

HIGHLANDS MIDDLE SCHOOL

1350 Broadview Blvd
Natrona Heights, PA 15065



PH: (724) 226-0600
F: (724) 226-3287

FRAMING THE FUTURE



STUDENT & PARENT HANDBOOK 2020-2021

Dear Students, Parents/Guardians,

Welcome to the 2019--2020 school year! Highlands Middle School is committed to cultivating a positive learning environment that is focused on student success. As we begin a new school year, our goal is to develop and foster a growth mindset through dedication and hard work. We strive to provide an environment in which students hold themselves to be Respectful, Accountable, Motivated and Safe.

The purpose of this handbook is to provide students and parents with information regarding the academic and behavior expectations for Highlands Middle School. Upon review of this handbook, please sign below and return to the Middle School.

The teachers and staff at Highlands Middle School are here to support students with their academic, personal and future goals. Please do not hesitate to contact us with questions, concerns and suggestions. We look forward to working with you and your children.

Sincerely,

Dr. Kimberly Price
Principal

I, _____ have read and understood this student handbook for
(Parent/Guardian Name—Please print)

my student, _____. I have clarified any questions with the
(Student Name—Please print)

teacher or building principal.

Parent Signature

Date

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HIGHLANDS SCHOOL DISTRICT MISSION STATEMENT

The mission of the Highlands School District is to create a quality, caring educational environment and to develop academic, vocational and social programs that will enable students to achieve their highest potential in personal growth; and that the family, the community, business and industry will share in the responsibility to prepare students to function as effective citizens in an ever-changing global community.

THE HIGHLANDS COMMUNITY

The Highlands School District is comprised of the municipalities of Fawn Township, Harrison Township, Brackenridge Borough, and Tarentum Borough. This area is approximately twenty-two square miles with a population of about 25,000. It is located in the northeast corner of Allegheny County along the Allegheny River about 18 miles from Pittsburgh. The Route 28 Expressway provides easy access to the Greater Pittsburgh area. The immediate area contains major industries, including three major research and developmental facilities. The four communities offer a mixture of urban and rural residential areas, and a variety of recreational, educational, shopping, and health care facilities. Residents are within commuting distance of major Pittsburgh and Western Pennsylvania colleges and universities, and a wide selection of business and technical schools.

ORGANIZATION OF SCHOOLS

The Highlands School District is comprised of four school buildings and the Administrative Center. The Highlands High School houses students in grades 9 through 12, the Middle School houses students in grades 5 through 8, Highlands Elementary School houses students in grades 1 through 4, Highlands Early Childhood Center houses students in Pre-kindergarten and Kindergarten. Total district enrollment is approximately 2,500 students.

HIGHLANDS CENTRAL ADMINISTRATION

Dr. Monique Mawhinney	Superintendent
Dr. Cathleen Cubelic	Assistant Superintendent
Mrs. Lori Byron	Executive Director of Business Affairs
Ms. Catherine Russo	Coordinator of Curriculum, Instruction, Assessment and Funding
Dr. Robert Isherwood & Dr. Anne Rose	Student Service Directors
Mrs. Micalla Mikus	School Psychologist
Mr. Michael Losk	Director of Technology
Mr. Jim Pritchard	Director of Food Services
Mr. Drew Karpen	Athletic & Transportation Director
Mrs. Jennifer Goldberg	Communications Coordinator
Mr. Jeff Sheldon	School Police Officer
Mr. Joe Naviglia	School Police Officer
Mr. Chris Reiser	Building & Grounds Supervisor
Mrs. Diane Faix	PIMS Coordinator
Mr. Jonathon Westergom	IT Analyst

Highlands Administrative Center
1500 Pacific Ave PO Box 288
Natrona Heights, PA 15065
P: 724-226-2400 F: 724-226-8437

HSD DISTRICT GOALS

FRAMING THE FUTURE

Academic achievement is a priority for all students. The Highlands School District and Board of Directors established the following goals for the 2019-2024 school years that connect to student achievement.

1. Student Achievement and Growth
2. Teaching and Learning
3. Operational Efficiency
4. Safety and Security
5. Collaborative Community and Culture



SCHOOL-PARENT COMPACT 2020-2021

Highlands Middle School and the parents of the students participating in activities, services, and programs funded by Title I of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement, and the means by which the school and parents will build and develop a partnership that will help children achieve the Pennsylvania Common Core Standards.

This school-parent compact is in effect during school year 2019-2020.

School Responsibilities

Highlands Middle School will:

Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the state's student academic achievement standards as follows:

- Provide engaging and motivating learning experiences through educational best practices and research based strategies.
- Set high academic and classroom expectations.
- Promote collaboration between staff, administration, parents, and community stakeholders.
- Provide clear explanations of academic and classroom expectations to both students and parents.
- Use differentiation of instruction and research based interventions through the use of progress monitoring and data collection.
- Encourage lifelong learning through parent involvement activities
- Emphasize respect and uniqueness of students and families.
- Enable students to become responsible citizens by providing opportunities for success.

Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.

- Parent conferences will be held yearly in November.

Provide parents with frequent reports on their children's progress.

Specifically, the school will provide reports as follows:

- Title I teachers will prepare and send reports 3/x a year (beginning, middle, end)
- PSSA score reports will be mailed home to parents
- STAR 360 and Progress Reports will be given to parents before Parent/Teacher Conferences
- Classroom teachers will send quarterly interim progress reports and quarterly report cards.
- Parents of students moving into Tier III of the MTSS model will be invited to a MTSS Action Plan Meeting
- Provide *PowerSchool* information to check student grades, attendance, and/or teacher comments

Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

- Back to School Night in September
- Parent/Teacher Conferences in November
- MTSS Meetings throughout the year as needed
- Learning Support and Speech IEP meetings throughout the year as needed
- Individual parent conferences as needed
- Title I Night
- Title I/ PAC parent meetings/workshops
- Email

Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities (*clearances needed)

- Parents may observe classrooms by request
- Parents may volunteer to chaperone field trips*

Parent Responsibilities

We, as parents, will support our child's learning in the following ways:

- Encourage proper study habits, including quiet study time at home.
- Contact the school office to communicate with my child during the school day.
- Promote my child's self-esteem by talking about school work and activities.
- Reinforce respect for self and others.
- Be aware of my child's progress by checking grades and attendance on-line, attending conferences, checking my child's folder/backpack daily, reviewing school work and communicating with school when needed.
- Attend school events and/or volunteer to help in the classroom or at school activities.
- Encourage good reading habits by reading to or with my child.
- Limit my child's screen time (TV, tablets, etc.) and help select worthwhile programs.
- Encourage proper hygiene.
- Follow district dress code.
- Encourage daily attendance and provide written excuse when student is absent.

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the state's high standards. Specifically, we will:

- Complete my work on time.
- Read at least 20 minutes a day outside of school time
- Give to my parent/guardian all notices and information from my school everyday
- Work hard and challenge myself.
- Ask for help and attend Homework Academy when needed.
- Respect myself and others and take responsibility for my behavior.
- Discuss with my parent/guardian what we did in school during the day
- Limit my screen time (computer, TV, gaming device) and make time for reading
- Be prepared for school every day---book bag, HW folder, pencil, etc.

Highlands Middle School will:

- Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
- Involve parents in the joint development of any school-wide program plan, in an organized, ongoing, and timely way.
- Hold PAC (Parent Advisory Council) meeting(s) to inform parents of the school's participation in Title I programs, and to explain the Title I requirements, and the right of parents to be involved in Title I programs.
- Provide information to parents in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
- Provide to parents of participating children information in a timely manner about Title I programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
- At the request of parents, provide opportunities for suggestions, and to participate, as appropriate, in decisions about the education of their children.
- Provide an individual student report about the performance of their child on the state assessment in Math and English Language Arts.

HIGHLANDS MIDDLE SCHOOL

VOICE MAIL EXTENSIONS: DIAL 724-226-0600, then the room number

TANZANITE TEAM – 5	CITRINE TEAM - 5
Math – Lisa Pinzok – ext. 3152	Math – Kevin Mason – ext. 3170
ELA– Jessica Betts – ext. 3162	ELA – Kylie Shields – ext. 3171
Science/Math – Katie Jo Stobert – ext. 3157	Science/Math– Jennifer Hartle – ext. 3169
ELA/S.S. – Sean Dicer – ext. 3155	ELA/S.S. – Jamie Zolinas – ext. 3168
Learning Supt – Janet Ulewicz – ext. 3163	Learning Supt – Janet Ulewicz – ext. 3163
School Counselor—Julie Allman-- ext. 3651	School Counselor—Julie Allman-- ext. 3651
MTSS – Lyndsey Woods – ext. 3007	MTSS – Lyndsey Woods – ext 3007
SAPPHIRE TEAM – 6	ONYX TEAM – 6
Math – Jen Kosior – ext. 3160	Math – Scott Newell – ext. 3172
ELA – Tracey Neville – ext. 3013	ELA/S.S. – Julie Hiester –ext 3011
Science/Math – Ron DeJidas – ext. 3159	Science/Math – Scott Cale – ext. 3173
ELA/S.S. – Shawn Hisiro – ext 3012	ELA – Lauren DeMaria – ext. 3004
Learning Supt – Kelly Garner – ext. 3163	Learning Supt – Kelly Garner – ext. 3163
School Counselor—Julie Allman—ext. 3651	School Counselor—Julie Allman—ext. 3651
MTSS – Lyndsey Woods – ext. 3007	MTSS – Lyndsey Woods – ex.t 3007
EMERALD TEAM – 7	RUBY TEAM – 7
Math – Joe Bolla – ext. 3216	Math – Jen Arnold – ext. 3208
ELA – Jeannine Vivino – ext. 3218	ELA & Math – Shelby Noll – ext. 3206
Science – Natalie Cale – ext. 3214	Science – Chris Resek – ext. 3211
Social Studies – Tracy Eck – ext 3215	Social Studies – Kala Lenart – ext. 3213
ELA – Megan McKenna – ext. 3212	ELA & MATH – Keith Brancato – ext. 3219
Learning Support – Leslie Phillips – ext. 3205	Learning Support – Leslie Phillips – ext. 3205
School Counselor—Chuck Rhoads—ext. 3652	School Counselor—Chuck Rhoads—ext. 3652
MTSS – Rachel Crowell – ext. 3005	MTSS – Rachel Crowell – ext. 3005
DIAMOND TEAM – 8	TOPAZ TEAM – 8
Math – John Radvan – ext. 3225	Math – Christine Wagner – ext. 3239
MTSS & ELA– Kelly Schoepf – ext. 3227	ELA – MaryAnn Zimmerly – ext. 3236
Science – Wendy Hutchison – ext. 3224	Science – Walt Hanzlik – ext. 3240
Social Studies – Mike Foster – ext. 3228	Social Studies – Kevin Schmitt – ext. 3238
ELA– Alyssa Binck – ext. 3221	ELA – Kate Rizzo – ext. 3237
Learning Support – Trish Beam – ext. 3205	Learning Support – Trish Beam – ext. 3205
School Counselor—Chuck Rhoads—ext. 3652	School Counselor—Chuck Rhoads—ext. 3652
MTSS – Rachel Crowell – ext. 3005	MTSS – Rachel Crowell – ext. 3005
AQUAMARINE TEAM	AQUAMARINE TEAM
Art – Dan Surovchak – ext. 3129	Art – Regina Duckstein – ext. 3131
Music – Renee Ludwig/Lisa Evans – ext. 3153	Band – Lee Lynn/Lisa Evans – ext. 3174
Health/PE – Mike Zendarski – ext. 3217/3003	PE/Health – Pat Polchaa – ext. 3003/3217
PE – Melissa Billingsley – ext. 3010	Tech Ed/STEM – Lori Dudro – ext. 3133
Computers/STEM – Marcie Wallace – ext. 3243	Library – Kristen Gettens – ext. 3149
PEARL TEAM	PEARL TEAM
Autistic Support – Amanda Coulter – ext. 3132	Therapeutic Support – Erin Conley – Rm. 3234
Life Skills – TBA – ext. 3132	GATE – Rebecca Mentecky – Rm. 3226
Learning Support Teachers	Speech – Angela Mosesso – Rm. 3229

PRINCIPAL: Dr. Kimberly Price - 3605
FRONT OFFICE SEC.: Pam Stawinski - 3600
DEAN OF STUDENTS: Mike Toole – 3615
BEHAVIORAL SPECIALIST: Kristen Ferrante – Rm. 3241

ASSIST. PRINCIPAL: Ms. Rebecca Bragan - 3610
SCHOOL COUNSELING SEC.: Karen Barnwell - 3650
NURSE: Melissa Lentz - 3700

SECTION 1: SCHOOL INFORMATION AND PROCEDURES

BELL SCHEDULES

REGULAR SCHEDULE

PERIOD	FIFTH	SIXTH
1 8:10-8:20	Homeroom	Homeroom
2 8:20-9:00	Block 1	Block 1
3 9:02-9:42	Block 1	Block 1
4 9:44-10:24	Block 2	Block 2
5 RA/LA 10:26-10:56	LUNCH A SPED B Resource	LUNCH A SPED B Resource
5 RB/LB 10:58-11:28	LUNCH B SPED A Resource	LUNCH B SPED A Resource
6 11:30-12:10	Block 2	Block 2
7 12:12-12:52	Block 3	Specials
8 12:54-1:34	Block 3	Specials
9 1:36-2:16	Specials	Block 3
10 2:18-2:58	Specials	Block 3

PERIOD	SEVENTH	EIGHTH
1 8:10-8:20	Homeroom	Homeroom
2 8:20-9:00	Block 1	Specials
3 9:02-9:42	Block 1	Specials
4 9:44-10:24	Specials	Block 1
5 10:26-11:06	Specials	Block 1
6 11:08-11:48	Block 2	Block 2
7 RA/LA 11:50-12:20	LUNCH C SPED D Resource	LUNCH C SPED D Resource
7 RB/LB 12:22-12:52	LUNCH D SPED C Resource	LUNCH D SPED C Resource
8 12:54-1:34	Block 2	Block 2
9 1:36-2:16	Block 3	Block 3
10 2:18-2:58	Block 3	Block 3

TWO HOUR DELAY SCHEDULE

PERIOD	FIFTH	SIXTH
1 10:10-10:20	Homeroom	Homeroom
2 10:22-10:45	Block 1	Block 1
5 RA/LA 10:47-11:17	LUNCH A SPED B Resource	LUNCH A SPED B Resource
5 RB/LB 11:19-11:49	LUNCH B SPED A Resource	LUNCH B SPED A Resource
3 11:51-12:21	Block 1	Block 1
4 12:23-12:53	Block 2	Block 2
6 12:53-1:16	Block 2	Block 2
7 1:18-1:41	Block 3	Specials
8 1:43-2:06	Block 3	Specials
9 2:08-2:32	Specials	Block 3
10 2:34-2:58	Specials	Block 3

PERIOD	SEVENTH	EIGHTH
1 10:10-10:20	Homeroom	Homeroom
2 10:22-10:45	Block 1	Specials
3 10:47-11:17	Block 1	Specials
3 RB/LB 11:19-11:49	Specials	Block 1
7 RA/LA 11:51-12:21	LUNCH C SPED D Resource	LUNCH C SPED D Resource
7 RB/LB 12:23-12:53	LUNCH D SPED C Resource	LUNCH D SPED C Resource
5 12:53-1:16	Specials	Block 1
6 1:18-1:41	Block 2	Block 2
8 1:43-2:06	Block 2	Block 2
9 2:08-2:32	Block 3	Block 3
10 2:34-2:58	Block 3	Block 3

SCHOOL BREAKFAST AND LUNCH PROGRAM

Highlands will continue to offer FREE breakfast and lunch for all students.

In 2014, Highlands School District received a grant through the Healthy Hunger-Free Kids Act passed in 2010. Our community's eligibility allows all students to receive free breakfast and lunch items that appear on the school's monthly menu calendar. The purpose of this program at Highlands is to improve overall student health by providing nutritious, healthy food.

This same legislation is the catalyst for improving nutritional guidelines in the Highlands' cafes, resulting in meals with lower sodium, less fat and less added sugars. More fruits, vegetables and whole grains have been introduced to students in the lunch room.

ASK YOUR CHILD: What did you eat today? Did you try anything new? What vegetable or fruit were you offered? What drink did you have? Children's nutrition and diet drives more than just their health and physical attributes. It also keeps their brains in high gear, allowing them to remain more focused and learn more! Please encourage your child to ditch the brown bag and jump in line for a nutritious and delicious meal in our café!

QUESTIONS? Contact Jim Pritchard, Food Services Director, at 724-226-2400.

ATTENDANCE POLICY

One of the most important items on a student's record is attendance. Good attendance is a habit every student should develop. A student with excessive absenteeism cannot be taught effectively and cannot keep up with the work missed in class. To develop and maintain good attendance habits for all students, Highlands has adopted a strict and effective attendance policy. *The School Laws of Pennsylvania classified all absences as unexcused or illegal except those for the following reasons: illness of the pupil, death in the family, religious, vacation, and "exceptionally urgent reasons" such as quarantine, recovery from an accident, required court attendance, approved family educational trips, educational tours, etc.*

Highlands will enforce the state's compulsory attendance laws to eliminate absenteeism. Parents are able to access their child's attendance by logging into the PowerSchool system at www.goldenrams.com. When a student is absent, parents are asked to call and notify the school office by 8:00 AM at 724-226-0600, ext. 3650. If the office is not notified, the school will attempt to contact the homes of students marked absent after morning attendance is checked.

ABSENCES

- It is not necessary to call the school when your child is absent. Feel free to communicate with your child's teachers about absences, but please understand that a phone call will not excuse the absences - we need written or email documentation for our records.
- Family educational trips (up to 5 days) must be *pre-approved* by the building principal. Requests must be submitted at least one week in advance of the trip and should be submitted to the office.
- **If an excuse is not returned within 3 days of the student's last absence, that absence(s) becomes an Illegal absence.** Excuses will no longer be accepted if they are turned-in late.

- If a student has 3 Illegal absences, parents will receive a Notice of Truancy in the mail notifying them of the Illegal days and encouraging them to contact the school to participate in an attendance improvement meeting over the phone or in-person.
- After the 6th Illegal absence, a letter will be sent in the mail with a date and time for a Student Attendance Improvement Plan conference. If parents cannot attend due to work, please contact the attendance office within 48 hours of the meeting to reschedule. Failure to attend the meeting and continued absences may result in a citation with the local magistrate.
- When a student reaches their 8th Excused absence, a Warning Letter will be mailed notifying parents that all absences beyond 10 require a doctor's excuse or the absence is illegal.
- **Truancy is 3 unexcused absences; habitually truancy is 6 unexcused absences.**
- **If student has 10 days of consecutive non-attendance, they will officially be withdrawn from Highlands School District.** The student would need to be re-enrolled to attend Highlands School District in the future.
- Please call the attendance office at **724-226-0600** if you have any questions about the attendance policy.

EXCUSE FOR ABSENCE

- After an absence, a student **MUST** give their homeroom teacher a written excuse or email the secretary, showing the date(s) and reason for the absence, and dated and signed by the parent, upon return to school or the absence may be classified as illegal.
- Acceptable excused absences include illness, accidents, death in the family, religious reasons or impassable roads. All other absences may be judged illegal.
- Parents and students should make every effort to schedule appointments for special services after school. Administrators and teachers will discourage the practice of dismissal during school hours, but if it is necessary to be excused during the day, the student must follow this procedure.
 - Submit to the office a written request from the parent stating the reason and time the student is to be excused. The excuse must be presented to the principal or assistant principal one day in advance. Requests made by phone will not be honored.
 - After verifying the request, the school will give the child a special excuse on a blue slip.
 - The parent or guardian must report to the office when the child is leaving.

ABSENCE FOR VACATIONS

Absences due to family vacations will be considered legal if the following conditions are met:

- Submit the required district form (see the appendix), detailing the nature and dates of the vacation to the building principal at least one week in advance of the departure date.
- The length of the vacation should not exceed five (5) school days. Any days exceeding 5 will result in illegal absences.
- Parents will be responsible for making sure that missed school work will be completed by the child before returning to school.
- Students referred to the district justice for attendance issues may not be granted approval for vacations. This will be at the principal's discretion.

ILLNESS DURING SCHOOL HOURS

A student's claim of illness does not necessarily justify being excused from class or school. Students who claim to be ill must:

- Ask the teacher's permission to see the nurse, who will determine the degree of illness. If the nurse is not present, the student should report to the office. If a student is sent home from school by the nurse, that day is counted as an attended day of school.
- If necessary, the nurse or member of the office staff (NOT THE STUDENT) will contact the home to arrange for transportation.
- If the parent, a near relative or other designated person cannot be contacted, the student will not be permitted to leave school.
- Parents may request the child's homework assignments during an extended absence and should make arrangements for the work to be picked up, either by another student or designated adult after a 24 hour notice.

ARRIVAL TO SCHOOL *(Please see new arrival procedures due to Covid-19 on p. 45)*

If students report to school before 7:20 a.m. they may go directly to the cafeteria be seated. Students may go to the auditorium (grades 5 and 6) or gym (grades 7 and 8) at 7:20. Students may use a RAMS Pass to go to a morning club or jazz band at 7:40.

- Please note: students must remain in the gym or auditorium after they arrive there—this is their morning location. Students must remain in the building after arrival.
- At 8:05 a.m. a morning bell will sound, and teachers will dismiss students to their lockers. 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.
- Students **must be in homeroom by 8:10 a.m.** or they will be marked as having an illegal absence for the day. Arrival after 8:10 a.m. requires that the student must report to the office for a tardy slip.

TARDINESS AND CHANGES IN DISMISSAL

- Students are marked tardy if they arrive at school between 8:10 and 10:00 a.m. Students are marked ABSENT for the morning session (one-half day) if they arrive after 10:00 a.m. Students will be marked ABSENT for the whole day if they arrive after 11:30 a.m.
- A request for early dismissal before 10:00 a.m. will be marked as one whole day of absence. A request must be written and submitted to the office who will contact the parent/guardian to verify the request.
- A request for early dismissal before 11:30 a.m. will be marked as one-half day of absence.
- A written excuse is required for every tardiness. There is a one-day grace period to submit an excuse. After the second day, the tardiness is illegal.
- After 5 tardies during a school year, a warning letter is sent to the parent/guardian. After a student has accumulated 10 tardies, they are given a half day illegal absence. For each five tardies following the ten tardies, an additional one-half day of illegal absence will be charged against his/her record. After 3 days of illegal absences, a first notice letter will be served to the parent/guardian.
- As stated above, any and all notices served thereafter during a student's entire period of enrollment in the Highlands School District, shall be a truancy citation. Any and all trancies will require the parent/guardian to attend a hearing before the district justice.

Parental cooperation regarding absences will ensure the safety and welfare of students and will promote good attendance habits.

ATHLETIC PROGRAMS

The athletic program at Highlands Middle School exists for the purpose of giving wholesome activities to students and for providing competition with other schools. We encourage both active participation as well as spectator support. Our seventh and eighth grade student programs meet the requirements of the Pennsylvania Interscholastic Athletic Association (PIAA).

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
B & G Cross Country	B & G Basketball	Girls Softball
B & G Soccer	Wrestling	B & G Track
Football		

GRADE REQUIREMENTS FOR STUDENT PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

The Highlands School District provides the opportunity for students to: work to their fullest potential, motivate be more effective in the classroom, stay in school, and participate in a tutorial program designed to improve their grades. The Highlands School District has, therefore, developed the following guidelines that govern student participation in athletics.

1. The Principal or Dean will contact the Athletic Director to inform him of students who are failing more than one subject every Friday morning.
2. A student failing more than one subject on any given Friday at the time the eligibility report is generated will be ineligible for one week, beginning the Saturday following the Friday until the next Saturday.

BOOKBAGS/BACKPACKS

Students are permitted to carry standard sized book bags to the Middle School. All bags (backpacks, athletic bags, purses, etc.) will be searched when the student enters the building. All bags must be stored in the student's locker for the school day. Exceptions will be made on a case-by-case basis by the principal.

HEALTH SERVICES

The Highlands School District and the Pennsylvania Department of Health require medical examinations of all school children on original entry to school and in Grades 6 and 11, and dental examinations on original entry and in Grades 3 and 7. These grades were selected because they represent critical periods of growth and development in a child's life.

The Pennsylvania Department of Health recommends that these examinations be done by your family physician and dentist since they can best evaluate your child's health and assist you in obtaining necessary treatments. (Examinations will be done in school if not done by family physician or dentist.)

It is important that the school has a record of the child's health status. This knowledge enables the school staff to help children achieve maximum benefits from their educational opportunities. Immunization against diphtheria, measles, polio, mumps, chicken pox (Varicella), hepatitis B, and tetanus is required before school admission.

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.

MANDATED REPORTING

Act 299 (Pennsylvania General Assembly - December 30, 1970) amends Act 91 (1967) known as The Child Abuse Law (dealing with gross physical neglect or injury to children under eighteen years of age) as follows:

"Any school nurse whose examination of a child less than eighteen years of age or any school teacher whose observation of a child less than eighteen years of age discloses evidence of gross physical neglect or injury shall immediately report such incident. Any person who makes or participates in the making of a report shall be immune from any liability."

All concerns of abuse will be reported on the Child Abuse Hot Line (1-800-932-0313). This is the law. All school employees are bound by law to report concerns of neglect or abuse that are brought to their attention.

MEDICATION IN SCHOOL

The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian and family physician will be permitted only when failure to take such medicine would jeopardize the health of the student or if the student would not be able to attend school if the medicine were not available during school hours.

No medication, prescription and non-prescription (over the counter), will be administered in school except the Direct Medication Order Form of a licensed health provider and accompanied with a parent's/guardian completed and signed Highlands Medication Administration Permission Form. This paperwork must be in place before any medications are dispensed to students. Highlands School District does not supply any medications and it is the parent's responsibility to supply and deliver all medications to be administered during school hours.

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 and would merit consequences spelled out in the Code of Conduct. The only exception would be possession/use of asthma inhalers.

Only the School Nurse, or other licensed health personnel is solely responsible for administering medications to students. Students are NOT permitted to carry or possess any medications while at school. All medication is to be taken in the presence of the school nurse. In the case of inhalers and EpiPens, the parent/guardian and student will follow the procedures for possession and use of emergency medications. The parent/guardian of the child must assume responsibility for informing the school nurse of any changes in the child's health or change in medication. A new "Medication Order" from the licensed provider and the Medication Permission Form, completed by the parent will be required with each change in medication and at the start of each school year. The complete Medication Policy may be viewed at any school building or online at www.goldenrams.com.

MEDICATION: INHALERS

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.

DRESS GUIDELINES FOR STUDENTS

In an effort to keep the focus on learning and not on dress, the following guidelines are in place.

Acceptable	NOT Permitted
T-shirts, sweatshirts, sweaters, hoods down	Crop Tops, halter tops, pajamas, wearing hoods up, hats, do-rags
Jeans, sweatpants, dresses, skirts (of fingertip length). Any holes above fingertip length with an appropriate under-layer.	Clothes that are excessively short/tight (fingertip length is appropriate), tank tops. Clothes with excessive holes. Holes in pants, jeans, and shorts that expose skin above fingertip length.
Shorts (of fingertip length)	Clothing or jewelry that refers to tobacco, alcohol, weapons, violence, profanity, gangs, sex or drugs.
Tennis Shoes, Sandals, Boots	House Slippers
	Visible underwear
Headwear worn for religious or approved medical reasons	Any other kind of headwear (non-religious and non-medical) must be removed upon entering the building and remain away throughout the day. This includes but it not limited to caps, hats, hoods, bandanas, wave caps, athletic sweatbands, do-rags, sunglasses, headsets, or any other head covering for both male and female students.

The final decisions about appropriateness of dress will be made by the building principal. A parent/guardian may be required to supply a change in attire.

EMERGENCY SCHOOL CLOSINGS

The decision to delay starting times, to cancel school, or to dismiss students early because of weather factors or other emergencies is based solely on the safety and welfare of students. Parents who are not ordinarily at home at times of morning delays, school cancellations, or early dismissals should make arrangements at the start of the school year for their children to be supervised at home, or for them to report to a pre-arranged, safe place when such an emergency occurs.

1. Announcements of school emergencies will be broadcast on local radio and TV stations, the SchoolMessenger automated phone system, the district's mobile app and website, www.goldenrams.com, Facebook and Twitter.
2. On a two-hour delay, starting times at schools and bus pick-up times will be adjusted according to the length of the delay for K-12 students. Parents of Pre-Kindergarten students will be informed of the delay procedures at the beginning of the school year.
3. Early dismissals due to emergency will be ordered only when absolutely necessary.
4. Please do not call the schools. This procedure will always be followed. Additional information or changes during a particular emergency will be broadcast if necessary.

FIELD TRIPS

As part of the educational program, children may attend field trips supervised by classroom teachers. Students are permitted to participate in field trips only with a completed parent permission form. Field trips are a privilege. Students may lose this privilege if their behavior impedes the safety of the students and/or staff.

FIRE AND EMERGENCY DRILLS

According to the PA School Law, fire or school safety drills shall be conducted periodically, but not less than once monthly. All teachers will communicate fire drill procedures to their classes. When the fire alarm is given, without exception, the building must be evacuated. Students will exit *quickly* and *quietly* with their teacher in an orderly fashion and meet outside at their assigned area. Emergency drills will be held both on and off site.

BUS EVACUATION DRILLS

The purpose of school bus evacuation drills is to have the bus driver and each student know exactly what to do in case of an emergency. Emergencies may occur because of fires or accidents, and in every instance the school bus driver will give the evacuation instructions. If the bus driver is unable to carry out his duties, a predesignated student should assume the leadership to carry out the drill. The two evacuation drills are scheduled during the school year by the Director of Transportation.

INSURANCE (STUDENT)

In the event of medical emergencies, expenses incurred are the responsibility of the parent/guardian. **The responsibility for arranging for any insurance needs lies with the respective student or parents/guardian, not with the school.** A student insurance policy covering school accidents with school day coverage or 24-hour coverage is available for purchase each fall. Application forms are given to all students through homeroom teachers at the beginning of the school year. The application and check are then returned to the student's homeroom teacher in the sealed envelope provided.

Late registrants can acquire an application form during student registration or by calling the company directly. **This insurance does not cover interscholastic sports in any form including practice sessions or travel to and from such activities or practices. Before students are allowed to compete on a school team, they must show proof of insurance coverage.**

All accidents or injuries on school grounds should be reported to the main office and to the nurse. Failure to report any accident or injury may cause insurance coverage to be voided. School insurance claim forms may be picked up in the main office.

NOTE: *It is recommended that all students purchase insurance coverage.*

LOCKERS *(Please note that lockers will not be used to start the 2020-21 school year to limit surface contact.)*

- Lockers will be assigned to every student for the storage of cell phones, books, supplies and clothing. Each locker is provided with a built-in combination lock. Please keep locker combinations confidential.
- Student lockers are the property of the school district, and may be searched by school officials if there is reasonable suspicion as stipulated in the student rights, discipline, and drug and alcohol policies.
- The school is not responsible for any property stored in the student lockers.

LOST AND FOUND

Lost articles, when found, are taken to the office where they can be claimed by the owner. Each year the school accumulates numerous articles that are not claimed. Please help by labeling all items. All unclaimed items at the end of the school year will be given to a local charity organization.

MAKE-UP WORK

Students are responsible for all assignments missed during an excused absence. The student must contact the teachers and arrange to complete all work within the agreed upon timeline. Parents may request make-up work, by contacting the school counseling office, for absences that extend more than 3 days. Please allow 24 hours to obtain the make-up work from the teachers.

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.

PETS ON SCHOOL GROUNDS

Pets are not permitted on the school grounds or in the middle school building without the consent of the school district. This includes before and after school hours, as students enter the building, and during dismissal.

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.

PROCESS FOR ADDRESSING COMPLAINTS OR CONCERNS

A parent or student who has a complaint or concern should first speak directly with the teacher involved. If necessary, the matter may then be brought to the principal. Do not rely on hearsay or "second-hand" information. Parents should make an appointment to ensure adequate time to discuss the problem with the teacher/principal.

TECHNOLOGY

It is a privilege to use technology at Highlands. Highlands School District provides computer systems, software and Internet access for educational use only. Students must abide by the District Acceptable Use Policy and all other District policies and procedures relative to the use of technology in the District. Students are not permitted to tamper with equipment or the network in any way.

Students who do not follow our technology policies may receive a minimum two-day suspension and or loss of technology privileges.

VIDEO CAMERAS

For the purpose of supervision, safety, and security, video cameras and recorders may be used on campus and school buses.

VISITORS DURING THE SCHOOL DAY

For the safety of our students and staff, any parent or visitor to the building **MUST** provide a valid Driver's License or ID to gain permission to enter the building and obtain an identification badge. Parents who need to speak with a teacher **MUST** prearrange a meeting as per Board Policy 907.

Please Note: In accordance with the 2020-21 Health & Safety Plan for Reopening Schools, only visitors who are essential to school business will be permitted in the school, and they must make an appointment. Visitors delivering items to the school must do so in the vestibule only.

SECTION 2: STUDENT SERVICES AND INSTRUCTIONAL PROGRAMMING

The goal of Highlands Middle School's instructional program is to equip each child to be an informed, caring and effective citizen. Students in middle school are learning skills to read, foundational writing skills, the acquisition of facts and skills and being an individual learner as well as a *community of learners*. We expect our students to express ideas through speaking and writing, work with mathematical operations, investigate, inquire and collaboratively solve problems. All students are also offered experiences in Art, Music, Physical Education, and Library. Units of instruction in conflict resolution, bully prevention, nutrition education, career education, drug, alcohol, and tobacco awareness are part of the total curriculum.

We use the MTSS (Multi-Tiered System of Support) framework which is a comprehensive system of supports including standards-aligned, culturally responsive and high quality core instruction, universal screening, flexible grouping, data-based decisions, tiered services and supports and parental engagement. Students will be engaged in individual, small group, corrective, remedial and/or enrichment opportunities. We believe that students learn best when they accept challenging yet achievable goals and are given individualized, constructive feedback. We also believe that a positive emotional climate promotes learning. At Highlands Middle School, the potential of each child is celebrated.

STUDENT SERVICES

When students struggle to make meaningful progress academically, the joy of learning may be lost to frustration. Highlands School District's mission is to provide support for students, staff, families, and community so that students may have successful educational experiences.

Student Services Programs are organized to meet the needs of all students and to support the educational program within each school building.

Chapter 14 of the PA School Code: Special Education Services

It is the policy of the Highlands School District that every child shall be provided with the opportunity for a free and appropriate public education (FAPE). To the maximum extent possible, children with disabilities shall be educated in the most appropriate physical, social, and academic environment available. Children with disabilities shall be, as deemed individually appropriate, included in regular programs, placed in itinerant programs, and/or placed in part-time or full-time special classes as determined by the Individualized Education Plan (IEP) Team.

After all evaluations are completed, an Evaluation Report will be compiled with parent involvement. It will include specific recommendations for the types of intervention necessary to deal with the student's specified needs. Through the evaluation process, students can be identified with one of the following educational disability categories: Autism; Deaf-Blindness; Orthopedic Impairment; Other Health Impairments; Specific Learning Disability; Speech or Language Impairment; Traumatic Brain Injury; Visual Impairment; Deafness; Emotional Disturbance; Hearing Impairment; Mental Retardation / Intellectual Disability; Multiple Disabilities.

Two criteria must be met in order to be considered eligible for special education services: (1) The student must meet one of the 13 disability categories defined by the Individuals with Disabilities Education Act (IDEA), 2004; (2) The student must need special education; that is, the child requires specifically designed instruction to receive educational benefits.

If a student is found to meet both criteria, then an Individual Education Program (IEP) will be developed for specialized services for the student. The IEP Team will consist of at least; a parent or guardian, the Principal / LEA, the special education teacher, the regular education teacher(s), and the student if age 14 or older. Other members may attend if needed. Special education services can be provided through: Learning support programs; Life skills support programs; Emotional support programs; Speech and language programs; Autistic support programs; Multiple disabilities support programs; Physical support programs; Blind and visually impaired support programs; and Deaf and hearing impaired support programs.

Further information about these procedures may be obtained by calling the Highlands School District Student Services Office at 724-226-2400, ext. 5650.

Chapter 15 of the PA School Code: 504

A student that does not qualify for special education services under IDEA (federal educational law) still may qualify for services under Section 504 (a civil rights law) if the disability is shown to substantially limit his or her educational performance.

A student with a disability is one who has a physical or mental impairment that substantially limits major life activities, such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. Accommodations often refer to building accessibility, classroom adjustments and curriculum adaptations and may be updated or revised as the need changes.

If you believe that your student might be in need of these services, please contact your child's school counselor for more information about the evaluation process utilized to assist in determining student eligibility.

Chapter 16 of the PA School Code: Gifted Services

The screening of students for the mentally gifted program begins with a review of the students' achievement and ability tests, grades, learning characteristics, interests and experiences. Teachers, parents, or students in some cases, may initiate this screening process. Students who are referred to the gifted program must pass the district's initial screening process prior to being referred to the School Psychologist for a comprehensive evaluation, which includes individual intelligence and individual academic achievement assessments. The assessment data determines whether the student meets the multiple referral criteria established by the school district and is aligned with Chapter 16 regulations.

If you believe that your student might be in need of gifted support services, please contact the Highlands Student Services Department at 724-226-2400 ext. 5650.

School Health Services

Nursing Services are available in all buildings. Some of the services include dental examinations, health screenings, medical examinations, and medication administration. Health screenings include the following: heights and weights for all grades; Scoliosis screening for grades 6 and 7; annual vision screening for all grades; annual hearing screening for grades K-3, 7, and 11.

School Nurses may administer medications during the school day that enable the student to attend school and to take full advantage of his or her educational program. However, the Board of School Directors shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours, in accordance with the direction of a parent/guardian or family physician, will be permitted only when: failure to take such medicine would jeopardize the health of the student and the student would not be able to attend school if the medicine were not available during school hours.

No medication, prescription and non-prescription (Over The Counter), will be administered in school except by the Direct Medication Order Form of a licensed health provider that is accompanied with a parent's/guardian completed and signed Highlands Medication Administration Permission Form. This paperwork must be in place before any medications are dispensed to students. Highlands School District does not supply any medications, and it is the parent's responsibility to supply and deliver all medications to be administered during school hours.

The parent/guardian is responsible for the delivery of all medications, required consent form, and medication order to the school health personnel. Students are not permitted to carry or possess any medications while in attendance of the Highlands School District Schools.

All medication is to be taken in the presence of the school nurse. In the case of inhalers and EpiPens, the parent/guardian and student will follow the procedures and for possession and use of emergency medications.

The parent/guardian of the child must assume responsibility for informing the school nurse of any changes in the child's health or change in medication. A new "Medication Order" from the licensed provider and the Medication Permission Form, completed by the parent, will be required with each change in medication and at the start of each school year.

Services for homelessness

The district provides services to students and families experiencing ***homelessness***. Federal guidelines, as set forth in No Child Left Behind Act of 2001 and reauthorized by the Every Student Succeeds Act of 2016, require that school districts identify children who are homeless. The federal mandate, and the intention of Highlands School District, is to ensure that homeless children and youth have access to free appropriate public education on an equal basis with other children. Children who are homeless, including those living with others, may qualify for assistance with school supplies/materials, with tutoring, and with transportation so that they can remain in their school of origin (the school where they were attending when they became homeless.)

If you believe your child(ren) may qualify for this service, please contact the principal of your child(ren)'s school.

If you are a student and you are 'couch-surfing' with friends or do not have a place to stay that is adequate (has heat, water, food, a bed, a bathroom, etc.), you may qualify for support. Please talk to your school counselor or principal.

School Counseling Services

School Counselors play 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 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. When necessary, referrals to outside agencies are made.

At all levels, counselors can provide the following services: orientation; academic counseling; crisis counseling; career exposure / counseling. At the high school, school counselors can provide guidance toward college and /or career goals. The high school counselors can also provide resources regarding financial aid available from outside funding agencies and institutions.

School-Based Outpatient Counseling Services

An outside mental health provider offers mental health services, from licensed therapists, to children and adolescents in partnership with the school district in the form of a school-based outpatient counseling program. The program, which occurs at the school during school hours, provides mental health treatment for children and adolescents who are dealing with emotional and behavioral health challenges. Treatment includes assessment, individualized service planning and family, individual and/or group therapies. Services may also include psychiatric evaluations and medication monitoring.

If you believe that your child might be in need of these services, please contact your school counselor for more information.

Student Assistance Program (SAP) Services

The Commonwealth of Pennsylvania's Student Assistance Program (SAP) is designed to assist school personnel in identifying any issues (including academic problems, emotional/social issues, and alcohol, tobacco, and other drug use/abuse) that pose a barrier to a student's learning and success in school. SAP Teams are comprised of a specially trained group of teachers, school counselors, administrators, and a liaison from a local mental health agency.

Student assistance is not a treatment program; rather, it is a systematic process using effective, accountable professional techniques to mobilize school resources to remove barriers to learning. When

the problem is beyond the scope of the school, staff members will work to assist the parent and the student with information so they may access services in the community.

SAP Services are available to all Highlands School District students. Please contact your school counselor for more information.

Highlands School District Alternative Education Program

The Highlands School District will operate an Alternative Education Program for Disruptive Youth (AEDY) in grades 7 thru 12. This program specifically addresses the needs of students who have difficulty managing their behavior in the traditional classroom setting as a result of conduct problems, emotional dysregulation, impulse control problems and oppositional defiance. The program is designed to provide intense individual academic instruction, behavior modification and support and counseling to assist students in returning to the general education environment within 45 days of initial placement. The program was designed with adherence to the state and federal requirements for alternative education programs. Reasons for referral to the AEDY Program include the following:

- Disregard for school authority including persistent violation of school rules and policies
- Display or use of controlled substance on school property or during school affiliated activities
- Violent or threatening behavior on school property or during school affiliated activities
- Possession of a weapon on school property
- Commission of a criminal act on school property or during school affiliated activities
- Misconduct that would merit expulsion according to school rules and policies

Students who enter into the AEDY Program will undergo an evaluation process that includes a review of existing data related to discipline, school conduct, grades, attendance and standardized test scores. A team of educators including the principal, guidance counselor, alternative education program coordinator, teacher, parent and student will participate in the evaluation process.

Program Schedule

The Alternative Education Program will operate in the Highlands SD High School and include a five (5) day per week schedule. Students will be expected to attend school from 8 AM to 2 PM Monday thru Friday each week and will include a lunch period. The program will operate on the same schedule as the district schedule/calendar. Transportation will be provided for students in the AE program.

Monday thru Friday- 8 AM to 2 PM

Academic Program

The Alternative Education Program will offer academic instruction to students in all of the core academic areas including: Language Arts/Reading, Mathematics, Science and Social Studies. Students will also be provided with instruction in areas such as social skill development, anger replacement training and career counseling. Students will also be provided instruction in health and wellness. Guidance counselors will be available for 2.5 hours per week to provide support for students. Students who require credit recovery will also have access to the Highlands Virtual Academy to complete academic work in a cyber-environment if needed.

Positive Behavior Support Program

One of the significant goals of the AEDY Program is to help students manage and self-regulate their own behaviors and emotions. In order for students to accomplish this goal each student in the program will have a positive behavior support plan. The PBSP will include specific goals that address the needs of each student as well as positive reinforcement for meeting the goals in the PBSP. The goals will be specific, measurable, attainable, realistic and include a timetable for success (SMART Goals).

If a student continues to struggle during their participation in the AEDY Program, a functional behavioral assessment (FBA) will be conducted. The FBA will be carried out by a trained psychologist or Board Certified Behavior Analyst in which an examination of the antecedents, behaviors and consequences will be completed. The FBA will be done with the intention of informing the team how to better serve the student and what changes to the PBSP may be needed to improve behaviors.

Transition Plan

The goal for each student who is in the AEDY Program will be to return to the general education environment within 45 days of initial placement. The exception will be for students who violate school rules and policies resulting in expulsion (weapons, drugs, criminal behavior, etc.). In these cases, a student may be enrolled in the AEDY program for an entire school year. Once a student enters into the program, a transition team will meet at day 20 and prior to day 45 to determine if a student is able to transition back to the general education environment. The transition team will include the principal, AEDY program coordinator, guidance counselor, teacher, parent and student. A transition plan will be developed for a student when the team believe progress is being made toward the goals in the student's PBSP. The transition plan will identify a timeline for transition, an attendance plan if necessary, supports that need to be in place for the student to be successful and personnel responsible for the transition process. Students may transition earlier than 45 days or may extend their placement in AEDY if lack of progress is being made.

Special Education and AEDY Programs

Students with disabilities are referred to an AEDY program by an IEP team decision, or unilaterally removed for weapon and drug violations, and/or inflicting serious bodily injury as mandated by Chapters 14 and 711 and Individuals with Disabilities Education Act (IDEA). The IEP Team reconvenes to discuss the student's special education and related services, including educational placement, annual goals, program modifications, specially designed instruction, and positive behavior supports. The IEP meeting is conducted and must include a special education teacher, regular education teacher, the LEA, the parents, the student (if age 14 or older) and a representative from the AEDY program. The IEP team discusses the reason(s) they are seeking a change in placement to an AEDY program. If the student with a disability meets one or more of the criteria for AEDY and the IEP Team has determined the AEDY program will enable the student with a disability to participate in the general education curriculum and make progress toward the goals of the student's IEP then the LEA will issue a Notice of Recommended Educational Placement/PWN (NOREP/Prior Written Notice) prior to change in placement for disciplinary reasons. The district sends the student's educational records with updated special education/academic records to the AEDY program. The LEA responsible for the student's provision of a free appropriate public education (FAPE) will be responsible for the implementation of the IEP and take the steps necessary to keep the student's IEP, RR, and other special education documents up to date.

Complaint Resolution Process

The AEDY Program has a complaint resolution process as mandated by the PA Dept of Education. The process is in place for parents and students who may have concerns with any number of problems including English Language Services, Special Education and/or 504 plan procedures, entering and exiting decisions, discipline, academics and behavioral support. There are two steps to the process. Step one is the filing of a complaint form at the local level with the school district, and step two is the filing of a complaint form with the State AEDY Office. All LEAs and AEDY Programs are required to provide information about the complaint process and forms to parents and guardians, students, and organizations before the student is placed in the AEDY program. The complaint resolution form will be provided to parents upon the start of each meeting.

Local Level Resolution: Students, Parents, and others having complaints and concerns regarding AEDY will be required to seek resolution of complaints and concerns via the relevant AEDY Program and/or LEA rather than elevating concerns to PDE in the first instance. If the complaint cannot be resolved at the local level the parent has the right to file a complaint with the PA Dept of Education.

PDE Review: Students, parents, and others will be provided an opportunity to seek PDE review if a local complaint or concern is not resolved at the local level and/or if students, Parents, or others wish to challenge the local level resolution.

At both the local level resolution and PDE review stages, the complaint process will include providing all interested persons with: the relevant policies for investigation of complaints, including policies regarding interviews and consideration of relevant evidence, as well as possible outcomes of an investigation; timely procedures for responding to the person making the complaint; information about potential means of responding to the complaint; reasonable time frames for response; and information regarding how to determine the status of a complaint.

PDE will notify AEDY stakeholders, including Parents, students, advocates, LEA Coordinators, and AEDY Program Coordinators, about the local level resolution and PDE review process by posting the process on PDE's website in both English and Spanish, and include information that explains how persons who require oral or written translation into a different language can obtain that translation. In addition, PDE will require LEAs and AEDY Programs to notify students, Parents, and others, about the local level resolution and PDE review process in a manner that is accessible to Parents, Parents with disabilities, ELs, and students with disabilities given their language needs and disabilities.

HIGHLANDS VIRTUAL ACADEMY (HVA)

As an alternative to the traditional school environment, Highlands students in grades 7-12 may choose to enroll in the Highlands Virtual Academy to receive the same high quality, standards-based instruction through a cyber platform - Edgenuity. In the HVA program, Highlands teachers review and support student learning. To register for HVA, students/parents should contact their school counselor. Interested students must also attend an orientation along with their parent/guardian. For more information about HVA, please visit www.goldenrams.com/hva.

GRADING SYSTEM

The following grading scale will be used:

Letter Grade	Score
A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

ACADEMIC AWARDS

Each year, the top academic achievers at the Middle School are recognized at a reception. These students are selected according to their performance the previous three nine-week periods of that year; prior grade point history will not be averaged into the rank.

HOMEBOUND INSTRUCTION

If a student anticipates being confined at home because of illness for a period of three weeks or more, the parent or guardian should request a homebound instruction application from the School Counseling Office or Highlands Administration Center. This service is provided by Highlands School District at no cost to the family.

HOMEWORK

The value and purpose of homework is to practice and reinforce skills learned in the classroom. Students will be required to complete homework assignments when assigned. Teachers will acknowledge all homework submitted, and will determine if the quality of the completed assignment is acceptable.

INSTRUCTIONAL MATERIALS AND SUPPLIES

Instructional materials and supplies are provided by the school at no cost to the student. There will be a charge for items that are damaged or lost. The amount will not exceed the cost of the replacement.

PROGRESS REPORTS & REPORT CARDS

Every student enrolled in the Highlands School District will be issued a report card that will be available online through Power School every nine weeks. Student progress may be tracked daily through this site. The aim of the report cards and student progress data is to:

- inform the parents of the student's progress.
- help the student to self-appraise.
- help the teacher to study each student's achievement of the Pennsylvania standards.
- enable home and school to work together in helping the student.

RETENTION IN GRADE

Grade retention is generally considered a last-resort option. The decision to retain a child must be grounded in the belief that an additional year in a given grade will be in the *child's best interest*. The procedure for recommending retention shall be by a conference of the student's parents and the teachers, principals, and school counselor.

BENCHMARK AND STANDARDIZED TESTING

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, the date of the testing, and results by means of letters and calendar publications.

In Pennsylvania, schools are required to give the Pennsylvania System of School Assessment (PSSA) to students in grades 3-8. These tests measure Pennsylvania Common Core State Standards. All students will be assessed annually on the PSSA exam in English Language Arts and in Mathematics. Students in Grade 8 will also be assessed in Science. In addition, all students will take the MAP (Measures of Academic Progress) assessments three times during the year.

PHYSICAL EDUCATION/PROPER DRESS

The middle school program has been structured to provide your child with a wide range of experiences. These activities range from basic skill development to creative movement. All areas within the program provide for a comprehensive foundation of values and learning experiences. Please remember that all clothing should be comfortably loose to allow freedom of movement at all times. Each student should be properly dressed for total activity participation. Dressy and restrictive types of clothing are strongly discouraged, as is excessive jewelry.

SECTION 3: STUDENT CODE OF CONDUCT

Highlands School District promotes a district-wide philosophy supported by procedures and policies that contribute to the promotion of a *RAMS for Life* attitude. We expect our students to be Respectful, Accountable, Motivated and Safe in all school settings and in the community. The administration, teachers and support staff teach students what these behaviors look like, recognize those students who display these behaviors and encourage and support students who struggle. A large portion of this philosophy depends on consistency, communication and cooperation among all stakeholders.

One of the primary goals of Highlands Middle School is to promote constructive and respectful behaviors. The procedures and consequences described in the tables below are designed to modify unacceptable behavior, not to punish. Students will be expected to make appropriate decisions concerning their behaviors. Building principals have the right to address behaviors on a case by case basis. The following guidelines serves as a framework for behavior throughout the school.

BULLYING/CYBER BULLYING

Bullying is a form of aggression where (1) the behavior is intended to harm or cause distress, (2) the behavior occurs repeatedly over time, and (3) there is an imbalance of power or strength among the parties.

We Highlands Middle School, take this very seriously. Bullying violates a student's rights, and can adversely affect a student's education. **NO FORM OF BULLYING WILL BE PERMITTED AT HIGHLANDS MIDDLE SCHOOL.** Depending upon the severity of the bullying offense, the following consequences may be enacted for a student found to be bullying:

- Verbal reprimand, phone call to parent
- Phone call to parent and one day of in-school-suspension
- Phone call to parent and three-day assignment to ASA and/or out-of-school-suspension
- Phone call to parent, up to a five-day assignment to ASA and/or an out-of-school-suspension, and a citation
- Recommendation for expulsion for violation of school policy

Cyber bullying, or bullying through the use of technologies such as cell phones, networking websites, or email, is a federal crime. Anyone caught cyber bullying may be reported to the local police department in addition to being disciplined through the school.

BUS SAFETY

In the interest of a safe, orderly, and pleasant ride on the school bus, students are expected to be courteous and cooperative. Students are to ride their assigned bus. Students may not ride another bus without a written request from a parent and signed permission from the Building Principal, Assistant Principal or Dean of Students.

Student's actions which endanger themselves and others will be addressed with consequences. The bus driver is in complete charge of the bus. Situations that need attention should be reported to the driver immediately. A student who violates any safety regulation may be deprived of the privilege of school transportation and/or disciplined.

BUS MISBEHAVIOR

Bus transportation is a privilege. Video recordings of bus runs will be reviewed periodically by building principals to assure the safe and orderly transport of students. Misbehavior on a school bus or van may result in the removal of the student from the vehicle and could result in a disorderly conduct citation for serious offenses; a minimum of three days and a maximum of the rest of the school year for severe or continuing offenses. Building principals have the right to address behaviors on a case by case basis. The following course of action serves as a framework of consequences. With a bus suspension, parents/guardians must provide transportation to and from school. Absence from school on a day of bus suspensions will result in an illegal absence. Parents / guardians will be notified of bus misbehavior.

Number of Infractions	Consequence
First	Written Warning
Second	3 Day Bus Suspension
Third	10 Day Bus Suspension
Fourth	45 Day Bus Suspension
Fifth	Removal from bus for the duration of school year

CELL PHONES

The Highlands School Board authorizes student possession of cell phones and other personal electronic devices, such as calculators, laptop computers, handheld computers, cameras, mobile phones, tablets or any other devices designed to communicate, create or store information. While the district does not prohibit bringing these devices to school, the district does not recommend it. Students assume all risks of damage, theft, loss or misuse of such devices. Students may only be permitted to utilize such devices in the classroom with the consent of the teacher. **Otherwise, the cell phone should be off and must be kept in book bag/locker.**

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

Violation	Disciplinary Action
First	Phone may be picked up at the end of the school day by the student.
Second	Phone must be picked up by a parent/guardian.
Third or More	Phone will be kept for the remainder of the semester and/or school year. Any disruption due to these devices will result in disciplinary action

- Students ***must*** turn off their electronic devices upon entering the building. They must be kept in book bag/locker.
- Students are prohibited from posting pictures and/or negative comments about other students/staff during school time (this includes the bus ride to and from school) that disrupts the normal function of the school day. Failure to comply with this directive will result in disciplinary action.
- Irresponsible use of cell phone technology and/or electronics will result in disciplinary action and confiscation of the device.

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.

CAFETERIA MISCONDUCT

Inappropriate behavior in the cafeteria including, but not limited to, failure to clean up after themselves, throwing/spilling food, out of seat without permission, and using unsafe voice levels.

CHEATING/PLAGARISM

Deliberate copying of another person's work. Student will receive a zero for the assignment.

CLASS CUTS

In order for a student to achieve at their highest potential it is imperative that they attend class regularly. Therefore, choosing not to attend class is irresponsible behavior. This choice will result in a suspension, students will be considered illegally absent, and will not have the opportunity to complete any missed assignments during the period they did not attend.

- 1st offense...One day After School Alternative* (Parent Contact)
- 2nd offense...Two days After School Alternative* (Parent Contact)
- 3rd offense...Three days After School Alternative* (Parent Contact) Student will be referred to the Student Assistance Program.

(If student fails to attend within given time period they may be subject to suspension.)

DEFIANCE AND LACK OF RESPECT

Students who fail to respond to adult requests, say "no", ignore or act out are demonstrating defiance and or lack of respect.

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 3:00 to 4:00 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 AND ALCOHOL POLICY

The Highlands School District recognizes its responsibility to educate, prevent, and intervene in the use and abuse of all drug, alcohol, and mood-altering substances by students.

Through the use of curriculum, classroom activities, community support and resources, a strong and consistent administration and faculty effort, and rehabilitative and disciplinary procedures, the Highlands School District will work to combat the problems associated with substance abuse that permeates our society.

*See Appendices

FIGHTING/PHYSICAL ALTERCATION/ASSAULT

A physical altercation is an unsafe physical act such as pushing, kicking or shoving. A **fight occurs when two or more students are involved** in hitting, punching, kicking, or other aggressive actions. If a child chooses to retaliate, he/she has chosen to participate in the fight.

An **assault** is defined as a violent physical or verbal attack intended to injure another person. The difference between an assault and a fight is that in an assault, **the victim does not participate or retaliate**. 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 day and will with possibility of expulsion, depending on the severity of the assault.

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 a restriction from school activities, placement on the restricted list, assigned to restricted lunch, a suspension from school, a citation for harassment filed with the district justice and a school board expulsion hearing.**

IN-SCHOOL SUSPENSION (RAMS REFLECTION ROOM)

The student will be isolated from the student body in a small classroom setting with their assignments sent to them. This is assigned to those students who have exhibited more serious behavior choices such as, but not limited to: class cut, repeated classroom disturbances, insubordination, failure to follow school rules, or excessive tardiness.

LEAVING THE BUILDING

Leaving the school building without permission is very serious. Police and parents will be notified immediately.

INAPPROPRIATE LANGUAGE

The use of profanity and/or abusive or inappropriate language will not be tolerated. Profanity involves vulgar speech and/or actions. Abusive language involves ethnic, religious, racial and/or sexual slurs. Inappropriate language includes substitute curse words and put downs.

SUSPENSION

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. In addition, when a student is suspended and a parent/guardian has been contacted they must pick up the student at the school ASAP.

When students are suspended from school, they may not attend any school function or activity. Students who attend a function or event during the course of their suspension will have their suspension extended and may receive a citation for trespassing. This also applies to suspension that stretch over a weekend and would include school events that would occur on a Friday, Saturday, and/or Sunday.

SUSPENSION WHEN SCHOOL IS CANCELLED

If a suspension falls on a day that school is canceled for some reason, such as a snow day, that day **WILL NOT** count as a suspension day. The suspension will be continued to the next day that school is in session. For example, if the suspension falls on a Tuesday and school is cancelled that day due to snow, the suspension will be moved to Wednesday. Thus, the suspended student should not return to school on Wednesday, but would return to school on Thursday.

TARDY TO CLASS

Students are considered tardy if they arrive to class after the teacher has begun with no pass. After three tardies, students will earn an after school detention and a phone call home. Teachers will work with parents and students with chronic tardy concerns.

THEFT

Student is in possession of, having passed on, or is responsible for removing someone else's property or has signed a person's name without that person's permission.

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.

VANDALISM

Vandalism is the damage and/or defacing of school property. The normal repair and maintenance of school equipment and buildings is a costly item in the school budget. When school property is damaged or destroyed through vandalism, it is inconvenient for students and staff of the affected building and places an unfair burden on the taxpayer. Parents are financially responsible for the cost of repair or replacement if the damage has been done deliberately.

WEAPONS

The definition of “weapon” includes, but is not limited to, any knife, cutting instrument, cutting tool, martial arts device, brass or metal knuckles, firearm, hand gun, shotgun, rifle, chemical agent (such as mace or pepper spray), explosive device, or any other tool, instrument or implement capable of inflicting injury.

The definition of “firearm” includes firearms of any type which will or may readily be converted to expel a projectile by the action of an explosive, any destructive device, pellet gun, BB gun, or look-alike firearm whether capable of operation, loaded or unloaded.

Students suspected of possessing a weapon are subject to a search of pockets, lockers, coats, book bags, purses, and cars parked on school property. Regulations also permit the use of reasonable force by school officials to obtain a weapon or otherwise dangerous object. If a student resists a search, the local police will be called for assistance.

*See Appendices

CODE OF MISCONDUCT AND RESPONSE STRUCTURE

The examples provided in this Code of Conduct are not to be construed as limiting the behaviors which may require disciplinary action by school personnel. The following misconduct/response structure includes four levels. **Level I, II, III, and IV represent a continuum of misbehaviors based on the seriousness of the act and the frequency of the occurrence, determined by school administration.** Students should avoid the behaviors listed as examples under each level and, instead, exhibit good conduct. Any student found in violation of Board Policy and District rules and regulations will receive appropriate disciplinary action.

Level I Behaviors

Level I Definition	Examples of Level I Misbehaviors Include, but not limited to:	Examples of Disciplinary Actions, but not limited to:
Misbehavior on the part of the student which impedes orderly classroom procedures or	<ul style="list-style-type: none">• Classroom/school disturbance or disruptive/inappropriate classroom/school behavior	<ul style="list-style-type: none">• Private conversation with student• Verbal warning or written reprimand

<p>interferes with the orderly operation of the school.</p> <p>These misbehaviors are usually handled by individual staff members, but sometimes require the intervention of other school support personnel.</p>	<ul style="list-style-type: none"> • Non-defiant failure to complete or carry out directions • Bringing Bluetooth speakers, cell phones, cameras, and other electronic devices without authorization • Eating outside cafeteria or in unauthorized area(s) • Failing to have or return required forms, books, library books, materials, and equipment • Littering • Loitering • Running or shouting in the halls • Unauthorized presence in the halls or other school areas • Inappropriate display of affection • Unauthorized sale of non-harmful items • Classroom tardiness and first offense class cut • Lying • Name calling • Violation of Dress Code • Inappropriate language 	<ul style="list-style-type: none"> • Special Assignment • Written Assignment • Detention • Denial of privileges • Confiscation • In school suspension • Isolation in class
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Level II Behaviors

Level II Definition of Behaviors	Examples of Level II Misbehaviors Include, but not limited to:	Examples of Disciplinary Actions, but not limited to:
<p>Frequent or serious misbehavior that disrupts the learning environment of the school.</p> <p>These infractions, which usually result from the continuation of Level I misbehaviors, require the intervention of administrative personnel level because the execution of Level I disciplinary options has failed to correct the situation.</p>	<ul style="list-style-type: none"> • Extreme Level I misconduct • Continuation of Level I misconduct • Abusive, obscene, or disrespectful language, writing, or gestures • Using forged notes or excuses • Unsafe/disorderly bus conduct • Unsafe/disorderly cafeteria conduct • Violation of school attendance policies (e.g. tardiness; truancy; leaving school property without permission; 2nd offense cutting class; unexcused absence) 	<ul style="list-style-type: none"> • Parent Contact • Parent/Student/Teacher conference • Behavior Contract • Modified day • Detentions • Denial of privileges/extra-curricular activities • ASA • In-school suspension • Out of school suspension • Confiscation • Temporary removal or permanent removal from bus or area

	<ul style="list-style-type: none"> • Failure to serve detentions within reasonable time • Unauthorized possession or use of school property, facilities, lockers • Hazing • Bullying/Cyberbullying • Plagiarism/Cheating • Misbehavior during field trips or school programs • Open defiance of authority; willful refusal to do as ordered; or any form of insubordination • Repeated violation of dress guidelines • Inappropriate use of electronic devices • Using, installing, or downloading unauthorized software (i.e. games, music, etc.) • Horseplay (unsafe acts such as pushing, shoving, running, jumping etc.) • Verbal harassment of others • Possession of any article disruptive to the school day • Leaving room without permission • Throwing objects without the intent to harm 	
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Level III Behaviors

Level III Definition of Behaviors	Examples of Level III Misbehaviors Include, but not limited to:	Examples of Disciplinary Actions, but not limited to:
Frequent or serious misbehaviors that tend to disrupt the learning climate of the school and/or acts directed against persons or properties	<ul style="list-style-type: none"> • Continuation of or extreme Level II misconduct • Vandalism • 3rd offense truancy • Petty theft • Instigation 	<ul style="list-style-type: none"> • Parent Contact • School conference • Detention • Confiscation • Temporary removal from area (i.e. class, cafeteria, etc.)

that endanger the health or safety of others in the school.	<ul style="list-style-type: none"> • Fighting • Assault • Minority, ethnic, or racial slurs or intimidation • Trespassing on or in school property when closed • Refusal to leave school property when ordered to do so • Intimidating others • Hazing • Bullying/Cyberbullying • Sexting or any inappropriate material on any electronic or cellular device. • Destruction of the property of others • Lewdness or indecent exposure • Possession or use of tobacco, matches, e-cigarettes, lighters, vapes, vaping material, etc. • Harassment • Sexual harassment • Spitting on individuals or property • Inappropriate use of electronic devices • Throwing objects that can cause harm or damage. • Gross disrespect towards staff member. 	<ul style="list-style-type: none"> • In-school suspension • Out of school suspension • ASA • Denial of privileges/extra-curricular activities • Temporary removal or full removal from bus • Restitution of property or damages • Referral to police or district magistrate • Citation
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Level IV Behaviors

Definition of Level IV behaviors	Examples of Level IV Misbehaviors Include, but not limited to:	Examples of Disciplinary Actions, but not limited to:
Frequent or serious misbehaviors that tend to disrupt the learning climate of the school. Acts directed against persons or property	<ul style="list-style-type: none"> • Continuation of or extreme Level III misconduct • Extortion or attempted extortion • Bomb threat or threatening phone calls • Possession/use/transfer of dangerous weapons • Fighting 	<ul style="list-style-type: none"> • Expulsion • Citation • Confiscation • In-school suspension • Out of school suspension

<p>which could or do pose a threat to the health, safety or welfare of others in the school.</p> <p>Such acts will require administrative action which could result in the immediate removal of the students from school and the possible intervention of law enforcement authorities.</p>	<ul style="list-style-type: none"> • Assault • Lighted or ignited objects • Theft or possession/sale of stolen property • Arson or attempted arson • Hacking, cracking, or tampering with the network/computers • Inappropriate use of electronic devices • Transfer/sale/possession/purchase/procurement /distribution/use or under the influence of unauthorized substances, e.g., drugs, alcohol, or drug paraphernalia • Possession, sale, or use of firecrackers, cherry bombs, or other fireworks • Disorderly conduct • Unauthorized use of fire alarm or equipment • Other violations of federal, state, or local laws • Terroristic threats • Terroristic acts • Repeated incidents of bullying/cyberbullying • Retaliation against a student for reporting bullying or extortion, or for assisting in an investigation 	<ul style="list-style-type: none"> • Permanent removal from bus • Restitution for damages to or loss of property • ASA • Referral to police or district magistrate • Referral to outside agency
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AFTER SCHOOL ALTERNATIVE (ASA)

The After School Alternative (ASA) program is designed to help students maintain grades and attendance when an Out-of-School suspension is assigned. The student will be required to report to the High School Office for the ASA session that will run from 3:00 p.m. – 6:00 p.m. The student will receive all of his/her school work for that day at ASA. Failure to report to ASA will result in the student being marked as an unexcused absence.

EXPECTATIONS

- Students must be in the office by 3:00 p.m. Any student arriving after 3:15 p.m. will be turned away and the student will be marked as an illegal or unexcused absence.
- Students should bring their books for school and be prepared for class.
- Students will work for the duration of the class.
- One 10-minute break will be given at 4:30 p.m.
- All classroom rules apply. In the event a student is asked to leave, the student will be marked as an illegal or unexcused absences

IN SCHOOL SUSPENION: RAMS REFLECTION ROOM

The RAMS Reflection Room is designed to help students learn socio-emotional skills that will help them make better choices for behavior in the future. In addition to two group lessons with the behavioral specialist, students will work one-on-one with the behavioral specialist twice during the school day in addition to completing their regular assignments.

EXPECTATIONS

- Report to main office at 8:10.
- Bring books, materials, pencils, and any other needed supplies. Assignments will be collected through the main office for all students assigned to the RRR that day.
- If students are uncooperative in the RRR, additional In-School Suspension time may be added or Out-of-School Suspension/After School Alternative may be assigned.
- In-School Suspension (ISS) is **not** considered an absence from class. All students with special education services will receive those services in the RRR.
- Students must complete additional RRR assignments and activities as directed

DETENTION

- Detention is held Monday through Thursday from 3:00 PM to 4:00 PM.
- Students will be called down to the office at dismissal to serve their detention.
- Students must have school work to complete, and must work during the entire detention.
- Students who do not follow the rules of detention may earn further disciplinary action.
- Students who skip a detention will serve a day in the RAMS Reflection Room.

SECTION 4—PARENT INVOLVEMENT

Children do better in school when their family takes an active role in their education. There are many ways for us to look at parent involvement, and at least six different categories of involvement have been encouraged by successful schools. At Highlands, parents are encouraged to become as active as possible including all these levels of involvement:

Parenting Level - Ensuring regular attendance, getting the child to the school bus or to the school building on time, calling to report your child is sick, making certain the child completes homework and assignments, congratulating a child's success, supporting the school's discipline, attending the Back to School Night and Teacher Conference days.

Communicating Level - Two-way communication includes home-to-school, sending in an excuse or doctor's excuse when a child has missed a day of school, signing the homework planner each night, calling the child's teacher when there is a concern, returning calls from the school, keeping the Emergency Card up to date with working / current phone numbers and contact information.

Volunteering Level - Joining and/or attending the PTO, participating in the school Parent Advisory Committee (PAC), helping with one of the many school-wide student activities, becoming a weekly classroom or office helper, reading in classrooms to groups of children.

*See note below regarding VOLUNTEERING in our schools.

Home Learning Level - Working on the class work or homework papers with your child to assess for yourself what your child knows and is able to do, providing the contact with teachers or tutors to assist your child with academic weaknesses.

Decision Making Level - Become involved at the public meetings and open forums of the District-wide Title I PAC, joining the PTO Board, working with other families to create an Action Plan for your school.

Community Collaboration - Participate in Family Literacy activities at the school and in the Community Library and other locations, help to extend the contacts that our Board of School Directors have developed to involve community partners and local businesses in the education programs.

PARENT- TEACHER CONFERENCES

Parents are able to schedule conferences with teachers and principals any day of the school year by calling the school to make an appointment. In addition, the district has scheduled several parent-oriented events throughout the year when parents can exchange ideas and get information concerning the schools and their children.

A day in November is scheduled for Parent-Teacher Conference Day, held at all schools in the district. The purpose of this day-long event is to allow parents to become acquainted with all of their children's teachers, and to receive information on student potential, performance and achievement early in the school year.

In addition, Back to School Nights are scheduled in September at each school.

Since time limits at these events prohibit lengthy discussions on serious problems, parents are invited to make appointments in advance to discuss problems at a time convenient for both parties.

VOLUNTEERS

Highlands School District welcomes parents and community members into the District as volunteers. The District believes it is important to include the community in its mission to build foundations for the futures of our students. Many programs, extracurricular activities, events and experiences would not be had if it weren't for the graciousness of volunteers. The District anticipates a cordial relationship with you, as a volunteer, and thanks you for your time and dedication to our youth.

QUALIFICATIONS FOR VOLUNTEERS

- Minimum of 18 years of age, unless volunteer is a high school student in a peer-mentoring position.
- Adhere to all regulations, policies and procedures of the Highlands School District.
- Maintain confidentiality when volunteering within the schools.
- Provide State Criminal Record Check and State Child Abuse clearances, as well as FBI clearance or Arrest / Conviction Form, dependent upon period of time of residency in Pennsylvania. Information about how to obtain the necessary clearances is posted on the school website at www.goldenrams.com/volunteer

Please Note: In accordance with the 2020-21 Health & Safety Plan for Reopening Schools, volunteers will not be utilized at this time within school buildings in order to minimize the number of adults and mitigate the potential spread of Covid-19. However, parents may still apply for and submit clearances for the district's volunteer program. Clearances are valid for 5 years.

SECTION 5: COVID-19 PROCEDURES AND PRECAUTIONS

Highlands Middle School, in accordance with CDC, PDE, and district-approved guidelines, is implementing the following procedures to ensure the safety and well-being of students and staff. We appreciate your support encouraging your child to follow these expectations. In any conflict between standard handbook procedures and COVID-19 mitigation procedures, COVID-19 mitigation procedures take precedence.

ARRIVAL

- Students will enter the building by the gym or by the office, going to the nearest entrance from where the bus or car drops them off.
- Students will enter wearing masks and maintaining social distance as they enter.
- Students will present the Health and Safety waiver before going through metal detectors. Students who fail to bring the waiver will go through a symptom check, including taking the student's temperature, daily.
- Students will proceed directly to their homeroom.

DISMISSAL

- Students will exit the building by groups when directed to leave by their teacher, maintaining social distance.
- Walkers will be dismissed by team and will follow social distance in the hallway.
- Bussers will be dismissed by grade level, and will follow social distance in the hallway.
- Students will wear masks throughout the entire dismissal process.

SOCIAL DISTANCING

- Students will maintain social distance at all times.
- Students will refrain from physical contact with peers and staff at all times.

MASKS

- Students will wear masks at all times not seated six feet apart engaged in an activity with teacher permission.
- Masks must be worn while traveling in common areas at all times.

HALLWAY EXPECTATIONS & NAVIGATION

- Students will adhere to all one-way hallways and stairways.
- Students will retain six feet of space between peers and staff at all times.

RESTROOM EXPECTATIONS

- Students will only use the stalls, urinals and sinks that are available.
- Students will wash their hands thoroughly after using the restroom.
- Students will exit the restroom immediately after using it.
- Only two students are allowed in the bathroom at a time. If more than two students are in the restroom, students must wait on a social distance line in the hallway.

CAFETERIA EXPECTATIONS

- Students will wear masks while retrieving their lunches.
- Students will follow social distance travel patterns to collect lunch and find an appropriate seat.

DIGITAL LEARNING EXPECTATIONS

- As stated in the student handbook, students are not permitted to take a photograph or screen shot of any peer, class or teacher at any time.
- Students will demonstrate appropriate etiquette in online meetings, including appropriate dress, remaining on camera in one location, and following teacher directions for the meeting.
- Students will bring their charged Chromebooks and charger daily to each class

PERSONAL HYGIENE

- Students will use hand sanitizer as they enter each classroom.
- Students will avoid touching their faces.
- Students will wash their hands regularly.

MATERIALS AND CLASSROOM HYGIENE

- Students will clean their face shields daily.
- Students will avoid sharing items and materials.
- Students will bring their device daily to each class.

BEHAVIORAL LEVELS

- Level 1
 - Non-defiant failure to wear mask, socially distance
 - Failure to observe blended learning expectations
 - Consequence: teacher managed (phone calls, reflections, loss of privileges)
- Level 2
 - Repeated failure to wear mask, socially distance
 - Repeated failure to observe blended learning expectations
 - Inappropriate use of electronic devices
 - Consequence: RAMS reflection room, dean/principal address
- Level 3
 - Purposeful coughing, spitting on another
 - Repeated inappropriate use of electronic devices
 - Chronic failure to wear a mask or observe blended learning expectations
 - Consequence: HVA

APPENDICES: HSD ATTENDANCE POLICY 204

Book Policy Manual

Section 200 Pupils

Title Attendance

Code 204

Status Active

Adopted August 21, 2017

Purpose

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.[\[1\]](#)

Authority

Attendance shall be required of all students during the days and hours that school is in session, except that authorized district staff may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence.[\[5\]\[6\]\[7\]\[2\]\[3\]\[4\]](#)

The Board shall establish and enforce attendance requirements, in accordance with applicable laws and regulations, Board policy and regulations.

Definitions

Compulsory school age shall mean the period of a child's life from the time the child's parents/guardians elect to have the child enter school, and which shall be no later than eight (8) years of age until the child reaches seventeen (17) years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.[\[9\]\[8\]](#)

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.[\[9\]](#)

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.[\[9\]](#)

Person in parental relation shall mean a:[\[9\]](#)

1. Custodial biological or adoptive parent.

2. Noncustodial biological or adoptive parent.
3. Guardian of the person of a child.
4. Person with whom a child lives and who is acting in a parental role of a child.

This definition shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.[\[10\]](#)

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.[\[9\]](#)

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians, staff, local children and youth agency, and local Magisterial District Judges about the district's attendance policy by publishing such policy in student handbooks, newsletters, district website and other efficient communication methods.[\[11\]](#)[\[1\]](#)

The Superintendent or designee, in coordination with the building principal, Attendance Officer, and Home and School Visitor shall be responsible for the implementation and enforcement of this policy.

The Superintendent or designee shall develop regulations for the attendance of students which:

1. Govern the maintenance of attendance records in accordance with law.[\[12\]](#)[\[13\]](#)
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate judge.
4. Ensure that students legally absent have an opportunity to make up work.

Guidelines

Compulsory School Attendance Requirements

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.[\[5\]](#)

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic

services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; or the student is receiving approved homebound instruction.[\[5\]](#)[\[14\]](#)[\[2\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)

The following students shall be excused from the requirements of attendance at district schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.[\[6\]](#)[\[7\]](#)[\[20\]](#)
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.[\[5\]](#)[\[21\]](#)
3. Students attending college who are also enrolled part-time in district schools.[\[22\]](#)
4. Students attending a home education program or private tutoring in accordance with law.[\[5\]](#)[\[25\]](#)[\[23\]](#)[\[24\]](#)[\[17\]](#)[\[26\]](#)
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.[\[5\]](#)
6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.[\[7\]](#)
7. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.[\[7\]](#)[\[15\]](#)

Excused/Lawful Absence

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.[\[6\]](#)[\[3\]](#)
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.[\[6\]](#)
3. Quarantine.
4. Family emergency.
5. Recovery from accident.

6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.[\[6\]\[1\]](#)
9. Observance of a religious holiday observed by bona fide religious group, upon prior written parental request.[\[27\]](#)
10. Nonschool-sponsored educational tours or trips, if the following conditions are met:[\[6\]\[28\]](#)
 - a. The parent/guardian submits a written request for excusal prior to the absence.
 - b. The student's participation has been approved by the Superintendent or designee.
 - c. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.
11. College or postsecondary institution visit, with prior approval.
12. Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.[\[6\]\[3\]](#)

The district may limit the number and duration of non-school sponsored educational tours or trips and college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

Temporary Excusals -

The following students may be temporarily excused from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.[\[5\]\[14\]](#)[\[17\]](#)
2. Students participating in a religious instruction program, if the following conditions are met:[\[29\]\[27\]](#)
 - a. The parent/guardian submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
 - b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.

- c. Following each absence, the parent/guardian shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
3. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.[\[20\]](#)

Parental Notice of Absence -

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

Unexcused/Unlawful Absence

For purposes of this policy, absences which do not meet the criteria indicated above shall be considered an unexcused/unlawful absence.

An out-of-school suspension may not be considered an unexcused absence.[\[9\]](#)

Parental Notification -

District staff shall provide notice to the person in parental relation upon each incident of unexcused absence.

Enforcement of Compulsory Attendance Requirements

Student is Truant -

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.[\[30\]](#)

The notice shall:[\[30\]](#)

1. Be in the mode and language of communication preferred by the person in parental relation;
2. Include a description of the consequences if the student becomes habitually truant; and
3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the child's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference.[\[30\]](#)

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.[\[30\]](#)

School Attendance Improvement Conference -

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the School Attendance Improvement Conference.[\[30\]](#)

The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.[\[9\]](#)

The following individuals shall be invited to the School Attendance Improvement Conference:[\[9\]](#)

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.[\[30\]](#)

The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.[\[30\]](#)

The district may not take further legal action to address unexcused absences until after the date of the scheduled School Attendance Improvement Conference has passed.[\[30\]](#)

Student is Habitually Truant -

When a student under fifteen (15) years of age is habitually truant, district staff:[\[31\]](#)

1. Shall refer the student to:
 - a. A school-based or community-based attendance improvement program; or
 - b. The local children and youth agency.

2. May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student.[\[31\]](#)

When a student fifteen (15) years of age or older is habitually truant, district staff shall:[\[31\]](#)

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.[\[31\]](#)

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate judge, district staff shall provide verification that the school held a School Attendance Improvement Conference.[\[31\]](#)

Filing a Citation -

A citation shall be filed in the office of the appropriate judge whose jurisdiction includes the school in which the student is or should be enrolled.[\[32\]](#)

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.[\[32\]](#)

Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.[\[33\]](#)[\[34\]](#)[\[35\]](#)[\[36\]](#)

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.[\[33\]](#)[\[34\]](#)[\[36\]](#)

Discipline

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.[\[30\]](#)

APPENDICES: HSD ELECTRONIC DEVICE POLICY 237

Book Policy Manual

Section 200 Pupils

Title Electronic Devices

Code 237

Status Active

Adopted March 21, 2016

Last Revised May 15, 2017

Last Reviewed April 6, 2017

Authority

The Board authorizes student possession of cell phones and other personal electronic devices, such as pagers, calculators, personal digital assistants (PDAs), laptop computers, handheld computers, cameras, MP3 players, mobile phones, tablets or any other devices designed to communicate, create or store information. While the district does not prohibit bringing these devices, the district does not recommend it.[\[1\]](#)

Owners assume all risks of damage, theft, loss or misuse of such devices.

Students may only be permitted to utilize such devices in the classroom with the consent of the teacher.

Students may not use such devices on school property and school-sponsored activities to access and/or view Internet websites that are otherwise blocked to students at school, such as but not limited to FaceBook, MySpace and YouTube.[\[9\]](#)

The following shall also be prohibited while using such devices on school grounds:[\[9\]](#)

1. Sending and/or displaying offensive messages.
2. Using obscene language.
3. Harassing, insulting or attacking others.
4. Violating copyright laws.
5. Using another individual's password/access codes.
6. Trespassing in digital files, work or folders.

Cameras of any type shall be prohibited in restrooms, locker rooms, swimming pool areas or during testing shall be prohibited.

The Board prohibits possession of laser pointers and attachments by students in district buildings; on district property; on district buses and vehicles; and at school-sponsored activities.[\[2\]](#)

Devices shall be powered off or silenced during the school day, unless otherwise permitted by district procedures, rules and/or regulations. Use of personal or district technology devices that disrupt the instructional day or includes possession, viewing, sending or sharing video or audio information which has sexual, violent or threatening content on school grounds, school events or school buses shall be prohibited and shall result in disciplinary action and/or confiscation of the electronic device.[\[3\]](#)[\[6\]](#)[\[7\]](#)

Definition

Electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, CD players, DVD players, handheld game consoles, mobile phones, tablets, laptops as well as any new technology developed with similar capabilities.

Electronic Images and Photographs

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.

Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:[\[3\]](#)

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.[\[4\]](#)[\[5\]](#)
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.

5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and staff about the Board's electronic device policy by publishing such policy in the student handbook, on the district website and in other publications mailed to addresses on file.

Guidelines

Parents/Guardians and students shall sign the acceptable use waiver acknowledging review of Board policy, register applicable equipment with the district and sign related forms.[9]

Sending text, image, sound, video or files for the purpose of cheating shall be grounds for confiscation and/or inspection of transmitted data.[6]

If a device shall be confiscated, it shall only be released and/or returned to a parent/guardian.

Students may not:[9]

1. Employ the district network for commercial or any non-educational purposes.
2. Intentionally waste resources, such as excessive downloading or creating viruses.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior approval of the building principal or designee, or when use is provided in a student's individualized education program (IEP) and other reasons determined appropriate by the building principal.

The building administrator may grant approval for possession and use of a telephone paging device/beeper by a student for the following reasons:[2]

1. Student is a member of a volunteer fire company, ambulance or rescue squad.
2. Student has a need due to the medical condition of an immediate family member.
3. Other reasons determined appropriate by the building principal.

District staff shall not be authorized to share, distribute or download any content from a student's electronic device.

If the district confiscates a student's device, it shall not be responsible for loss of data or damage to the device.

APPENDICES: HSD TOBACCO/NICOTINE POLICY 222

Book Policy Manual

Section 200 Pupils

Title Tobacco/Nicotine

Code 222

Status Active

Adopted January 18, 2016

Last Revised April 15, 2019

Purpose

The Board recognizes that tobacco, nicotine and nicotine delivery products present a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

Definitions

For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, cigarillo, little cigar, pipe or other smoking product or material and smokeless tobacco in any form including chewing tobacco, snuff, dip or dissolvable tobacco pieces.[\[1\]](#)

For purposes of this policy, nicotine shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or through other means.

For purposes of this policy, a nicotine delivery product shall mean a product or device used, intended for use or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling.

Authority

The Board prohibits possession, use or sale of tobacco, nicotine and nicotine delivery products by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.[\[1\]\[2\]\[3\]](#)

The Board also prohibits possession, use or sale of tobacco, nicotine and nicotine delivery products by students at school-sponsored activities that are held off school property.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)

Delegation of Responsibility

The Superintendent or designee shall notify students, parents/guardians and staff about the Board's tobacco/nicotine policy by publishing information in student handbooks, parental newsletters, Code of Student Conduct, posters, and by other efficient methods, such as posted notices, signs and on the district website.[\[1\]](#)

The Superintendent or designee shall develop administrative regulations to implement this policy.

Guidelines

Reporting

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of tobacco, nicotine or nicotine delivery products immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[\[9\]](#)[\[10\]](#)[\[11\]](#)

The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco, nicotine and nicotine delivery products by students to the Office for Safe Schools on the required form.[\[9\]](#)[\[12\]](#)

Additional Provisions - Tobacco Only

The Superintendent or designee may report incidents of possession, use or sale of tobacco by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the school police, school resource officer (SRO) or to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[9\]](#)[\[10\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)

A student convicted of possessing or using tobacco in violation of this policy may be fined up to fifty dollars (\$50) plus court costs, or admitted by the court to alternative adjudication in lieu of imposition of a fine.[\[15\]](#)

APPENDICES: HSD WEAPONS POLICY 218.1

Book Policy Manual

Section 200 Pupils

Title Weapons

Code 218.1

Status Active

Adopted January 18, 2016

Purpose

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

Definitions

Weapon - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.[\[1\]](#)[\[2\]](#)

Possession - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; and under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

Authority

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity or while the student is coming to or from school.[\[2\]](#)[\[3\]](#)

The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.[\[2\]](#)[\[4\]](#)

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[2\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

Delegation of Responsibility

The Superintendent or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.[\[11\]](#)[\[12\]](#)[\[10\]](#)

Guidelines

The Superintendent or designee shall immediately report incidents involving weapons on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[11\]](#)[\[13\]](#)[\[2\]](#)[\[14\]](#)[\[15\]](#)[\[10\]](#)

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[\[14\]](#)[\[16\]](#)[\[10\]](#)

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents involving possession of a weapon to the Office for Safe Schools on the required form.[\[13\]](#)[\[10\]](#)

The Superintendent or designee shall report all incidents regarding expulsion for possession of a weapon to the Department of Education.[\[2\]](#)

The building principal shall annually inform staff, students and parents/guardians about the Board policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the school community.

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or administrative regulations to be followed.[\[2\]](#)

In accordance with federal law, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.[\[17\]](#)[\[18\]](#)

Transfer Students

When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.[\[2\]](#)

APPENDICES: HSD CONTROLLED SUBSTANCES/PARAPHERNALIA POLICY 227

Book Policy Manual

Section 200 Pupils

Title Controlled Substances/Paraphernalia

Code 227

Status Active

Adopted January 18, 2016

Purpose

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution dedicated to the holistic well-being of each student, the utilization of curriculum, classroom activities, community support and resources, strong and consistent administration and faculty efforts and rehabilitative and disciplinary processes shall enable the schools to strive to prevent abuse of controlled substances.

Definitions

For purposes of this policy, controlled substances shall include all:[\[1\]](#)[\[2\]](#)

1. Controlled substances prohibited by federal and state laws.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal laws.
8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.[\[3\]](#)[\[4\]](#)

For purposes of this policy, under the influence shall include any consumption or ingestion of controlled substances by a student.

For purposes of this policy, look-alike drug shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

School Property - for the purposes of this policy, shall include not only actual buildings, facilities and grounds on the school campus, but shall also include buses, school bus stops, school parking areas and any facility being used for a school function.

Student Assistance Program (SAP) Team - a multi-disciplinary team comprised of school personnel, teachers, staff, administrators, nurses, guidance counselors, probation officers, etc. The team shall be trained to understand and work on the issues of adolescent chemical use, abuse and dependency, and shall play a primary role in the identification and referral process of students.[27]

Authority

The Board prohibits students from aiding in the procurement, using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity on or off school property, and during the time spent traveling to and from school and to and from school-sponsored activities.[5][6][7]

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[8][9][10][11][12][13]

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:[14]

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.[15][16]
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially

and substantially disrupt the operations of the school.

4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Delegation of Responsibility

The Superintendent or designee shall:

1. Establish procedures to appropriately manage situations involving students suspected of using, possessing, being under the influence, or distributing controlled substances.[\[17\]\[18\]\[19\]](#)
2. Disseminate to students, parents/guardians and staff the Board policy and administrative regulations governing student use of controlled substances.
3. Provide education concerning the dangers of abusing controlled substances.
4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.

Guidelines

Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution.[\[14\]\[20\]](#)

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents involving possession, use or sale of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[17\]\[18\]\[21\]\[22\]\[23\]](#)[\[13\]](#)

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[\[21\]\[24\]](#)[\[13\]](#)

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of controlled substances to the Office for Safe Schools.[\[18\]](#)[\[13\]](#)

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.

Anabolic Steroids

The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.[\[25\]](#)

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.[\[26\]](#)[\[20\]](#)

Reasonable Suspicion/Testing

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.