

# Highland Jr - Sr High School



Home of the *HUSKIES*

2022 - 2023

**HANDBOOK**

Revised July 2021 - BF

Dear Families,

Welcome to the 2022-2023 school year! Our Highland staff is ready to enter a new year and are excited for an awesome year. We welcome seven new staff members this year and also have 3 familiar faces in new positions to our Highland family.

As we move forward our goals for the 2022-2023 school year will include:

- High quality instructional practices for each student
- Providing academic, social, emotional, and behavioral supports for students
- Fostering a culture of community for staff and students

Safety and protection for students and staff is a priority and therefore ALL parents/patrons MUST stop in the office, sign in, and receive a visitor pass, even if you are just picking up your child for an appointment. Please do not pass the office without first checking in. If you would like your child to be waiting in the office, call ahead and school personnel will have them ready for check-out.

The district continues to offer free breakfast for all students. Breakfast is served between 7:35 a.m. and 8:00 a.m. The lunchroom will open at 7:35 a.m. Students should NOT arrive at school before 7:35. Lunch will return to pre-pandemic fees; if you need a free/reduced application contact the office. The first bell rings at 7:55 and tardy bell at 8:00. Please be at school on time every day! K-5 is dismissed at 3:38 and 6-12 is dismissed at 3:43.

I am so excited for all this new year has to bring! I cannot wait to see all our Highland kids back at school and look forward to working with you to make this the best school year yet!

Thank you for allowing us to educate your children, it truly is a privilege.

Sincerely,

Becky Finnell - K-12 Principal

# Table of Contents

STAFF DIRECTORY: 2022-2023 .....	2
BOARD OF TRUSTEES.....	2
SCHOOL CALENDAR.....	3-4
School Song: .....	5
PREFACE.....	5
Discrimination Statement.....	5
Code of Conduct .....	5
District Mission Statement.....	5
Part I - Enrollment and Attendance.....	6
A.    Enrollment, Placement, and Transfer.....	6
B.    Open Enrollment.....	6
C.    Enrollment.....	6
D.    Attendance Records .....	6
E.    Compulsory Attendance.....	6
F.    Attendance Policy .....	6
H.    Tardies .....	7
I.    Truancy .....	7
J.    Make-Up Work .....	7
K.    Education of Homeless (McKinney-Vento Law) .....	8
L.    Immunization Requirements .....	8
M.    Home Schools .....	9
N.    Special Programs .....	9
O.    Early release for Senior students.....	9
PART II: Student Rights and Responsibilities .....	10
A.    Concerns/Complaints .....	10
B.    Student Dress .....	10
C.    Electronic Communication Devices/Personal Entertainment Devices.....	11
D.    Hazing/Harassment/Intimidation/Bullying/Cyber Bullying/Menacing .....	11
E.    Sexual Harassment, Discrimination and Retaliation.....	11
F.    Drug Free School Zone .....	11
G.    Gun Free Schools.....	12
H.    Academic Honesty .....	12
Part III - Student Protection .....	12
A.    Evacuation Drills .....	12
B.    Crisis Manual .....	12
C.    Emergency School Closure-Severe Weather/Disaster .....	13
D.    Visitor/Parent Check-In /Check-Out Policy.....	13
E.    Administering Medication .....	13
F.    Injury/Illness at School .....	13
G.    Insurance.....	14

H.	Video Surveillance.....	14
I.	Acceptable use of Electronic Networks.....	14
Part IV: Fees .....		14
A.	Activity Card Fees: .....	14
B.	Lunch .....	15
Part V: Academics .....		15
A.	Student Records (Notification to Parents and Students of Rights) .....	15
B.	Credit .....	15
C.	High School Credit in Middle School.....	15
D.	Progress Report.....	15
E.	Highland Pathways to Promotion .....	15
	Highland Pathways to Promotion .....	16
F.	Graduation Requirements .....	17
	Highland High School Classes Required for Graduation .....	17
	Highland High School Graduation Progress .....	18
G.	STEM Diploma.....	19
H.	Final Exams for grades 7-12:.....	19
I.	Academic Field trips .....	19
J.	Idaho Digital Learning Academy (IDLA).....	19
Part VI: General School Rules/Consequences .....		19
A.	Administrative Referral to Appropriate Authorities .....	19
B.	Classroom Behavior.....	20
C.	Make-Up Work During Disciplinary Action: .....	20
D.	Discipline .....	20
	School-wide Discipline: Behavior/ConsequencesMinor Infractions .....	20
	Major Discipline Violations.....	21
E.	In-school suspension.....	21
F.	Out-of-school suspension.....	21
G.	Expulsion .....	21
H.	Teacher Defined Discipline: .....	21
I.	Discipline of Students with Disabilities.....	22
J.	School Bus Expectations.....	22
	Expectations.....	22
	Consequences.....	22
K.	Student Behavior Expectations at School Dances.....	23
PART VII: STUDENT SERVICES.....		23
A.	Appointments with Administration, Faculty, Staff.....	23
B.	Changes in Class Schedule .....	23
C.	Student Messages/Flowers & Balloons.....	23
D.	Transcript Requests.....	23
E.	Fines.....	24
F.	Textbook Responsibility .....	24

Part VIII – ACTIVITIES .....	24
A. Student Behavior Expectations at Extra-Curricular Events .....	24
B. Physical Examinations .....	24
C. Sportsmanship.....	25
D. Eligibility .....	25
E. Highland Extracurricular Activity Code .....	26
General.....	26
Definitions.....	27
Training Rules.....	28
Attendance .....	29
Practice Day .....	29
Activity Day.....	29
Included Activities .....	30
Travel .....	30
Student Injuries .....	30
HIGHLAND BELL SCHEDULE.....	31
TECHNOLOGY USE AGREEMENT .....	32
STUDENT MEDIA RELEASE.....	34
ACKNOWLEDGEMENT OF UNDERSTANDING AND RECEIPT OF HANDBOOK .....	35
EARLY RELEASE FOR SENIOR STUDENTS .....	36

## STAFF DIRECTORY: 2022-2023

District Office	
Superintendent, Federal Programs Director, Special Education Director, Athletic Director	Mrs. Tana Kellogg
K-12 Principal	Mrs. Becky Finnell
Business Manager	Mr. Nathan Weeks
Office Manager	Mrs. Shannan Randall
Technology Coordinator	Mrs. Megan Southern
Food Services	Mrs. Amanda Beck, Kitchen Manager
Maintenance	Mr. Heath Fuller
Custodian	Ms. Peggy Paul

Secondary	
Mr. Bill Gehring	Counselor
Mr. Chris Cowan	Music
Mrs. Margaret Robinson	Special Education/Title I
Mrs. Holly Droegmiller	Library
Mrs. Shandrie Stigum	Business Education
Ms. Josette Nebeker	Agricultural Science
Ms. Fallon Horrocks	Science
Mrs. Kaleigh Poxleitner	English
Mr. William McFall	Math
Mrs. Susan Cimino	Middle School

### BOARD OF TRUSTEES

- Mrs. Monica Smith, Chairman
- Mr. Chad Knowlton, Board Member
- Mrs. Michelle Mendenhall, Board Member
- Mrs. Elizabeth Nesbitt, Board Member
- Mr. Andy Goeckner, Board Member

Staff members can be reached by calling the school at 924-5211 or by visiting the school site at [www.sd305.org](http://www.sd305.org).

**HIGHLAND JOINT SCHOOL DISTRICT #305  
SCHOOL CALENDAR  
2022-2023**

JULY				
M	T	W	T	F

AUGUST				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

SEPTEMBER				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

OCTOBER				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

NOVEMBER				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

DECEMBER				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JANUARY				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

FEBRUARY				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

MARCH				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

APRIL				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MAY				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JUNE				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

<b>School Starts</b>
<b>Vacation Days</b>
<b>Fair</b>
<b>Teacher Work Days</b>
<b>○ = End of Quarter</b>
<b>Sr. Project Presentations</b>
<b>Elementary/Seniors Last Day May 25</b>
<b>Graduation May 27</b>
<b>Secondary Last Day May 31</b>

Quarter 1	38	
Quarter 2	34	72
Quarter 3	38	
Quarter 4	34	72
Total Days	144	
Parent/Teacher Conf.		
District-Wide: November 1-3		
April 10-12		

## SCHOOL CALENDAR 2022-2023

4-Day School Week - Monday - Thursday

Start Time: 8:00 - End Time: Elementary: 3:38, High School: 3:43

August 10	Secondary Registration	
August 16-18	Teacher Work Days	
August 22	First Day of School, grades K-12	
September 5	NO SCHOOL—Labor Day	
September 29	NO SCHOOL—Lewis County Fair	
October 27	End of 1st Quarter (38 days)	
November 1-3	Parent/Teacher Conferences	
November 23-24	NO SCHOOL—Thanksgiving Vacation	
Dec. 21-Jan. 3	NO SCHOOL—Winter Vacation (return on 1/4/2022)	
January 12	End of 2nd Quarter (34 days). End of 1 <sup>st</sup> Semester	
January 16	NO SCHOOL—Idaho Human Rights Day	
February 20	NO SCHOOL—Presidents’ Day End of	
March 23	3rd Quarter (34 days)	
Mar. 27 – 30	NO SCHOOL—Spring Break (return on 4/4/2022)	
May 24	Kindergarten Last Day: Graduation @ 2:00 p.m.	
May 25	Grades 1-6 Last Day	
May 25	Seniors Last Day	
May 27	Graduation @ 1:00 p.m.	
May 29	No School - Memorial Day	
May 31	Grades 7-12 Last Day (Early Release at 1:20 p.m.)	
	End of 4 <sup>th</sup> Quarter (38 days). End of 2 <sup>nd</sup> Semester	
	Work Day for Teachers	
1st quarter	38 days	
2 <sup>nd</sup> quarter	34 days	(Sem.#1)72-days
3 <sup>rd</sup> quarter	38 days	
4 <sup>th</sup> quarter	34 days	(Sem.#2)72-days

## **School Song:**

The purpose for including the school song in the Student Handbook is to help create a climate in our school which helps to support one another. This is your school and one way among many that each student can help to encourage and foster a positive attitude is to support other students.

### **Highland Elementary Spirit Song**

Black and Gold, Black and Gold,  
Teach us some of the new and the old.  
Black and Gold, Black and Gold,  
So we'll grow up to be strong and bold  
We're black, we're white  
We're going in for the gold,  
So let's hear it for the Highland Huskies

### **Highland High School Song**

"Oh, we're all from mighty Highland,  
And our teams are brave and bold.  
We are pulling for a victory,  
Because we're strong and true,  
Loyal to the black and gold.

From the north we came to win this game,  
Heaven help our helpless foes.  
Come on and fight you Huskies,  
Beat those \_\_\_\_\_,  
Fight 'til the battle's won!"

## **PREFACE**

### **Discrimination Statement**

The Highland School District #305 does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, or age in providing education or access to benefits of education services, activities, and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act.

The following Highland Staff members have been designated as officers to coordinate compliance with the legal requirements and may be contacted at the Highland Schools for additional information and/or for compliance issues. Any complaint(s) arising out of a belief that discrimination issues have occurred will be handled by the designated officers:

Mrs. Tana Kellogg, Superintendent/Athletic Director  
Mrs. Becky Finnell, K-12 Principal

### **Code of Conduct**

The code of conduct will be addressed under the four main bodies of the Handbook: 1) Enrollment and Attendance; 2) Students Rights and Responsibilities, 3) Student Protection, 4) General School Rules/ Consequences. There are explicitly expressed standards that inform the students of the provisions of each section and expectations of students.

### **District Mission Statement**

Highland Schools exist to help all children learn so that they can succeed in life.

## **Part I - Enrollment and Attendance**

### **A. Enrollment, Placement, and Transfer**

Parents and students are requested to complete enrollment forms upon registration to Highland High School. Students will be placed in a classroom based on age, past school history, and/or any assessment data that is available. The Highland Secondary staff may choose to administer the survey section of the ISAT to provide additional information when placement is in question. New students will also take the STAR test or other benchmark measures.

### **B. Open Enrollment**

Highland is an open enrollment district and tuition will be waived for out of district students who meet the terms of this policy. Out of district students who wish to attend Highland must apply to the district for enrollment. Parents must complete a Pre-Enrollment Form and the General Information Form, which can be obtained in the Office. Policy 412.1

### **C. Enrollment**

Parents and students are asked to complete enrollment forms at least one day prior to the children's first day of classes. Transfer students are also asked to complete enrollment forms at least one day prior to beginning class. This allows the staff to make sure that desks, books, workbooks, etc. are ready for the students' first day.

### **D. Attendance Records**

Student Attendance records will be submitted by the classroom teacher, forwarded, and stored by the school office. Attendance will be recorded in half-day or whole day absence, and tardiness will also be documented.

### **E. Compulsory Attendance**

Every parent, guardian, or other person having custody of children between the ages of 7 and 16 shall cause the children to be instructed in subjects commonly and usually taught in the public schools of the state of Idaho. **(IC 33-202)** Every parent, guardian, or other person having custody of children who attend the public schools shall bear responsibility for the children's punctual attendance. The services of the public schools of Idaho are extended to any acceptable person of school age. "School age" is defined as including all person's resident of the state, between the ages of five (5) and twenty-one (21).

### **F. Attendance Policy**

All students are expected to be in attendance unless absent for unavoidable reasons. Students will be allowed to accumulate no more than seven (7) excused absences in a class period per semester. Any student that has more than the seven (7) excused absences will be subject to loss of credit due to excessive absences per the attendance review committee recommendation. The following are considered excused absences:

- Illness of student

- Doctor's appointment
- Death in the family
- Summons to a court of law
- Family emergency

In order for an absence to be excused one of the following requirements must be met:

- Parent/guardian confirmation of the absence must be presented to the office secretary within two (2) school days of the absence. (A written note, email, text or phone call by parent/guardian will be considered the confirmation).
- Upon return to school from a doctor's appointment, the student must present a physician's excuse on the physician's letterhead or paperwork.

If the above requirements for an excused absence are not met, then the absence will be counted as unexcused and a zero will be recorded in any class missed. Any student that is more than 15 minutes late to class will be considered absent. Any student that has three (3) absences will be subject to loss of credit per the attendance review committee recommendation. Student with any combination of excused and unexcused absences that results in over seven (7) absences will be subject to loss of credit per the attendance review committee recommendation.

Students who are absent because of participation in school activities such as sports, band, drama, or class activity such as field trips will be automatically excused, and such events will not count toward the seven (7) total absences.

Students that have habitual tardiness and/or absences will be reported to the Superintendent. The Superintendent has the discretion to contact Child Protective Services (CPS), law enforcement or other agencies that are deemed appropriate to ensure that student have the opportunity to attend school. Policy 411.0

## **H. Tardies**

A student that is late to class, less than 15 minutes, will be considered tardy. Three (3) tardies will equate to 1 absence. These absences will count towards the seven (7) permitted absences. Policy 411.0

The school day begins at 7:55 at Highland High School. Students, who are not in their classroom when the 8:00 bell rings, will be counted as tardy. Three tardies equal a ½ day absence when figuring the attendance awards at the end of the year.

## **I. Truancy**

Truancy is an unexcused absence about which the parents and/or the school have no prior knowledge and no request has been received. Students will be expected to make up the time they missed either before or after school hours, at the discretion of school officials. Truancies, even when made up, count as absences in the seven (7) permitted as per Idaho Code § 33-206. It is at the discretion of the Board of Trustees to refer habitually truant students to the prosecuting attorney.

## **J. Make-Up Work**

All work must be made up and completed within the time allotted by teachers if the student is to receive

credit. The make-up is the responsibility of the student, not the instructor. Concerning field trips, extra-curricular activities, or other prearranged absences, students should complete work prior to leaving.

Parents may call the office and request assignments be sent to the office. **Parents may pick up the assignments after 3:00 p.m.**

## **K. Education of Homeless (McKinney-Vento Law)**

The McKinney-Vento Homeless Education Assistance Act strengthens education support for students who find themselves and their families in temporary homeless circumstances. This includes families that are living in a shelter, motel, vehicle or RV park, transitional housing, doubled up with other people, or on their own as unaccompanied youth. Please contact the school district for more information. Policy 416.0

## **L. Immunization Requirements**

Students enrolling in grade 7-12 must show proof of receiving the following immunizations before attendance in the district.

Children born **before September 1, 2005**, must show proof of receiving the following immunizations:

### **7<sup>th</sup> – 11<sup>th</sup> Grade**

1. Five (5) or more doses of Diphtheria, Tetanus, and Pertussis (DTaP) vaccine
2. Four (4) or more doses of Polio vaccine
3. Three (3) or more doses of Polio vaccine
4. Two (2) dose each of Measles/Mumps/Rubella (MMR) vaccine
5. Three (3) doses of Hepatitis B vaccine.
6. Tetanus, Diphtheria, Pertussis (Tdap)
7. Meningococcal (MenACWY)

### **12<sup>th</sup> Grade**

1. Meningococcal (MenACWY)

Children born **after September 1, 2006**, must show proof of receiving the following immunizations:

### **7<sup>th</sup> – 11<sup>th</sup> Grade**

1. Five (5) or more doses of Diphtheria, Tetanus, and Pertussis (DTaP) vaccine
2. Four (4) or more doses of Polio vaccine
3. Two (2) doses each of Measles/Mumps/Rubella (MMR) vaccine
4. Two (2) doses of Varicella (Chickenpox).
5. Two (2) doses of Hepatitis A.
6. Three (3) doses of Hepatitis B vaccine
7. Tetanus, Diphtheria, Pertussis (Tdap)
8. Meningococcal (MenACWY)

### **12<sup>th</sup> Grade**

1. Meningococcal (MenACWY)

**Parents may claim an exemption to any or all the required immunizations for medical, religious, or personal reasons. Policy 411.**

## **M. Home Schools**

When parents request that students who were formerly home schooled be enrolled at Highland, the grade level of the student will be determined by standardized testing to place the students at appropriate grade levels. Other regulations will follow guidelines set by the State Board of Education. Policy 412.3

## **N. Special Programs**

Highland School District provides several programs to support student learning:

- a. Special Education- Special Education services are provided for students. Referrals for Response to Intervention (RTI) services may be obtained by visiting the office or the special education classroom. This program utilizes an in-class model primarily along with a pullout model when deemed necessary.
- b. Title I- Our Title I program serves students in both math and reading. The Special Education teacher and paraprofessionals work in the regular classroom to assist eligible students. Occasionally students receive support out of the classroom.
- c. Psychological/Counseling Services- There are psychological and counseling services available to students on a part-time basis. Services are provided through testing, counseling in and out of classrooms with individuals or groups as defined by need or request. Referrals for these services can be made by parents/guardians, teachers, the Highland Assistance Team, or the administration.
- d. Speech/Language Therapy-the Communication Disorder Specialist offers speech and language therapy to students. Referrals can be made through classroom teachers, the RTI team, or the administration.

## **O. Early release for Senior students**

Upon written request, Senior students may be excused from school under the following criteria:

- At fall enrollment, student must have at least 40 credits
- Enroll in all required Senior classes
- Be in classes - at school - through 5th period
- Release subject to review prior to the start of 2nd semester
- Students in extra-curricular activities will be eligible on event days as long as they are in school for the full, five class periods. However; students will not be allowed in the school during 6th and 7th period and must leave campus during that time (1:48 - 3:43).

No student will be permitted early release without a written request from a parent/guardian filed with the school Principal.

The District is not responsible for the health, safety and welfare of a Sr. student participating in the early release program nor will the District be liable for acts, injuries or events occurring after the student signs out of the school.

## PART II: Student Rights and Responsibilities

### Student Rights and Responsibility Statement:

*All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measure.*

#### A. Concerns/Complaints

The district will endeavor to respond to and resolve all complaints in a fair, equitable and prompt manner. The individual with a complaint is encouraged to first discuss it with the teacher, counselor, or building administrator, with the objective of resolving the matter promptly and informally.

Any complaint that may be brought forth shall be handled in a fair, equitable, and prompt manner. Students who have specific complaints against a staff member are encouraged to first discuss it with the staff member, counselor, or building administrator.

When the complaint cannot be resolved at the informal level, the student shall apply the following steps to resolve the complaint:

- 1) The student's parent/guardian will contact the principal to inform him/her of the nature of the complaint;
- 2) The Principal will arrange for a meeting between all parties concerned to discuss the complaint and to help resolve the issues of the complaint;
- 3) If the complaint is not resolved at this level, the Superintendent shall meet with all parties involved in the complaint to mediate a resolution;
- 4) If the complaint is not resolved at this level, the parent and/or student can choose to submit a written complaint to be filed at the Board of Trustee level. Policy 440.0

**Please note that “employees of every school district shall be free from abuse by parents or other adults, as provided in Section 18-916, Idaho Code (Section 33-1222, Idaho Code). All employees must be respected as they perform and direct their assigned roles.**

#### B. Student Dress

It is the policy of this school district that students shall dress in a manner which is appropriate for an effective educational environment. While recognizing the importance of allowing students to express their individuality through their attire, the school is responsible for ensuring that student dress is conducive to a positive and respectful environment for all students. All students are, therefore, required to dress in a manner that promotes a safe and healthy school environment, and is not disruptive of the educational climate and process.

Prohibited clothing includes the use of obscene, sexual, drug/alcohol/tobacco related messages, see-through clothing, or gang related symbols. Hats or caps are NOT allowed to be worn in the school building from the time a student arrives for school until the last bell of the day rings. Hats

must be stored in the student lockers during school. Clothes, which in any way reveal undergarments, genital areas, buttocks, or breast areas, are considered obscene. It is a general understanding that shorts/skirts need to be longer than extended fingertips. Undershirts, belly shirts, and spaghetti straps are not appropriate school dress. Students who wear clothing that is deemed inappropriate for school will be asked to change into other clothes or will go home to change into appropriate clothes. Policy 428.0

Students need to wear appropriate shoes when using the gym.

### **C. Electronic Communication Devices/Personal Entertainment Devices**

All electronic devices, including cell phones, are a distraction to the educational process and are therefore, restricted from the classrooms. Staff members can confiscate an electronic device when it is being used in the classroom or inappropriately during school hours. For the first offense the teacher may confiscate the device and return it to the student at the end of the class period. Second offense, the device will be confiscated and turned in to the office; the student may retrieve the device at the end of the school day. On the third offense, the device will be turned in to the office and a parent/guardian will have to retrieve the device. On a third offense, a contract will be put into place.

### **D. Hazing/Harassment/Intimidation/Bullying/Cyber Bullying/Menacing**

We are committed to providing a positive and productive learning and working environment. To this end, hazing, harassment, intimidation, menacing, bullying or cyber bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district. Policy 424.1

If students should feel threatened, they should report their concern to their parents, teacher, and/or Principal. Harassment/Bullying/Intimidation complaint forms are available in the school office and must be completed to bring about an internal investigation.

### **E. Sexual Harassment, Discrimination and Retaliation**

Highland Joint School District #305 is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from sex and gender-based harassment, discrimination, and retaliation. Accordingly, the District prohibits harassment and discrimination on the basis of sex, sexual orientation, gender, gender identity, and pregnancy, as well as retaliation against individuals who report allegations of sex and gender-based harassment and discrimination, file a formal complaint, or participate in a grievance process. Policy 430.0

Students, employees, or other members of the District community who believe that they have been subjected to sex or gender-based harassment, discrimination, or retaliation should report the incident to the Title IX Coordinator, who will provide information about supportive measures and the applicable grievance process(es). Violations of this policy may result in discipline for both students and Highland Joint School District #305's employees. Policy 430P

### **F. Drug Free School Zone**

Highland School is a drug free zone. Students attending school in this district will not use, possess, sell, buy, or distribute drugs, including alcohol, tobacco, controlled substances, or related paraphernalia, on school premises. Policy 425.0

## **G. Gun Free Schools**

Highland Joint School District complies fully with the Gun-Free Schools Act, enacted March 1, 1994.

A student who uses, possesses, controls, or transfers a firearm, or any object that can reasonably be considered or looks like a firearm, shall be expelled for a definite period of time of at least one (1) calendar year. The Board, however, may modify the expulsion period on a case-by-case basis. The building administrator shall notify the appropriate law enforcement agency of any student who brings a firearm to school.

It is unlawful and is a misdemeanor for any person to possess a firearm or other deadly or dangerous weapon while on the property of a school or in those portions of any building, stadium or other structure on school grounds, which, at the time of the violation, were being used for an activity sponsored by or through a school in this state or while riding school provided transportation. This also applies to students of schools while attending or participating in any school sponsored activity, program or event regardless of location. Policy 443.1

## **H. Academic Honesty**

All schoolwork submitted for the purpose of meeting course requirements must represent the efforts of the individual student. Any form of academic dishonesty is prohibited.

Where appropriate, parents shall be contacted as soon as practicable to report any alleged academic dishonesty on the part of students. Teachers are granted authority, with the direction and advice of their Principal, to exercise their good judgment in applying a range of academic consequences for violations of this policy. Student and parent appeals of any consequences resulting from violations of this policy should be addressed to building administrator(s).

All teachers, beginning especially at the elementary grades, will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in our schools. Policy 423.6

## **Part III - Student Protection**

### **A. Evacuation Drills**

Highland High School conducts monthly fire drills. Specific directions for evacuation are posted in every classroom. Teachers will review these procedures with their classes. Students and staff will leave the building immediately upon hearing the evacuation siren while exiting the building in a calm, pre-determined manner. Students are to return to the building with supervising staff when all clear bell is sounded. Policy 447.0

### **B. Crisis Manual**

Highland School District has a Crisis Manual that has protocol for students and staff in the case of an emergency. Policy 447.1

## **C. Emergency School Closure-Severe Weather/Disaster**

In cases of severe weather (snow, ice, temperature, etc.), official notice of school closing may be heard over radio stations **KORT, KOZE, KLER,** and **TV stations** as the district makes contact. This district will also send out a message on School Messenger and post to their school's social media pages.

The District does have a disaster plan in place. Students could be moved to alternate locations that have been arranged by the district. The district asks that parents/guardians please work with the school to **not** release or obtain students from school supervisions until contact has been made. It is important, if such an unfortunate event happens, that all community members work together to establish a proper enrollment count of students before release begins. Contact may be made through School Messenger. Policy 446.0

## **D. Visitor/Parent Check-In /Check-Out Policy**

All visitors **must** check-in at the office when arriving. Safety and protection for the students is a priority, therefore ALL parents/patrons **MUST** stop in the office, sign in and receive a visitor pass, even if you are just picking up your child for an appointment. If you would like your child to be waiting in the office, call ahead and school personnel will have them ready for check-out. Once you arrive to take your child, school personnel will record your child's check-out time. If you are visiting or participating in any school organizations, you still **MUST** use the check-in procedure and attain a visitor's pass. Please refer to Attendance on pg. 8 (Part I, Section G) to understand how this will affect attendance.

## **E. Administering Medication**

Students attending the schools in this district may be required to take medication while at school, either on a short-term or daily basis. The role of the district is to protect the health and safety of all students. If requested by the parent/guardian, the school will provide an appropriate place for storing the medication and will supervise the dispensing of the medication. Generally, medications should be dispensed to students before and/or after school hours under the supervision of the parent/guardian. Medications should be dispensed at school only when necessary to meet the health needs of the student. Policy 441.4

Designated personnel (i.e., Principal, secretary) may assist students in taking prescribed medication if the school obtains specific written instructions from physicians and parent/guardian. These forms are available in the office and must be signed by the parent/guardian if medication is to be administered to students during the school day. If your children need medication at school, please notify the office for compliance protocol.

## **F. Injury/Illness at School**

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a part of the growing-up process our children go through. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their children be injured at school.

Parents/guardians or listed alternate contacts will be notified when children are ill or injured at school. Please keep your children's general information form up to date, so parents or the listed contact person

can be always reached during the school day.

## **G. Insurance**

The school district does not provide accidental medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of parent/guardians. Student medical insurance is available to families for their individual purchase through the office. Brochures are available.

The District has available to students three (3) insurance plans that will cover various conditions based upon the plan that is chosen. There is a 24-hour Accident Coverage plan which provides coverage all year long; another choice is At-School Coverage for injuries at school or during school-sponsored activities until the last day of school. Football Coverage is the other choice for student insurance coverage--this coverage is offered to students in grades 9-12 only.

These are yearly, one-time costs. Students who participate in Jr. High Football will be covered by purchase of either the 24-hour Accident Coverage or At-School Coverage plans. It is advised that for families with no insurance protection, consideration be given to purchase school insurance to prevent a major problem with a lack of coverage.

The company Highland SD uses at this time is: Student Insurance Company. Their website is [www.studentinsurance-kk.com](http://www.studentinsurance-kk.com). Brochures are available at the District Office.

## **H. Video Surveillance**

Video surveillance shall be used to promote order, to maintain the security, health, welfare, and safety of all staff, students and visitors on District property, and to safeguard District facilities and equipment. Policy 443.3

## **I. Acceptable use of Electronic Networks**

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. Access to the District's electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the District; or (b) for legitimate business use. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** Policy 429.0

## **Part IV: Fees**

### **A. Activity Card Fees:**

Students who participate in extracurricular activities **must** purchase an activity card prior to the first scheduled event. The purchase of the activity card will admit students into events. All students are encouraged to purchase an Activity Card. Students who do not participate and/or do not purchase an Activity Card will be required to pay the established fee for admissions at any event/contest. Students can be asked to pay the fee for special events. The following are a fee rates and can be paid by cash or check at the office.

Grades K-8 \$10.00

Grades 9-12 \$20.00

## **B. Lunch**

Forms for Free or Reduced Hot Lunch can be obtained from the office. Parents/guardians are encouraged to fill out the forms. This program provides valuable support to students, and to the district through federal funding for additional programs.

Lunch Fees must be pre-paid, and students will not be able to charge for lunches. Students or parents/guardians can pay for lunches at the District Office. An electronic accounting system is used to maintain all balances for each individual, and students will be alerted when their account is nearly a zero balance.

Elementary K-6 \$2.85

Secondary 7-12 \$3.15

Adults \$4.50

## **Part V: Academics**

### **A. Student Records (Notification to Parents and Students of Rights)**

The District will abide by all regulations and rules guaranteed to students and parents in respect to the Family Educational Rights and Privacy Act (FERPA). A copy of those rules and regulations (Rights) can be obtained from the office.

### **B. Credit**

Students in grades nine through twelve (9-12) will earn one unit of credit for successful completion of the work in any class that meets one full period per school day for the entire semester.

### **C. High School Credit in Middle School**

Middle School students can earn High School credit for high school classes. Students must earn C or higher; content standards must be the same as HS with a certified teacher. Parents are given the option to “opt out” of having grade transcribed. If parent choose NOT to have the credit transcribed, then students retake the class in HS.

### **D. Progress Report**

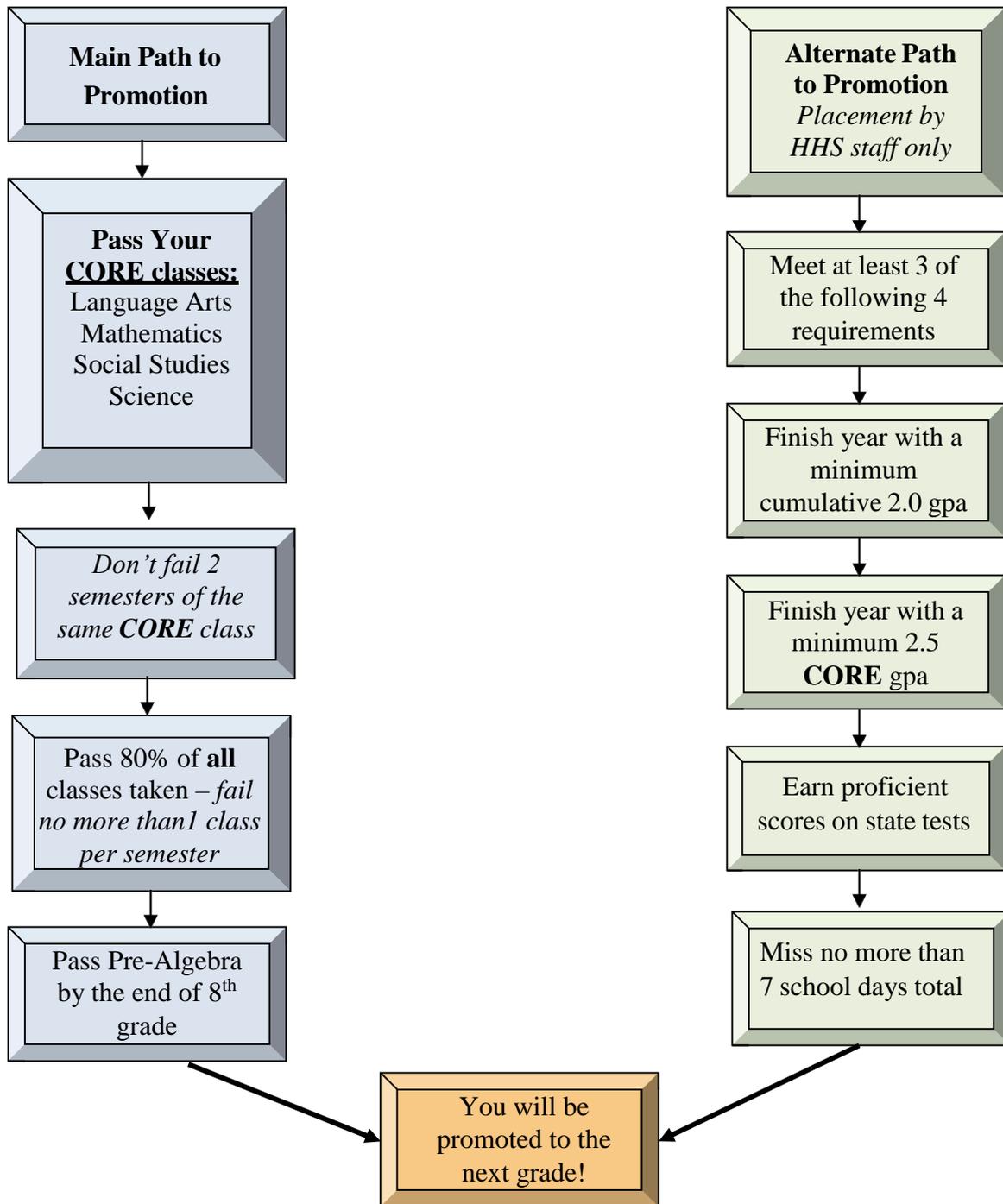
Students will receive a progress report every four and one-half weeks and at parent/teacher conference. Reports cards will be mailed one week following the end of the semester.

The Power School program is a tool for parents/guardians to access their child’s grade records at any time.

### **E. Highland Pathways to Promotion**

Students in grades 7 and 8 must meet the established Highland Pathway to Promotion in order to be promoted to the following grade level. Highland Pathway to Promotion allows for an alternative pathway if a student is unsuccessful in the main pathway. During the 2010 Legislative Session a bill was passed requiring all incoming 7th and 8<sup>th</sup> graders to meet either a “main” pathway or an “alternative” pathway in order to be promoted to the next grade.

## Highland Pathways to Promotion



## F. Graduation Requirements

*The following documents will be used to track student progress toward graduation*

### Highland High School Classes Required for Graduation

---

*First name                      Last name*

<b>Courses</b>	<b>Credits</b> <i>1 credit per semester</i>	<b>Additional information/Criteria</b>
English	<b>8 (4 yrs)</b>	<i>English I, English II, English III, English IV (includes DC/AP options)</i>
Speech	<b>1 (1 sem)</b>	<i>Speech, Oral Communication, Debate</i>
Math	<b>6 (3 yrs)</b>	<i>Algebra, Geometry, student choice</i>
Science	<b>6 (3 yrs)</b>	<i>May include biology, physical science, chemistry, earth, space, and environment or approved applied science. AP Computer Science, Dual Credit Computer Science, and Dual Credit Engineering can be considered as either a math or science credit</i>
Social Studies	<b>5 (2.5 yrs)</b>	<i>US History, US Government, Economics</i>
Humanities	<b>2 (1 yr)</b>	<i>May include visual arts, music, theatre dance, or world language aligned to Idaho content standards for those subjects</i>
Health	<b>1 (1 sem)</b>	
Practical Arts	<b>2 (1 yr)</b>	<i>Any CTE classes</i>
Electives	<b>17</b>	
<b>Total</b>	<b>48</b>	

Seniors must also complete:

- 15-Hour senior project
- Presentation of their Senior project
- Senior paper

\* Community service hours are not required for graduation

## Highland High School Graduation Progress

Year taken	Fall/ Spring	Course	Credits	Additional information/Criteria
		English I	2	<i>These include any Advanced Placement (AP)/HonorEnglish classes</i>
		English II	2	
		English III	2	
		English IV	2	
		Speech	1	<i>Includes: speech, oral communication, debate</i>
		Algebra I	2	<i>Most colleges expect students to complete 4 upper level math classes. Other math courses include Algebra II, Math 103, Math 137, Pre-Calculus.</i>
		Geometry	2	
			2	
			2	<i>May include Biology, Physical Science, Chemistry, Earth, Space, and Environment or approved Applied Science.</i>
			2	
			2	
		US History	2	
		US Government	2	
		Economics	1	
		Humanities	2	<i>Includes: art, drama, creative writing, foreign language, band, choir, Interdisciplinary Studies <b>List your humanities class(es) in the spaces provided</b></i>
		Health	1	
		Practical Arts	2	<i>Includes: any PTE classes <b>List your Practical Arts class(es) in the spaces provided</b></i>
				<i>The blank spaces are for elective classes</i>

## **G. STEM Diploma**

Students can earn STEM recognition on their regular diploma. Students must earn:

- 8 credits in math
- 8 credits in science
- 5 student choice STEM credits

## **H. Final Exams for grades 7-12:**

Secondary students will be required to take a summative final test worth a minimum of 10 % of their semester grade. The Final Exam is mandatory for all students. If a student willfully and/or wantonly chooses to skip a semester final exam, that student will receive a “zero” (0) for his or her final exam grade. This final exam “zero” (0) will count as a minimum of 10% off the student’s semester grade and will be averaged into the overall semester grade. Policy 411.01

## **I. Academic Field trips**

Students who have any D’s or F’s on the Monday prior to the field trip are considered ineligible to attend the field trip. Students who have excess absences/tardies may also be ineligible to attend field trips.

## **J. Idaho Digital Learning Academy (IDLA)**

Students cannot take an IDLA course if that course is provided by a Highland staff member. If there is a scheduling conflict between two required courses in the Highland class schedule, then a student may take an IDLA course with approval from administration. Students that have failed 2 IDLA courses must pay for the course before they can take the course.

IDLA is not recommended for students below high school level. IDLA courses take self-discipline and motivation in order to succeed. Students in junior high will only be allowed to take an IDLA course if there are extenuating circumstances.

Freshman will not take more than one IDLA course per semester. Sophomores will not take more than two courses per semester. Juniors and seniors will not take more than three courses per semester, preferably two. Students will wait until their junior year before starting dual credit or AP courses. Students wanting to take dual credit or AP courses must have a 2.5 GPA and be on course for graduation.

Course registration will be allowed at the discretion of the IDLA site coordinator with the approval of school counselor and Principal/Superintendent.

## **Part VI: General School Rules/Consequences**

### **A. Administrative Referral to Appropriate Authorities**

Investigations suggesting an act has been committed by a student that could be construed as a legal issue must be conducted by a “neutral” party. Therefore, students and parents/guardians are hereby made aware that violations of potentially illegal acts on the part of students will be

referred to the Lewis County Sheriff's Department. The Highland SD will contact parents/guardians of students who find themselves involved in acts that are determined as being illegal in nature.

## **B. Classroom Behavior**

Students need to be educated and learn all they can in order to be better prepared to meet the demands of the complex economic, social, and political world that lies before them. It is with this in mind that students will be encouraged to eliminate unnecessary behaviors that tend to distract from an educational purpose.

## **C. Make-Up Work During Disciplinary Action:**

When a student is excluded from instruction by an administrator (suspension) or teacher, the student is required to make up work that is missed. The student's designee will be responsible for ensuring that the work is picked up and returned according to each teacher's request.

## **D. Discipline**

Discipline applied by our school, in conjunction with parents, is intended to help to develop self-discipline, self-respect, and the respect for others necessary to function successfully in society. Discipline is applied in order to preserve the rights of other students and staff, and protect the educational process from dangerous and disruptive acts. The school staff believes it is our responsibility to administer an equitable and comprehensive discipline policy. The purpose of this policy is to ensure that all students can attend a school with a positive productive learning environment.

## **School-wide Discipline: Behavior/Consequences Minor Infractions**

Minor infractions include but are not limited to:

- Profanity
- Scuffling
- Lack of Attendance
- Failure to Follow Rules
- Defiance/Disrespect/Non-Compliance
- Disruptions
- Physical Contact
- Property Misuse
- Dress Code

\*When a minor behavior repeats, or becomes disruptive to the teacher or learning environment; the behavior becomes a major violation.

Corrective procedure: Staff is empowered to use a variety of corrective procedures to modify student's behavior. These may include, but shall not be limited to:

- Refocus
- Time with staff during lunch or after school
- Conferences with parents/guardians
- Revoking classroom privileges
- Special seating arrangements, etc.

## **Major Discipline Violations**

Major discipline violations include but are not limited to:

- Insubordination
- Verbal or physical abuse (fighting) of other students, employees, or visitors.
- Possession, use, sale, distribution and/or intent to distribute any drugs, tobacco, or alcohol
- Possession or use of firearms, knives, or objects that could be used as weapons.
- Driving during school hours without permission.
- Stealing
- Damage of Property
- Making bomb threats, activating a school fire alarm or fire extinguisher without appropriate cause
- Forgery/theft/plagiarism
- Harassment of any kind (sexually, physical, gender, race, etc.)

Corrective procedures may include but shall not be limited to:

- Conference with Principal, discipline form filed, in-school suspension.
- Parent notified and conference may be held. May receive detention, in-school suspension or out-of-school suspension.
- Student could be suspended or put on probation.

## **E. In-school suspension**

The student is at school, but not allowed to go to their regular classes unless given permission by the administrator. Students will eat lunch in the office, and cannot participate in after school activities on the days they have in-school suspension.

## **F. Out-of-school suspension**

The student does not attend school during out-of-school suspension. Student cannot participate or attend any after school activities during the duration of the out-of-school suspension. If a student receives an out-of-school suspension from one week to the next, they cannot participate or attend events over the weekend.

Parent will be contacted early in the process and any contact documented.

## **G. Expulsion**

“...Only the Board has authority to expel or deny enrollment to any pupil who is a habitual truant, who is incorrigible, whose conduct is such as to be continuously disruptive of school discipline or of the instructional effectiveness of the school, or whose presence is detrimental to the health and safety of other pupils or who has been expelled from another school district in the State of Idaho or any other state.” Policy 423.3

The Principal or Superintendent shall make notification in writing that he/she is recommending expulsion.

## **H. Teacher Defined Discipline:**

Students are expected to comply with the disciplinary assignments of their teachers. Teachers can require a detention, depending on the severity of the behavior. Failure to do so may result in additional consequences when referred to an administrator.

## **I. Discipline of Students with Disabilities**

Suspensions and expulsions of students with disabilities as defined by Public Law 94-142 and subsequent amendments (Individuals with Disabilities Education Act), Section 504 of the 1973 Rehabilitation Act, and the Americans with Disabilities Act will follow federal guidelines and district policy. Policy 423.4

## **J. School Bus Expectations**

A copy of the school bus rules is given to all students who ride the bus by Harlow Bus Services. Violations of bus rules will result in a “bus conduct” notice being sent to parents. Discipline situations are to be handled between the driver and students in most cases. When this is not possible, the discipline procedure will be:

### **Expectations**

1. Bus transportation is a right. However, that right can be terminated temporarily or permanently if the student abuses it.
2. No horseplay, pushing, or shoving while waiting for the bus. Board in an orderly manner, single file.
3. Be courteous; move to your seat and remain seated during the entire length of time on the bus.
4. Always obey the driver. You are under his/her supervision. The driver may assign seats at any time.
5. No loud noises and no profanity will be tolerated.
6. Please keep hands, head, and arms inside bus at all times.
7. No tobacco, animals, firearms, knives, drugs, or glass on the bus.
8. All items brought on the bus must be held in the student’s lap.
9. Only scheduled riders are allowed on the bus, unless written permission from parent/guardian/school is given.
10. Any damage incurred to the bus is the responsibility of the child and his/her parent or guardian. Riding privileges may be suspended until damage is paid.
11. Eating, drinking, and gum chewing is at the discretion of the driver.
12. Always board the bus on the right. Cross only in front of the bus and stay 5-15 feet away at all times.

Bus transportation is an extension of the school experience. Any infractions will be reported to the principal of the school

### **Consequences**

1. Bus drivers will fill out and turn in the bus notice to the Principal.
2. Upon the receipt of the first notice, the principal shall consult with the students and notify the parent or guardian of the students’ misbehavior.
3. Upon receipt of the second notice, the Principal shall hold a hearing for the students. The students may be suspended from the bus for up to five days.

Upon receipt of a third notice, the principal shall hold a hearing for the students. The students may be suspended and/or a request made to cease bus service for the student.

## **K. Student Behavior Expectations at School Dances**

Dances are provided for entertainment and socialization of all HHS students and their dates but are closed to the general public. The Student Council, with the consent of the school administration, may have dances for the following groups:

- Dances for HHS students in grades 9-12. HHS students may bring one guest that they assume responsibility for at the dance. The HHS student will sign in and sign for their guest at the door. The guest must be high school age or under the age of 21. Guests must have a high school activity card or an ID that verifies their age.
- HHS students 9-12 or invited students from area schools, who have dance pass approval, can attend high school dances.
- HHS students in grades 7-8 may attend junior high dances or parties.

**Attendance at dances is a privilege, which may be revoked for violation of dance rules.**

1. Students suspected of being under the influence of alcohol or drugs will be excluded from the dance. Parents will be called to pick up their children.
2. Once a student enters a dance, she/he may not leave the building and return to the dance.
3. Fighting, harassing, or intimidating other students will result in exclusion from the dance.
4. Slam dancing or other dangerous or obscene dances are prohibited.
5. Excessive displays of affection are prohibited.
6. Students are expected to respect the authority of all chaperones and comply with their requests/directions and expectations at all times. District policies will be followed.

## **PART VII: STUDENT SERVICES**

### **A. Appointments with Administration, Faculty, Staff**

One of the important roles of the HHS School employees is serving the needs of the students. Employees are accessible to students when student needs arise. Any student wishing to meet with an administrator, faculty or staff member should ask for a meeting.

### **B. Changes in Class Schedule**

Class schedule changes may be requested only in the first week of each semester. Schedule change forms are available in the office and must be completed before being reviewed.

### **C. Student Messages/Flowers & Balloons**

The HHS receptionist takes messages from parents/guardians and student's employers. They do not generally record messages from friends and other students. Messages are recorded and delivered to the student at the beginning or the end of the first available period. Teachers will give the message to the student. Messages received after 3:40 p.m. are retained in the office. Flowers and balloons will be delivered toward the end of the day. \*\*Every effort to limit classroom interruptions will be made (which includes phone calls, flower delivery, fundraising).

### **D. Transcript Requests**

All transcript requests from the student parent/guardian must be given to the Registrar in writing. When a student leaves Highland and transcripts are needed, a note should be mailed or faxed to the Registrar containing the following: name under which student graduated, date of birth, and date of graduation. Transcripts needed for college entrance must come from the high school, mailed directly to the college of the student's choice. No information will be given without the student's authorization.

### **E. Fines**

Unpaid fines or fees must be accounted for before a student is graduated from HHS. Fines are carried forward from year to year. Fines should be paid promptly to eliminate large fines at graduation time or check-out.

### **F. Textbook Responsibility**

Textbooks are checked out to students with the understanding that the student is to assume responsibility for their reasonable care, loss, or theft. Students are advised to cover their books for protection. Full replacement cost will be charged for books, which are unable to be returned, or are unusable for any reason. Fines will be assessed for damaged books.

## **Part VIII – ACTIVITIES**

*Highland has a long and distinguished tradition of participation in activities. All students are encouraged to participate according to their interests and abilities. All Idaho High School Activities Association policies and procedures will be followed.*

### **A. Student Behavior Expectations at Extra-Curricular Events**

Whether at home or away, the HHS student body is expected to behave in a way bringing pride to the community and school they represent. Visitors to HHS are to be treated as guests. School rules of HHS and the posted rules of the hosting school apply to HHS students attending athletic contests away from school. Students are expected to submit to the authority of school-designated officials under all circumstances at activities.

Basic Guidelines:

1. Practice good sportsmanship at all times.
2. Cheer for our team, not against the other team.
3. Never direct negative cheers or comments to an opposing player, coach, advisor or an official.
4. Respect the right of all patrons to watch the game or activity without obstructing view.

### **B. Physical Examinations**

The Idaho High School Activities Association IHSAA requires physical examinations before a student can participate in athletic practices or contests for High School Students. Physicals must be completed prior to sixth (6) or seventh (7) grade, ninth (9) and eleventh (11) grade competition as required under IHSAA regulations. Interim Questionnaires should be completed before all other

grades. Highland High School strongly recommends annual physicals for all athletes. Students will attend practice and reinforce health and safety rules and procedures.

### **C. Sportsmanship**

Students representing the Highland School District are expected to exemplify the highest standards for good sportsmanship. Sportsmanship is showing the qualities of courtesy, fairness, and respect to officials, teammates, opponents, coaches, and all others associated with the event or contest. All participants in activities owe both their supporters and their competitors their best effort. Fighting, unsportsmanlike-like conduct, or profanity-related to activities may result in probation, suspension or dismissal from participation in the activity and/or school. Such action shall be the decision of the coach/advisor, the Principal, and the Athletic Director. School district policies will be followed.

### **D. Eligibility**

Highland Joint School District requires that all extracurricular participants – athletics or any school activity - must meet all academic and non-academic criteria as dictated by the IHSAA and outlined in this policy. All athletes are expected to maintain “C” or better grades in ALL of their classes.

Grade checks will be conducted each Monday (or first day of the school week) by the Secondary Principal. If a student drops below the minimum eligibility requirements (“C” or 2.0) he/she will have two (2) weeks to improve grades to reach the minimum eligibility requirements. Starting in Week 1, the student will be required to spend 30 minutes each school day with the teacher of the class where the grade issues are occurring, until such time that the grade improves to “C” or better. Game and/or activity days will not require after-school intervention time.

If the student does not improve grades to reach the minimum eligibility requirements at the next grade check (start of week 3), he/she will become ineligible to participate in any contest or activity until he/she raises the grade(s) to the minimum eligibility requirements. Students will not become eligible mid-week.

All IHSAA requirements will be followed.

Students with a Semester grade below a “C” or 2.0 will be ineligible for two full weeks, the first Monday of the new semester through Sunday of the second week.

Ineligible status will carry over to the next sports season, next semester and/or the next school year.

HJSD students must also be on target to graduate. The term “On Target” means: a student, not having the necessary number of credits to graduate with their class through the normal school day program, must have a graduation plan that provides for receiving a diploma by the end of their senior graduation year in order to be eligible for activity participation (IHSAA Rule 8).

## **E. Highland Extracurricular Activity Code**

### **General**

1. The purpose of the extracurricular activity programs is to promote skill development, teach teamwork and good citizenship, and provide worthwhile activities for students outside class time. The rules included herein exist to further these goals.
2. Participation in extracurricular activities is a privilege, not a right. The students may lose this privilege through violation of the rules and or misconduct not detailed in this code.
3. Students on school sponsored trips represent the school and the co-op and must demonstrate excellent conduct at all times.
4. Students and their parents/guardians must read and sign this code and the Participant Code of Conduct. Students will turn in their signed Activity Code at August Registration and it shall remain in effect until the participation of the final extracurricular activity of the school year. The signed document will be kept on file in the Athletic Director's office. Students will not be allowed to practice for, or participate in, any Extra-Curricular Activity until his or her signed Activity Code is submitted to the Office.
5. Coaches and advisors may implement additional, reasonable rules for their activities, in addition to the rules listed below. These rules shall be presented prior to the first activity of this program. This must also be signed by the students and their parent/guardian and kept on file in the Athletic Director's office.
6. Violations of this code will affect the student's participation in all extracurricular activities. Consequences which cannot be implemented during the current school year shall be completed the following school year.
7. Violations of the training rules shall either be self-reported by the participant or be described in a "bona-fide" complaint.
  - a. Self-report shall be made by the participant, to the Principal, prior to any "bona-fide" complaint being presented.
  - b. A "bona-fide" complaint is defined as one in which a party is willing to name names, indicate places and testify to the violation. It shall be in writing and signed by the party making the complaint. Photograph(s), if provided, must include a written and signed statement from the photographer verifying the details of the photograph(s). "Bona-fide" complaints will be accepted at once. Parents/guardians will be notified and asked to come to school. A meeting will take place with the Principal, named participant and their parent/guardian. The participant may acknowledge or deny the complaint. If

the participant denies the complaint, and the person making the complaint wishes to have it investigated, it will be turned over to local law enforcement.

8. Consequences to rules violations, described with the rules listed herein, shall commence on the day the Principal gives written notice to the student and parent(s) or guardian(s) of the violation.
  - a. Other than on Fridays when school students are not at school, participants who self-report on weekends, holidays or vacation days, will have consequences that commence on the first school day after the self-report. On Fridays of four-day weeks, investigations may be held where students may be questioned and parental conferences may occur to question the validity of a signed written accusation against a student or a student who wishes to self-report his/her involvement in violating a rule. This way, the student may begin his/her suspension from activities on that Friday and not have to wait until the following Monday or subsequent school day for the suspension to begin.
  - b. Participants who acknowledge a “bona-fide” complaint shall have consequences that commence the school day they acknowledge the complaint.
  - c. The student is not eligible for any program’s extracurricular post-season awards if he/she is suspended for more than 50% of the activities. Nor is the student eligible for a Varsity letter if the minimum requirement, according to the handbook, is not met.

## **Definitions**

1. “Days” for the consequences described in the rules, shall mean calendar days between the first day of school and the last day of school. It shall also include any day during summer vacation that has an extra-curricular activity or practice.
2. “School day” shall mean day in which students have contact with a teacher.
3. “Valid Excuse” shall mean written permission signed by a parent or guardian and approved by the Principal or designee.
4. “Activity/Extracurricular Activity” shall mean competition, meeting, bowl or regular scheduled extracurricular event. It does not mean practice.

## Training Rules

- a. All participants must obey civil laws.
  1. A participant citation/arrest/conviction for behavior that is detailed in another rule of this code shall be given the same consequences as described in that rule.
  2. A participant who is cited/ arrested/convicted for behavior that is not detailed in this code, may be temporarily or permanently suspended from participation in extracurricular activities. Consequences for this violation will be as recommended by the Principal(s) and LC Membership Committee and approved by the Board(s) of Trustees.
  3. Consequences for civil law violations shall commence on the school day the participant acknowledges the violation. If the participant pleads not guilty to the civil law violation, there shall be no action until the judicial proceedings are completed. If found not guilty, the issue will be closed. If found guilty, consequences shall commence on the next school day AND any post season award or letter earned during the proceedings shall be invalidated.
- b. Participants shall not possess or consume drugs, tobacco or alcohol OR be in a location where minors possess or are using these products.
  1. If a participant is suspected of using, possessing, or knowingly be in the presence of drugs, tobacco or alcohol at a school sponsored event, law enforcement will be contacted. If the participant is issued a citation or arrested at that time, the participant's parent/guardian will be required to transport the student home from the event. The following consequences will also be enforced, whether or not law enforcement is contacted.
    - a. Suspension from extracurricular activities for 15 days and suspended from 2 activities.
    - b. Will be suspended from school a minimum of 3 days, but no more than 5.
- c. If a student uses or possesses drugs, tobacco or alcohol, not at a school sponsored event, the following consequences shall be enforced.
  - a. First Violation – Self Report Only - Suspension from extracurricular activities for 10 days and suspended from 1 activity.
  - b. First Violation - Suspension from extracurricular activities for 21 days and must miss a minimum of 2 activities.
  - c. Second Violation - Suspension from extracurricular activities for 56 days and must miss a minimum of 6 activities. Student must undergo appropriate counseling, at the parent or guardian expense, before they can be reinstated as a participant in any extracurricular activity.

- d. Third Violation - Suspension from extracurricular activities for 1 calendar year. Student must undergo appropriate counseling, at the parent/guardian expense, before they can be reinstated as a participant in any extracurricular activity.
1. If a student is at a location where drugs, tobacco, or alcohol are present or being consumed by minors, and cannot show, once the behavior was recognized, that the student immediately left the location, the following consequences shall be enforced:
    - a. First Violation – Suspension from extracurricular activities for 10 days and must miss a minimum of 1 activity.
    - b. Subsequent Violations - Suspension from extracurricular activities for 21 days and must miss a minimum of 2 activities.
  - d. Participants shall not transport themselves to and from extracurricular activities. Parents/guardians upon completing the required forms, may transport their own children to and from extracurricular activities.
  - e. Any policy that is not in the Activity Code, but is in other school documents shall be enforced.

### **Attendance**

The rules on absences will be enforced by the coach/advisor in which the student participates and will apply to all participation in grades 6-12.

1. Participants must attend school
  - a. Students who do not come to school, at the start of the school day, following the participation in an extracurricular activity without a valid excuse will miss their next scheduled extracurricular activity.
  - b. Students who are truant from school shall not participate in extracurricular activities until their detention has been served.
  - c. Students who have to serve detention are not eligible to participate in any activity until all detention time has been served. An exception can be made by the Principal in cases such as a trip bus leaving immediately after school dismissal.

### **Practice Day**

Students must have a valid excuse for any absence and can only miss 3 of the 7 class periods in order to participate in practice.

### **Activity Day**

- a. Students must attend school all day
- b. If a student has a doctor's appointment on an activity day, they must present a doctor's note

to the school office and they can only miss 3 of the 7 class periods. Any other excused absences will be at the discretion of the administration.

Parents or guardians will be notified at the time any disciplinary action is taken.

### **Included Activities**

Activities programs are considered to be:

- Athletic programs
- Student body, class, and club officers
- Member of any ASB recognized clubs

### **Travel**

It is the policy of Highland School District #305 that all students participating in an activity must ride on district-provided transportation both to and from the activity, unless a student is released directly to his/her parent or guardian. Parents may release their child to another adult by providing a note stating who will be responsible for their child's transportation home from the activity. This note must be given to the coach/advisor, and a copy given to the office, one day prior to the day of travel. Each student will remain with the group and under the supervision of the coach/advisor when attending away contests. Each student, while traveling to and from contests, will obey all school bus regulations. Coach/advisors will dictate attire to be worn by participants in out-of-school activities.

### **Student Injuries**

Even with the greatest precautions and the closest supervision, accidents can and do happen at school and during school activities. They are a fact of life and a part of the growing-up process. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured.

The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. The district carries only legal liability insurance.

The district does make student medical insurance available to families for their individual purchase. Parents, please be prepared to pay for your child's possible medical expenses.

**HIGHLAND BELL SCHEDULE  
2022/2023 SCHOOL YEAR**

<b>Elementary Bells</b>		<b>Secondary Bells</b>	
7:55 a.m.	Warning Bell	7:55 a.m.	Warning Bell
8:00 a.m.	School Begins	8:00 a.m.— 8:56 a.m.	First Period
9:45 a.m. – 10:00 am	Recess K-2 Begins	8:59 a.m.— 9:55 a.m.	Second Period
10:00 a.m. – 10:15 a.m.	Recess 3-5 Begins	9:58 a.m.— 10:54 a.m.	Third Period
11:20 a.m. – 11:50 a.m.	K-3 Lunch Begins	10:57 a.m.— 11:53 a.m.	Fourth Period
11:30 p.m. – 12:00 p.m.	4-6 Lunch Begins	11:56 -- 12:16	Advisory
11:50 a.m. – 12:10 p.m.	K-3 Recess	12:16-12:46	Lunch
12:00 p.m. – 12:15 p.m.	4-6 Recess	Warning Bell	12:46
2:00 p.m. – 2:20 p.m.	K-2 Recess	12:49p.m. – 1:45 p.m.	Fifth Period
2:20 p.m. – 2:40 p.m.	3-5 Recess	1:48 p.m. – 2:44 p.m.	Sixth Period
3:38 p.m.	Ring Dismissal	2:47 p.m. – 3:43 p.m.	Seventh Period

# TECHNOLOGY USE AGREEMENT

## INTERNET ACCESS CONDUCT AND MOBILE COMPUTING DEVICE AGREEMENT

*Every student, regardless of age, must read and sign below:*

I have read, understand, and agree to abide by the terms of the Highland School District's policy regarding District-provided Access to Electronic Information, Services, and Networks (Policy No. 429.2). Should I commit any violation or in any way misuse my access to the District's computer network and/or the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

I have read, understand, and agree to abide by the terms of the Highland School District's policies regarding District-provided mobile computing devices (Policy No. 429.3). Should any violation or misuse of the device occur while it is in my custody, I understand and agree that I may lose access to the device, or may lose the privilege of taking it home and may be responsible for the repair or replacement cost, regardless of whether the misuse was committed by me or another person.

I accept full responsibility for the safe and secure handling of the device for this school year. I accept full responsibility for the proper use and safeguarding of the device under all applicable policies. I understand that it is my responsibility to immediately report any damage, theft, or problems with the device to a teacher or administrator.

User's Name (Print) \_\_\_\_\_ Home Phone: \_\_\_\_\_  
User's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_

Status: Student \_\_\_\_\_ Patron \_\_\_\_\_ I am 18 or older \_\_\_\_\_ I am under 18 \_\_\_\_\_

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

**Parent or Legal Guardian.** (If applicant is under 18 years of age, a parent/legal guardian must also read and sign this agreement.) As the parent or legal guardian of the above named-student, I have read, understand and agree that my child shall comply with the terms of the District's policy regarding District-Provided Access to Electronic Information, Services and Networks for the student's access to the District's computer network and/or the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the policy. I am, therefore, signing this Agreement and agree to indemnify and hold harmless the District, the Trustees, Administrators, teachers and other staff against all claims, damages, losses, and costs, of whatever kind, that may result from my child's use of his/her access to such networks or his/her violation of the District's policy. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting. I hereby give my child permission to use the building-approved account to access the District's computer network and the Internet.

As the parent/guardian of the above student, I understand my child's responsibility in the use and care of the device and my financial responsibility in the event my student losses the device or is found to be the cause of deliberate or negligent damage to it. I understand that if they are found to be responsible for deliberate or negligent damage or for the loss of the device, I will be financially responsible for reasonable repair/replacement cost.

I have read the District Policy No. 429.3 and explained it to my child. I understand that if any violation or misuse of the device occurs while it is in my child's custody, his/her access privileges to the internet or use of a mobile computing device can be suspended or terminated, that he/she will forfeit any fees paid for use of the device, and that he/she may face other disciplinary measures, regardless of whether the misuse was committed by him/her or another person.

I also understand that I will be responsible for monitoring my student's use of the device outside the school setting.

I also understand that a district provided e-mail may be set up for students for use in the educational setting at Highland Schools.

Parent / Legal Guardian (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Date: \_\_\_\_\_

This Agreement is valid for the 2022-2023 school year only.

\*\*\*\*\* SIGN AND RETURN TO THE SCHOOL. \*\*\*\*\*

**STUDENT MEDIA RELEASE**  
**School District/External Publications and Web**

**Information Release Form**

If your preference changes during the year, you are responsible for contacting the school and completing a new form. If you have any other questions, please contact the school before signing.

Please initial the box(es) below to indicate you agree to give permission.

**PUBLICATION RELEASE:** (This includes school publications and news release from outside sources, such as newspapers, radio, and television)

\_\_\_\_\_ The district has permission to display and release to the media my child's photo with first and last name attached.

\_\_\_\_\_ The district has permission to display and release to the media my child's first and last name (no photo).

\_\_\_\_\_ External media outlets have permission to interview my child for newspaper or television.

\_\_\_\_\_ I do not wish for any information to be released (This will include honor roll, student of the month, etc.)

I understand that this information will be available to anyone on the Internet.

By signing below, I verify that I understand the above release and that I have indicated my preferences. If my preferences change during the school year, I will contact the school.

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's name (please print)

**\*\*\*\*\* SIGN AND RETURN TO THE SCHOOL. \*\*\*\*\***



