

# HIGHLAND MIDDLE SCHOOL

1700 Norris Place  
Louisville, KY 40205

Website <http://schools.jefferson.kyschools.us/middle/highland/>

Parent Portal [www.jcpsky.net/Parent/ParentPortal/index.html](http://www.jcpsky.net/Parent/ParentPortal/index.html)

Facebook [www.facebook.com/HighlandPTSA/](http://www.facebook.com/HighlandPTSA/)

Twitter @HighlandJCPS

**Update your email in your Infinite Campus Parent Portal account** to check grades/attendance and to receive regular school news from the principal.

To register for the Infinite Campus Parent Portal, please send an email to [campus.portal@jefferson.kyschools.us](mailto:campus.portal@jefferson.kyschools.us). Include your name, child's name, child's school and your telephone number.

**Student Safety:** Students may arrive no earlier than **7:00am** and may stay no longer than **2:35pm** unless under the supervision of a teacher or a sport/club sponsor.

	Phone	Available Hours
Main Office	485-8266	7:00am-4:00pm
Youth Service Center	313-4472	7:30am-2:30pm
Attendance Office	485-7650	24-hour voice message

**This *Student Handbook & Agenda* belongs to:**

Name: \_\_\_\_\_

	Subject	Teacher	Room#
1 <sup>st</sup> period	_____	_____	_____
2 <sup>nd</sup> period	_____	_____	_____
3 <sup>rd</sup> period	_____	_____	_____
4 <sup>th</sup> period	_____	_____	_____
5 <sup>th</sup> period	_____	_____	_____
6 <sup>th</sup> period	_____	_____	_____
7 <sup>th</sup> period	_____	_____	_____

# Welcome to Highland Middle School!

The faculty and staff of Highland Middle School want to work with you and your child to make your middle school experience positive and successful. One key to success in middle school, and life, is communication. This agenda planner will serve as an important communication resource. Every student must carry the agenda planner with them throughout the school day.

## How to Use this Agenda Planner

Using this agenda planner will help your child develop positive habits for recording homework. This agenda planner can be used as a resource for communication between teachers and parents and is used as the official school hall pass. By monitoring your child's use of the agenda planner, you will be more informed about your child's day at school.

Students will be directed to write homework assignments in the agenda planner on a regular basis. Parents may also enforce the expectation with their child to regularly initiate contact with teachers to provide feedback on behavior, work ethic or any specific concerns using this agenda planner.

Please follow up with your child every day at home by reviewing the information your child records in this planner.



## School Mission Statement

Highland Middle School teaches to high academic and social standards so that each member of the school community becomes more internationally minded and develops a desire for lifelong learning and community responsibility.

## Quick Reference



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# ACADEMICS

## HOMEWORK POLICY

The amount, frequency and type of homework are planned in accordance with each course. If a student does not study at home, it is considered an indication that he/she is not satisfactorily fulfilling course requirements.

Parents can contribute to maximum student growth by:

- asking and talking with students about school assignments
- monitoring grades on Infinite Campus Portal
- enforcing daily study time
- providing proper conditions for home study (regular time and a quiet location for a child to study free from distractions such as TV, games, internet, social media)

## SCHEDULING PROCESS

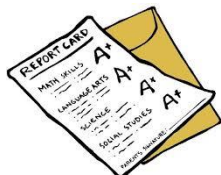
The Scheduling Request form, completed by students and signed by parents, constitutes an agreement among the student, parent and school. The school commits to developing a master schedule which most effectively meets the requests of students. Students commit to remaining in the courses they request.

Schedule changes may occur for the following reasons: (a) student was placed in a class not requested; (b) student needs class for promotion requirement; (c) student was placed in the incorrect level or academic program; (d) student has a doctor's certified medical condition that requires a change of placement; (e) balance class sizes to agree with teachers' contract; or (f) administrative decision by principal. New students who enroll without records may have schedule changes made after records arrive at Highland due to the reasons listed above.

## GRADES

The assignment of letter grades for regular education classes will be based on the following numerical averages:

A	90 % - 100 %	Outstanding Performance
B	80 % - 89 %	Above Average Performance
C	75 % - 79 %	Average Performance
D	70 % - 75 %	Below Average Performance
U	Below 70 %	Unsatisfactory Performance



**Grading Components:** According to JCPS policy, grades will be based on no less than 3 components and no one component of the academic grade shall count for more than 40% of the final grade.

**Grading Structure:** According to JCPS policy, grades in middle school will be based on six-week term grades each of which are equally weighted to determine a final grade for the class.

## GRADE REPORTING

Parents are expected to regularly monitor student grades and attendance in **Infinite Campus Portal**. Students receive progress reports every three weeks. Parents may also email teachers for academic updates between grading periods notifications.

Students may obtain a blank *Weekly Progress Report* form any day from the first period team teacher to take around to their classes. The *Weekly Progress Report* supports communication between school and home; this is the responsibility of the student to provide to the teacher and to return to a parent.

# STUDENT EXPECTATIONS

## HIGHLAND'S S.O.A.P. EXPECTATIONS

Students are in class on time.

Only one student at a time may be out of class with a hall pass.

All students will remain seated until dismissed by the teacher.

Profanity and disrespectful language are unacceptable in school and society.

## VOICE LEVELS

Highland uses Voice Levels to communicate with students the permitted volume of their voice for activities, transitions and common areas.

**Voice Level 0:** No talking (ex. teacher is speaking, testing, silent activities)

**Voice Level 1:** low talking voice (ex. group work in classroom, hallway)

**Voice Level 2:** regular talking voice that can be heard only by others nearby

**Voice Level 3:** permits elevated voice levels (ex. class presentation, gym)

## HIGHLAND'S CHAMPs EXPECTATIONS

Highland Middle School teachers use a proactive, positive approach to classroom management known as CHAMPs. Classroom teachers will teach students the CHAMPs expectations for classroom and common areas.

**C** – Conversation

**H** – Help

**A** – Activity

**M** – Movement

**P** – Participation



## HALLWAY CHAMPs

**C** – conversation will be **Voice Level 1** which is low voice talking when allowed

**H** – help from an adult is obtained by raising your hand

**A** – activity is walking; no running, jumping or touching others

**M** – movement is to walk in a line to the right side of the hallway or stairwell

**P** – participate by remaining with class and stopping at directed locations

## CAFETERIA CHAMPs

**C** – conversation is **Voice Level 2** which is a regular talking voice

**H** – help from an adult is obtained by raising your hand

**A** – activity is waiting in cafeteria line or sitting in assigned location

**M** – movement occurs only when directed or with permission

**P** – participate by waiting in line patiently, respecting your neighbors, and cleaning up after yourself.

## HALL PASSES

**This Highland agenda planner will be considered the official hall pass.**

Having a hall pass is the student's responsibility. Students who are out of their regular class assignment must have an official Highland hall pass at all times.

The pass must include time, destination and teacher's signature. Students who are found in the hall without a pass are subject to disciplinary action.

**10/10 Rule:** There will be no hall passes issued by teachers during the first ten minutes of class or the last ten minutes of class.

# STUDENT RIGHTS

## STUDENT RIGHTS

As a student of this school, you can expect to be treated fairly by those in authority and by your peers. Your right to courtesy and respect will be honored. You are expected to respect the rights of others. The school staff will help you with problems to the best of their abilities. Students will be given due process- the opportunity to tell their view of what happened- if accused of a behavior violation. For further information, refer to the *JCPS Code of Acceptable Behavior and Discipline & Student Bill of Rights*.

## STUDENT SEARCHES

Students have the protection, as do all citizens, against unreasonable search and seizure of their property. However, school officials have the right to search students or their property if the officials have **reasonable suspicion** that the student may be in possession of something that violates school rules or endangers others. Searches will be used when other techniques to remedy the situation have been exhausted or when there is an immediate danger to life or safety (such as concerns involving drugs, medication, intoxication or weapons). School officials have the right to use drug dogs, surveillance cameras, or any other methods to combat illegal activities on school property.

## HARASSMENT

Any form of harassment of any student or staff member will not be tolerated. Sexual harassment means any unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature. Individuals who engage in such behavior will be disciplined. If you believe that you are the subject of harassment, you should report the incident to your parents and school authorities.

## BULLYING

Everyone has a right to attend school free from bullying behaviors. If you are concerned about bullying, please review the *SBDM Bullying Prevention & Intervention Policy* that is provided later in this Student Handbook.

## SCHOOL BUS SAFETY

All students have a right to a safe experience while riding the school bus. Certain laws and regulations govern the operation of school buses and the safety of students on buses. All students must follow school bus rules and the driver is required to report any disorderly conduct on the bus. Students will remain seated and speak in a normal speaking voice, Voice Level 2, at all times while on the school bus. All other school disciplinary rules and consequences apply. Students will not be allowed to ride any bus other than his or her own bus without a written note from the parent that is verified by the Main Office.



# GENERAL INFORMATION

## COMMUNICATION WITH STAFF

Highland Middle School encourages parents to communicate with their child's teachers. For a parent to schedule an appointment with a teacher, please **email the teacher or call the school** (485-8266). Requests will be forwarded to the teacher for a return call to set up the appointment. Staff e-mail addresses are available in the front office or the school website or via Infinite Campus Portal.

Student enrollment forms are filed in the Main Office. Teachers use these forms when contacting the home. Should information regarding your home phone number or address change during the year, contact the school so this information can be updated with proof of new address (utility bill or lease agreement). The Superintendent is authorized to release Board-approved directory information, including student names, upon receipt of a written request. Any eligible student, parent, or guardian who does not wish to have directory information released shall notify the principal in writing.

**Communication Procedure:** During the school year, a concern may arise regarding your child. These concerns may involve homework, peer conflict, test scores or other areas. Parents are requested to follow these communication guidelines:

**Step 1: Email or call the teacher.** Every teacher has a planning period during the day that can be used for conferences. Most teachers are also available before or after school hours as well. The vast majority of concerns can be addressed by communicating directly with the teacher.

**Step 2:** If a solution is not found by communicating directly with a teacher or the concern is from an issue outside of the classroom:

- **email/call your child's Assistant Principal** if the situation is discipline related or
- **email/call your child's Counselor** if the issue is academic or social/emotional related.

**Step 3:** If a solution is not found after communicating with a teacher and assistant principal/counselor, **contact the principal** by email specifying your concern and the steps that have already been taken.

## GUIDANCE/COUNSELING SERVICES

Guidance services are available for every student in school. These services include: assistance with scheduling, academic concerns, help with social challenges or any question students feel they would like to discuss with the counselor. Students are assured that all concerns will be treated in confidence and with respect. Students wishing to visit a counselor may request an appointment using the *Counselor Request Form* from a teacher or Main Office.

## IMMUNIZATIONS

All students attending *Jefferson County Public Schools* (JCPS) must be immunized against polio, diphtheria, tetanus, measles and rubella. All sixth graders are required by state law to have their second MMR (measles, mumps and rubella) vaccination, have started or completed the Hepatitis B Series, and have a physical before they enter sixth grade. Students are required by Kentucky State Law to have an original immunization certificate on file in the Main Office

on or before the 10th day of the school year. Failure to comply may result in restriction of student privileges and eventual withdrawal from school until the requirement is met.

### **MEDICATIONS**

Students with special medical conditions must fill out an emergency medical form from the counseling office. If a student needs to take medications during the school day, a completed "Authorization to Give Medication" form must be on file in the Attendance Office. The medication must be delivered to school with complete instructions, in its original container, with the prescription label fully attached and must be stored in the guidance office. It is the responsibility of the student to come to the Guidance office at the prescribed time. For the safety of all students, students may not, at any time, carry prescription or over-the-counter medications while in school except approved inhalers. Violation of this very important rule may result in suspension.

### **STUDENTS SICK AT SCHOOL**

Students who become ill during the school day should proceed to the Main Office with a hall pass from the classroom teacher. Parents will be notified and asked to come for students who are too ill to remain at school. Students who sign out due to illness must have an administrative approval to return to school the same day for athletic and extracurricular activities. Students who miss more than a half day of school cannot participate in any athletic event, extracurricular activity nor any school-sponsored function on the day of the absence.

Students must provide an emergency phone number other than a parent's number. Parent contact will be attempted before students are released to the emergency contact. If legal guardian or emergency contact cannot be located, the student cannot be sent home.

### **SCHOOL RECORDS**

If a parent or student wishes to review the student's official records, a request should be made through the appropriate counselor. Student information, including schedules, cannot be released to others without permission.

### **LIBRARY**

The library is available to all students from 7:10 – 7:30am. Students must have a pass from the teacher to use the library during class time.

### **TEXTBOOKS**

Textbooks are provided by *Jefferson County Public Schools* at no cost to students. Students are responsible for the cost of lost, stolen or damaged textbooks or library books. Students with outstanding debts may be restricted from student privileges and may have their promotion certificate held until the debt is eliminated.

### **FEES & FEE WAIVER**

Student fees are kept to a minimum; fees may be associated with special programs that provide services beyond the core academic program. This agenda planner is the official hall pass. Replacement of your agenda planner will cost \$5. In accordance with the Kentucky Education Reform Act, the *Jefferson County Public Schools* provide the following notice: Students who qualify for free or



reduced price lunches are also eligible to have instructional fees waived. Parent must complete the appropriate fee waiver application form to be eligible.

### **LOCKERS & SECURING ITEMS**

Students are prohibited from sharing lockers and locker combinations. Students are responsible for locker contents. Lockers shall not be used to store items which are forbidden by state or federal laws and are subject to search by the administration at any time.

### **LOST ITEMS**

Students who find lost items must turn them in to the front office. Students and staff are not permitted to keep found items. The school assumes no responsibility for lost or stolen items.

### **LUNCH PROCEDURES & FOOD ITEMS**

Breakfast and lunch are FREE and served daily in the cafeteria. Breakfast is served from 7:00-7:25am and lunches will be 20 minutes during the fourth or fifth period of the day. Students are responsible for their own clean-up and food is not to be taken out of the cafeteria. For the safety of students, **parents are not permitted in the cafeteria** during lunches. Parents wishing to eat lunch with their child will be provided a separate area.

**Students are not to have candy, chips or caffeinated beverages from 7:00-2:20 unless in the lunch room. Candy and chips will be limited to single servings (bags of chips greater than 2 oz., king-sized candy bars and large amounts of candy are prohibited). These items will be confiscated from students who display or access these items unless in the lunchroom.**

There will be no food orders brought into the school without prior approval by the administration; this activity is in direct violation of the JCPS Federal Lunch Program Regulations.

### **PHONE CALLS & DELIVERIES**

Students needing to make emergency phone calls during the school day should go to the front office. Students are not allowed to use classroom phones or cell phones as this complicates the front office's ability to respond to parent concerns. No deliveries for students (food, flowers, balloons, celebratory items, etc.) will be accepted at school.

### **SCHOOL BUS TRANSPORTATION**

Students who are transported by school bus must obey the rules and regulations set forth in the procedures approved by the *Jefferson County Public Schools*. These rules and regulations will be provided by the bus driver to each bus rider at the beginning of the school year. Failure to follow rules and regulations on the bus may result in a student being suspended from riding the bus or from school. In order to ride a school bus other than the assigned bus, a student must bring a note to school from the parent with a phone number where the parent can be reached. The note must be brought to the Main Office early in the morning so the parent can be called. The note must be verified by the office personnel and signed by the appropriate administrator. **If a parent cannot be reached, the student cannot ride a different bus.** Questions regarding bus stops should be referred to the JCPS Transportation Department at 485-3145.

## EMERGENCY DRILLS

Student will practice emergency drills. Evacuation instructions are posted in all rooms. These drills are held periodically to insure proper procedures in the event of actual emergencies. Students should recognize the serious nature of these drills, and upon hearing the emergency signal, proceed immediately to their designated area.

## VISITORS & VISITORS' ENTRANCE

All visitors are required to immediately sign in at the Main Office and receive a visitor badge. A picture ID is required of all visitors to Highland Middle School. For the safety of students, visitors will be escorted throughout the building for the purpose of their approved visit.

The Visitor's Entrance is located at the center of the building off Richmond Drive. Visitors will immediately walk across the hall to the Main Office upon entry and wait in the Main Office until the student arrives or an escort arrives.

## DROP OFF & PICK UP LOCATION

The student drop off and pick up location is in the back parking lot off Richmond Road next to the gyms. Left turns out of the parking lot are not permitted from 7:00-8:00am and from 2:00-3:00pm. Car riders must remain in the gym- do not drop off or pick up your child on Norris Place nor Richmond Drive. Using the parking lot is safer and keeps traffic moving in a timely manner.

## ATHLETIC ELIGIBILITY

To be eligible for participation in athletic and extracurricular activities, a student must meet the KHSAA guidelines for eligibility and the following requirements:

- The student must be on grade level (not retained) on the first day of school.
- The student must be passing 5 of 7 subjects.

Students may be removed from participating in sports and extracurricular activities if they are involved in serious disciplinary offenses.

## YOUTH SERVICES CENTER

The Youth Services Center is a support to teens and their families with community resources and in-school programs that develop and enhance the lives of students. You may call the YSC directly at 313-4472 to assist your child with providing basic needs (clothing, health referrals, and school supplies).

## INFINITE CAMPUS PORTAL

Highland Middle School is pleased to provide students and parents **online access** to Infinite Campus, the student data program used by *Jefferson County Public Schools*. You will have access to the following information for your student: **daily attendance records, student class schedule, and grades**. Contact district support to receive your Infinite Campus Portal Activation code and login directions.

## DANCES

Students are encouraged to attend Highland dances. All dances will begin at **5:30** and end at **7:30**. These rules must be followed by students:

1. Only Highland students may attend dances.
2. Upon leaving the event, there will be no re-admittance.
3. *JCPS Code of Acceptable Behavior* will be enforced at all times.
4. All persons attending must dress appropriately for the occasion; some dances may have special dress codes which will prevent students from attending for noncompliance.

5. Lewd or inappropriate dance will not be tolerated.

6. Students must be picked up no later than 7:45.

**Violators will lose the privilege of attending future events.**

Students must be present more than half the school day of the dance in order to participate.

### **FIELD TRIPS**

In order for a student to participate in a field trip, the school must receive a *Field Trip Permission and Release Form* signed by the parent/guardian by the deadline. Only this form will be accepted; telephone calls will not be accepted. All HMS and JCPS rules and disciplinary measures apply to students on field trips.

### **STUDENT PRIVILEGES**

Students have the right to a free and appropriate public education as outlined in state law and *JCPS Code of Acceptable Behavior*. Activities beyond the academic program are privileges that students earn by following the district and school code of conduct and maintaining satisfactory attendance and academic standing.

Students with serious disciplinary offenses during the current school year (such as those that result in suspension), truancy (excessive tardies or absences) or failing classes may be denied certain student privileges such as **assemblies, class reward activities, dances, and attendance at extra-curricular events.**

### **USE OF "FIDGETS"**

Many people use fidget items to help them concentrate. Traditional "fidgets" have included doodling, squeezing a spongy ball and other behaviors that allow the concentration to be focused on another task, such as learning, rather than the fidgeting behavior itself.

However, a recent fad has emerged advertising toys that spin, light up and make noise as fidgets. These items have been found to be very distracting to the students playing with them as well as other students. These items draw attention to the toys and away from the task of learning. Therefore, "spinners" and noise-making toys are not permitted. A letter may be written to the Principal by parents who would like to request special accommodations.

### **USE OF TECHNOLOGY**

While under the authority of *Jefferson County Public Schools*, students will use computers and other electronic equipment in compliance with applicable rules and state law. Students are **prohibited from using electronic equipment** (including, but not limited to, computers, personal cell phones, audio and video players) **to send, receive, access, or possess material which is pornographic, threatening, harassing or otherwise violates school/district rules.**

### **NONCUSTODIAL PARENTS**

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents (parent of which student does not live). In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. The custodial parent is responsible for providing the school with a court order that restricts access to information to a non-custodial parent.

# ATTENDANCE POLICY

Attendance office direct phone number: **485-7650**.

There is a strong correlation between attendance and achievement in school. Regular attendance is essential for success, and is the responsibility of the parent and student. Before school begins, students are to remain in their grade-level assigned areas until they are dismissed by their teachers. A student's goal should be to maintain a 100% attendance rate.

## **SCHOOL BELL SCHEDULE**

1st Period	<b>7:40</b> - 8:30
2nd Period	<b>8:35</b> - 9:25
3rd Period	<b>9:30</b> - 10:20
4th Period	<b>10:25</b> - 11:15
5th Period	<b>11:20</b> -12:30
1 <sup>st</sup> Lunch	10:25 – 10:45
2 <sup>nd</sup> Lunch	10:50 – 11:10
3 <sup>rd</sup> Lunch	11:15 – 11:35
4 <sup>th</sup> Lunch	11:45 -- 12:05
5 <sup>th</sup> Lunch	12:10 – 12:30
6th Period	<b>12:35</b> - 1:25
7th Period	<b>1:30</b> - 2:20

### Tardy to School Policy -

Students not in their assigned classroom on time are considered tardy to school and will report to the cafeteria for a tardy notice before being sent to class.

### **Consequences for tardy to school**

- 3<sup>rd</sup> tardy** Warning by Assistant Principal or Attendance Clerk
- 6<sup>th</sup> tardy** Truancy letter mailed home on 6<sup>th</sup> tardy and every three tardies thereafter. A copy of the letter will be maintained in the child's Attendance Records.
- 9<sup>th</sup>+ tardy** In-school Alternative Placement (ISAP) or detention may be assigned to students for truancy beyond the 9<sup>th</sup> tardy.

### Truancy

When a student is truant, he/she will be subject to discipline by the school and/or civil authorities. The parent will be contacted. If truancy becomes habitual, the matter will be referred to the appropriate civil juvenile authority.

Unexcused Tardies to Class will receive a detention by using the following process:

- Students should not be admitted to class without a tardy slip. Administrators and school security will be in hallways between class changes to distribute tardy slips and send students directly to class.
- The tardy slip should be retained by the student as their pass into class. The slip will also serve as a notice for tardy students to notify parents of the disciplinary action.
- Students will be assigned a progressive level of disciplinary action for tardies to class including "silent lunch" with assigned seating, loss of student privileges (dances, rewards, assemblies and attendance at extracurricular events) and restriction of independent movement throughout the building.

### Excused Absences

Parents are asked to call the school attendance clerk to report a student's absence **(485-7650)**. The *Jefferson County Public Schools* set forth the following as reasons for students to be excused from school: **confirmed illness, doctor/dentist visitations, death in the immediate family, approved religious holidays, or court appearances.**

Students absent from school **3 or more consecutive days** are required to turn in a doctor's statement within one week of returning to school.

Students may not participate in **after-school activities** on any day they are absent from school.

### Early Dismissal

A note should be sent regarding early dismissals. Students leaving early should be picked up before 2:00pm to allow time to retrieve the student before dismissal. All students must be signed out by a person that is listed on their enrollment card.

### Doctor's Note Only

In accordance with district policy, if a student is **absent ten (10) or more times** the school will require a doctor's note to excuse any further absences. A student with an ongoing illness may request an exemption with doctor's approval.

### Absentee Responsibilities

Students have one week upon return from an absence to bring an appropriate **note written and signed by the parent showing the reason for the absence**, the parent's phone number and the student's grade. The student will put this note in the Attendance Box located next to the main office. **Notes will not excuse an absence after one week of the student's return from an absence.**

### Make-Up Work

A student returning to school after an excused absence may request make-up work within three school days of his or her return to each class. The deadline for turning in make-up work is determined by adding the **number of school days of absence plus one** school day from the time he or she receives the make-up work to complete and submit it to the teacher.

Upon return from suspension, students have the right to make up written daily assignments, projects, and tests. A student who has an unexcused absence may make up missed daily work at the teacher's discretion. Students and parents may refer to the *JCPS Code of Acceptable Behavior and Discipline* and the *JCPS Student Bill of Rights* for board policy on unexcused absences.

### Educational Enhancement Opportunities

Students requesting **Educational Enhancement Opportunities (EEO)** must submit a written request and be approved by the principal at least one week prior to the requested absence. EEOs will only be approved for experiences that significantly contribute to Kentucky Core Academic Standards.

# DISCIPLINE CODE

Students will abide by the *JCPS Code of Acceptable Behavior and Discipline and the JCPS Student Bill of Rights*. Students and parents are responsible for reading and complying with the contents. The Principal is the final in-school recourse in all disciplinary situations. The following will not be tolerated and will result in disciplinary action:

- Cutting school, truancy, or being present in an unauthorized area
- Smoking; possession/using tobacco products in school or on school grounds
- Abusive language or profanity
- Failure to follow directives of any adults
- Insubordination; disrespect to adults
- Significant class disturbance
- Leaving class or school grounds without permission
- Public display of affection
- Failure to identify self (i.e., name) when requested by staff member
- Cutting lunch lines; leaving trash
- Failure to follow dress code
- Academic dishonesty (e.g., plagiarism, copying other student work)

The following offenses could lead to an immediate suspension from school and may lead to legal action.

- Threats and/or harassment towards others
- Fighting on school property, school events, or to/from school
- Possession, use, or sale of drugs and/or alcohol
- Being under the influence of drugs and/or alcohol
- Assault
- Trespassing
- Disorderly conduct
- Theft, possession of stolen property, vandalism, or damage to property
- Possession of weapons/dangerous instruments
- Bomb threats; activating false fire alarms/ fireworks/explosives

## **PROGRESSIVE LEVEL OF DISCIPLINE**

Our staff use Positive Behavior Intervention Strategies (PBIS) to deter behaviors that may result in disciplinary action. PBIS strategies are differentiated based on the severity of the offense and whether that offense can be managed by the classroom teacher, receive team consequences or must be referred to an Assistant Principal. However, when students are involved in disciplinary action that results in administrative intervention, students will be assigned a progressive level of disciplinary action. A typical progressive level of discipline for non-suspendable violations may include "silent lunch" with assigned seating, loss of student privileges (dances, rewards, assemblies and attendance at extracurricular events) and restriction of independent movement throughout the building.

Parents will be notified by phone call, email or writing for disciplinary measures.

**NOTE: Administration may use alternative disciplinary measures in particular cases.**

# **SBDM BULLYING PREVENTION & INTERVENTION POLICY**

At Highland Middle School, we believe that all students have a right to a safe and healthy school environment. KRS 158.148 defines bullying as “any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at school-sponsored event; or
2. That disrupts the education process.

This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.”

Highland Middle School has an obligation to promote mutual respect, tolerance, and acceptance. Highland Middle School will not tolerate behavior that infringes on the safety of any student.

At Highland Middle School, students will be educated by staff in all grade levels to help them identify and respond to the dangers of bullying. There are five types of bullying recognized in this policy.

- **Relational bullying**, sometimes referred to as “social” or “psychological” bullying. This takes the form of disrupting another student’s peer relationships through gossiping, whispering and spreading rumors. It also includes turning your back on them, giving them the silent treatment, leaving them out.
- **Cyber-bullying**, sometimes referred to as social bullying, is often indirect; students communicate negative representations of the target to third parties, often through social network sites, instant messaging, texting, chat rooms, posting on web pages or blogs.
- **Verbal bullying**, such as threatening, taunting, intimidating, insulting, sarcasm, teasing, ridiculing, making faces, rolling eyes and other gestures.
- **Physical bullying**, includes both the person (such as hitting, pushing, shoving, kicking, pinching, holding a person down) and/or their possessions (through extorting money, stealing or causing damage to possessions).
- **Sexual bullying**, sometimes referred to as sexual harassment, which includes unwanted sexual attention and comments, gender-demeaning remarks and jokes, using sexually offensive names, circulating pornography, touching the private parts of another student’s body, molestation, assault, and rape.

## **Reporting Procedures shall include:**

1. Tell a teacher or another adult at school.
2. Complete a written statement and submit to a counselor or assistant principal.

- During the investigation, witness statements may be completed in writing by other students.
- A Counselor or Assistant Principal will review and investigate the report from the student and/or reporting adult. Student reports that are found to have been intentionally filed under false pretenses or in retaliation will be subject to disciplinary action.
- A staff member will report immediately to the school administration when he/she witnesses or becomes aware of conduct that may be bullying or retaliation.

### **Progressive Discipline Process for Bullying**

**Level One Intervention:** Involve school administration in order to correct behavior by stressing seriousness of behavior and keeping the student in the classroom. Parent will be notified. Interventions will typically involve conference with student, parent/guardian conference, office time-out, cooling-off period, mediation, referral to student support staff, or detention. Attempt to include parent and student(s) in constructive plan/behavior contract should be made. Staff should use these responses in a graduated fashion.

**Level Two Intervention:** Involve school administration in order to correct behavior by stressing seriousness of behavior while keeping student in school. Parent will be notified. Interventions will typically involve short-term time in Positive Action Center (PAC), time-out, or in-school suspension. Attempt to include parent and students(s) in constructive plan/behavior contract should be made. Staff should use these responses in a graduated fashion.

**Level Three Intervention:** Involve short-term removal of student from school environment because of severity of behavior (short-term out-of-school suspension ranging from one to three days). Attempt to include parent and student(s) in constructive plan/behavior contract should be made. Staff should use these responses in a graduated fashion.

**Level Four Intervention:** Involve removal of student from the school environment because of severity of the behavior (long-term out-of-school suspension ranging from six to ten days). This may involve the placement of the student in a safe environment that provides additional structure to address behavior. These interventions focus on monitoring the safety of the school community and ending self-destructive and dangerous behavior. Attempt to include parent and student(s) in constructive plan/behavior contract should be made. Staff should use these responses in a graduated fashion.

#### **Retaliation Prohibited**

Employees and other students may not retaliate against a student because he or she reports bullying or assists or participates in an investigation proceeding or hearing regarding the violation. The principal or designee shall take measures needed to protect students from such retaliation.





# CELL PHONE/EARBUD POLICY & OTHER RULES

In the effort to guide our students in the appropriate and responsible use of cell phones and electronic devices, the following procedures will be enforced:

- **Before/After School:**  
    **Students may use cell phones and headphones/earbuds before 7:25am and after 2:20pm.**
- **During School:**
  - **Neither cell phones nor earbuds will be visible during school including classroom and common areas such as the hallway and cafeteria.**
  - **Students may not access cell phones in class unless authorized by the teacher for instructional purposes.**

Because of the possibility of school disruption, confidentiality and concerns for school safety, the use of **video or image recording devices** (via use of cell phones or cameras) are not permitted without prior authorization by the principal.

If there is a violation of the cell phone policy, the device will be confiscated by security/administration and returned in accordance with school protocol for confiscated items.

Students are responsible for properly securing devices they bring to school. The school/district shall not be responsible for loss, theft or destruction of devices brought onto school property.

## **PROTOCOL FOR CONFISCATED ITEMS**

Security or administration will handle confiscated items. Teachers do not handle confiscated items to minimize loss or damage to the item.

### **Offense    Action**

- |                                  |  |
|----------------------------------|--|
| 1 <sup>st</sup> -3 <sup>rd</sup> | Return to student at the end of the day; recorded in discipline file |
| 4 <sup>th</sup> +                | Return to parent; conference with an administrator                   |

**Parents can pick up confiscated items from 7:00am-4:00.** Student refusal to relinquish an item will result in immediate disciplinary action for failure to follow directives; a student may be suspended and not be allowed to attend classes until the item is turned in to an administrator.

## **OTHER RULES**

Students are responsible for their own words and actions. The following items and behaviors are **not allowed**:

- Gum, glass containers, or sharing of lockers
- toys (including "spinners", playing cards, dice, skateboards, and other items deemed as a distraction by the administration)
- backpacks, purses or other bags in the classrooms
- selling candy, toys or other items unless a school-approved fundraiser
- carrying more than \$20 in cash

# **DRESS CODE**

Students should be dressed at all times in a manner that is conducive to learning. Students should demonstrate positive self-esteem and respect for themselves in their attire.

## **Shirts and Tops**

- All shirts, tops and dresses must cover the shoulder.
- All shirts must be able to be tucked in (i.e., no bare midriffs).

## **Pants, Shorts, Dresses and Skirts**

- Shorts, dresses and skirts must be no shorter than 6" above the knee.
- Pants and shorts must be worn at the waist; sagging is not allowed.

## **Shoes**

- Shoes or sandals must be worn at all times.
- Slippers (or "house shoes") are not allowed.

## **Head Coverings**

- Hats, sweatbands, bandanas, scarves, skullcaps, or any other face or head covering are not to be worn during school hours.

## **Exceptions**

- Accommodations for students with religious requirements will be made on an individual basis.
- Students with conditions requiring special considerations should contact an administrator

## **The Following Items are Not Allowed:**

- Writings or logos on clothing that are offensive
- Alcohol, drug, violence or tobacco related apparel or accessories
- Gang related clothing or accessories
- Rest-In-Peace (RIP) memorial shirts, lanyards or accessories
- Pajamas or sleep wear of any kind
- Combs, picks, curlers or other grooming devices
- Low cut shirts, see-through clothing and visible undergarments
- Excessively-tight clothing unless covered by another article of approved clothing

## **Other**

- Outerwear (i.e., coats and gloves) must be stored in lockers during the school day.
- Purses and backpacks must be stored in lockers during the school day.
- Clothing, jewelry, gloves or accessories that may be deemed intimidating or disruptive cannot be worn or displayed.
- Any student wearing a hood to cover his/her head will receive immediate disciplinary action.

**The administrative staff will make final decisions on what is considered appropriate student attire.**

## **DRESS CODE VIOLATION CONSEQUENCES**

### **Offense Action**

1<sup>st</sup>- 3<sup>rd</sup> Warning and correction of violation before student returns to class.

3<sup>rd</sup>+ Parent conference and correction of violation before return to class.

Note: Administration may use alternative disciplinary measures in particular cases and for repeated violations.

# ACADEMIC HONESTY POLICY

Highland Middle School believes that the development of honesty and personal integrity, during the middle years, is fundamental in developing principled lifelong learners.

Plagiarism is the act taking someone else's work or ideas and passing them off as one's own; this includes "copying" from friends, parents, online resources, or other sources. It is the expectation at Highland Middle School that all students will only produce and take credit for work that is their own. Students are expected to reference and acknowledge the thoughts and contributions of others whose work(s) has/have been used while gathering facts, information, knowledge and/or resources (including, but not limited to, images, audio and video).

In order to promote honest writing and research practices, the following is Highland Middle School's plagiarism policy:

- All students will receive instruction in Language Arts classes on what constitutes plagiarism.
- Students will sign this anti-plagiarism agreement that Language Arts teachers keep on file. Parents will be asked to sign the agreements as an indication that they are supportive of Highland's anti-plagiarism policy.
- If a student product is suspected of plagiarism, the student will have the right to answer the charge and provide evidence that the product was not plagiarized (rough drafts, notes, etc.).
- The penalty for plagiarism by any student will be a zero for the plagiarized product.

All students and their parent(s)/guardian(s) are expected to sign an acknowledgement of this policy.

I, \_\_\_\_\_, acknowledge and understand Highland Middle School's Academic Honesty Policy. I agree that all work I submit will be my own, and that I will acknowledge any sources of information or resources I use that are the works or property of others.

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

Parents/Guardian(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Using the *IB Learner Profile*

Inquirers  
Knowledgeable  
Thinkers  
Communicators  
Principled  
Open-minded  
Caring  
Risk-takers  
Balanced  
Reflective



## TEAMS, ACTIVITIES & CLUBS

Academic Team	Girls on the Run
Archery	IB Service Learning
Art Club	Jazz Band
Band	KYA/KUNA
Baseball	Men of Quality
Basketball	Newspaper
BETA Club	Orchestra
“Big Buddies” Peer Mentors	Phenomenal Women
Cheerleading	Principal’s Advisory Committee
Chess Team	Quick Recall
Choir	Random Acts of Kindness
Cross Country	Robotics
FCA- Fellowship of Christian Athletes	Soccer
Field Hockey	Softball
Football	Spanish Club
French	Track
Gay Straight Alliance	Volleyball
	Yearbook

## IB Middle Years Programme

