailboxes, please be courteous of our neighbors.* Middle and high school students also need to pick up younger siblings at this entrance. While waiting, they are expected to remain in the garden area on the

southeast corner of the campus and follow McMicken expectations. Adults and older siblings are asked to wait outside the building to avoid hallway congestion. After connecting with your student and/or sibling, please exit campus using the sidewalks and following street safety guidelines by using crosswalks to safely cross the street(s).

KINDERGARTEN & Sibling PICK UP - Playground Area

All kindergarten students will be dismissed from their exterior classroom doors and or on the playground. Families may park in the back parking lot or on South 166th Street and walk onto campus. If parking in our parking lot, please use parking spaces and do NOT park in the fire zones or block the exits. The gate will be opened 5-10 minutes prior to dismissal time. Kindergarten siblings in 1st - 5th grade will exit the building near the kindergarten classrooms and wait for their kindergarten sibling outside on the playground. While waiting, they are expected to remain on the playground near their siblings' classroom door or area and follow McMicken Heights' expectations. Adults and older siblings are asked to wait outside the building to avoid hallway congestion.

DISMISSAL ZONE CHANGE

Please inform our office staff about changes to student pick-up routines prior to 2:45 p.m. (1:15) on Friday). Also, because students and teachers will be in the middle of dismissal routines, the office will be unable to handle early dismissal requests after 3:00p.m. (1:30 p.m. on Friday).

Electronics & Cellphones

Students with cell phones or electronic devices including watches must keep them turned off and in their backpack during school hours.

Any student found using a cellphone or electronic device during school hours may be asked to turn it off and give it to a staff member until the end of the day. If the problem persists, the device will be held in the office and a family member will need to come to the school to pick up the device.

If families need to leave a message for students, please call the school at 206-631-4300. Student use of the office phone is limited to emergencies and special cases only.

Students will not be called from the classroom for telephone messages except in cases of emergency. Families are asked to make after school arrangements before the students leave home in the morning.

Health Concerns and Medical Services

All students must have a current health history on file at school. All health concerns should be included on the back of the emergency card.

Due to the law in Washington state, students with potential life-threatening conditions, such as but not limited to severe allergies, diabetes, asthma, and seizure disorders, will need to speak with the school nurse at least two weeks prior to starting school each year.

Your student cannot start school if there is potential, she or he could have serious health concern during the school day that might be life threatening unless the needed medical orders, equipment, and nursing care plan are in place. We want your students to be safe at school.

Please call the school nurse at 206-631- 4305, the office at 631-4300 or Health Services at 206-631-3011 if you have questions.

The school nurse has a regular schedule but is not on campus daily.

Immunization Requirements

The Washington State Department of Public Health sets the requirements for immunizations needed for school age students. New requirements are made yearly and must be enforced for schools to be following the law. Families are notified in the spring of any upcoming shots their students will need for entering the next grade level in September.

Medication

Washington State Law states that medications may not be dispensed by school personnel without a physician's order. This includes dispensing of cough drops, aspirin, or other over-the counter medications. Occasionally, a student under medical care may continue to attend school. In these special cases, school personnel may administer medication when families provide the following:

- A physician's order which includes the name(s) of the medicine and the time(s) and amount(s) to be dispensed.
- A second form signed by a family member which gives school personnel permission to administer medication.

All medications must be in pharmacy containers and will be stored in the school office and dispensed by the school nurse, secretary, or principal. Please do not send medication in a plain envelope or with a handwritten note. We will not be able to comply with the request.

Communicable Diseases

If your student has chicken pox, head lice, measles/rubella, mumps, scarlet fever, hepatitis, scabies, rashes, or other contagious diseases diagnosed by a doctor, contact the school immediately. Unknown rashes must have a doctor's note for the student to attend school.

Illness, Fever, or Injuries

A student who has a fever should not come to school. It is an indication of an illness and needs to be kept at home. Students should be symptoms and/or fever-free for 24 hours before returning to school.

Families must pick up students immediately if they become sick at school.

If injuries occur at school students will be sent to the clinic.

- Minor injuries are given first aid.
- Families will be notified if further medical care is needed.

Health Screenings

Routine health screenings done by school medical staff include a yearly vision and hearing screening. The notification will go home before screening and afterwards with results.

Inclusion & Special Education Programs at McMicken

McMicken is committed to providing equitable access to general education content and curriculum for all students including students with Individualized Education Plans. McMicken was a demonstration site for inclusionary practices in partnership with OSPI and UW Haring Center from 2019-2025 and is currently in Emeritus status. This means that we have hosted visitors from all over the state. More information on IPP sites can be found [here](#). McMicken is designated as a member of Cohort 1 schools in Highline implementing increased opportunities for students with more extensive support needs in accessing general education. We believe in strong collaboration across all stakeholders in supporting student success.

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 3207 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 HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance that supports prevention and response to HIB.

Your School HIB Compliance Official: Alex Haas

Highline Public Schools HIB Coordinator: Name: Isuzu Niizuma Arambula

Phone: 206-631-3104 Email: isuzu.niizumaarambula@highlineschools.org

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 of 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 3207.

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 3210, please see the district's Nondiscrimination webpage.

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 of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy 3205 and Procedure 3205, please see the district's Sexual Harassment Prohibited webpage

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 the 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:

Your School Coordinator: Alex Haas

Highline Public Schools Civil Rights Coordinator: Name: Isuzu Niizuma Arambula

Phone: 206-631-3104 Email: civilrightscordinator@highlineschools.org

Mail: Highline Public Schools

Attention: Civil Rights Coordinator

15675 Ambaum Boulevard SW

Burien, WA 98166

Concerns about sex discrimination, including sexual harassment:

Your School Coordinator: Alex Haas

Highline Public Schools Title IX Coordinator: Name: Isuzu Niizuma Arambula

Phone: 206-631-3104 Email: title.ix@highlineschools.org

Mail: Highline Public Schools

Attention: Title XI Coordinator

15675 Ambaum Boulevard SW

Concerns about disability discrimination:

Your School Coordinator: The principal (or designee) of your school

Highline Public Schools Section 504 Coordinator:

Name: Rovenna Johnson rovenna.johnson@highlineschools.org

206.631.3250

Mail: Highline Public Schools

Attention: Section 504 Coordinator

15675 Ambaum Boulevard SW

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 School Board 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 3210 and Sexual Harassment Procedure 3205.

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 3210 and the HIB Procedure 3207 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 consistently 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 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 3211 please see the district's Gender Inclusive Schools webpage.

Concerns about discrimination based on gender identity:

Your School Coordinator: Alex Haas

Highline Public Schools Gender Inclusive Schools Coordinator: Name: Isuzu Niizuma Arambula

Phone: 206-631-3104 Email: isuzu.niizumaarambula@highlineschools.org

Mail: Highline Public Schools

Attention: Gender Inclusive Schools Coordinator

15675 Ambaum Boulevard SW

Burien, WA 98166

Parent Teacher Association (PTA)

Our Parent Teacher Association (PTA) is an important part of our school community. The PTA works to support students, families, and staff by organizing events, providing resources, and creating opportunities for families to be involved in school life.

The PTA meets **four times a year**, and all families are encouraged to participate. Whether by attending meetings, volunteering, or sharing ideas, every level of involvement makes a difference in strengthening our school community.

For more information or to get involved, please contact the PTA at mcmh.pta@gmail.com

Parking & Entering the Building

If you have an appointment with a staff member or need to visit the office, please park in the main parking lot or on the street near S 168th Street or 37th Ave. Do NOT Park on the curb in our parking lots, these are designated fire zones. All doors will remain locked during school hours, please use the doorbell to request entry. All visitors will need to sign once in the office.

Bus Zone Parking

Please be aware that the Bus Zone is closed for all parking spaces between 8:00 a.m. - 4:00 p.m. Cars parked in this area during these times may be towed.

Positive Behaviors & School Expectations

McMicken follows these expectations: I am safe. I am Responsible. I am a C.O.U.G.A.R. (Collaborative, Optimistic, Understanding, Growing, Aware, Resilient). Students are awarded COUGAR tickets for positive behaviors throughout the building. Each week every classroom nominates an All-Star COUGAR of the week to be recognized by the entire school.

Our goal is students in class learning.

We *build* positive relations with students. We *teach* and uphold behavioral expectations. We *celebrate* positive behaviors. We *solve problems* with students. We *partner* with families and communities.

Ladder of Accountability to Make Change



Ladder of Accountability to Make Change

Everyone makes mistakes.
How can we learn and grow from them?
What happens if we need more opportunities to make change?



1st Incident	Call home about your choices. 	
2nd Incident	Call home about your choices and next steps. 	1 day of no Cougar Time and recess 
3rd Incident	Attend a meeting with your family. 	2 days of no Cougar Time and recess 
4th Incident	Meet with your family to create a success contract. 	3 days of no Cougar Time and recess 
5th Incident (or more)	Consequences discussed with your family on your success contract. Meeting with your family or a call home (as needed). 	

When a student displays the following behaviors or are unable to follow the school wide and classroom expectations, we respond using the following:

- Level one behaviors do not require administrator involvement, are not more than minor distractions to the learning environment, are low severity, frequency, and are not chronic. Level one behaviors are handled by the teacher and staff in the school space. These behaviors could include not following directions, interrupting during

instruction, conflict between students, misuse of technology, use of inappropriate language.

- Procedure:
 - Inform students of the expectation that is not being followed, describe the expected behavior, reteach expected behavior, or use nonverbal gesture as a prompt. Follow up with student(s) during COUGAR time if needed.
- Level two behaviors are handled by the teacher and staff in the learning environment. These behaviors are moderate disruptions to the learning environment and are chronic level one behaviors occurring more than three times per week. Examples of level two behaviors could include: minor physical contact, verbal fights, theft, active defiance/disengagement from learning, repeated/ongoing level one behaviors.
 - Procedure:
 - Inform students(s) of the expectation that is not being followed, describe the expected behavior, reteach expected behavior, use nonverbal gesture as a prompt, change seat or modify assignment, send to PAWs center or Buddy Classroom or call families if needed.
 - Teacher/staff will complete an Office Discipline Referral (ODR).
 - Notify administrators and/or follow up with student(s) during COUGAR time if needed.
 - Contact family.
- Level three behaviors are handled by an administrator. These behaviors could pose a danger to self-and/or others, are a major disruption to the learning environment, and/or are illegal. Consequences will be determined by the administrator and may include in-school or out-of-school suspension, depending on the severity and repetition of behavior. Families will be contacted if their student is involved.
 - Procedure:
 - Contact the office immediately.
 - Administrators will investigate and follow up with students(s)
 - Administrators will contact families.

- Teacher or Administrator will document incident as an Office Discipline Referral (ODR).

Religious Holidays & Fasting

At McMicken, we value and celebrate the diverse backgrounds and traditions of all our students. To help foster a sense of belonging and ensure that everyone feels seen and heard, we strive to learn about and honor the many holidays and traditions that are important to our families. At the beginning of the school year, teachers will provide an optional survey to families to learn about what holidays and celebrations families celebrate.

Our school community values diversity and respects the religious beliefs and practices of all families. If your child requires accommodations to support their religious observances, please share your requests with your student's teacher. All accommodation requests will be approved by school administrators to ensure student safety and success.

School to Home Communication

Parent Square

Effective and clear communication is critical for the success of our students and schools. In Highline, we use ParentSquare to communicate between school and home.

ParentSquare is a family engagement and communication tool designed to keep families informed and encourage engagement and connection across Highline. Parent Square provides a safe way for families and students to:

- Send and receive all district, school and classroom communication via email, text or app notification
- Choose to receive information as it comes or all at once with a daily digest at 6:00 p.m.
- Communicate in your preferred language
- Share and view pictures and files, see calendar items and RSVP for events

ParentVUE

ParentVUE lets parents and guardians view their child's assignments, report cards, grades and attendance, and review student information. You will be able to see records for all your children at any Highline school with a single login.

Digital Tools

We have many digital tools available to provide personalized learning for students. The district provides access to iReady Reading, iReady Math, RazKids, Sora and Seesaw. McMicken believes in ensuring access to more resources to support reading growth, so we also have Myon and Scholastic WORD. Teachers use a variety of digital tools to support individualized support within the classroom. Families are encouraged to access tools at home to support growth as well!

McMicken Website

The school has an active [website](#) with information about school activities, calendar of events, available programs, staff contact information, and student resources.

Monthly School Newsletters

The school will send out a monthly newsletter with information about major events happening at the school and information families need to keep up with.

Classroom Newsletters

Classroom teachers send out frequent newsletters to keep families informed of assignments, activities, curriculum, and events happening in the classroom.

Email

All staff members have Highline Public Schools email accounts. It is an extremely effective way to stay in contact with the school. Email addresses are in the form of: `firstname.lastname@highlineschools.org`.

Student Led Conferences

Conferences are Monday through Wednesday prior to the Thanksgiving break in November. School will not be in session, but students are expected to attend and participate in their conference.

Information will be sent home in October for families to schedule a time for their conference. As a means of sharing information, conferences give families an opportunity to discuss and see their students' strengths and needs, share their goals, and progress towards these goals. Interpreters will be provided if needed.

Conference Appointments are not Limited to Once a Year - You are encouraged to make an appointment to see your student's teacher whenever you feel there is a need. You can do this by emailing the teacher or calling the main office.

School Meals

No Cost Meals!

School meals are available to all enrolled Highline students at no cost this year! Even though meals are at no cost for everyone, some families will be asked to complete an income survey to access other discounts and benefits. Income data allows schools to maintain state funding.

Home Lunch and Outside Snack Policy

Students **may not bring large, full-size bags of chips** or other sweet/salty snacks to school. If a child or family wishes to bring a snack as part of a lunch, it must be an individual portion size (can be in a Ziploc bag) and kept **inside a lunch bag or box**. Sodas and Gatorade/energy drinks are also strongly discouraged. **Please note that all outside snacks and/or beverages need to be inside a lunch box or bag.**

Visitor & Volunteer Procedures

Visitor Procedures

All visitors must check-in on the iPad in the Main Office upon arriving on campus. A visitor sticker must be worn by all visitors when in the building. We ask that all visitors are on campus for a specific purpose. Please contact your student's teacher in advance if you would like to visit or volunteer in the classroom for an extended period. When school business is completed, please check-out immediately in the main office on the iPad.

Volunteer Procedures

McMicken welcomes all volunteers. Prior to volunteering in the school, a Volunteer Information Form must be completed, a copy of your identification will be taken, and sent for processing to our district office for approval.

Weapons Policy

McMicken Heights and Highline Public Schools will not tolerate the possession of dangerous weapons by students on school district property or at school district-sponsored events. Possession includes having a weapon in a desk, backpack, or on a student's person.

If a student carries, displays or draws any dangerous weapon, look-alike weapon, or any toy that looks like a weapon or anything that could cause bodily harm, he or she will face consequences up to and including expulsion. The law requires that all school facilities must be posted with Gun Free Zone signs.

Highline School District treats objects that look like weapons, such as toy guns and toy knives, in the same manner as real weapons. That means that a student who brings such an object to school, on a school bus, or to a school activity can expect to be disciplined for such behavior.