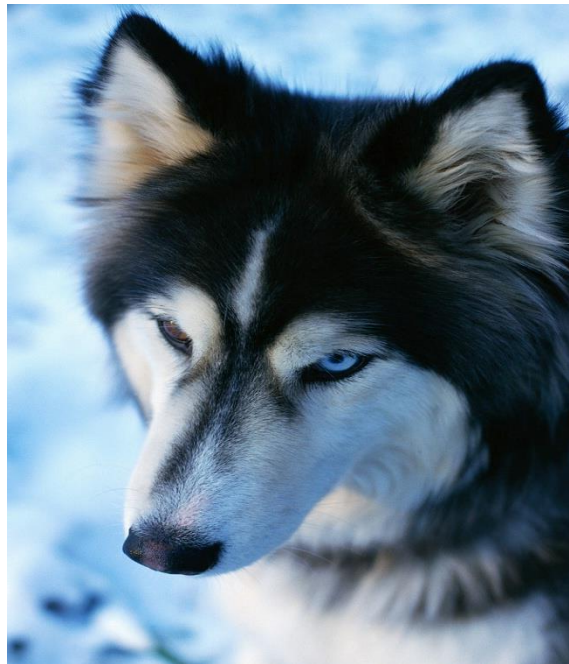


**Highland  
High School**



**Home of the HUSKIES  
2017-2018  
HANDBOOK**

Revised August 2017

Dear Families,

I would like to welcome you to Highland School District for the 2017-2018 school year. **Highland Schools exist to help all children learn so that they can succeed in life.** Our vision is to “Improve Lives Through Learning”. As professional educators it is our mission to provide our students and your children with tools and knowledge to meet their educational and life goals. Our district goals for the 2017–2018 school year include the following:

- Implement the Common Core State Standards which will increase our reading, math, and language usage scores.
- Improve mutual respect between staff, students, and the community.
- Provide a safe educational environment for learning.
- Provide, encourage and promote student involvement and participation through during school and after school activities or clubs.

We hope that you, our students’ families, help support these goals and will assist us in meeting these important goals. Safety and protection for students and staff is a priority and therefore ALL parents/patrons MUST (1<sup>st</sup>) 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. (2<sup>nd</sup>) If you are visiting or participating in any school organizations, you still MUST use the check-in procedure and attain a visitors pass.

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. The hallways and classrooms are not open until 7:45 a.m. Even though breakfast begins at 7:35 a.m., we strongly encourage students to arrive at classroom doors no sooner than 7:45 a.m. There isn’t any supervision of students until 7:45 a.m.

Sincerely,

Mr. Brad Baumberger Ed.S., Superintendent  
Dr. Sarah Hatfield, Principal K-12

## TABLE OF CONTENTS

Staff Directory .....	4
Highland Board of Trustee Members .....	4
School Phone Directory .....	5
Class Advisors .....	5
Student Body Officers.....	5
School Calendar .....	6
Calendar Text.....	7
School Song .....	8
Preface.....	8-9
A. Discrimination Statement	
B. Acknowledgement of Receipt/Signature Page	
C. Scheduled Regular School Board Meetings	
D. Policy Locator Method	
<b>Part I– Attendance</b> .....	9-10
Compulsory Attendance: Policy # 410.0	
A. Attendance Policy: Policy #411.0	
B. Make-Up Work	
C. Tardy Policy	
<b>Part II – Students Rights and Responsibilities:</b> .....	10-12
Student Rights and Responsibility Statement	
A. Student Health Services: Policy # 441.0	
B. Complaints: Policy # 444.0	
C. Emergency School Closures: Policy # 446.0	
D. Evacuation Drills: Policy # 447.0	
E. Emergency Treatment	
F. Student Records (Notification to Parents and Students of Rights)	
G. Relationship with Non-Custodial Parents	
H. Transfer of Non Electronic Student Records	
<b>Part III – General School Rules and Information</b> .....	13-21
Academics	
A. Middle School Promotion	
B. High School Progress and Graduation Requirements	
C. Final Exams for Grades 7-12	
D. Academic Honesty	
E. Grade Reporting	
F. Academic Field Trips	
Fees and Insurance	
A. Activity Card Fees	
B. Student Insurance	
C. Lunch Fees	
Behavior	
A. Administrative Referral to Appropriate Authorities	
B. Classroom Behavior	

- C. Make-Up Work During Disciplinary Action
- D. School-Wide Discipline
- E. Teacher Defined Discipline
- F. School Bus Rules and Regulations
- G. Student Dress Guidelines
- H. Student Behavior Expectations at Extra-Curricular Events
- I. Student Behavior Expectations at School Dances

**Part IV- Student Services** ..... 21-22

- A. Appointments with Administration, Faculty, Staff
- B. Changes in Class Schedule
- C. Student Messages/Flowers & Balloons
- D. Transcript Requests
- E. Evacuation Procedures
- F. Fines
- G. Textbook Responsibility
- H. Visitor/Parent Check-In Policy

**Part V – Activities** ..... 23-28

- A. Activity Cards
- B. Physical Examinations
- C. Sportsmanship
- D. Eligibility

**Highland Extracurricular Activity Code**

- A. General
- B. Definitions
- C. Training Rules
  - a. All Participants Must Obey All Civil Laws
  - b. Drug Policy
  - c. School Attendance
  - d. Transportation
  - e. Other Policies
- D. Attendance
- E. Included Activities
- F. Travel
- G. Student Injuries

Appendix A: Secondary Bell Schedule.....29

Appendix B: Internet Access Conduct Agreement Signature Page (Due Aug. 31, 2017).....30

Appendix C: Information Release Form (Due Aug. 31, 2017).....32

Appendix D: Acknowledgement of Understanding Signature Page (Due Aug. 31, 2017) .....33

## STAFF DIRECTORY: 2017-2018

District Office	
Superintendent, Federal Programs Director, Special Education Director	Mr. Brad Baumberger
K-12 Principal, Curriculum Director	Dr. Sarah Hatfield
Business Manager	Mr. Nathan Weeks
Office Manager	Mrs. Shannan Randall
Technology Coordinator	Mrs. Raina Frei
Athletic Director	Mr. Brad Baumberger
Food Services	Mrs. Amanda Beck, Kitchen Manager
	Mrs. Kristin Mattson, Kitchen Assistant
Custodians	Mr. Bill Heath
	Ms. Peggy Paul

Elementary		Secondary	
Dr. Sarah Hatfield	Principal	Dr. Sarah Hatfield	Principal
Mrs. Andrea McMillion	Kindergarten	Mr. Bill Gehring	Counselor
Ms. Julie Yochum	First Grade	Mr. Chris Cowan	Music
Mrs. Teresa Randall	Second Grade	Mrs. Lindsey Woltering	Special Education/Title I
Ms. Michele Anderson	Third Grade	Mrs. Connie Pentzer	Library
Ms. Danette Horrocks	Fourth Grade	Mrs. Terrie Hines	Business Education/ Physical Education
Mrs. Alia Riggers	Fifth Grade	Ms. Josette Nebeker	Agricultural Science and Technology Instructor
Mrs. Becky Finnell	Sixth Grade	Ms. Sarah Murt	Science
Mr. Chris Cowan	Music	Mrs. Jennifer Crow	English
Mrs. Lindsey Woltering	Special Education/Title I	Mrs. Kayla Zenner	Math
Mrs. Holly Droegmiller	Paraprofessional	Mr. David Palmer	English
Mrs. Brenda Stigum	Paraprofessional	Mrs. Kenzie Bovey	Paraprofessional
Mrs. Starla Shoemaker	Paraprofessional		

### **Board Members:**

- Mr. Erle Striebeck, Chairman
- Mrs. Mere Jo Haight, Board Member
- Mr. Chad Knowlton, Board Member
- Mr. Ed Pentzer, Board Member
- Mr. Dave Widmier, Board Member

**School Directory:** 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).

**Phone Extensions:** Highland School District 924-5211

<b>District Office</b>	
<b>Staff Member</b>	<b>Extension</b>
Mr. Brad Baumberger, Superintendent	2501
Dr. Sarah Hatfield, K-12 Principal	2502
Mrs. Shannan Randall, Office Manager	2500
Mr. Nathan Weeks, Business Manager	2503
Mrs. Raina Frei, Technology Coordinator	2301
Mrs. Amanda Beck, Kitchen Manager	2204
Mrs. Kristin Mattson, Kitchen Assistant	2204
Mr. Bill Heath, Maintenance/Custodial	2200
Ms. Peggy Paul, Maintenance/Custodial	2200

<b>Elementary</b>		<b>Secondary</b>	
<b>Staff Member</b>	<b>Extension</b>	<b>Staff Member</b>	<b>Extension</b>
Dr. Sarah Hatfield	2502	Dr. Sarah Hatfield	2502
Mrs. Andrea McMillion	2305	Mr. Bill Gehring	2201
Ms. Michele Anderson	2304	Mr. Chris Cowan	2203
Mrs. Teresa Reid	2309	Mrs. Lindsey Woltering	2303
Ms. Julie Yochum	2306	Mrs. Terrie Hines	2110
Ms. Danette Horrocks	2307	Mr. David Palmer	2202
Mrs. Alia Riggers	2308	Ms. Josette Nebeker	2401
Mrs. Becky Finnell	2302	Ms. Sarah Murt	2107
Mr. Chris Cowan	2203	Mrs. Jennifer Crow	2106
Mrs. Lindsey Woltering	2303	Mrs. Kayla Zenner	2109
Mrs. Holly Droegmiller	2303	Mrs. Connie Pentzer	2101
Mrs. Brenda Stigum	2303	Mrs. Kenzie Bovey	2303
Mrs. Starla Shoemaker	2303		

**Advisors**

Seventh grade class advisor – Mr. David Palmer  
Eighth grade class advisor – Mr. Chris Cowan  
Ninth grade class advisor – Mrs. Terrie Hines  
Tenth grade class advisor – Mrs. Josette Nebeker  
Eleventh grade class advisor – Mrs. Jennifer Crow  
Twelfth grade class advisor- Mrs. Kayla Zenner

**Student Body Officers**

MaLayna Hambly, President  
Abigail Davis, Vice-President  
Alyssa Dau, Secretary  
D'Rikka Cruz, Treasurer

**HIGHLAND JOINT SCHOOL DISTRICT #305  
SCHOOL CALENDAR  
2017-2018**

JULY				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

AUGUST				
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	31	

SEPTEMBER				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

OCTOBER				
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			

NOVEMBER				
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	

DECEMBER				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JANUARY				
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		

FEBRUARY				
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		

MARCH				
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

APRIL				
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				

MAY				
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	31	

JUNE				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

26

<b>Students in Session</b>
<b>Vacation Days</b>
<b>Fair</b>
<b>Teacher Work Days</b>
<b>Graduation</b>
<b>○ = End of Quarter</b>
<b>Elementary Last Day May 17</b>
<b>Secondary Last Day May 24</b>

## SCHOOL CALENDAR

4-Day School Week - Monday - Thursday

Kindergarten - All Day - 3 days per week - Monday, Tuesday, Thursday  
(except as Noted)

Start Time: 8:05 - End Time: Elementary: 3:38, High School: 3:43

August 14-15	High School, Junior High Registration
August 16-17	Teacher Work Days
August 21	First Day of School, grades K-12
September 4	NO SCHOOL—Labor Day
September 28	NO SCHOOL—Lewis County Fair
October 19	End of 1st Quarter (38 days)
October 23-26	Elementary Parent/Teacher Conferences
October 24-25	Secondary Parent/Teacher Conferences
November 22-23	NO SCHOOL—Thanksgiving Vacation
December 20	End of 2nd Quarter (29 days). End of 1 <sup>st</sup> Semester
December 21-Jan. 1	NO SCHOOL—Winter Vacation (return on 1/2/2017)
January 15	NO SCHOOL—Human Rights Day
February 19	NO SCHOOL—Presidents' Day
March 8	End of 3rd Quarter (37 days)
March 12-15	Elementary Parent/Teacher Conferences
March 13 & 14	Secondary Parent/Teacher Conferences
March 26-29	NO SCHOOL—Spring Break (return on 4/2)
May 15	Kindergarten Graduation, 2:45 pm
May 17	Elementary, (1-6) Last Day
May 24	Grades 7-12 Last Day (Early Release at 1:19 p.m.) End of 4 <sup>th</sup> Quarter (40 days). End of 2 <sup>nd</sup> Semester
May 25	Work Day for Teachers
May 26	Graduation

1st quarter	34 days
2nd quarter	33 days
3rd quarter	37 days
4th quarter	40 days

TOTAL	144 days (grades 7-12), 140 days (Grades 1-6) 107 days (Kindergarten)
-------	--



**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**

**A. 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 on 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. Any complaints arising out of a belief that discrimination issues have occurred will be handled by the designated officers.

- Mr. Brad Baumberger, Superintendent/Athletic Director
- Dr. Sarah Hatfield, K-12 Principal

**B. Acknowledgement of Receipt/Signature Page of Student Handbook and Release Form for Personal Information**

Parents/guardians and students must acknowledge receipt of the Highland SD #305 High School Handbook and the Release of Personal Information. These forms are found in the Appendix Section of this Handbook. Parent/Guardians who object to the release of directory information on their student(s) must notify the District Office within 15 days of receipt of the Student Handbook. Parents/guardians must also give their dated and signed approval for the release of directory information. Parents/guardians can identify specific directory information that might be released which limits the District from releasing any and all information.

### **C. Scheduled Regular School Board Meetings**

The Board of Trustees for the Highland School District meets on a monthly basis. As stated in Board Policy, the meetings are to be held on each second Monday of the month and shall begin at 7:00 p.m. in the library. Students, staff members, District employees, and community members are encouraged to attend meetings. The meetings consist of an open session in which the Board of Trustees conduct matters of business on behalf of the School District. There are, often, executive session meetings, which are allowed under the Idaho Code for specific reasons.

### **D. Policy Locator:**

The District Policy Manual is located in the Highland SD 305's library. The district policy manual can also be found on the district website at <http://www.sd305.org>

## **Part 1: Attendance**

### **A. Attendance Policy: Policy #411.0**

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
- Doctors 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 (unexcused). Any student that has three (3) unexcused 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) absence total.

Parents of all students will be notified in writing when their child(ren) have missed over five (5) and (7) class periods per semester.

### **B. Make-Up Work**

For excused absences, students will be allowed to do make-up work either before, during, or after the absence and full credit shall be given if the work is completed in a timely manner as determined by the teacher. It is the responsibility of students to make up missed work, along with the support and assistance of the teacher and parents/guardians.

- In the case of pre-arranged absences, students shall get assignments before leaving. Assignments are due to the teacher upon the students' return to school.
- In the case of an un-planned absence, parents may call the office and request assignments be sent to the office. **Parents may pick up the assignments after 3:00 p.m.**

### **C. Tardy Policy**

A student that is late to class, less than 15 minutes, will be considered tardy. Three (3) tardies, in the same class period per semester, will equate to 1 unexcused absence. A student with an excessive accumulation of tardies (9 or more per semester) will be subject to loss of credit per the attendance review committee recommendation.

## **PART II: Student Rights and Responsibilities: Policy #420.0**

### **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. Student Health Services: Policy #441.0**

The Highland SD #305 will provide a school nurse to students who make requests, or in cases of emergency. The school nurse employed by the District is limited to the number of hours served per month. The schedule for the nurse is periodic. Because the schedule does vary from month to month, students who desire to speak with the nurse must make arrangements in accordance with the variable monthly schedule.

Arrangements and accommodations can be made for students who have specific needs or who experience, for example, a specific food allergy. If a student needs such accommodation, it will be necessary to register that need in the central office.

For students who take prescription medication, it is essential that the office staff be notified and appropriate documentations completed by the parent/guardian. There is a special form that must be completed to give the District personnel permission to dispense or provide for self-administered medication. All medication must be stored or kept in the office and under no circumstances shall

students keep medication in their lockers or on personal affects. For further information on the health services policy, see Policy #441.0

**B. Complaints: Policy #444.0**

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 a student cannot resolve a complaint against a teacher and 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.

**C. Emergency School Closures: Policy #446.0**

For various reasons, schools may need to be closed, such as hazardous weather conditions or facility problems. Under no situation will the school remain open when there is an imminent and apparent danger to the safety and health of the students.

The notification to close the school will be completed in the most expeditious manner, and all means of communication necessary will be employed so that parents/guardians and employees will be informed of the closure.

**D. Evacuation Drills: Policy #447.0**

There shall be periodic evacuation practice drills throughout the school year. The Safety Officer shall be responsible to carry out such drills and will cause a record of the type of drill, the date and time of the drill, and the efficiency of the drill. The results of the drills will be used to evaluate the effectiveness of the evacuation plan and, if needed, adjustments to the plan will be based upon the collected data.

**E. Emergency Treatment:**

The Board and its employees recognize the responsibility to provide emergency first aid treatment in case of sudden illness or injury, but further medical attention is the responsibility of the parent/guardian.

Each parent/guardian must provide an emergency phone number where a parent or designee of the parents can be reached. When a student is injured, staff shall provide immediate care and attention until relieved by a superior, a nurse, or a doctor.

**F. 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 District Superintendent of Schools for the Highland SD #305.

**G. Relationship with Non-Custodial Parents:**

The District will assume that, unless informed otherwise, there are no restrictions regarding the non-custodial parents' rights to be kept informed of the student's school progress and activities. If the restrictions are made relative to those rights, the custodial parent will be required to submit a copy of the court order to the superintendent, which curtails these specific rights.

The custodial parent has the responsibility to keep the school office informed as to the address of the student's primary residence, in a manner determined by the school, and how he/she may be contacted at all times. Any legal document that restricts the rights of the non-custodial parent must be provided by the custodial parent to the school district.

**H. Transfer of Non Electronic Student Records:**

Within fourteen (14) days of enrollment of a transfer student, the elementary or secondary school shall request directly from the student's previous school a certified copy of the student's records and shall exercise diligence in obtaining a copy of the requested records.

The forwarding school shall include a certified copy of the permanent cumulative file and the file containing special education records for any student who transfers to the Highland SD #305.

The files that are forwarded must include information concerning violent or disruptive behavior or disciplinary action; however, such information shall be contained in a sealed envelope, marked as "confidential" and addressed to the principal or other administrator of the receiving school.

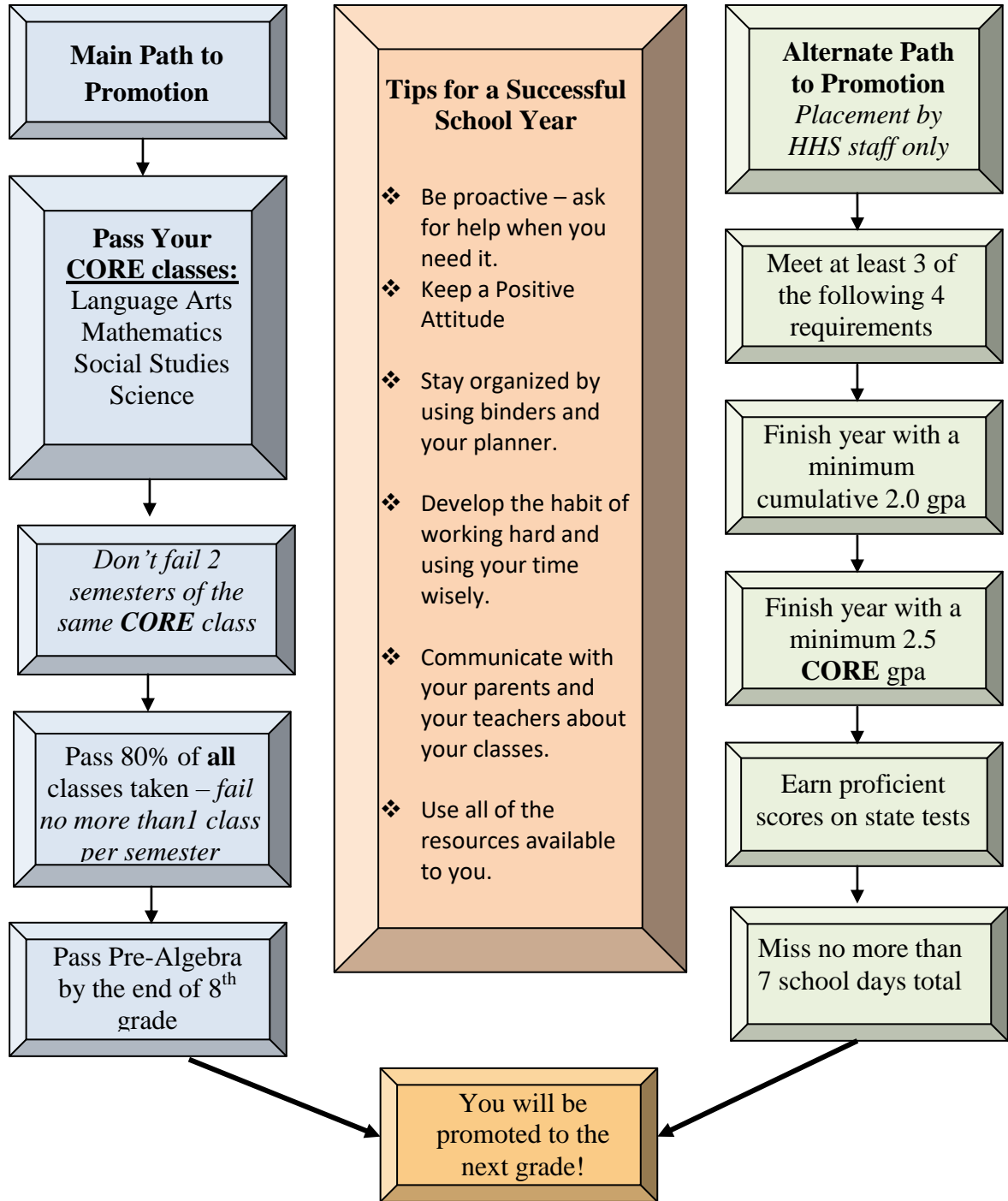
## PART III - General School Rules and Information

### ACADEMICS:

#### A. Middle School Promotion

## Highland Middle School

### Pathways to Promotion



**B. Graduation Requirements**

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

## Classes Required for Graduation – HHS

---

*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 Honors/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, plus one class senior year</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 PTE classes</i>
Electives	<b>17</b>	
<b>Total</b>	<b>48</b>	

## Highland High School Graduation Progress

Year taken	Fall/ Spring	Course	Credits	Additional information/Criteria
		English I	2	<i>These include any Advanced Placement (AP)/Honor English 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 math classes List your senior math class in the space provided</i>
		Geometry	2	
		Senior Math class (        )	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 List your humanities class(es) in the spaces provided</i>
		Health	1	
		Practical Art(                    ) (                                    )	2	<i>Includes: any PTE classes List your Practical Arts class(es) in the spaces provided</i>
				<i>The blank spaces are for elective classes</i>



**C. Final Exams for grades 7-12:**

Secondary students will be required to take a summative final test worth 10% of their semester grade at the end of the semester. 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% of the student’s semester grade and will be averaged into the overall semester grade.

**D. 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. Academic dishonesty includes, but is not limited to: plagiarism, cheating, forgery, copying or stealing another person's work, allowing another person to copy one's own work, doing another person's class work, creating more than one copy of one's work for distribution, intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own, unauthorized copying of software, unauthorized use of hard copy or software to develop one's own software. Faculty and building administrators will have the responsibility for monitoring the above actions.

**E. Grade Reporting**

Students will be sent a progress report every four and one-half weeks within a particular nine-week grading period. In addition, the Power School program is a tool for parents/guardians to access their child’s grade records at any time.

**F. 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. Also, students who have excess absences/tardies are at risk of not being eligible to attend field trips.

**FEES AND INSURANCE**

**A. Activity Card Fees:**

Students who participate in extra- curricular activities **must** purchase an activity card prior to the first scheduled event. The purchase of the activities card will admit students into events such as: music concerts, drama plays, and athletic contests. All students are encouraged to purchase an Activity Card. Students who do not participate and do not purchase an Activity Card will be expected to pay the established charge for admissions at any concert, drama plays, and athletic contests. If there are special events that cause the District to incur additional, unanticipated expenses, students can be asked to pay the fee for that special event. The following is a fee rate charge and can be paid in cash or by check at the central office. To make this payment, contact Mrs. Shannan Randall.

Grades K-6	\$10.00
Grades 7-8	\$15.00
Grades 9-12	\$25.00

The revenue collected from the Activity Fees shall be distributed into the Student Council fund in the ASB checking account and disbursed to the various activities' separate accounts upon need and request. Class dues of \$5.00, for students in grades 7-12, are included in the price of the activity cards. Students who do not purchase activity cards must still pay the class dues of \$5.00.

**B. Student Insurance**

The Idaho High School Activities Association (IHSAA) does not require, nor does the Highland Joint School District provide medical insurance while a student is participating as an athlete or cheerleader in the Highland Joint School District.

The Highland Joint School District does recommend that all students participating in activities be covered by a medical insurance plan. Many students are covered by their parents' existing medical program.

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 called [www.studentinsurance-kk.com](http://www.studentinsurance-kk.com). Also, the student and/or parent/guardian will be able to pick up a brochure at the District Office, which describes the coverage and costs.

**C. Lunch Fees:**

Lunch Fees must be pre-paid, and students will not be able to charge for lunches. Students or parents/guardians can make checks for lunch payable to the Highland SD at the District Office or can pay for lunches in cash. 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.

Lunch charges vary for the age and/or grade of the student:

Elementary Grades (K-5)	\$2.75
Secondary Grades (6-12)	\$3.00
Adults	\$4.25

## **BEHAVIOR**

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

District Policy states that an investigation suggesting an act has been committed by a student that could be construed as a legality 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 they need to 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. All electronic devices, including cell phones, are a distraction to the educational process and are, therefore, restricted from the classrooms.

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

When a student is excluded from instruction by an administrator or teacher (suspension), 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. 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
- Technology

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:

- Detention at break, 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. May receive 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.

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

Electronic Devices: 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 electronic device will be confiscated and turned into the office; the student may retrieve the device at the end of the school day. On the third offense, the device will be turned into the office and a parent/guardian will have to retrieve the device. After a third offense, a contract will be put into place.

#### Expulsion

Only the Trustees have authority to expel students from school. The building principal and/or superintendent shall notify the students, student's parents and the Trustees in writing that he/she is recommending that the students be expelled. The notification will contain the infraction committed, the right to a hearing before the Trustees, the right to be represented and the time, date and location of the school board hearing.

#### **E. Teacher Defined Discipline:**

Students are expected to comply with the disciplinary assignments of their teachers. Failure to do so may result in additional consequences when referred to an administrator.

#### **F. School Bus Rules and Regulations**

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.

#### **G. Student Dress Guidelines:**

Student dress shall only be regulated when, in the judgment of school staff and/or administration, there is a reasonable expectation that:

1. A health or safety hazard is presented by the student's dress or appearance.
2. Damage to school property shall result from the student's dress.
3. A material and substantial disruption of the educational process will result from the student's dress or appearance.

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 till 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. 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.

#### **H. 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 of the event.

4. Respect the right of all patrons to watch the game or activity without obstructing view.

**I. 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 cannot be 21 or older.
- HHS students 9-12 or invited students from area schools, who have activity cards, 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 and asked 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 for another student are prohibited.
6. Students are expected to respect the authority of all chaperones and comply with their requests/directions and expectations at all times.

**PART IV: 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. They are accessible to students when student needs arise. Any student wishing to meet with an administration, faculty or staff member should just ask. If a teacher or staff member refuses to see a student before or after class, the student should talk to the counselor or administrator.

**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. The receptionist does 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. Once the message has been delivered to the classroom it is the teacher's responsibility to give it 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 must be from the student or parent 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, social security number, 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. Evacuation Procedures**

Evacuation procedures during emergency or drill are important to the safety of all students. Specific directions for evacuation are posted in every classroom. Teachers will review these procedures with their classes. Students must leave the building immediately upon hearing the evacuation siren. Students may not return to the building until the all clear bell is sounded or they are instructed to do so by their supervisor. Students should return to the class from which they came unless instructed otherwise.

**F. Fines**

Unpaid fines or fees must be accounted for before a student is graduated from HHS. Students are advised that fines are carried forward from year to year. This could accumulate into a problem at graduation time, or check-out, if not paid promptly when first received.

**G. 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 value will be charged for books, which are unable to be returned, or are unusable for any reason. Fines will be assessed for damaged books.

**H. Visitor/Parent Check-In Policy**

All visitors must check-in at the office when arriving. Safety of our students and staff is a priority; therefore ALL parents/patrons MUST stop at the office, sign in and receive a visitor pass. If you are picking up your child for an appointment call ahead or notify school personnel in advance to have your child waiting in the office ready for check-out. If you are a visitor participating in the education of our students during normal school hours you still MUST use the check-in procedure and attain a visitor's pass.

## **Part V – ACTIVITIES**

*Highland has a long and distinguished tradition of participation in activities. All students are encouraged to participate according to their interests and abilities.*

### **A. Activity Cards**

Students must purchase an activity card. If no card is purchase then a student will pay to enter all athletic events. All students participating in a sport must purchase an activity card.

### **B. Physical Examinations**

The Idaho High School Activities Association requires physical examinations before a student can participate in athletic practices or contests for High School Students. One physical taken prior to sixth or seventh grade, ninth grade and one taken prior to eleventh grade competition is required under I.H.S.A.A. regulations. Highland High School strongly recommends annual physicals for all athletes. Students will attend practice and reinforce health and safety rules and procedures, including showers.

### **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 sport 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.

### **D. Eligibility**

Highland School District requires that each student participating in any Highland Jr./Sr. High after school activity or program must maintain a minimum “C” average or 2.0 GPA. Previous semester grades will determine who is eligible to participate in the activity. Progress reports are sent home during the fifth week of each quarter and progress of each student can be tracked by the parent or guardian with the use of PowerSchool. Individual PowerSchool username and passwords can be obtained from the school office manager.

In addition to maintaining a minimum “C” average or 2.0 GPA, Highland Jr./Sr. High School requires that each student participating in after school activity and athletic programs successfully pass at least six (6) courses with a “D” or better from the previous semester (IHSAA Rule 8).

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).

Grade checks will start the 4<sup>th</sup> Monday of each semester and shall be submitted via technology to the office of the Athletic Director and Principal before the teacher leaves at the end of the school day. A failing grade report will be posted by the morning of the 4<sup>th</sup> Tuesday of each semester. If a



student receives an “F” in any class he/she shall be monitored weekly by the parent, principal and teacher until the grade has improved. If a student does not improve their grade by the next grade check (3 weeks), consideration for removal from the activity or athletic program will be discussed with the parent or guardian of the student.

## **Highland Extracurricular Activity Code**

### **A. General**

- a. The purpose of the extracurricular activity programs is to promote skill development, teach teamwork & good citizenship and provide worthwhile activities for the students outside class time. The rules included herein exist to further these goals.
- b. 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.
- c. Students on school sponsored trips represent the school and the co-op and must demonstrate excellent conduct at all times.
- d. Students and their parent(s) or guardian(s) 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 either practice for or participate in any Extra-Curricular Activity until his or her signed Activity Code is submitted to the District Office.
- e. 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(s) or guardian(s) and kept on file in the Athletic Director’s office.
- f. 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.
- g. Violations of the training rules shall either be self-reported by the participant or be described in a “bona-fide” complaint.
  - i. Self-report shall be made by the participant, to the Principal, prior to any “bona-fide” complaint being presented.
  - ii. 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. Parent(s) or guardian(s) will be notified and asked to come to school. A meeting will take place with the Principal, named participant and their parent(s) or guardian(s). The participant may acknowledge the complaint 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.

- h. Consequences to rules violations, described with the rules listed herein, shall commence on the day the Principal(s) give written notice to the student and parent(s) or guardian(s) of the violation.
  - i. 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.
  - ii. Participants who acknowledge a “bona-fide” complaint shall have consequences that commence the school day they acknowledge the complaint.
  - iii. 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.

## **B. 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.

## C. 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 the location where minors possess or are using these products.
  1. If a participant is suspected of using or possessing 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(s) or guardian(s) will be required to transport the student home from the event. The following consequences will also be enforced.
    - a. Suspension from extracurricular activities for 84 days.
    - b. Not eligible for any extracurricular post season awards or letters earned during the 84 days.
  2. 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 must miss a minimum of 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 or guardian expense, before they can be reinstated as a participant in any extracurricular activity.
3. 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.
- c. Participants shall attend school.
    1. Students who are absent, without a valid excuse, from school any part of the school day may not participate in any extracurricular activities until the next school day.
    2. Students who are absent at the start of the school day immediately following the participation in an extracurricular activity must present a valid excuse or they will miss their next scheduled extracurricular activity.
    3. Students who are truant from school shall not be able to participate in extracurricular activities until their detention has been served.
    4. 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.
  - d. Participants shall not transport themselves to and from extracurricular activities. Parent(s) or guardian(s) upon completing the required forms, may transport participants to and from extracurricular activities.
  - e. Any policy that is not in the Activity Code, but is in other school documents shall be enforced.

#### **D. Attendance**

The rules on absences will be enforced by the staff in which the student participates (after the advisor's examination of the absences records maintained in the office) and will apply to all participation in grades 6-12.

1. Participants shall attend school.

- a. Students who are absent from school any part of the school day may not participate in any extracurricular activities until the next school day.
- b. 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.
- c. Students who are truant from school shall not be able to participate in extracurricular activities until their detention has been served.
- d. 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.

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

#### **E. Included Activities**

Activities programs are considered to be:

- Athletic programs
- Student body, class and club officers
- Members of: FCCLA, FFA, BPA, Cheerleaders, Honor Society, Spanish Club, Nerd Club, Choir and Band

#### **F. 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 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.

#### **G. Student Injuries**

Even with the greatest precautions and the closest supervision, accidents can and do happen at school and with school activities. 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 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.

**Appendix A: Highland Bell Schedule**

**HIGHLAND BELL SCHEDULE  
2017/2018 SCHOOL YEAR**

<b>Elementary Bells</b>		<b>Secondary Bells</b>	
<b>8:00 a.m.</b>	<b>Warning Bell</b>	<b>8:00 a.m.</b>	<b>Warning Bell</b>
<b>8:05 a.m.</b>	<b>School Begins</b>	<b>8:05 a.m.-- 9:01 a.m.</b>	<b>First Period</b>
<b>9:45 a.m. – 10:00 a.m.</b>	<b>Recess K-2 Begins</b>	<b>9:04 a.m.— 10:00 a.m.</b>	<b>Second Period</b>
<b>10:00 a.m. – 10:15 a.m.</b>	<b>Recess 3-5 Begins</b>	<b>10:03 a.m.— 10:59 a.m.</b>	<b>Third Period</b>
<b>11:20 a.m. – 11:50 a.m.</b>	<b>K-3 Lunch Begins</b>	<b>11:02 a.m.— 11:58 a.m.</b>	<b>Fourth Period</b>
<b>11:30 a.m. – 12:00 p.m.</b>	<b>4-6 Lunch Begins</b>	<b>12:01 – 12:16 p.m. 12:16 – 12:46 p.m.</b>	<b>Advisory A Lunch A</b>
<b>11:50 a.m. – 12:10 p.m.</b>	<b>K-3 Recess</b>	<b>11:58 – 12:28 p.m. 12:31 – 12:46 p.m.</b>	<b>Lunch B Advisory B</b>
<b>12:00 p.m. – 12:20 p.m.</b>	<b>4-5 Recess</b>	<b>12:46 p.m.</b>	<b>Warning Bell</b>
<b>2:00 p.m. – 2:20 p.m.</b>	<b>K-2 Recess</b>	<b>12:49 p.m. – 1:45 p.m.</b>	<b>Fifth Period</b>
<b>2:20 p.m. – 2:40 p.m.</b>	<b>3-5 Recess</b>	<b>1:48 p.m. – 2:44 p.m.</b>	<b>Sixth Period</b>
<b>3:38 p.m.</b>	<b>Ring Dismissal Bell Manually When Buses Arrive</b>	<b>2:47 p.m. – 3:43 p.m.</b>	<b>Seventh Period</b>

**Appendix B: Acceptable Use of Electronic Networks**

**CONTRACT REGARDING THE USE OF TECHNOLOGY**

**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 loses 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 under the age of 13 for use in the educational setting at Highland Schools.

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

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

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

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

This Agreement is valid for the 2017-2018 school year only.

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



**Appendix C: Media Release**

**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. \*\*\*\*\***

**Appendix D: Acknowledgement of Understanding**

Dear Parents and Students:

In an effort to improve communications with you, the staff has compiled this student handbook. It is a guide for you and your student. It is not meant to be final, with interpretation of policy or possible district action. We hope that this guide will help in your understanding of the procedures and policies of Highland Secondary School. If you have any specific questions, please contact the office for clarification.

Your signature signifies that you have received and read this handbook and athletic code.

We appreciate your cooperation and support.

\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

Current mailing address \_\_\_\_\_

Home Phone number \_\_\_\_\_

**Emergency contact/phone number** \_\_\_\_\_

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