

# HIGHLAND JUNIOR HIGH SCHOOL

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



## **HIGHLAND JUNIOR HIGH SCHOOL STAFF**

### **Office Staff**

Mr. Strother – Principal  
Mr. Borland- Athletic Director/Dean of Students  
Mrs. Kramer – Office Accounting

Mrs. Kok – Counselor  
Mrs. Diaz – Attendance/Athletics Secretary  
Mrs. Connolly – Guidance Secretary/Registrar

### **Student Services Office:**

Mrs. Lenz – Director  
Mrs. Eaton – EL Coordinator  
Mrs. Garcia – Secretary

Mrs. Sund – Coordinator  
Mrs. Thompson – Migrant Coordinator/McKinney Vento  
Mrs. Valdez – State/Fed. Programs Assistant

Mrs. Curry – PLC Coordinator

### **Teachers**

Ms. Hudson  
Mrs. Jacobson  
Mrs. Mack  
Mrs. Matson  
Mrs. McKee Gibbons  
Mr. Packard  
Mr. Pearce  
Ms. Pottratz  
Mrs. Rice  
Ms. Ritchie  
Mr. Straehle

Mr. Sleater

Mrs. Vachon

Mrs. Wickenhagen

### **Instructional Facilitator**

Mrs. Manske

### **Food Services Staff**

Mrs. Sanders, Director

Mrs. Dow

Mrs. Milburn

Mrs. Peters

Mrs. Wynn

### **Support Staff**

Ms. Galvan  
Mrs. Koenes  
Mrs. Maciel  
Mr. Rose  
Mrs. Wullabbs

### **Custodians**

Ms. Rossow  
Mr. Gutierrez  
Mr. Silva

### **ASB/Librarian**

Mrs. St. George

**HJH ASB Officers:** Diana Govea, Victor George, Kole Jones, Elise Klepach, Alastor Smith  
Sabastian Garcia-Silva, Anna Jensen, Daniel Lopez, Yasmin Mendoza

### **REGULAR SCHEDULE**

Period 1 7:45 – 8:36  
Period 2 8:40 – 9:31  
Scottie Time 9:37 – 10:07  
Period 3 10:11 – 11:02  
Period 4 11:06 – 11:57  
Lunch 11:57 – 12:27  
Period 5 12:29 – 1:20  
Period 6 1:24 – 2:15

### **LATE START**

Period 1 8:45-9:32  
Period 2 9:36 –10:23  
Period 3 10:27 – 11:14  
Period 4 11:18 – 12:05  
Lunch 12:05 – 12:35  
Period 5 12:39 – 1:25  
Period 6 1:29 – 2:15

### **EARLY RELEASE**

Period 1 7:45 – 8:16  
Period 2 8:20 – 8:51  
Period 3 8:55 – 9:26  
Period 4 9:30 – 10:01  
Period 5 10:05 – 10:36  
Period 6 10:40 – 11:10  
Lunch 11:10 – 11:30

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### **HIGHLAND.....WHERE EVERYONE MATTERS!**

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

#### Student Services & Programs

##### Academic Support Classes

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

##### Assemblies

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

##### Athletics, Academic Teams and School Activities

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

All students must be passing all classes and have a G.P.A. of 2.0 while participating in an activity. If a student's grades drop below this level, he or she will have one week from notification to raise their grade(s) to minimum levels. Each student is allowed to be placed on academic probation once (1) per sport season. After the one-week probation, the student can not participate in contests or travel with the team until the grade(s) is raised, but the student must attend practices. Any student who fails to participate in one or more classes during the school day will not be allowed to participate in the sport that day. All athletes are required to have a parent permission form, pay annually a \$30.00 athletic fee, sign the activity code, and pass a physical within the last 24 months before they can be permitted to practice or play in a game. Free admission to all home, regular season games are included with the ASB fee.

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

##### Breakfast/Lunch Programs

	<u>Full Price</u>	<u>Reduced</u>
Lunch	\$2.25	\$.40
Breakfast	\$1.25	No Charge
Milk	\$.50	

(Check with the office at the start of school year for any price changes)

**Breakfast After the Bell:** Highland Junior High offers breakfast past the start of the school day and allows students to eat in the classroom.

### **Class Schedule Change**

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

### **Field Trips**

Highland Junior High supports grade level field trips to universities, colleges, trade schools, and other academic learning experiences. All students are expected to attend these field trips. Field trip attendance may be denied by poor academic performance (two or more failing grades) or prior student misbehavior. You will be notified of these field trips as they arise; parent consent is implied because of the educational nature of the trip.

### **Fund Raisers**

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

### **Having Medicine at School**

Students using prescription or over the counter medicine (including pain relievers) are required to make arrangements to keep the medicine in the office; they are not allowed to have these in their possession. Students are not allowed to receive medicine from any staff members or other students.

### **Illness/Injury at School**

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

### **Internet and Network Use**

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

The following is not permitted on any school owned technology:

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

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

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

### **Promotion**

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

### **Reporting of Grades**

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

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

### **School Closure or Delay**

In the event of an emergency, the Yakima area radio stations will be contacted for school closure or late start. Please listen to the radio or visit the Highland website, [www.highland.wednet.edu](http://www.highland.wednet.edu), for information. An automated phone call will also go out to all students.

### **Student Led Conferences**

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

### **NONDISCRIMINATION, SEXUAL HARASSMENT and COMPLAINT PROCEDURE**

See HSD Policies and Procedures: 3205, 3205P, 3207, 3207P, 3210, 3210P, 5010, 5010P, 5011, 5011P,

### **DISCRIMINATION**

Highland School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender 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(s) has been designated to handle questions and complaints of alleged discrimination:

**Title IX Officer and Civil Rights Compliance Coordinator:** Brandon Jensen, Highland Senior High School Principal, 17000 Summitview Rd, Cowiche, WA 98923, 509-678-8800, [bjensen@highland.wednet.edu](mailto:bjensen@highland.wednet.edu)

**Section 504/ADA Coordinator:** Mindy Schultz, Marcus Whitman Cowiche Elementary School Principal, 1180 Thompson Rd, Cowiche, WA 98923, 509-678-8900, [mschultz@highland.wednet.edu](mailto:mschultz@highland.wednet.edu)

**Harrassment, Intimidation, Bullying (HIB) Coordinator:** Don Strother, Highland Jr. High Principal, 17000 Summitview Rd, Cowiche, WA 98923, 509-678-8800, [dstrother@highland.wednet.edu](mailto:dstrother@highland.wednet.edu)

**You can report discrimination and discriminatory harassment** to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure (Policy #3210) contact your school or district office or view it online here: <http://www.highland.wednet.edu/common/pages/DisplayFile.aspx?itemId=5138773>

**SEXUAL HARASSMENT** Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

**Sexual harassment is unwelcome behavior or communication that is sexual in nature when:**

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

**Examples of Sexual Harassment:**

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

**You can report sexual harassment** to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: Policy 3205 Sexual Harassment of Students Prohibited <http://www.highland.wednet.edu/common/pages/DisplayFile.aspx?itemId=638600> and Policy #5011 Sexual Harassment of District Staff Prohibited

<http://www.highland.wednet.edu/common/pages/DisplayFile.aspx?itemId=14433688>

### **COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT**

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

#### **Complaint to the School District**

##### ***Step 1. Write Our Your Complaint***

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

##### ***Step 2: School District Investigates Your Complaint***

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

##### ***Step 3: School District Responds to Your Complaint***

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a

different time period.

### **Appeal to the School District**

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

### **Complaint to OSPI**

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal.

You can send your written complaint to the Equity and Civil Rights Office at OSPI:

**Email:** [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | **Fax:** 360-664-2967

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

For more information, visit our [website](#), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

### **Other Discrimination Complaint Options**

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

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

*Washington State Human Rights Commission*

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

## **STUDENT DISCIPLINE**

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

The Highland Junior High Mission Statement is to create an effective learning community where all students and staff show respect, solve their problems, and make good choices. A discipline flow chart has been created to guide interactions between staff and student behavior.



# HIGHLAND PBIS

## Discipline Flow Chart – Staff & Office Managed Behaviors

### Desired Staff Interactions with Students



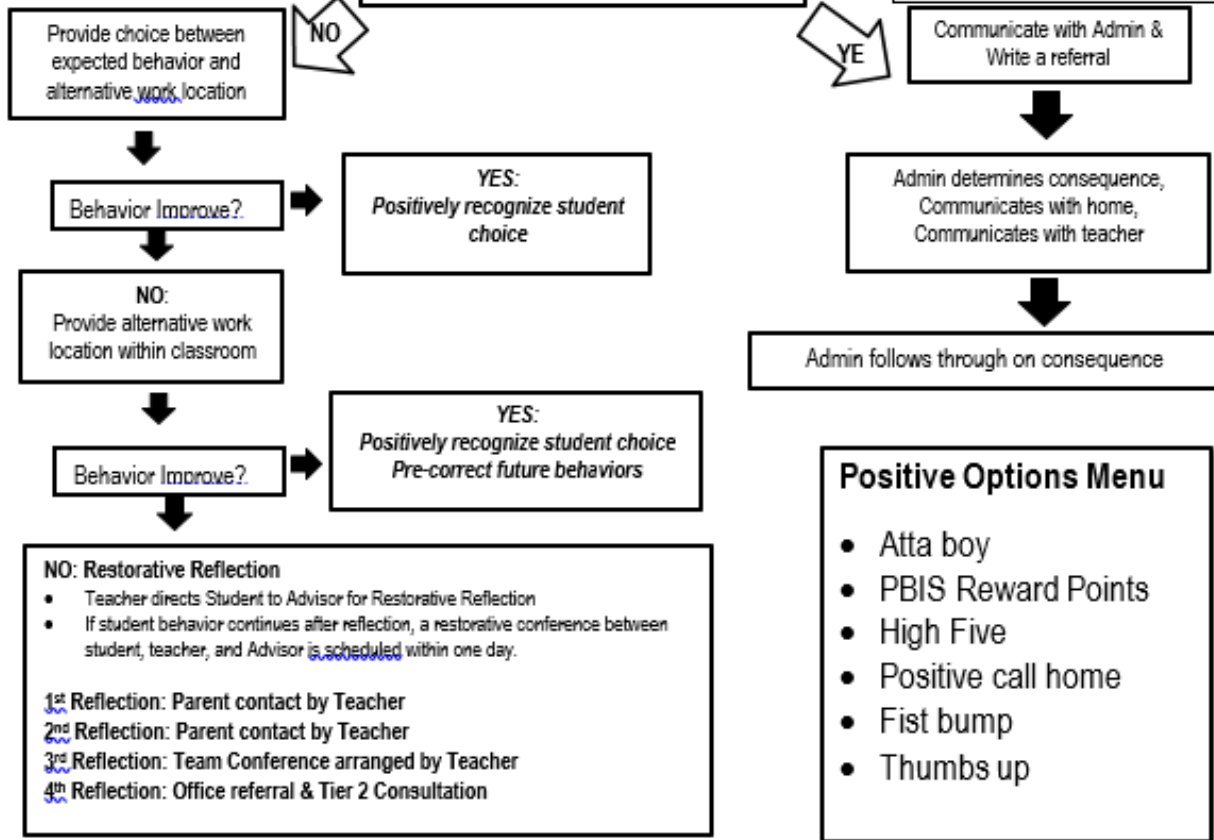
- Staff Managed - Minor**
- Pushing or Cuts in Lines
  - Bus Behavior
  - Cell phone/Electronics
  - Cheating Offenses (#s 1&2)
  - Classroom Disruption
  - Obey Reasonable Requests
  - Disrespectfulness
  - Inappropriate Language/Comments
  - Unsafe Behavior
  - Dress Code
  - PDA
  - Tardy (#s 1-4)
  - Classroom Preparedness

- GREET**  
Welcome & Acknowledge ALL
- PRAISE**  
students showing expected behavior
- OBSERVE PROBLEM BEHAVIOR**  
Eye Contact, Proximity, Hand Signal, etc.
- WARNING**  
"I" Statement, State Desired Behavior
- Does the student change behavior?  
Yes: Positively Recognize No: See below



- Office Managed - Major**
- Failure to Serve Staff Detention
  - Respect School Property- Vandalism
  - Student's in Unauthorized Areas
  - Gang Related Behavior
  - Firearms or Dangerous Weapons
  - Bomb threat / Dangerous Behavior / Fighting
  - HIB-Serious or repeated verbal, written, physical, or sexual harassment/assault, bullying, or intimidation
  - Theft or Possession of Stolen Items
  - Cheating Offense #3
  - Insubordination-defiantly disregarding staff direction and/or requests.
  - Extreme disrespect or rudeness toward any staff member
  - Tardy (5+)
  - Tobacco, Vape Devices
  - Truancy
  - Possession/use of alcohol/drugs

**Is the behavior office managed?**



- Positive Options Menu**
- Atta boy
  - PBIS Reward Points
  - High Five
  - Positive call home
  - Fist bump
  - Thumbs up

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



If student behavior does not change after desired interactions with staff occur, the teacher directs student to advisor to complete a Restorative Reflection and communicates with parent. If student behavior continues for the same class after the reflection, the teacher will schedule a conference between the teacher, student and advisor within one school day. The following are steps based on the number of Restorative Reflections accumulated by each student:

- 1<sup>st</sup> Reflection: Parent contact by Teacher
- 2<sup>nd</sup> Reflection: Parent contact by Teacher
- 3<sup>rd</sup> Reflection: Team Conference Arranged by Teacher
- 4<sup>th</sup> Reflection: Office referral & Tier 2 Consultation

## **Student Expectations**

### **ATTENDANCE POLICY**

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

### **Notification of Absences**

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

### **Excused Absences**

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

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

### **Required Conference for Excused Absences**

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

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

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

### **Unexcused Absences**

A student absence is unexcused if:

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

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

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

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

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

## **Truancy**

Truancy occurs when a student does not attend class without appropriate permission. A student who chooses not to attend a scheduled class may receive In School Suspension for 1<sup>st</sup> and 2<sup>nd</sup> offenses of Truancy. 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. Some participation activities are impossible to make up. This, in combination with missing the instruction, often results in extended absences causing a student's grades to drop, possibly even to failing.

### **Tardy Policy**

A tardy is the result of a student who is absent for the first half of first period or the first (10) ten minutes of a subsequent period.

- 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 will result in a required conference with parent/guardian and administration.

### **Required Conferences for Excessive Tardiness**

- 1) Upon the **fifth** Tardy in any period, the student will receive a Skyward Referral from the teacher, Administration will schedule a conference with parent/guardian to identify any barriers to regular attendance and the supports and resources available to the family and the steps taken so the student is able to eliminate or reduce his/her tardiness. Disciplinary consequences for **fifth** through **ninth** tardy result in 30-minute detention provided by administration.
- 2) Upon the **tenth** Tardy in any period, the student will receive a Skyward Referral from the teacher, Administration will schedule a conference with parent/guardian to enter an agreement so the student is able to eliminate or reduce his/her tardiness. Incremental consequences provided by Administration. Disciplinary consequences for **tenth** tardy and beyond result in 1-hour detention provided by administration.

### **Breakfast & Lunch Behavior Expectations**

#### **Help make our lunch room a clean and enjoyable place:**

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

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

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

### **Identification Cards**

ID Cards and lanyards will be distributed to each student and staff member and the ID will be required to be displayed on their person at all times. The ID card identifies all individuals within our school and is a security measure taken to ensure safety. Students will be required to have their ID card to leave class. Students without their ID card must also wait at the end of food lines. If the ID card is lost, the student must pay \$5 for a new one. Students who do not have their ID card will be given a Warning, written up in Skyward, and must wear a Temporary ID card during the day. Further discipline action of detention(s) and In School Suspension will be applied when students do not meet this expectation.

### **Make Up & Late Work**

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

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

### **School Campus**

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



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

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

### **Bus Rules**

**Show Respect:** Follow directions, Ride assigned bus, Use appropriate language

**Solve Your Problems:** Talk quietly, Leave others' belongings alone, No food or drink, Use inside voices, Positive communication with everyone

**Make Good Decisions:** Remain seated, Keep hands, feet, and objects to self

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

### **Cell Phones and Electronic Device Use in School**

Cell phones, MP-3 players, i-Pods, radios, headphones, games, compact disks, camera, etc., are not allowed to be used during class time, unless permitted by the teacher. Laser pointers are not allowed at school at any time. Any use of these items that disrupts the learning environment is not acceptable and may include the following: talking on device, texting, phone calls, headphones in ears or anything else that may cause a disruption in the classroom or to learning. Phones or electronic devices should not be used in hallways or restrooms during class time. If these items are lost or stolen Highland School District is not responsible or liable and time will not be spent finding them.

### **Cheating**

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

### **Classroom/School Expectations**

Students are expected to meet the following expectations:

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

The following are schoolwide classroom expectations:

**Show Respect:** Come to class on time, Listen and follow all instructions promptly, Be respectful of other people, Wait for an adult to dismiss you, Use appropriate & respectful language

**Solve Your Problems:** Phones are invisible during class, Come to class prepared to be an active learner, Clean up your area, Positive communication with everyone (Please & Thank you)

**Make Good Decisions:** Remain in supervised areas, Use all equipment in the appropriate way/appropriate area, Keep hands, feet and objects to yourself.

### **Dress Code**

Students should dress in a manner that is appropriate for a productive school environment. Any clothing or personal appearance that disrupts the learning of others will not be permitted. The guidelines below are intended to help parents and students insure that they are dressed in a manner which is appropriate at school. The following items are not permitted inside or outside during school time:

- \* Any clothing that exposes underwear or private areas, including tops showing cleavage and/or do not cover the stomach and back when the student is moving around, and pants that are sagging below the waist line.
- \* Shorts, skirts, or dresses that do not reach below fingertips when arms are fully extended.
- \* Holes in pants or shorts which reveal skin above fingertips when arms are fully extended.
- \* Tank tops straps must be two inches wide.
- \* Hats, bandanas, hoods and other head apparel
- \* Sunglasses worn inside the building
- \* Mesh shirts; no see through or sheer shirts
- \* No halter tops or spaghetti straps
- \* No pajamas, slippers or any apparel considered inappropriate
- \* No bare feet
- \* Any apparel which has obscenities, vulgarities, or suggestive words or pictures on it, i.e., clothing with number "69"
- \* Clothing that encourages/advertises the use of violence, alcohol, drugs, or tobacco products; i.e., "8 ball" clothing
- \* Any apparel which implies gang membership.

### **Public Display of Affection (PDA)**

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

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

### **Multiple Minor Offenses**

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

### **Fighting**

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

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

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

### **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) Has the effect of substantially disrupting the orderly operation of the school.

A violation of any of the above will result in parent contact and possible suspension from school.

### **Other Behaviors Resulting in Corrective Action**

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

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

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

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

### **Sexual Harassment**

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks

- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer, Brandon Jensen. You also have the right to file a complaint with the district office. For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: [www.highland.wednet.edu](http://www.highland.wednet.edu)

### **School & Student's Rights and Responsibilities**

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

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

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

Students have the right to attend school in an environment free of alcohol and drugs. Students are not to possess, sell or use drugs, alcohol, unauthorized medication, or drug paraphernalia. They 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. Where violations of the law are involved, law enforcement agencies will be notified.

**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:

- 1) First Offense – The parent or legal guardian will be called. The student and parent/guardian will be informed that the Highland School District policy requires ten (10) days suspension and completion of a 90 day CARE team contract by following all of their recommendations or forty-five (45) days suspension from school.
- 2) Second Offense – 90-day long-term suspension from school.
- 3) Third offense – expulsion from Highland School District
- 4) If the student and parent/guardian choose the CARE team option, then the student will be reinstated after ten days of suspension if he or she and the parents sign the CARE team contract. All costs associated with the contract will be the responsibility of the student and parent/guardian.
- 5) All students participating in extra-curricular activities and/or athletics will also be governed by appropriate disciplinary procedures applicable to those activities. (Suspension under this policy will include suspension from participation in or attendance at all school programs, events, and activities.)

### **Tobacco**

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

1. First Violation: Two (2) days of in-school suspension.
2. Second Violation: Up to five (5) days of in-school suspension.
3. Third and Future Violation(s): Suspension from school for five (5) days.

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

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

- 1) Any action that promotes/indicates gang membership.
- 2) Possession, use, sale, and/or delivery of drugs, drug paraphernalia, intoxicants, and/or alcohol or substances represented as drugs or alcohol (HSD Policy 2121).
- 3) It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities. Students who violate this policy are subject to district discipline policies, including the due process provisions regarding notification of parents. School officials shall also notify the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate the firearms provisions are subject to a minimum one calendar year expulsion. The district shall also comply with federal protections for disabled students in the application of this policy. For more information please refer to Policy 4210.
- 4) Violation of any federal law, state statute, county or municipal ordinances that may warrant emergency expulsion.
- 5) Premeditated and/or serious assault.
- 6) Burglary - school break in, successful or attempted.
- 7) Arson - the intentional setting of a fire.
- 8) Bomb threat.
- 9) Dangerous behavior - placing one's self 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>**

### **Parental Involvement - Title I Family Compact**

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

### **School Compact Development and Involvement**

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

### **Academic Goals**

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

### **Communication & Partnerships**

Communication between parents and the school is crucial to the success of our students. Regular communication will occur through newsletters, progress reports, school website, social media, email, phone calls, and student-led conferences.

Opportunities for parents to be volunteer, observe, and participate in school activities to support student learning include student-led conferences, family nights, volunteering in the classroom, orientation, and school-related activities. Highland Junior High will share information in English and Spanish related to school and parent programs, meetings, and other activities sent to the parents. Additionally, Highland Junior High will arrange school meetings at a variety of times, or conduct in-home conferences if necessary, between teachers or other educators with parents who are unable to attend such conferences at school. Highland Junior High shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in English/Spanish.

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

### **Staff Commitments:**

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

### **Student Commitments:**

- Meet the school-wide expectations of Highland Junior High
- Listen and follow directions of staff
- Do my best work
- Go to school every day & have 10 or less absences
- Take care of Highland JH and facilities
- Limit television watching, gaming and all other electronic device usage
- Read every night

### **Parent Commitments:**

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

# HIGHLAND SCHOOL DISTRICT

## School Calendar 2020-2021



Approved by Highland School District  
Board of Directors on March 17, 2020  
at the Regular Board Meeting

**“A QUALITY EDUCATION FOR ALL STUDENTS”**

August 2020

Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	1/8
9	10	11	12	13	14	15
16	17	18	19	{20}	{21}	22
23	{24}	{25}	{26}	27	28	29
30	31					

September 2020

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	{28}	29	30			

October 2020

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	{30}	31

November 2020

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	{24}	{25}	{26}	{27}	28
29	30					

December 2020

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	{18}	19
20	{21}	{22}	{23}	{24}	{25}	26
27	{28}	{29}	{30}	{31}		

January 2021

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	{15}	16
17	{18}	19	20	21	22	23
24/31	25	26	27	28	29	30

February 2021

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	{16}	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	{26}	27
28	{29}	30	31			

April 2021

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	{12}	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	1/8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	{28}	29
30	31					

June 2021

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	{4}	5
6	7	8	9	{10}	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
{4}	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- Significant Dates:**
- Aug 26 First Day of School-Regular Late Start
  - Aug 31 First Day of Kindergarten
  - Sept 7 Labor Day-**No School**
  - Sept 28 Teacher Optional Work Day-**No School**
  - Oct 30 Teacher Grading Day-**Early Release**
  - Nov 2-6 Conference Week-**Early Release each day**
  - Nov 4 **NO LATE START**
  - Nov 11 Veterans Day-**No School**
  - Nov 24 Early Release
  - Nov 25 School Break
  - Nov 26 Thanksgiving Day-**No School**
  - Nov 27 Native American Heritage Day-**No School**
  - Dec 18 Early Release
  - Dec 21-Jan 1 Winter Break - **No School**
  - Jan 4 School Resumes
  - Jan 15 Teacher Grading Day -**Early Release**
  - Jan 18 MLK Jr Day-**No School**
  - Feb 15 President's Day - **No School**
  - Feb 16 Teacher Optional Work Day - **No School**
  - March 26 Teacher Grading Day-**Early Release**
  - March 29-April 2 Conference Week-**Early Release each day**
  - April 5-9 Spring Break - **No School**
  - April 12 Snow Make-up Day or Non-contracted Day-**No School\***
  - May 28 Snow Make-up Day or Non-contracted Day-**No School\***
  - May 31 Memorial Day - **No School**
  - June 4 HHS Graduation-**Early Release**
  - June 10 Last Day of School-**Early Release**
- \*Year-round employees work these days

**Legend**

- = School Begins/Ends
- = Holidays - No School-Classified Paid Day (if in contracted days)
- { } = Optional Teacher Workday-No School/Classified Non-Paid Day
- ◻ = Conference Week-Early Release Each Day
- ◻ = School Break - No School -Classified Non-Paid Day
- ◻ = Snow Makeup OR Non-Contracted Release Day
- { | } = Teacher In-Class Optional Workday
- ( ) = Early Release Days for Students Only: HHS/HJH @ 11:10, TIS/MWC @ 12:10

**BOLD** = Wednesdays in **bold** are not Late Start Days