

HIGHLANDS MIDDLE SCHOOL
1350 Broadview Boulevard, Natrona Heights, PA 15065

STUDENT HANDBOOK 2018-2019

Dr. Kimberly Price
Principal

Ms. Debbie Beucker
Assistant Principal

Mr. Nam Pham
Dean of Students

Mr. Chuck Rhoads
Ms. Julie Seitz-Allman
Guidance Counselors

Ms. Karen Barnwell
Guidance Secretary

Mrs. Pam Stawinski
Front Office Secretary

724-226-0600 (phone)
724-226-3287 (fax)
7:00 a.m. - 4:00 p.m.

**WHAT IS THE PURPOSE OF THE HIGHLANDS MIDDLE SCHOOL
STUDENT HANDBOOK?**

The Highlands Middle School Student Handbook provides students and families with important information on regulations, procedures and policies that make up the total Highlands School District educational program and specific items regarding the daily operations of the school. Parents and students are to familiarize themselves with this handbook.

Parents and students are to read this handbook. The parent/guardian is to sign the accompanying page indicating that they and their child have read and understood the rules and procedures of the Middle School.

RESPONSIBILITIES AND EXPECTATIONS

The mission statement of Highlands Middle School describes "a unified community" committed to providing its students with opportunities to achieve a mastery of basic skills, to develop a positive self-image and to foster academic, social and personal growth. We believe the ultimate aim of education is to instill in the individual the fundamental concepts of democracy to contribute to the development of good citizens.

Therefore, the school agrees to:

1. Provide a healthy and safe school environment.
2. Assist the development of students' academic, social, aesthetic, emotional and physical skills.
3. Provide the student with skills for coping with everyday pressures.
4. Encourage students to respect cultural, racial and ethnic differences
5. Encourage open communication between the school and the home.
6. Stimulate career awareness in students.
7. Develop students' decision-making skills.
8. Provide the opportunity for students to learn and utilize independent study skills.
9. Develop school curriculum and methodology in such a way that individual differences are recognized and provisions are made for each student's personal, social and academic development.
10. Encourage students to become increasingly self-directing, moving from childhood to self-actuating adolescence.

The parent/guardian agrees to:

1. Require and monitor my child's daily attendance at school
2. Encourage my child to have a positive attitude toward school
3. Communicate with my child's teachers about his/her educational needs.
4. Encourage my child to read, write and practice their work daily.
5. Provide a quiet place for homework and study.
6. Volunteer in school and attend school meetings, when possible.
7. Encourage my child to find activities that promote citizenship, work ethic and healthy lifestyles.
8. Respect cultural, racial and ethnic differences.

The student agrees to:

1. Attend school every day.
2. Participate in a positive & active way in learning and all school activities.

3. Encourage parents/guardians to become part of my educational experience.
4. Question, in the appropriate way and at the appropriate time, those parts of my learning that are not understood.
5. Take home materials and information needed to complete all assignments.
6. Complete homework in a thorough, legible and timely manner.
7. Comply with all school rules.
8. Respect the personal rights and property of others.
9. Respect the cultural, racial and ethnic differences of others.

GENERAL POLICIES AND PROCEDURES

Highlands Middle School provides a variety of activities including inter-scholastic sports for both boys and girls in 7th or 8th grade such as football, soccer, basketball and track. Other activities include cheerleading, the school play, field trips, and various clubs.

AGENDA, BOOKS, INSTRUCTIONAL MATERIALS AND SUPPLIES

Agendas, books, instructional materials and supplies are provided by the school at no cost to the pupil. There will be a charge for articles that are defaced or lost. The amount will not exceed the cost of the replacement.

Loss of this agenda/handbook will result in a \$5 charge for a new agenda. Students are expected to maintain this agenda intact through the last day of school as they would any textbook issued—this includes not defacing cover, not tearing out of pages and not writing inappropriate comments/drawings in it. Agenda checks will occur in homeroom at the beginning of each month.

Report cards will be held for any student who has not returned borrowed materials or paid to replace them.

BOOK BAGS/BACKPACKS/PURSES

All book bags, sports bags and purses will be checked at the security tables before entering the school. In order to expedite the security process students will be responsible for removing any items from their pockets along with their belts. These items will be placed on the tables for inspection. Once cleared through security, all book bags must be kept in lockers until the end of the day. Sports bags should be placed in homerooms if they do not fit in the locker.

CAFETERIA / FREE AND REDUCED LUNCH / BREAKFAST PROGRAM

All HMS students are eligible for a Free Breakfast and Lunch daily (this does not include the a la carte or snack bar items). Students may also bring a lunch from home, but all students must eat in the school cafeteria during their assigned period. The cafeteria concludes serving breakfast at 8:05 AM.

At lunch time, Students must enter the cafeteria without books/backpacks and proceed to their assigned table and be seated. When the students are quiet, a monitor will excuse the students by table to be served in an orderly fashion.

Before students are dismissed from the cafeteria, their area must be free of all litter, trays, dishes, etc. **No food or drinks may be taken out of the cafeteria during breakfast or lunch times.**

No one may leave the cafeteria without permission and a pass from the monitor. Students will be assigned seats for lunch and left to the discretion of the cafeteria monitors to move seats based on positive behavior. Any infraction of cafeteria conduct rules could result in assignment to a restricted table, clean-up duty, isolated lunch, and/or detention.

CELL PHONES: OFF AND AWAY

Students' cell phones must be powered down and stored in students' locked lockers throughout the day. When cell phones are needed for educational use, the classroom teachers will notify students beforehand.

COMPLAINTS OR CONCERNS

A parent or student who has a concern or complaint should follow these steps of communication: teacher, guidance counselor, and, if the problem is not resolved, the concern may be referred to the assistant principal or principal. Appointments should be made to ensure adequate time and attention to the problems.

CONTESTS

No student shall represent the District in any form of contest outside the schools without the approval of the Superintendent.

Any non-school activity or contest cannot be conducted within the schools of the district without the approval of the Superintendent.

DRESS CODE

The following attire is not permitted in school: outerwear, exotic hair, soiled or ripped, torn or tattered clothing (No holes above the knees permitted in pants or bottoms – even with stockings under the pants or bottoms), tank tops, spaghetti straps, mesh shirts, half shirts, cut-offs, spandex-type clothing, gloves, bandanas, sweat bands, hats, head wraps/scarves, combs in hair, hoods on sweatshirts that are covering the head, sunglasses, chains or pajama bottoms.

Clothing which display references to gangs, drugs, alcohol or tobacco, or any vulgarity, obscenity or profanity is prohibited.

No revealing clothing is permitted. Clothing must cover the stomach, back, front, side areas and undergarments including bra straps at all times. Excessively tight or excessively baggy clothing is also unacceptable. **The length of skirts and shorts that will be deemed acceptable is mid-thigh while seated or below the fingertips while standing.**

Any clothing, hairstyle, etc. viewed as causing a distraction to the educational environment will not be tolerated. Shoes must be worn at all times.

Any student who violates the guidelines will be asked to change, be sent home, or sent to the ISS room. Second time offenders are subject to suspension, detention, or ISS.

Final judgment concerning proper student attire and grooming will be made by the administration.

EMERGENCY SCHOOL CLOSINGS

It is imperative that students and parents pay attention to announcements via television and radio regarding delays or closings. If there is a two hour delay, students should report to their bus stop/school two hours later than normal.

In rare instances where it may be necessary to dismiss students from school early, announcements will be made via the district's *School Messenger* system, radio and television. Students will be given an opportunity to contact a parent, if necessary.

FIELD TRIPS

As part of the educational program, students may be taken on field trips supervised by a classroom teacher. Students are permitted to participate in field trips only with the written permission of the parents. Students may be omitted for violation of the team behavior policy. To become approved for the District Volunteer Program, you must submit Act 34 and Act 151 clearances, current within a year, to the building principal *prior to volunteering*, along with the FBI Clearance or an Arrest / Conviction Form, dependent upon period of time as resident in PA and be processed through the district RAPTOR System.

FIRE DRILLS

Fire drills are a very serious matter and will be held monthly at random. Instructions are posted in every room as to the primary and secondary evacuation exits. Students should leave the room **QUICKLY** and **QUIETLY** with their teacher, in an orderly fashion, and meet outside at their assigned area.

HALL PASSES

This agenda/handbook initialed by the teacher with a time, will serve as a valid hall pass. No student is permitted in the halls or any other area without this agenda/handbook. **In order to go to the nurse or to the office, you must have a signed agenda and the classroom teacher's permission.** Teachers and security guards will strictly enforce this regulation.

HALLWAYS

The rules of the RAMS Roadway are as follows:

- Stay to the right
- Walk at a safe pace
- Use appropriate and respectful language and volume
- Be courteous to others

LOCKERS

- Lockers are assigned to students for storing cell phones, books, book bags, outerwear and personal items.
- Each student must use the locker assigned. Students must not give their combinations to anyone. **Students are not to share lockers.**
- Student lockers are school property and are provided for your convenience. Do not deface your locker. Please keep it clean and orderly. School officials have the right to search student lockers, as per Highlands School Board policy.
- The school is not responsible for any property inside of the locker.

MEDICATION PROCEDURE

The nurse's office is located near the office. During school, students are required to have their signed agenda/handbook with them before reporting to the nurse. If the nurse is unavailable, the student should report to the main office.

If a student becomes ill during the school day, the student should inform the teacher of their illness and request to be excused with their signed agenda to see the nurse. The nurse will determine the degree of illness and if necessary, contact the home to make arrangements for transportation. If the parents or an emergency contact cannot be reached, the student will remain in school. Students may not leave without permission.

No medication (aspirin, Tylenol, throat lozenges, etc.) will be dispensed by the nurse except those medications sent by parents with the student's name and directions for administering in writing, per district policy. All medication (prescribed or over-the-counter) should be in the original container. A medication form will be completed and signed by the parent. Prescription medications must be accompanied by a doctor's note indicating dosage and time with a parent note giving permission for dispensing the medication. All medications will be locked in the nurse's office at all times. Medication must be taken in the presence of the school nurse, principal, or designee. **The only exception would be possession/use of asthma inhalers.** Under no circumstances should a student have **any drug - prescription, over-the-counter, legal or illegal, in his/her possession for any reason. This would be a drug code violation.**

Asthma Inhaler shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack. **Self-administration** shall mean a student's use of medication in accordance with a prescription or written instructions from a physician, certified registered nurse practitioner or physician assistant.

Before a student may possess or use an asthma inhaler during school hours, the Board shall require the following:

1. A signature from the parent/ guardian and student acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.
2. A written statement from the physician, certified registered nurse practitioner or physician assistant that states:
 - a. Name of the drug.
 - b. Prescribed dosage.
 - c. Times medication is to be taken.

When a student initially brings an asthma inhaler to school, the school nurse shall be responsible to complete the following:

1. Obtain the required written request and statements from the parent/guardian and physician, certified registered nurse practitioner or physician assistant, which shall be kept on file in the office of the school nurse.
2. Review pertinent information with the student and/or parent/guardian, specifically the information contained on the statement submitted by the physician, certified registered nurse practitioner or physician assistant.
3. Determine the student's ability to self-administer medication and the need for care and supervision.
4. Maintain an individual medication log for all students possessing asthma inhalers.

MEDICAL EXAMINATIONS

The district and the Department of Health require medical examinations for students entering 6th grade and dental exams for students entering 7th grade. Every child will have a height and weight measurement and a vision test annually. Hearing tests will be administered to 7th grade students.

Scoliosis: The Department of Health requires scoliosis screenings by a private physician or by a certified school nurse for all students in grades 6 and 7. If your child has not been examined by their private physician or written proof has not been submitted to the nurse, a scoliosis screening will be completed by the school. Parents/guardians will be notified if scoliosis is suspected or detected by the school nurse or doctor.

METAL DETECTORS

All book bags, sports bags and purses will be checked at the security tables before entering the school. In order to expedite the security procedures students will be responsible for removing any items from their pockets along with their belts. These items will be placed on the security tables for inspection. All students and visitors must pass through the metal detectors before entering the building.

MORNING ARRIVAL PROCEDURE

If students report to school before 7:20 a.m. they may go directly to the cafeteria be seated.

Students may not go to the gym or auditorium before 7:20 a.m.

Students may not leave the school grounds after reporting to school.

Students may not leave the auditorium or gym once they have entered those areas.

At 8:05 a.m. a bell indicating you may go to your locker will be sounded.

At 8:09 a.m., a one-minute warning bell rings. The tardy bell rings at 8:10. At this time, students must be in Homeroom. Arrival after 8:10 a.m. requires that the student must report to the office for a tardy slip.

PERSONAL BELONGINGS

The middle school prohibits use of the following items while in the school building: cell phones, music devices, video games, pagers, cameras, electronic toys, etc. The school strongly discourages students from bringing these items to school. If students choose to bring these items to school, they must be kept off and put away (pocket or locker) during the school day.

CELL PHONES

Students may NOT use cell phones in school without permission of the classroom teacher.

Violations of this policy by a student shall result in the following disciplinary action and confiscation of the item:

First Violation - may be picked up at the end of the school day by the student.

Second Violation - must be picked up by a parent/guardian.

Third Violation or More - will be kept for the remainder of the semester and/or school year. Any disruption due to these devices will result in disciplinary action.

Items may be given to the front office for safe keeping during the school day. Students are responsible for their belongings at all times. The school district is not responsible for any loss or theft of items.

NOTE: If a student refuses to turn over a prohibited item, he/she will be immediately referred to a principal for disciplinary action.

PICK UP/DROP OFF

Students should be dropped off in the morning in the **small parking loop**. If the child arrives tardy, he/she may be dropped off in the parking lot on the Argonne Drive side of the building. This policy is for your child's safety and to avoid conflict with the buses. When picking up your child at dismissal, please pick him/her up on **Broadview Boulevard**.

PHYSICAL EDUCATION

Physical Education will meet five days per week for one nine-week period. All students must have gym clothes and shoes for every class. Clothes worn to school will not be acceptable. The student must change before and after gym and fitness classes.

If a student cannot take gym, he/she must have a written excuse from a parent or doctor. The third and all following excuses in one grading period must be from a doctor. If the child must miss more than two consecutive classes, the excuse must be from a doctor.

Eye guards must be worn during activities involving physical contact. If your child is unable to participate at a normal level, adaptations will be made through coordination with your doctor and the physical education teacher.

Valuables should be left with the instructor. The school is not responsible for valuables left in student lockers. Any jewelry that is potentially dangerous must be removed.

No student is permitted in the gym area unless scheduled. Students may not leave the gym area until dismissed by the instructor.

RESPONSIBILITY

Students are expected to be responsible for bringing all necessary items to school: books, gym clothes, homework, uniforms for sports, lunch or lunch money, permission slips, etc.

SKATEBOARDS/SCOOTERS/HEELIES

Skateboards/scooters/heelies are not permitted on school property. If they are found they will be confiscated. For a 1st offense, the parent will be permitted to pick up the item. For any subsequent offense, a parent will be able to pick up the item on the final day of school. NOTE: We will NOT be able to store these items in the office for students.

STUDENT COUNCIL

The Highlands Middle School Student Council is the governing body of our school. Each student has the opportunity to represent his/her homeroom as either a representative or an alternate. All students are welcome to offer any suggestions, which will benefit our student body and school. There are many activities students may participate in throughout the school year that are sponsored by Student Council.

SIGNS, BANNERS, BULLETIN BOARDS & ANNOUNCEMENTS

No signs, banners, or posters are permitted, unless approved by the principal. All announcements must also be approved by the principal.

UNAUTHORIZED SALES

The sale of candy or goods is not permitted without authorization of the administration.

VISITORS

Visitors are welcome. All visitors must present a valid driver's license or state identification card and be accepted by RAPTOR before admittance to the Middle School is granted. All visitors must pass through the metal detectors and follow security procedures. Visits to classrooms must be approved in advance by the administration.

ATTENDANCE POLICIES AND PROCEDURES

ATTENDANCE PROCEDURES

- Students should be sitting in their seat in homeroom by 8:10 am. If they arrive after this time (except for busing issues), they are expected to sign-in to the main office and receive a tardy slip. When a student is tardy without a valid excuse for 5 days, it will equal an illegal absence.
- If students arrive after 10:10 am, it will be considered a half-day absence. Once a student has 2 half-day absences, it will equal a full illegal absence.
- A student must stay in school until 1:00 pm for it to be considered a full-day. If a student must leave before this time, please provide a doctor's excuse. Otherwise, it will also be marked as a half-day.

EXCUSES

- Parents may submit a parent excuse, doctor's excuse or court excuse when a student is absent from school. Only 10 parent excuses will be accepted in the school year. Legitimate doctor's and court excuses do not count towards the total of parent excuses. If a student will be out for a significant amount of time due to a medical reason, please contact the school. Vacation requests must be approved in advance by the principal.
- While we appreciate phone calls in the morning when your student is absent, a phone call does not count as an excuse. We need a handwritten or email excuse submitted by the parent within 3 days of the student's last absence.
- Students who were absent must submit to the homeroom teacher a written excuse upon return to school. The excuse must include the student's full name, the date(s) and reason for absence, the date the excuse was written, and the signature (full name) of the parent or guardian.
- If an excuse is not submitted within 3 days, it will be marked as an illegal absence. Excuses will not be accepted late.

NOTIFICATION

- Once a student reaches 3 illegal absences, a notice will be sent home to parents notifying them. It is strongly encouraged to call the attendance office to discuss these absences.
- If a student reaches 6 illegal absences, a notice will be sent home requesting a meeting between the school and the parent to implement a plan to improve attendance.
- Continued illegal absences may result in a citation with the local magistrate.

Parents are able to access their child's attendance by calling Highlands Middle School @ ext. 114 or by checking Power School online at www.goldenrams.com.

When a student is absent the parent will receive an automated phone message from the school each day the child is absent from school regardless of whether the parent reports them off for any reason.

VACATIONS

Vacations will be considered legal under the following conditions:

- A written note explaining the nature and dates of the vacation must be submitted to the building principal at least one week in advance of the departure date. (See the request form on the next page.)
- The length of the vacation does not exceed five (5) school days. Longer vacations may be approved by the principal. It is the student's responsibility to make up all missed assignments and tests. *Parents are requested to avoid vacations near the end of the school year.*

GRADING POLICIES AND PROCEDURES

ELIGIBILITY

To be eligible to participate in extracurricular activities students must not receive less than 60% in two major subjects.

Students will be evaluated after the second week of classes and each week thereafter to determine eligibility. **If a student is failing (less than 60%) in two academic subjects for the week they are ineligible to participate for the next week.** Any student assigned to after school alternative is ineligible to participate in any extra curricular activity, athletics, band, play, dances, etc.

GRADING SYSTEM

All subjects except special subjects shall be graded on the following basis:

A-Excellent	90-100%
B - Above Average	80 - 89.99%
C - Average	70 - 79.99%
D - Below Average	60 - 69.99%
F - Failure	Below 60%

The "F" rating indicates that the pupil has not attained a satisfactory level of achievement. It is suggested that the parents call the school to arrange a conference with the teacher.

GUIDANCE

Guidance is an integral part of the school program. Counselors focus their efforts toward helping students make appropriate choices and providing practical help with everyday problems. The counselors nurture and encourage the growth of each student.

The middle school counselors work closely with the administrators, teachers and support staff to enhance the learning and development of all students socially as well as academically. Every student is seen as often as possible during the school year for personal and academic counseling. Referral agencies are contacted when necessary.

District, state and national testing are coordinated by the counselors and results are shared with the parents. The counselors also schedule students for their classes and coordinate academic awards assemblies.

Students, with the approval of their classroom teachers and a signed agenda, may visit the Guidance Office to make an appointment with their counselor.

HOMEWORK

The value and purpose of homework is for practice and reinforcement of skills presented in class. At the middle school, homework is part of the class grade. This agenda is provided to assist students with homework, project assignments and time management.

INTERIM PROGRESS REPORT

An Interim progress report will be sent to all parents/families at each mid nine weeks grading period to keep parents informed of their child's academic performance. The report will itemize specific academic weaknesses or behavioral problems and provide parents with the opportunity to schedule a parent-teacher conference.

MAKE-UP WORK

Make up work is the responsibility of the student. The student should check with the teacher to fulfill necessary obligations. If a student has an extended absence, the parent/guardian may come in to the school to pick up missed assignments. Please contact the guidance office to gather work before coming in. *Students who refuse to complete work during ISS or ASA will NOT be given additional time to make up assignments.*

SCHEDULE CHANGES

Any scheduling **errors** should be reported to the office immediately. The student will be referred to a counselor for necessary corrections. For any other schedule change to take place, a written request from the parent must be submitted detailing the extenuating circumstances. The request is subject to approval by the principal(s).

STUDENT RETENTION

Teachers will maintain regular communication with families on student progress especially if a student has failed daily assignments several times or has failed a test. This ongoing communication is designed to help curb any possibilities of failure by engaging the child's entire educational team.

If the school or parent believes that the child is not developmentally prepared for the following grade, the team will meet as early as fall to discuss interventions and supports. The team may decide to retain a child in certain cases after consistent collaboration and teamwork.

REPORT CARDS

Every student will be issued a report card every nine weeks as indicated on the district calendar. The purpose of the report cards is to inform the parents of the student's progress. **Report card grades will be recorded using a percentage basis as opposed to a letter grade.**

Report card changes must be made within one week of being issued. The final report card will be mailed home. Report cards will be withheld for unpaid obligations.

Those students achieving academic excellence during the first 3 marking periods will be honored at the Academic Honors Program in the spring.

TESTING

All students will be assessed annually on the PSSA Test (state level) in Language Arts (Reading & Writing) and Mathematics. Students in Grade 8 will also take the PSSA Science assessment. In addition, all students will regularly participate in *the NWEA Map* testing 3 times during the school year.

Students completing Algebra 1B or Algebra 1C will also take the state Keystone Algebra I exam that is mandated for graduation.

Testing is an integral part of assessing student achievement and improving teaching methods. It is very important that students are well rested and prepared for these testing situations. Throughout the year, parents are given specific information on the type of test that will be given, date of the testing, and results by means of letters and calendar publication.

DISCIPLINE POLICIES AND PROCEDURES

One of the primary goals of Highlands Middle School is to promote respectful, accountable, motivated and safe behavior. The procedures and consequences described in this Student Agenda are designed to modify unacceptable behavior, not to punish.

Students will be expected to make appropriate decisions concerning their behavior. If they choose to make an inappropriate behavior choice, consequences will be assigned. The following guidelines serve as a framework for behavior expectations throughout the school. Additional rules may be established under each category listed below by school staff to guide student behavior in classrooms and other areas in the school.

Respect yourself and others by

- *Taking responsibility for your actions, both positive and negative;*
- *Being prepared and on-time;*
- *Listening carefully;*
- *Expressing yourself clearly and appropriately in dress, actions and language;*
- *Asking permission*

AFTER SCHOOL ALTERNATIVE

After school alternative (ASA) is a disciplinary consequence for serious offenses. During this time, the student must remain at home during school hours. The program begins at 3:00 p.m. and ends at 6:00 p.m. at the middle school.

In some cases, depending on the severity of the offense, a meeting with the student, parent, and administrator must occur before the student is re-admitted to the regular program. A student in ASA is not permitted to participate in extra-curricular activities.

BULLY PREVENTION PROGRAM

The Bully Prevention Program is a school- wide, systematic program designed to create a safe and caring school environment where the power is in the hands of the caring majority, not the bullies. A person is being bullied or victimized when he or she is exposed, **repeatedly and over time**, to negative actions on the part of one or more persons. If bullying does occur, consequences will be assigned through our guidance and administrative office.

No form of bullying will be tolerated at Highlands Middle School.

BUS SAFETY AND EXPECTATIONS

In the interest of a safe, orderly and pleasant ride on the school bus, students are expected to be courteous and cooperative. Students' actions, which endanger themselves or others, will be addressed by the administration. The bus driver is in complete charge of the bus. Situations that need attention should be reported to the driver immediately. Cameras with the ability to record sound will be used as necessary to document any infractions. Any student who violates safety regulations and/or displays gross disrespect to the driver or other students may have their bus riding privilege revoked immediately.

The following may be used as a guide and are a possible list of consequences for bus referrals:

- 1st offense - A written warning
- 2nd offense- A 3 day bus suspension
- 3rd offense- A 10 day bus suspension
- 4th offense - A 45 day bus suspension
- 5th offense-Removal from the bus for the duration of the school year

CLASS CUTS —includes being more than 15 minutes tardy to class

- 1st Offense - Up to a One day in-school suspension.
- 2nd Offense - Up to a One day in-school suspension and parent conference.
- 3rd Offense - Possibility of three days ISS or OSS.

CONFLICT MEDIATION

Conflict Mediation is a process available for settling disputes between students with a trained mediator who will help the disputants describe the problem, brainstorm for possible solutions, and agree on a solution that is workable for both parties. Students should see their team leader or Guidance Counselor for more information.

DETENTION

Detention may be assigned by a teacher, staff member or principal to those students who have made poor conduct choices. Detention is after school from 2:45 to 3:45 p.m., Mondays through Thursdays. *The student will be given a date to fulfill their detention. If this is not completed on this date, the student will be given in-school suspension.* A student who owes a detention is not eligible to participate in school activities. Parents will be notified of all offenses.

DRUG POLICY

Highlands Middle School will follow the district's policy with regard to possession, distribution, selling or use of any drugs, look- alike drugs, alcohol, anabolic steroids, or volatile solvents/inhalants, in school, on school property, or during a school function. Violation of this policy will result in confiscation, parent notification, possible law enforcement involvement, suspension, and a required assessment by a licensed drug and alcohol facility within ten days before a student is readmitted to school. Suspected use may result in the administration of a

drug test. Under no circumstances should a student have **any drug** (prescription, over the counter, legal or illegal) in his/her possession for any reason, (see medication procedure)

FIGHTING/ASSAULTS

ASSAULT

An assault is defined as a violent physical or verbal attack or an unlawful threat or attempt to injure another physically. When an assault occurs, the police may be called, a citation may be issued, and the student may be arrested. In addition, the student will be suspended from school for 1 to 10 days, depending on the severity of the assault.

FIGHTING

A fight is defined as a violent physical attempt to injure another person physically. The administration will investigate each incident to determine the nature of the fight and the consequences. If a child chooses to retaliate, he/she has chosen to participate in the fight.

- 1st Offense-Up to Three days Out of School Suspension AND After School Alternative for both parties, mediation upon return and parent conference. A citation may be filed with the district magistrate.
- 2nd Offense - Up to Three to five days Out of School Suspension AND After School Alternative for both parties, a citation filed with the district justice, and mediation/counseling will be recommended for both students.

Any further infraction will be dealt with on an individual basis.

GENDER, RACIAL AND ETHNIC INTIMIDATION

The Highlands School District has taken a strong stand against any form of discrimination including gender, racial and ethnic intimidation. Any student's actions or remarks that have demeaning gender, racial or ethnic implications shall be subject to appropriate disciplinary action, up to and including expulsion.

HARASSMENT

Harassment is "to annoy or torment repeatedly and persistently." This includes any and all derogatory sexual, racial, and ethnic remarks, and personal intimidation. After a thorough investigation by the school's administration, students found guilty of harassing other students or staff members will face severe disciplinary actions. **These actions may include, but are not limited to suspension, a citation for harassment filed with the district justice and a school board expulsion hearing. The district harassment report form is posted in the school board policies.**

IN-SCHOOL SUSPENSION

In-School Suspension is held in Room 243 during school hours. The student will be isolated from the student body in a small classroom setting with their assignments sent to them. There is **no sleeping**. This is assigned to those students who have exhibited more serious behavior choices such as: class cut, repeated classroom disturbances, insubordination, failure to follow school rules, or excessive tardiness.

LEAVING SCHOOL BUILDING WITHOUT PERMISSION

1st Offense - Up to 2 days in-school suspension and parent conference.

2nd Offense - Up to 3 days in-school suspension or out of school suspension, parent conference.

SAP (Student Assistance Team) SAP is designed to assist students who may be having difficulties that interfere with their academic success. Through Project Connect, a team gathers information in order to design interventions to help students succeed in school. All information gathered is confidential and is only shared with those who need to know so that they can help your child. This service is available to all students. Referrals can be made by parents, teachers, students, etc. through guidance office.

SATURDAY ACADEMY

Students who exhibit repetitive behavior problems, commit serious offenses or are unmanageable during the school day may be assigned to the Saturday Academy. The hours are 9:00 a.m. to 12:00 p.m. A teacher will be available to assist students with their schoolwork and also to develop an action plan to better manage his/her behavior.

SUSPENSION (Out Of School)

Out of school suspension is a **severe** disciplinary consequence in which a student is released to a parent/guardian for a designated period of time. During this time, the student must remain at home during school hours. A student on suspension is not permitted to participate in extracurricular activities.

TIME OUT PROCEDURES FOR HIGHLANDS MIDDLE SCHOOL

The goal of the Time Out concept is to teach student responsibility and to provide an opportunity for the student to evaluate the behavior(s) they have chosen and to develop the skills to make more effective choices. The primary purpose of Time Out is not to punish the student, but to remove them temporarily from the situation where the problem has occurred. It also provides the classroom teacher and the other students with an opportunity to be separated from the disruptive behavior.

TIME-OUT I: The teacher handles discipline problems one-on-one. After a conversation, the student must verbally commit to follow the classroom rules. The teacher is expected to make the rules clear so students know what is expected from the first day of class

TIME-OUT II: —If the student continues to act inappropriately, the teacher will assign a consequence which may include, but is not limited to:

- Isolation within the classroom
- Discussion with student after class
- Parent notification and/or meeting
- Detention
- Referral to Principal

THREATS

Threats are defined as an act or reference to do bodily harm. Threatening another student or staff member verbally or physically is intolerable and is considered severe in nature. The consequence will be determined by the severity of the act and may result in a student being given after school alternative up to five days. A citation may also be filed with the magistrate.

Threatening to shoot or kill someone will result in 1- 10 days of ASA with OSS, expulsion, the police may be called and/or a citation may be filed.

TOBACCO/SNUFF: SCHOOL BOARD POLICY 222

POSSESSION

- 1st Offense: 1-day ISS and citation
- 2nd Offense: 1-day OSS and citation
- 3rd Offense: 3 days of OSS, citation, and required completion of a tobacco cessation program
- 4th Offense: 5 days of OSS, citation and possible recommendation for expulsion

USE

- 1st Offense: 3 days of OSS and citation
- 2nd Offense: 5 days of OSS, citation, and required completion of a tobacco cessation program
- 3rd Offense: 10 days of OSS, citation, and required completion of a tobacco cessation program
- 4th Offense: Progressive discipline, up to and including, permanent expulsion from Highlands School District

Discipline shall be issued in conformance with formal due process proceedings required by law and the timelines/procedures outlined in Board policy 233: Suspension and Expulsion.

Consequences may be adjusted on a case by case basis by an administrator in extreme circumstances.

Any student assigned an ISS or OSS must be provided the opportunity to complete any missed work.

Suspensions of 3 or more days and all expulsions will result in a mandatory readmission meeting with administration, the student and a parent/guardian to determine if the student is able to return to Highlands School District, and if so, what program will they attend.

VANDALISM

Any act of vandalism on school grounds will result in After School Alternative and parent notification. In addition, charges may be filed with the district justice for damages and restitution.

WEAPONS

Highlands has a *zero tolerance* policy with regard to weapons. Weapons shall be defined as, but not limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, including air soft guns, BB guns, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

Possession of any of the above may result in expulsion of not less than one year. Any action less than expulsion is determined on a case-by-case basis. Other examples of weapons are: any instrument altered to launch projectiles - slingshots, blowguns, peashooters, altered pen, etc. Parents will be notified immediately, and in some cases law enforcement may become involved.

Highlands Middle School Students are:

Respectful Accountable Motivated Safe

We are ALL: **RAMS 4 LIFE!**