

**HIGHLAND HIGH SCHOOL  
HOME OF THE SCOTTIES  
17000 Summitview Rd.  
Coviche, WA 98923  
(509) 678-8800 [www.highland.wednet.edu](http://www.highland.wednet.edu)**

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



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### **HIGHLAND HIGH SCHOOL STAFF**

#### Administrators

Jeremy Gillespie - Principal  
Curtis Borland – Dean of Students/Athletic Director

#### Office/Counseling Staff

Traci Connolly - Registrar                      Lizz Kramer - Office Accounting  
Elise Marchand - Counselor                      Geobany Silva - Attendance/Athletics

## BELL SCHEDULES

|          | MONDAY      | TUESDAY     | WEDNESDAY   | THURSDAY    | FRIDAY      |
|----------|-------------|-------------|-------------|-------------|-------------|
| 1st      | 9:00-9:51   | 9:00-10:12  | 10:00-10:39 | 9:00-9:49   | 9:00-9:51   |
| 2nd      | 9:55-10:46  | 10:16-11:05 | 10:43-11:45 | 9:53-10:42  | 9:55-10:46  |
| 3rd      | 10:50-11:41 | 11:09-11:58 | 11:49-12:28 | 10:46-11:58 | 10:50-11:41 |
| Lunch    | 11:41-12:11 | 11:58-12:28 | 12:28-12:58 | 11:58-12:28 | 11:41-12:11 |
| 4th      | 12:15-1:06  | 12:32-1:44  | 1:02-1:41   | 12:32-1:21  | 12:15-1:06  |
| 5th      | 1:10-2:01   | 1:48-2:37   | 1:45-2:47   | 1:25-2:14   | 1:10-2:01   |
| 6th      | 2:05-2:56   | 2:41-3:30   | 2:51-3:30   | 2:18-3:30   | 2:05-2:56   |
| Advisory | 3:00-3:30   |             |             |             | 3:00-3:30   |

## NON-DISCRIMINATION COMPLIANCE STATEMENT

The Highland School District does not discriminate in any programs or activities based on sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator and Compliance Coordinator for State Law (RCW 28A.640/28A.642) officer: Brandon Jensen, Tieton Elementary School Principal, 17000 Summitview, Cowiche WA 98923, telephone (509) 678-8700, e-mail- [bjensen@highland.wednet.edu](mailto:bjensen@highland.wednet.edu).

Section 504/ADA coordinator: Courtney Sund, Director of Inclusionary Practices and SEL, 17000 Summitview, Cowiche WA 98923, phone (509) 678-8859, e-mail [csund@highland.wednet.edu](mailto:csund@highland.wednet.edu).

The Highland School District will also take steps to assure that multilingual learners who lack English language skills can participate in all education programs, services, and activities. For information regarding translation services or transitional bilingual education programs, contact Kirsten Lenz, Director of State and Federal Programs/Language Access Liaison.

## STUDENT SERVICES & PROGRAMS

### ACCIDENTS

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

## **ACTIVITY/A.S.B. CARDS**

Students are not required to pay for an A.S.B. card. Students who show a valid A.S.B. card are allowed free admission to all home athletic events and reduced admission at away events.

## **CLASS SUPPLIES**

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

**Band:** Band instruments are available for rent from the school. Instruments may be rented at a cost of \$75 per semester. Percussion is \$30 per year.

## **COUNSELING**

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

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

**Cornerstone Courses:** Highland High School offers English, Drama and Math courses from Central Washington University and Eastern Washington University. These dual credit classes are offered during the school year. Prior to participating in this program students must take a qualifying test. See Mrs. Williams, Ms. Hostetler, or Mr. Wagner for details.

**Running Start:** Juniors and seniors from Highland can participate in the Running Start Program at YVCC. Each student must first take and pass the Compass Test. For more information, visit their web site: <https://www.yvcc.edu/admissions/running-start-student/>

**YVTech:** Juniors and seniors from Highland who successfully complete certain Yakima Valley Technical Skill Center courses may then qualify for Concurrent Credit. The Skill Center's web site is: <https://yvtech.yzd7.org/>. If you have questions about these programs, please contact Mrs. Marchand

Students are encouraged to visit the Highland High School Counselor's web pages. The pages can be found at <https://www.highland.wednet.edu/domain/118>. We post informational items that could help students in school and their post high school plans. These items include a link and information about the FAFSA form (Free Application for Federal Aid); link to all Washington State colleges, universities, two year Colleges and technical institutes; links to the SAT and ACT sites; Migrant student sites; concurrent high school and college credit; Time Line Ideas for high school; Highland High School graduation requirements; news and opportunities for students; scholarship information; suggested sites to visit about scholarship searches and student loan information.

## **Class Changes**

Students who wish to change their schedule must complete the online schedule change request form within the first five (5) days of the semester. The counselor will process the schedule change requests in the order they are received. Changes will only be allowed for legitimate academic reasons.

## **CREDIT EARNED TOWARD GRADUATION**

### **Regular Credits**

Each class passed during a semester earns .5 credits toward graduation. A full-time student can earn 3.0 credits per semester and 6.0 credits per year. Credit will be assigned to the following situations:

1. Any class given during an approved summer school program.
2. Classes transferred from an accredited, state approved high school program.
3. Classes taken in an approved community or junior college “Running Start” program.
4. Credit earned while attending the Yakima Valley Technical Skills Center as a student from Highland High School.
5. Alternative school
6. Credit Retrieval (Online)

### **Special Credits**

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

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

### **Transcripts**

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

## **EARLY RELEASE/LATE ARRIVAL**

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

1. Be completely on track to graduate with all required classes and credits.

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

## **FOOD SERVICES**

School Breakfast/Lunch is free to all students in the High School. HHS participates in the Breakfast After the Bell program, which extends the time for students to get breakfast.

## **GRADING SCALE/GRADE POINT AVERAGE**

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

|           |         |                  |                |
|-----------|---------|------------------|----------------|
| A = 4.0   | 93-100% | C- = 1.7         | 70%            |
| A - = 3.7 | 90%     | D+ = 1.3         | 67%            |
| B+ = 3.3  | 87%     | D = 1.0          | 60%            |
| B = 3.0   | 83%     | F = 0.0          | 59%↓           |
| B- = 2.7  | 80%     | INC = Incomplete |                |
| C+ = 2.3  | 77%     | P = Pass         |                |
| C = 2.0   | 73%     | W = Withdrawn    | N/C= No Credit |

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

## **GRADING CATEGORIES**

At least 65% of the grade will come from Summative categories (tests, projects, papers, etc.)

At most 35% of the grade will come from Formative Categories (daily work, homework, etc.)

## **GRADUATION REQUIREMENT WAIVERS**

For exceptional reasons, the principal may grant a waiver for a required class. A waiver may not be granted to reduce or eliminate a failing grade in a class which has been completed, or in which a student is enrolled or for the scheduling convenience of the student. According to Washington State Law, U.S. History and Current World Issues cannot be waived.

## **GRADUATION**

An initial list of all seniors who will be participating in the upcoming graduation ceremony will be available by the first Wednesday in June. Seniors who meet the following graduation expectations will be included on the ceremony list:

- Earned all required credits. (Including passing current courses.)
- Passed state assessment requirements or met Graduation Pathways.
  - Taken SBAC and are waiting for results.
- Completed High School and Beyond Plan with advisor.

Students who are not included on the graduation ceremony list have the right to appeal. The student or parent will first make a written request for appeal to the high school principal when the student has met the above requirements. If the student or parent is not satisfied with the decision of the principal, they may appeal to the superintendent.

The final graduation list will be completed three business days prior to the graduation ceremony. Any student who has not met all of the graduation requirements at this time will not be allowed to participate in the ceremony.

### **Graduation Requirements for students graduating in 2025**

|                                 |             |                |
|---------------------------------|-------------|----------------|
| <b>English</b>                  | <b>4.0</b>  | <b>credits</b> |
| <b>Social Studies</b>           | <b>3.0</b>  | <b>credits</b> |
| Civics                          | .5          | credits        |
| World Hist.                     | .5          | credits        |
| U.S. History                    | 1.0         | credits        |
| CWI                             | 1.0         | credits        |
| <b>Math</b>                     | <b>3.0</b>  | <b>credits</b> |
| <b>Science</b>                  | <b>3.0</b>  | <b>credits</b> |
| <b>Health</b>                   | <b>0.5</b>  | <b>credits</b> |
| <b>Fitness (PE)</b>             | <b>1.5</b>  | <b>credits</b> |
| <b>Art (Fine or Performing)</b> | <b>1.0</b>  | <b>credits</b> |
| <b>Vocational (CTE)</b>         | <b>2.0</b>  | <b>credits</b> |
| <b>Electives</b>                | <b>6.0</b>  | <b>credits</b> |
| <b>TOTAL</b>                    | <b>24.0</b> | <b>credits</b> |

Students must earn 3.0 math credits in High School.

Students will enroll in 1.0 credit of English each year.

1.0 credits awarded for passing all state required tests.

2.0 credits awarded for SCOTS Advisory (.25 each semester).

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

### **HEALTH SERVICES**

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

### **IMMUNIZATION FORMS**

All students must have an up-to-date immunization form in their health file. Under state law, students will not be allowed to attend school until the required forms are on file. If parents have any questions, please contact the school office.

**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.).

## **LOST AND FOUND**

The lost and found is located near the office. At the end of the year, unclaimed items will be donated to a charitable organization.

## **STUDENT INSURANCE**

Student accident insurance is offered through Myers-Stevens Insurance Company. Enrollment forms and fee information are available in the school office and online. School insurance is optional. Please note – while the school will endeavor to assist parents in dealing with the insurance company, filing claims and keeping accident reports, the school is not the agent for the company, and cannot be responsible for settling any disputed claim or unpaid bill.

## **STUDENT LOCKERS**

There is no cost to students for using a locker. Students are responsible for keeping lockers closed and locked at all times. Students are responsible for damage to their lockers. Tampering with the locking mechanism will result in the loss of locker use privilege and/or a fine for repair. The school will not be responsible for any lost or stolen property.

## **STUDENT POSSESSIONS**

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

## **VISITORS AND VOLUNTEERS**

Parents may visit the school or volunteer in classes, the library, or the office. Visitations to anywhere other than the office must be arranged in advance with appropriate staff. For the protection and safety of students and staff, all persons visiting campus on official business must register at the main office. Student visitors are not permitted. All visitors and volunteers must wear a visitor badge.

## **STUDENT EXPECTATIONS**

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

## **ATTENDANCE POLICY**

The overall goal of the attendance policies is to encourage students to attend class in a regular and timely manner. At Highland High School, we have established the following rules to ensure regular

student attendance. 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 and critical in order to earn credits.

### **Notification of Absences**

When a student is absent, the Attendance Secretary will call home to notify parents of the absence in an attempt to get the absence excused. An automated call will be received by the parents of any student whose absence is still unexcused by the end of the school day. The parent/guardian shall excuse the absence within 48 hours of the absence via phone call, note, email or ParentSquare.

### **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) A parent does not excuse the absence within 48 hours of the student returning to school.
- 2) The student misses more than ten (10) minutes of class without permission from staff.

### **Required Conference for Unexcused Absences**

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

- b) Refer the parent and child to the **Community Truancy Board** (must take place within twenty days of the referral)
- c) Enter into an agreement with the district in order to eliminate or reduce his/her absenteeism.

### **Check In / Check Out Procedures**

Students who arrive after the school day has started must sign in at the Tardy Kiosk. Students that leave school prior to the end of the day must check out in the office with parent permission. Students must enter and exit through the main entrance of the high school only. A student who leaves without properly checking out is considered Truant and subject to consequences.

### **Truancy**

Truancy occurs when a student is absent from class without permission or prior approval. Truancy consequences include:

- In School Suspension for 1<sup>st</sup> and 2<sup>nd</sup> offenses.
- A 3<sup>rd</sup> 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. Missing instruction may have a negative impact on student grades.

### **Tardy Policy**

A tardy occurs when a student arrives late to class (after the bell), but within the first 10 minutes.

- 1) Upon the **third** Tardy in any period, the student will be issued a warning from the teacher (documented on Skyward) and communicate with Parent/Guardian.
- 2) Upon the **fourth** Tardy in any period, the student will receive a Skyward Referral from the teacher, communicate with Parent/Guardian and may assign student detention.
- 3) A student accumulating **five** or more tardies in a single class period during a semester is considered excessive and may result in a conference with parent/guardian and administration 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.

### **Dance Regulations**

The following regulations are for all dances sponsored by Highland High School.

1. **Closed Dances:** Highland dances are for Highland students and their guests only. Non-students will not be admitted to any Highland dance without a guest pass.
2. **Guests:** Guests will be permitted to attend Highland dances with a completed approval form, which must be turned in to the office the day prior to the dance or earlier. Guests are bound by the same rules as other students in attendance at the dance. A student may invite one (1) guest to attend the dance, the guest must be under the age of 21. Guests must arrive with their sponsor and show ID.
3. **School Rules:** All dances are extensions of the normal school day. All rules of behavior and conduct listed in this handbook are in effect at school dances.

### **Extra-Curricular Expectations**

For all extracurricular events including athletic contests, dances, concerts and plays:

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

### **Make Up Work**

Make up work is the responsibility of the student. Students have as many days as they were gone to make up the work missed without the grade being affected. In the event it is not possible to complete the work as previously assigned, teachers will provide an alternative assignment/assessment. This policy includes students who have been Suspended or are on Emergency Expulsion. Students are encouraged to communicate with their teachers via email to request work while out of school on Suspension or Emergency Expulsion.

### **Late Work**

Late work will be accepted for at least one week after the due date. A “cap” on late work may be no lower than 70% of the available points. Teachers may award more than 70% at their discretion. College courses may have stricter late work policy as explained in the syllabus.

### **Student in Good Standing**

To be a student in good standing you must be passing all classes, have no suspensions during current semester, no unexcused absences, 4 or fewer tardies to any one period.

### **Student Vehicles**

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

1. Each student driver must carry a legal driver’s license. Students must show evidence that there is liability and property damage insurance coverage on the vehicle. Students will assume full responsibility for any comprehensive or collision claims that may occur while on school property.
2. Vehicles must be driven in a safe manner. Maximum speed is 10 mph. Any student who does not adhere to this may lose their privilege to park on school grounds.
3. Students may park appropriately only in designated “student” parking areas.
4. Sitting in cars during the school day or at lunch is not permitted. Students may not loiter in the student parking areas.
5. Students cannot drive off campus during the school day without prior parent notification to the office.

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

## **STUDENT DISCIPLINE**

HHS utilizes Positive Behavior Interventions & Supports (PBIS) as a school-wide approach to support students and staff. The Scottie Values are: 1) show respect 2) solve problems 3) make good decisions. PBIS helps create a positive school culture and a sense of ownership for students and staff as well as providing effective conflict resolution strategies. The discipline flow chart serves as a guide for interactions between staff and students in terms of Minor (classroom) and Major (office) Offenses.

## **MINOR OFFENSES – STAFF MANAGED DISCIPLINE**

### **Bus Rules**

Students will meet the following expectations:

Ride assigned bus, follow directions, use appropriate language and volume, positive communication, remain seated, keep hands, feet, and objects to self, leave others' belongings alone, no food or drink.

### **Electronic Devices**

Any electronic device, including but not limited to: Cell phones, headphones (earbuds), bluetooth speakers, video gaming devices, video cameras, laser pointers, etc. are not allowed during class time, unless permitted by the teacher. Electronic devices should not be used in hallways or restrooms during instructional time. If such items are lost or stolen, the Highland School District is not responsible or liable and time will not be spent finding them.

### **Cheating**

Academic integrity is important for student success and assessment of academic progress. Students turning in work that is not their own or allowing students to copy their work is cheating.

1<sup>st</sup> Offense: Zero on assignment, Skyward documentation, parent contact by teacher.

2<sup>nd</sup> Offense: Zero on assignment, Skyward documentation, parent meeting w/ teacher & admin.

3<sup>rd</sup> Offense and Beyond: Zero on assignment, Possible loss of course credit, Skyward documentation, parent meeting.

\*\*\*Offenses will accumulate across all classes within a school year.\*\*\*

### **Classroom/School Expectations**

Students will meet the following expectations:

- 1) Obey the reasonable requests of all staff members.
- 2) Show respect toward all staff members.
- 3) Communicate with school appropriate language, gestures, writing, drawing, etc.
- 4) Demonstrate awareness of the safety of self and others.
- 5) Respect school property.
- 6) Remain in student designated areas.

## **Dress Code**

The following guidelines exist to help parents and students ensure appropriate appearance at school. We believe that a respectful and conducive learning environment is fostered through appropriate attire. Our dress code policy aims to promote professionalism, safety, and respect for oneself and others. All students are expected to adhere to the following guidelines:

- General
  - Clothing should be appropriately sized, neither excessively tight nor overly baggy.
  - All clothing must cover undergarments completely at all times.
  - Footwear must be worn at all times for safety reasons.
  - Clothing must be free from obscenities, vulgarities, or suggestive words or pictures.
  - Students are encouraged to wear clothing that promotes positive values and may not advertise the use of violence, alcohol, drugs, or tobacco products.
  - Students must refrain from wearing any attire that implies gang membership, as stated in the Gang Related Behavior section under Major Offenses.
- Tops
  - Spaghetti straps, halter and crop tops are not allowed unless worn with an additional top that meets the dress code requirements.
  - No exposed cleavage or bare midriffs are permitted.
- Bottoms
  - Shorts, skirts, and dresses must be of an appropriate length, no shorter than mid-thigh when standing.
  - Pants and shorts must be worn at the waist; sagging is not permitted.
  - No excessively ripped or torn clothing is allowed.
- Accessories
  - Hoods and sunglasses are not to be worn indoors.
  - Chains, spikes, or other accessories that may pose a safety hazard are prohibited.
- Special Events/Themes
  - On school designated dress-up days or for special events, students must adhere to the dress code while participating in the theme.
- Enforcement
  - Dress code violations are Minor Offenses managed by staff.
  - Students found in violation of the dress code will be asked to correct the issue immediately.
  - If a student is unable or unwilling to comply, they will be sent to an administrator and provided with alternative clothing or possible disciplinary action.
  - Consequences for repeated violations will include parent notification and further disciplinary measures as deemed appropriate by school administration.

By adhering to this dress code policy, students contribute to a positive and respectful school environment conducive to learning. We appreciate the cooperation of students, parents, and staff in maintaining these standards.

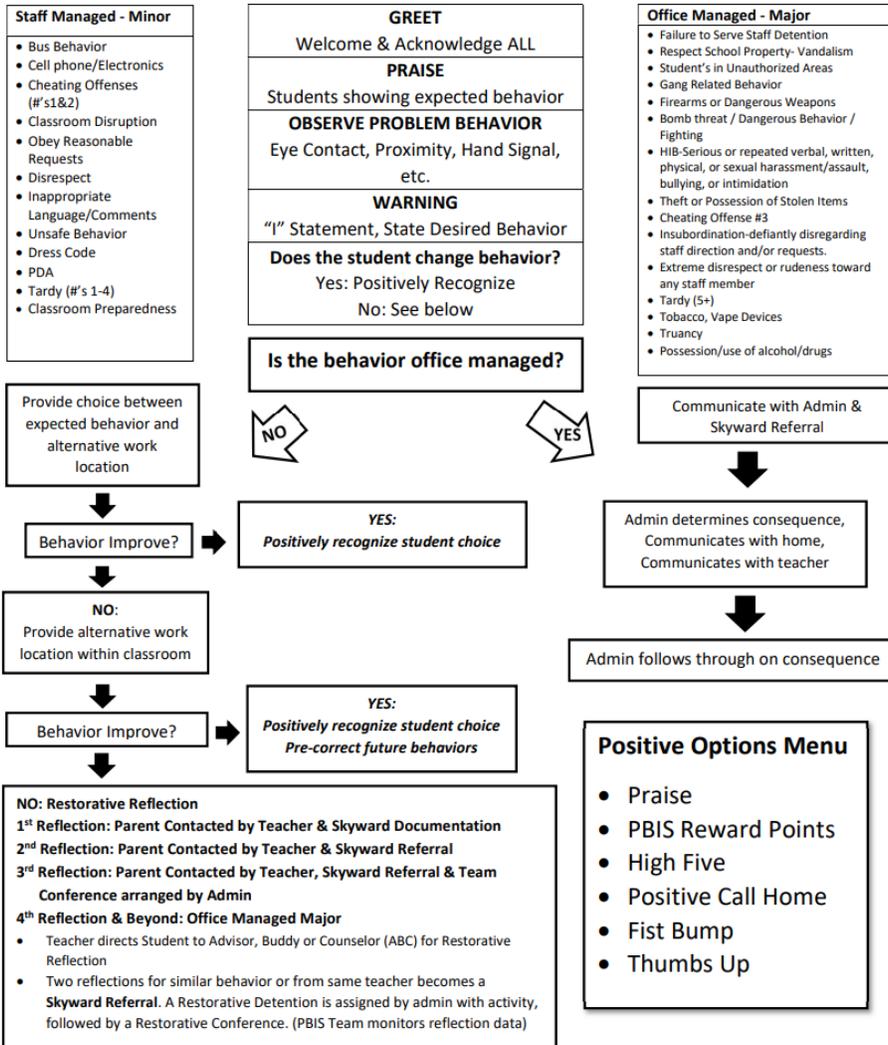
**Public Display of Affection (PDA)**

Public display of affection is limited to hand-holding and brief hugs. Kissing is not permitted.



**HIGHLAND PBIS**

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



## **MAJOR OFFENSES – OFFICE MANAGED DISCIPLINE**

### **Fighting**

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

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

Video recording of a fight, encouraging a fight, or watching a fight is a disruption to the learning environment and may result in suspension.

### **Gang Related Behavior**

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

- 1) Admin will communicate with parents. 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.

**\*\*Policy may be modified at the discretion of administration depending on changing trends.\*\***

### **Harassment, Intimidation, Bullying**

Harassment, intimidation, or bullying means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated because of his or her perception of the victim's race, color, religion, ancestry, national origin, gender, sexual orientation (including gender expression or identity), or mental, physical, or sensory handicap or other distinguishing characteristics, when the act:

- 1) Physically harms a student or damages the student's property; or
- 2) Has the effect of substantially interfering with a student's education; or
- 3) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- 4) Substantially disrupts the learning environment.

A violation of any of the above will result in parent notification and further disciplinary measures as deemed appropriate by school administration.

### **Off Campus Lunch Privileges**

Students must exit and re-enter through the main entrance of the high school only. Students may walk off campus during lunch to visit the local stores or to go to their house. Students will not visit houses other than their own unless pre-arranged with the office. Lunch release is a privilege, which may be revoked for any student violating off-campus rules or other disciplinary action.

### **Other Behaviors Resulting in Corrective Actions**

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

- 1) Theft or possession of items not belonging to you without the permission of the owner (police notification as appropriate).
- 2) Insubordination - defiantly disregarding staff direction and/or requests.
- 3) Extreme disrespect toward any staff member, including swearing at a staff member.
- 4) Vandalism - destruction or damage of property of \$50 or less with restitution.
- 5) Use of a racial, gender, or religious slur in any form.
- 6) Tampering with fire apparatus, alarms and extinguishers or setting of a false alarm (police notification as appropriate.)
- 7) Inappropriate Use of Cell Phone, Computer, Technology, and/or Social Media.
- 8) Other behaviors considered serious, inappropriate, or unacceptable.

### **Search & Seizure (RCW 28A.600.230)**

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

### **Sexual Harassment**

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

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

Sexual harassment should be reported to any school staff member or the district's Title IX Officer.

### **Substance Abuse Policy (HSD #2121)**

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

abusive chemicals, unauthorized medication, or possession of drug-related paraphernalia may result in disciplinary action pursuant to district policy. Law enforcement agencies will be notified if necessary. Substance Abuse Guidelines: The following will be implemented when a student is in possession of, has admitted being under the influence of drugs/alcohol, has tested positive for drugs/alcohol, has failed/tampered with a drug/alcohol test or refused a drug/alcohol test:

First Offense:

- 1) Phone contact will be made with the parent or guardian and may lead to a required meeting with an administrator or designee.
- 2) Referral to Student Assistance Professional (SAP). Students will be required to follow recommendations of SAP.
- 3) 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/Nicotine Products**

Students may not possess and/or use tobacco or nicotine products or delivery devices (including but not limited to electronic smoking devices, vapor pens, non-prescribed inhalers) on school property, at school events, or in school vehicles.

1. First offense: Parent contact and possible parent meeting, referral to SAP (Student Assistance Professional), and a requirement to follow SAP recommendations. Students will serve up to 3 hours of detention.
2. Second offense: Short-Term Suspension (Up to 5 Days)
3. Third and future offense(s): Short-Term Suspension (Up to 10 Days)

### **Emergency Removal (WAC 392 400 295)**

In emergency situations, the Highland School District reserves the right to remove a student if there is reasonable belief that the student's presence poses an immediate and ongoing danger to other students or staff, or if there is a significant potential for disruption to 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) An action that promotes/indicates gang membership leading to a significant disruption to the

- educational process or ongoing safety concern (police notification as appropriate). Possession, use, sale, and/or delivery of drugs, drug paraphernalia, intoxicants, and/or alcohol or substances represented as drugs or alcohol (HSD Policy 2121) (police notification as appropriate).
- 2) 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 (police notification as appropriate). 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.
  - 3) Violation of any federal law, state statute, county or municipal ordinances that may warrant emergency removal (police notification as appropriate).
  - 4) Premeditated and/or serious assault (police notification as appropriate).
  - 5) Burglary - school break in, successful or attempted (police notification as appropriate).
  - 6) Arson - the intentional setting of a fire (police notification as appropriate). Bomb threat (police notification as appropriate).
  - 7) 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](http://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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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 20 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](http://ospi.k12.wa.us/student-success/health-safety/school-safety-center)

- Email: [schoolsafety@k12.wa.us](mailto: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](https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights)
- Email: [equity@k12.wa.us](mailto: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](http://www.oeo.wa.gov)
- Email: [oeoinfo@gov.wa.gov](mailto: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](mailto: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](mailto: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.