

HIGHLAND MIDDLE SCHOOL

3880 Ridge Rd., Medina, OH 44256



Home of the Hornets

2021 – 2022 STUDENT/PARENT HANDBOOK

Welcome to Highland Middle School. This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to your school and become an integral part of it. The ultimate purpose of education is to help each student become an effective citizen in our democracy. You will need to develop and accept the responsibilities and obligations of good citizenship that will help you participate successfully in your future endeavors. The staff of Highland Middle School hopes you will participate in a variety of activities and thus find those things within your school that will prepare you to live a better life. Remember that your success in school will be directly proportional to the efforts you put forth.

ADMINISTRATIVE AND OFFICE PERSONNEL

Principal-
Assistant Principal-

Mr. Rob Henry
Mr. Michael James

Secretary-
Attendance-

Mrs. Sheila Hemming
Mrs. Linda Goodwin

330-239-1901 • 330-278-2727 • 330-686-1901
Attendance Line – ext 1511

www.highlandschools.org

This agenda belongs to:

NAME _____ GRADE _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

HIGHLAND MIDDLE SCHOOL MISSION STATEMENT

Parents, staff members and administrators believe the mission of Highland Middle School is to provide an educational program and environment that is designed to meet the needs, interests and abilities of a particular age group—the early adolescents. Our mission is based on the following belief statements.

We Believe:

1. All students can learn.
2. Parental involvement in the education of their children is a key to student success.
3. Staff and parents will encourage and guide students to critically think, reason and problem solve.
4. Staff, students and parents should have high academic and behavioral expectations.
5. Students should develop independence and accept responsibility for their actions.
6. Students will become aware of their unique physical, mental, and social traits.
7. Students will develop respect for the legal and personal rights of all individuals in a democratic society.
8. Students will acquire a lifelong learning pattern for living in an ever-changing society.
9. Staff and students will attend school in a safe, clean environment that promotes wellness and is drug, alcohol, and tobacco free.
10. Staff will provide instruction in a variety of academics and arts to develop student potential.
11. Through active involvement of parents, staff, administrators, and local and county government officials, students will develop pride and membership in the Highland community.
12. Students should be offered leadership opportunities.

STUDENT RESPONSIBILITIES

A responsibility is an obligation one has to ensure that the rights of all are protected. All students have the responsibility to:

1. Attend school to receive an education. No one has the right to interfere with the education of others.
2. Attend school daily unless ill or legally excused. Ohio law requires a student to attend school until the age of 18. Schools cannot educate students who do not attend class.
3. Be on time for all classes. Students who enter a classroom after a lesson has begun are

interfering with the rights of others to learn and study. Punctuality is a habit that students must develop if they are to succeed in the world of work.

4. Come to class with necessary materials. A teacher should not have to delay instruction because a student has come to class unprepared. This is interfering with the rights of others to learn and study.
5. Complete all in-class and homework assignments and meet deadlines. The full responsibility for student learning does not rest solely with the teacher. There can be no effective education unless students participate in class and complete outside assignments.
6. Follow school rules and respect school personnel. Rules are designed to allow a school to meet its obligation to educate students. Students are expected to be courteous to everyone who works in our schools.
7. Volunteer information and cooperate with school staff in disciplinary cases. There is a difference between being a "squealer" and a responsible person. Every community depends upon its citizens to uphold the rules by which everyone has agreed to live. Students have the responsibility to provide truthful information when asked by school authorities.
8. Respect the person and property of others.
9. Respect school property and carefully use and return all materials and equipment.
10. See that school correspondence to parents reaches home.

SCHOOL COUNSELING PROGRAM

The purpose of the comprehensive counseling program is to help each individual student achieve his/her highest growth mentally, emotionally, and socially. We try to do this in several ways: 1) Preventive Programs; 2) Helping the new student feel at home in our school with new teachers and friends; 3) Classroom guidance lessons; 4) Individual conferences whenever a student, a teacher or the counselor deems it necessary; 5) A testing program designed to help the student learn as much as possible about his/her capabilities; 6) The counselor welcomes the opportunity to talk things over with any student, parent, or teacher; 7) Assist the students with any problems that might occur. The counseling program will conduct surveys of the student body to gain perspective of the school climate.

ANNOUNCEMENTS

News of school activities, special meetings, and other items of interest to students are broadcast on monitors around the school and by using our PA system. All announcements can be found daily on the school web site.

VISITORS

The Board encourages parents and other citizens of the District to visit and observe what the schools are doing. All visits to the District during school hours must be scheduled in advance with the building principal. Visits to the District may not interfere with nor disrupt classroom activity. All visitors must sign in at the main office. **Student visitors from other schools cannot be accommodated.**

TEXTBOOKS

The school furnishes books to all students. This is done with the expectation that this major investment will be properly safeguarded. It is expected that all books be covered. Reasonable wear is expected as a result of daily use; however, unreasonable damage to textbooks such as broken corners, etc. will result in fines for repair or replacement. Lost textbooks must be paid for and replaced immediately.

LOCKS AND LOCKERS

Students will be issued lockers at the beginning of the year. The care and cleaning of the locker is the responsibility of the student. The student may be held accountable for any damage to the locker. Students are not permitted to put any decorations, signs, etc. on the face of the lockers unless approved by administration. To every extent possible, school lockers are assigned in reasonable proximity to the student's home room or first period class, and may be used only by that student. Students should not share lockers or give out the combination to their locker to other students. The school does not assume liability for the loss of personal items due to theft, fire, or vandalism. Tampering with the operation of the school locker is grounds for disciplinary action, and may cause the forfeiture of its use. No food, beverage, or beverage container is ever to be kept in the locker overnight.

NOTICE OF LOCKER SEARCHES

All students are hereby put on notice that lockers are the property of the Board of Education, and the lockers and the contents of all lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule. Administrators have broad authority to conduct searches, exceeding even that of police. At the request of administration, however, a random

search may include sheriff's deputies using K9 drug sniffing dogs. Any item discovered during a bona fide search authorized by school personnel, and which is reasonably believed to violate school rules, may be turned over to authorities even if the item was not specifically being sought at the onset of the search. Such items are then considered admissible as evidence leading to possible charges and prosecution. Alcohol, drugs, or weapons discovered in a school locker are presumed to be the property of the student. Students are assigned school lockers randomly by grade. In voluntarily accepting the locker use privilege, students agree that book bags, backpacks, purses, or other potential concealment devices may also be inspected as part of the contents of the locker. All school lockers, including those used for athletic purposes, must be locked at all times when in use. Students must provide and use a quality lock for athletic facility storage.

Never give your combination to anyone else, or share lockers. Failure to exercise reasonable care for the safeguard of textbooks and other school owned materials assigned to the student may result in personal or monetary liability for their loss, damage, or destruction. Lockers are to be kept neat and orderly. Compromising the function or tampering with the operation of the school locker is grounds for disciplinary action, and the locker privilege will be revoked. No food, beverage, consumable, or containers whether full or empty containers are ever to be kept in a locker overnight. No writing, tape, stickers, or any type of decal is permitted on the inside or outside of a locker. The Athletic Administrator will thoroughly in-service coaches in reviewing the procedures and requirements for using a locker for sports or gym. Coaches and physical education teachers will review this procedure with students and student athletes.

UNSECURED/UNAUTHORIZED PERSONAL PROPERTY

Every reasonable effort will be made to exercise appropriate care in the safeguard of personal property. Students continue, however, to bring items to school that have no basis of necessity in the day to day operation or delivery of curriculum. Never leave cash or personal valuables unattended and unsecured. Careless disregard for items such as cell phones, media players, USB data storage devices, etc. has lead in many instances to damage, theft, or loss. Negligence or reckless handling of personal property resulting in damage or loss shall not impose an undue burden of liability upon the district. Neither school personnel nor resources shall be consumed in the investigation or recovery of items that are nonessential or prohibited. The loss or theft of nonessential personal property is not the responsibility of the school to pursue. Students may complete a theft report, and shall be advised to contact the Medina County Sheriff.

VIDEO SURVEILLANCE

Students are duly informed that their behavior may be monitored on school property and/or adjacent property by school cameras. School personnel have sole viewing rights to maintain student privacy.

BOOK BAGS AND COATS/HATS

Students are encouraged to bring their books to and from school in book bags but are required to keep their bags in the assigned lockers during the school day. Coats and hats are encouraged to be worn as dictated by weather conditions. They also are required to remain in the student’s assigned locker during the school day.

ATTENDANCE

Regular school attendance is required by law for any minor child under the age of eighteen. Schools will report habitual truancy by filing charges in juvenile court. In the investigation of such charges, the juvenile court prosecutor may bring a complaint against parents who fail to ensure their children attend school regularly as required under the Ohio Revised Code. In severe cases, parents who fail to meet this obligation have been court mandated to attend classes in “parental education”. The failure of a parent to attend such a program constitutes “parental educational neglect” under criminal code, which is punishable as a fourth degree misdemeanor under O.R.C. 2919.222. The law defines truancy as: Unverified or unexcused absence from school is considered TRUANCY. Ohio Revised Code 2151.011(B)(18) states a student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year. There are steps the district will take to work with parents and the child to help increase regular attendance.

1. The school should be notified as soon as possible of any absence. Parents or guardians are to call the Middle School **attendance line at (330)239-1901x1511 before 9:00a.m.** to acknowledge the reason for the absence.

2. Upon returning to school, the student should drop off any documentation (Doctor’s note) of the absence to the office.
3. **Tardiness** - If a student arrives after school has started, the student will need a note from a parent to be presented to the office upon arrival at school. Students **must sign in** at the office when they arrive. Students arriving to school between 7:30 a.m. and 9:13 a.m. will be counted as Tardy. Students arriving between 9:14 a.m. and 12:39p.m. will be counted as ½ day (a.m.) absence

Arriving	Time	Departing
Tardy	7:30a – 9:13a	Full Day Abs.
½ Day Abs (AM)	9:14a – 12:39p	½ Day Abs (PM)
Full Day Abs.	12:40p – 2:22p	Early Dismissal

4. **Early Dismissal** - If it is necessary for a student to leave early, a note must be presented to the office before school starts. The note must explain the reason for early release. The student’s name will then be placed on the attendance sheet indicating the time the student is to be excused. Any student leaving school prior to 12:39 p.m. will be charged a 1/2 day (p.m.) absence. Students leaving at or after 12:40 p.m. will be counted as attending a full day for reporting purposes. All students are required to **sign out** in the office before leaving the building. **AT NO TIME ARE STUDENTS TO LEAVE SCHOOL OR SCHOOL PROPERTY WITHOUT NOTIFYING OFFICE PERSONNEL.**

EXCUSED ABSENCES OR TARDIES

An excuse for absence or tardiness from school may be approved on the basis of any one or more of the following conditions.

1. Personal illness. The approving authority may require the certificate of a physician if he deems it advisable.
2. Illness in the family. The absence under this condition shall not apply to students under fourteen years of age.
3. Quarantine of the home. The absence of a student from school under this condition is limited to the length of quarantine as fixed by the proper health officials.
4. Death of a relative. The absence arising from this condition is limited to a period of three days unless a reasonable cause may be shown by the applicant student for a longer absence.
5. Home due to absence of parent or guardians. Any absence arising because of this condition shall not extend for a period longer than that for which parents or guardians were absent.
6. Observance of religious holidays. Any student of any religious faith shall be excused if the absence was for the purpose of observing a religious holiday consistent with his/her creed or belief.
7. Emergency or set of circumstances which in the judgment of the Superintendent of Schools constitutes a good and sufficient cause for absence from school.
8. It will be the judgment of the Middle School Principal to deem those absences or tardies that will be excused.
9. Students who know in advance that they are going to be absent from school shall ask the main office for and complete a Planned Absence Form.

UNEXCUSED ABSENCE/TRUANCY

Student absence for a reason other than those listed in the Board of Education Student Attendance Policy will be considered an unexcused absence. A student who is absent from school must present a statement of the reason for the absence, the date(s) of absence and the signature of the parent or guardian. A student who does not present a statement with a valid excuse (see excused absences) will be charged with an unexcused absence. Truancy is defined as an unexcused absence from a class or from school. Parents will be informed of truanancies. Disciplinary action which may include referral to the Medina County Juvenile Court will be taken with the student.

TARDIES

Students are provided transportation to school and are expected to be in school on time. If excessive tardiness occurs within a semester, corrective actions will be taken as follows.

- 5 unexcused tardies = After School detention
- 10 unexcused tardies = Saturday detention
- 15 unexcused tardies = In School Suspension

MAKE-UP WORK

An excused absence gives a student the privilege of making up work that has been missed. Students will be allowed the same number of school days to complete missed work as they were absent (e.g. 4 days absent, 4 school days make-up). An exception to this occurs when a student is in school the day previous to a test but absent on the day of the test. In this event, he will be expected to take the test on the day of his return to school. Due dates may be also extended in the case of emergencies, funerals, and under other extenuating circumstances. Parents will be provided, upon request, make-up work after **three (3) consecutive days** of a student's absence.

MAKE-UP WORK DUE TO TRAVEL

Highland Middle School believes student attendance is vital to success in school. Students who are taken out of school for trips or vacations must complete a Planned Absence Form prior to the trip and secure assignments from their teachers. Instruction and work missed during the planned absence cannot be re-taught by the teacher. **All assignments provided for the planned travel shall be completed and turned in the first day of the student's return to school.** Make-up tests shall be taken within two days upon the student's return to school.

HOMEWORK POLICY

The school realizes that the assigning of homework provides opportunities for students to practice concepts presented in the classroom, apply previously learned skills to new contexts, and integrate knowledge into projects and/or presentations.

Homework often has non-academic benefits such as, teaching self-discipline and communicating to parents what is taking place within the classroom.

APPEARANCE

The Highland Local Board of Education recognizes the fact that for the best interests of the school, its general environment, and those who are responsible for its program, it is desirable to exercise some control over extreme manners of dress and personal appearance of students. Therefore, it is the policy of the Board that the Superintendent and the building principal, in consultation with teaching staff if necessary, are authorized to be responsible for determining when a student's manner of dress or personal appearance is such that it is considered indiscreet or improper in so far as the best interests of the school as a whole are concerned, and that the principal and/or superintendent should take steps to correct examples of such dress or improper personal appearance.

DRESS CODE AND GROOMING

Dress and appearance of students are to be governed by standards of cleanliness, neatness, health, safety, appropriateness, and decency in an academic environment. These guidelines are enforced in accordance with prevailing community expectations and board policy empowering building administration to make a final determination. Inappropriate clothing and poor grooming habits can disrupt education. Examples having a reasonable foreseeability of disruption include but are not limited to:

- Hair styled in a disruptive manner
- Clothing which is unclean
- Clothing worn in a manner other than intended.
- Chains hanging from pants or worn around the neck
- Clothing or jewelry with spikes (plastic or other)
- Visible undergarments
- Saggy pants anchored below the waist or clothing which drags on the floor
- Straps hanging from clothes
- Any tops with necklines that reveal excessive cleavage
- Clothing made of transparent or otherwise see-through material (i.e. shirts made of sheer material)
- Halter tops, tank tops, tube tops, bare midriffs (standing or sitting), or clothing specifically designed to be worn as sleeping apparel
- Shorts, skirts, and dresses that are of a length that is deemed inappropriate by school administration
- Sleeveless dresses, blouses, and shirts that is deemed inappropriate by school administration.
- Clothing bearing slogans or illustrations that pertain or relate to alcohol, tobacco, drugs, weapons, sex, violence, or offensive matter
- Hats, hoods, bandanas and all other headwear as well as gloves are not to be worn inside the school building

All **coats and book bags** will be stored in lockers upon entering the building.

This dress code will be in effect for all school days, except those "special" days as designated by the building principal. Serious deviations from this dress code at extracurricular activities will be handled on an individual basis. The final judgment for these matters rests with the school administration.

Consequences for failure to comply with the dress code:

1. Correction of violation and verbal warning to student.
2. School disciplinary measures as appropriate.

SCHOOL BUS RULES

1. Students being transported are under the authority of and directly responsible to the bus operator.
2. Students shall obey the directions of the bus operator.
3. Students shall be on time for the bus both morning and evening.
4. Students shall walk on the left side of road, when possible, facing oncoming traffic when coming to meet the bus.
5. Students shall take their seats immediately and **stay seated.**
6. Students may be assigned seats by the bus operator.
7. The bus operator shall instruct students how to cross the road.
8. Students shall have written permission to leave the bus other than at home or school. This permission must be signed by the school office by 9:00 a.m.
9. Students should converse in normal tones; loud or vulgar language is prohibited.
10. Students shall hold all things they carried on the bus.
11. Students shall share seat space equally when needed.
12. Students shall keep head, hands, and arms inside the window at all times.
13. Unsatisfactory conduct may result in the denial of the privilege to ride the bus.
14. In order to ride another bus, students **must** have written permission; i.e.: one note from host parent/ guardian **and** one note from guest student's parent/ guardian turned in and signed by the office by 9 a.m. Failure to produce both notes will negate the riding privilege.
15. Students shall not consume food, drink or candy on the bus.

Violation of one or more bus regulations will result in:

1st offense: Conference with student.

2nd offense: Student placed on bus probation

3rd offense: 3 day suspension from riding the bus

4th offense: A determined suspension from riding the bus with recommendation for expulsion

An immediate suspension from riding the bus may occur in circumstances where the physical well-being of the driver and/or students has been jeopardized.

STUDENT CONDUCT CODE

The conduct code applies to all curricular and extra-curricular activities including any building in the Highland Local School District as well as inter-school activities outside our district. Students are also subject to discipline, as outlined in the Student Code of Conduct, for misbehavior that occurs off school property when the misbehavior causes, or is reasonably foreseeable to cause, a substantial disruption to the educational environment. The rules also apply to any form of student misconduct directed at a District official or employee, regardless of where the misconduct occurs.

Violation of the conduct code may result in disciplinary action, up to and including student suspension or expulsion. The following is a list of actions considered to be a violation:

- Accumulate 5/10/15 lunch detentions
- Any misconduct that is reasonably foreseeable to cause a substantial disruption to the educational environment, hinder learning or interfere with the orderly process of education.
- Bullying
- Bus violation
- Cut class
- Cheating/Plagiarism
- Disobedient/Disruptive behavior
- Dress code violation
- Failure to serve detention
- Fighting/Violence
- False alarms/bomb threat
- Firearm Look-a-Likes
- General misconduct
- Harassment/Intimidation
- Hazing
- Insubordination
- Inappropriate Behavior
- Inappropriate/Profane Language or Gestures
- Leaving school without permission
- Physical Aggression
- Repeated Violations
- Serious Bodily Injury
- Theft/Stealing
- Threat (written or verbal) of violence against another student, staff, or district property
- Truancy, including tardiness to class/school

- Unauthorized / Unwelcome Bodily Contact
- Unwelcome Sexual Conduct
- Use, Possession, Sale or Distribution of a Dangerous Weapon other than a Firearm
- Use, Possession, Sale or Distribution of a Firearm
- Use, Possession, Sale or Distribution of Alcohol
- Use, Possession, Sale or Distribution of any Explosive, Incendiary or Poisonous Device or Gas
- Use, Possession, Sale or Distribution of Drugs other than Tobacco or Alcohol
- Use, Possession, Sale or Distribution of Tobacco Products (including e-Cigarettes, Vaporizers, and E- Liquid)
- Use, Possession, Creation, Sale or Distribution (including electronic) of Pornography
- Vandalism/Damage to school or personal property
- Verbal abuse
- Inappropriate/Unauthorized use of Technology
- Any misconduct that is reasonably foreseeable to cause a substantial disruption to the educational environment, hinder learning, or interfere with the orderly process of education

DANGEROUS WEAPONS IN THE SCHOOL

1. The Board is committed to providing the students an educational environment free of the dangers of firearms, knives, and other dangerous weapons.
2. For purposes of this policy, a "firearm" shall include: any weapon (including a starter gun) which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C. Section 921), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to any of the devices described above.
3. Students are prohibited from bringing a firearm on school property, into a school vehicle, or to any school-sponsored activity. If a student brings a firearm on school property, into a school vehicle, or to any school-sponsored activity, the District Superintendent **shall** expel the student from school for a period of one calendar year (365 calendar days). Any such expulsion **shall** extend, as necessary, into the school year following the school year in which the incident occurred or in which the expulsion began.

4. Students are also prohibited from bringing a knife on school property, into a school vehicle, or to any school-sponsored activity. For purposes of this policy, a "knife" shall include: Any cutting instrument consisting of a blade fastened to a handle or any other implement or tool sharpened or filed to operate functionally as such a cutting instrument. If a student brings a knife on school property, into a school vehicle, or to any school-sponsored activity, the District Superintendent is authorized to expel the student from school for a period not to exceed one year (365 calendar days). Any such expulsion may extend, as necessary, into the school year following the school year in which the incident occurred or in which the expulsion began.
5. Students are prohibited from bringing to school laser pointers and any other object which is capable of inflicting harm.

ANTI-BULLYING POLICY

The Highland Local School District Board of Education prohibits harassment, intimidation, bullying, or violence in a dating relationship of any student by student(s), school personnel, school volunteers, or others engaged in district business, whether in the classroom, on school property, on school buses or vehicles, at school-sponsored events, or at any time when subject to the authority of the school. The district's commitment to addressing harassment, intimidation, bullying, and dating violence involves a multi-faceted approach, which includes education and the promotion of a school atmosphere in which harassment, intimidation, bullying, or dating violence will not be tolerated.

As used in this policy, "harassment, intimidation, or bullying" is defined as meaning any intentional written, verbal or physical act, as well as any electronically transmitted act that an individual has exhibited toward a particular student more than once. The behavior causes mental or physical harm to the student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. Using technology to harass, intimidate, or bully, also known as cyberbullying, is strictly prohibited and falls within the Highland Local School District Anti-Bullying policy. Cyberbullying is very serious and can cause great emotional distress to the victim. Incidents of cyberbullying which substantially disrupts the educational process in a negative way may be subject to school disciplinary procedures. Behaviors that are determined to be

harassment, intimidation, or bullying (including cyberbullying) may result in disciplinary action, including suspension and/or expulsion from school.

Students should report acts of harassment, intimidation, or bullying to school personnel. Students may make reports anonymously through the school counselor's office or through the Highland Local Schools website. Students making false reports may also be subject to disciplinary action, up to and including suspension from school.

HARASSMENT

This school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students, staff members, or any other individuals will not be tolerated. Harassment may take many forms including but not limited to the following:

General Harassment: This includes any speech or action that creates a hostile, uncomfortable, intimidating, or offensive environment.

Sexual Harassment:

1. Verbal- Making of written or verbal sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other individual.
2. Nonverbal- Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other individual.
3. Physical Contact- Threatening or causing unwanted touching or contact, including patting, pinching, pushing the body, etc. with a fellow student, staff member, or other individual.

Gender/Ethnic/Religious/Disability

Harassment: Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc., toward a fellow student, staff member, or individual.

PUBLIC DISPLAY OF AFFECTION

Students will not engage in kissing, hand-holding, or any sexual acts or displays not appropriate to the educational environment.

LUNCH DETENTION

Students may be assigned a detention by any member of the faculty. This is for those students with undesirable patterns of conduct. Students assigned to detention are to report to the room designated on the detention notice at the time given and for the number of days assigned. Each student is to have sufficient materials and books to study for the detention period and is to cooperate with the detention supervisor. Students will be given one school day's notice. Students must bring their own packed lunch from home to detention. Students will be permitted to purchase a lunch in the cafeteria.

Should a student receive two detentions for the same day, he/she must serve the second detention on the following day. Students failing to report to detention will receive the following consequences:

1. 1st Offense- One additional Lunch Detention.
2. 2nd Offense-After School Detention.
3. 3rd Offense- Saturday Detention.

Students absent from school on the day of a scheduled detention must serve that detention the next available day.

AFTER SCHOOL DETENTION

After school detentions may be assigned by the middle school office and will be served on the scheduled day from 2:30 to 4:30 p.m. at the middle school. Each student is to have sufficient materials and books to study for the detention period and is to cooperate with the monitor. Students must be picked up at 4:30 p.m. Students appearing late or failing to appear for an After School Detention will be assigned a Saturday detention.

SATURDAY DETENTIONS

Accumulation of discipline referrals and/or detentions can result in a Saturday detention. Saturday detentions will be from 8:00 a.m. to 12:00 p.m. in the high school cafeteria. Failing to serve a Saturday detention will result in further disciplinary consequences.

IN SCHOOL SUSPENSION

Students who are assigned to In-School Suspension will be confined to a room with supervision for the school day. Students are responsible for gathering their assignments and bringing all necessary materials with them. Students will receive credit for the work they complete.

OUT OF SCHOOL SUSPENSION

Students who are suspended out-of-school are not to be on school property while their suspension is being served. This includes after school activities and sporting events. It will be the student's responsibility to collect and complete any work that is missed during a suspension. The work, including tests, that is missed during a suspension may be turned in for some credit determined by the administration.

Those wishing to appeal a suspension may do so before the Board of Education or the Board's appointed designee; to have a hearing before the Board of Education or its designee in order to be heard against the suspension; to request that the hearing be held in executive session; and to be represented in the appeal proceedings by a representative of your choosing. The decision of the Board of Education or its designee shall be acted upon at a public meeting. The Board's designee for purposes of an appeal of this suspension is Mrs. Catherine Aukerman, Superintendent. If you wish to schedule an appeal hearing in this matter, please notify the Treasurer of the Board of Education, in writing. Your written notice of intent to appeal must be received no later than fourteen (14) calendar days after the date of the Notice of Suspension.

CHEATING/PLAGIARISM

Plagiarism is defined as using a source without giving credit to the author (i.e. books, magazines, internet, etc.)

Cheating is defined as acting dishonestly:

1. Copying another student's work (test, homework, class work, etc.).
2. Allowing another student to copy your work.
3. Using prohibited materials for tests (cheat sheets).
4. Handing in the work of someone else as your own.

Acting dishonestly in the form of cheating or plagiarism will not be tolerated. If a student is found to be acting dishonestly, teachers and administrators will work together on an appropriate penalty.

CAFETERIA AND LUNCH HOUR

Student behavior in the cafeteria should be based on courtesy and cleanliness. This means leaving the area in the condition you would like to live in. Students are to remain in the cafeteria until they have finished eating. **At no time are students allowed to take food outside of the cafeteria.** Students are not to go into areas where classes are being held during their lunch hour. Additional guidelines include:

Cafeteria/Recess Rules and Regulations

1. Students must go to their lockers and the restroom **before** or **after** the lunch period. **Hallways are off-limits during the lunch periods.**
2. Students buying a plate lunch are to line up single-file in an orderly manner. **No cutting in line** will be tolerated.
3. Students must bring coats and appropriate clothes to go outside for recess in inclement weather. Students will not be allowed to return to their lockers.
4. Students will clean their eating area of any litter and wash their table before being dismissed to recess.

PTO EVENTS

Once entering the activity, students cannot exit without permission. Students are expected to remain the entire time. PTO events are for Highland Middle School students only. Violation of school rules at a PTO event may result in the student's immediate removal and/or result in other disciplinary action, including permanent revoking of the privilege to attend future activity nights. Students are expected to be picked up on time at the conclusion of the event.

FIELD TRIPS

Field trips are a privilege. Their purpose is to allow for an enrichment experience that goes beyond the confines of the school. When it is the consensus of the team teachers that the behavior of any student is consistently disruptive and his/her behavior would interfere with the learning experience of the group, the student will not be permitted to participate in the field trip. The principal has the right to deny participation to any student. From time to time, field trips and absences may require students to submit homework prior to departure. It is the student's responsibility to make the necessary arrangements with teachers to meet this requirement.

ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum and as such, are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television or movies, the performers are very conscious of their audience. Talking, whispering, whistling, stamping of feet and booing are discourteous. Yelling is appropriate only at pep assemblies.

ATHLETIC ELIGIBILITY

A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received passing grades during that grading period in a minimum of five of those subjects in which the student received grades. Students must also maintain a 1.5 GPA to participate.

PHYSICAL EXAMS- ATHLETICS

An OHSAA physical examination form signed by a physician **MUST** be on file in the office **BEFORE** a student can participate in any tryouts and/or athletic programs. The form can be found on the school web site. These exams are valid for one calendar year.

PAY TO PARTICIPATE

Students must pay a fee to participate in a sport or a club. The fee is due by the first official practice or organizational meeting. More information and official forms can be obtained from the office.

COLLECTION OF MONIES

Throughout the school year there will be many occasions in which the student will bring money to school to pay for such items as workbooks, pictures, school fees, etc. It is requested that these monies be clearly marked (as to purpose) in an envelope with the student's name and teacher's name and when possible, please have the correct change. A suggestion would be to pay all fees by check. This will provide you with a record of payment. If a student abuses school property loses HLS material, has an unpaid fee or library fine, the school may withhold report cards and deny participation in field trips until the debt has been paid.

SAFETY DRILLS

Safety drills will be held regularly in accordance with state law. These include fire, tornado, and lockdown drills. Students should be familiar with room evacuation plans that are listed beside the door in each room. During safety drills, there should be no talking or excess noise since silence must be maintained in order to allow for further instructions. Specific instructions on how to proceed with each drill will be provided to students by their classroom teacher.

ILLNESS AND FIRST AID

If a student sustains an injury or becomes ill at school they are to report immediately to the office. Parents may be notified to come to school if necessary.

ADMINISTRATION of MEDICATION

When it is necessary for the administration of medication to a student while in school, the following procedure is required:

The clinic nurse must receive one or more of the following completed medication forms signed by the licensed prescriber (physician, nurse practitioner) who prescribed the medication and by the parent/guardian or student (if emancipated). For **prescribed medications**, parents must complete the form titled: Prescribed Medication. This form requires parent/guardian and a physician's signature. For **over-the counter medication**, parents must complete the form titled: Over the Counter Medication Form. This form requires parent signature. These medical forms are available on the district website at <https://www.highlandschools.org/> click on Final Forms or in the school clinic.

- **Prescribed Medication**
- **Over the Counter Medication**
- **Asthma School Medication Plan: For Student Possession and Use of an Asthma Inhaler**
- **Allergy Action Plan: For Student Possession and Use of an Epinephrine Auto- injector**

The authorization to administer medication will be in force from the duration stated by the prescriber as long as the prescriber is attending the student's medical needs but will not extend beyond the current school year. The parent/guardian or student must obtain and submit a revised statement from the prescriber if any of the information provided by the prescriber changes. A copy of the form authorizing the student to receive medication during the school day will be in the possession of the clinic nurse, who is responsible to supervise and secure the proper storage of medication and the administration of medication to students. ***Students should never have in their possession any prescription or over-the-counter medication with the exception of asthma inhalers, epinephrine auto-injectors, and diabetic supplies. Failure to comply may result in disciplinary action.*** Medication, prescription or over the counter, must be brought to the school clinic. The medication must be in the container in which it was purchased or dispensed by the licensed pharmacist. Medication will be stored in a locked storage place unless refrigeration is required, and then it will be stored in a refrigerator not accessible to students. The first dose of any new medication will not be administered at school in case of an allergic reaction. For questions concerning the administration of medication while in school, please contact the school nurse at your child's school.

7TH GRADE MMR REQUIREMENT

State law mandates that all students must receive a second MMR (measles, mumps, and rubella) immunization prior to attending the 7th grade. County and local health agencies provide these immunizations at a reduced cost. Seventh grade students deficient in their second immunization will be **excluded from school beginning in September and until proof of immunization has been provided to the school.**

MEDIA CENTER GUIDELINES

The library is open every day from 7:30 a.m. to 2:20 p.m. Students are required to use the materials of the library or to work on a school assignment when they are in the library. Students are to conduct themselves according to the regulations of the library. No loud talking is permitted. A quiet working atmosphere is to be maintained at all times. Students who do not follow these guidelines may lose the privilege of using the library. Reference books, magazines, textbooks, etc. are to be returned to their correct location at the end of the period.

PROMOTION/RETENTION

Promotion procedures demand continuous analysis and study of the cumulative student case history records so that guesswork and conjecture may be reduced to a minimum and decisions may be as objective as possible.

1. A student may be promoted to the next grade level after successful completion of four or more core academic subjects (language arts, math, science, social studies).
2. Students failing one or more courses may be required to successfully complete summer school course work in order to be promoted to the next grade.
3. A student may be placed in the next grade level if it can be established that the student is working to his/her ability, even if they have failed to meet the requirements of promotion.

GRADING SCALE

98 – 100	A+
93 – 97	A
90 – 92	A-
87 – 89	B+
83 – 86	B
80 – 82	B-
77 – 79	C+
73 – 76	C

70 – 72	C-
67 – 69	D+
63 – 66	D
60 – 62	D-
0 – 59	F

REPORT CARDS

Report cards will be given to students or be made available online at the end of each 9 week period. Report cards will be sent to students by mail for the last 9 week period. Report cards will not be given to students who have not paid their fees, fines, etc.

STUDENT PROGRESS

Highland Local Schools uses PowerSchool, a grade recording program that allows parents/students to access their current grades. Information on how to access the PowerSchool Parent Sign-in will be sent home in September. This has replaced the traditional Interim Report.

CELL PHONES/ELECTRONIC DEVICES

The office telephone is restricted to use by students for emergencies only. Forgotten items and after school plans do not constitute an emergency. Cell phones, iPods, iPads, laptops, eReaders, electronic games, laser pointers, etc. should be turned off and kept in lockers. Any electronic device that is seen or heard during the school day will be confiscated. Once confiscated, parents may be required to pick up the item at the middle school office. There is **NO EXPECTATION OF PRIVACY** regarding data or information stored on any electronic device. If such device is confiscated, the school administration may exercise its right to inspect and investigate any material contained within. Evidence of violation of school rules will be used for disciplinary purposes.

SCHOOL CHROMEBOOKS

Highland Local Schools in a combined effort with The Highland Foundation has provided each middle school student with their own Chromebook to use for the school year. School computers may be utilized once students have an Acceptable Use Policy (AUP). Students are to use this device for educational purposes, and with staff permission. Students are responsible for maintaining their Chromebook. This includes bringing it to and from school each day and having it properly charged. Students will not be given a spare Chromebook for forgotten or a poorly charged Chromebook. Students will also be held responsible for any damage that occurs to their Chromebook. Students can bring attention to issues with their Chromebooks by filling out a tech help ticket

through Highland Local Schools support site.

GUIDELINES FOR USING BYOT IN SCHOOL

Proper etiquette/ usage of the device:

1. It is inappropriate and often illegal to make any visual or audio recording without the express consent of the subject.
2. Device is never to be out in an area of privacy, such as restrooms or locker rooms.
3. Device is never to be out during lunch / recess time. Secure device in your locker.
4. Device is never to be used in hallways.
5. Device must be set to silence at all times. Headphones/Ear buds may be used only with teacher permission.
6. Possession and use of the device in class is ONLY with teacher permission. Examples of improper use during school day:
 - Surfing the internet
 - Texting
 - Sending / Receiving email
 - Using as a calculator (without teacher Permission)
 - Playing video games
 - Listening to music (without teacher permission)
 - Recording voice, picture, or video without teacher permission.
7. You may not connect to the internet via 3G or 4G connection.
8. Only students with an Acceptable Use Policy on file may use their device at school.
9. Devices are brought to school at the owner's risk. The school and administration assumes no responsibility for a device's functionality, or issues resulting in lost, stolen, or damaged devices.

Consequences for Violating BYOT Guidelines

- Device will be put away / turned off.
- Device may be confiscated/turned in to an administrator.
- Device may be blocked from further access to the Highland Internet.
- Code of conduct consequences up to and including school suspension/expulsion.

ACCEPTABLE USE AND INTERNET SAFETY

The following guidelines and procedures are expected to be utilized by staff, students, or community members who are authorized to use the District's computers or online services.

GUIDELINES

1. Privileges - The use of the Internet, school computers, and BYOT devices at school is a privilege, not a right. Inappropriate use will result in cancellation of these privileges and appropriate disciplinary measures.
2. Privacy - Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and to insure that users are using the system responsibly. Users should not have the expectation of privacy on any BYOT device they bring into Highland. The school reserves the right to search any privately owned BYOT device in accordance with applicable laws and policies.
3. Saving work - Users are required to use appropriate measures to save all of their work. Highland Local Schools is not responsible for any work lost due to user error, equipment or network failure. BYOT devices will only have internet access. No server access or printer access will be given to BYOT devices. Files must be saved via other means, such as flash drives, Netstorage, FTP, Google docs, etc.
4. Storage capacity - Users are expected to remain within allotted disk space and delete material that takes up excess storage space.
5. Email - The use of email is only permissible through school accounts assigned by the network administrators for appropriate school use.
6. Illegal copying - Users should never download or install any commercial software, shareware or freeware, unless they have permission from the Network Administrator. Users should not send or receive copyrighted materials in violation of US. Copyright law. Nor should students copy other people's work, login to other's accounts and/or access other's files.
7. Inappropriate language, materials, images, music - Profane, abusive or impolite language should NOT be used to communicate, nor should materials be accessed which are not in accordance with the rules of school behavior. A good rule to follow is never view, send or access materials that you would not make public. Should users encounter such material by accident, they should report it immediately. Highland Local Schools determine what materials may violate these standards.
8. Other Usage - Computers are not to be used for commercial activity, personal business, financial gain, or for any illegal activity.
9. Reliability - Highland Local School District specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.
10. Security - Security of any computer system is a high priority. If a user can identify a security problem on the Internet, the Technology Department should be notified immediately. Do not demonstrate the problem to other users. Highland Local Schools may deny access to any user identified as a security risk. Use of any personal hotspots (internet sharing), USB device tethering, or peer-to-peer networks is strictly prohibited
11. Vandalism - Vandalism or harassment will result in cancellation of privileges. Vandalism is any attempt to harm or destroy hardware, data of another user, the Internet or network that is connected to the Highland Local Schools. This includes, but is not limited to, the uploading or creation of computer viruses. Harassment is the purposeful annoyance of another user, or the interference of another user's work.
12. Release - In consideration for the privilege of using the Highland Local Schools computer network, every account user releases the Highland Local Schools, its operators and administrators from any and all claims of any nature arising from his/her use, or inability to use, the Highland Local Schools Computer Network.
13. Internet Safety – Highland Local Schools provides education for students regarding online safety and appropriate use within the District's board-approved curriculum which includes, but is not limited to, appropriate online behavior, interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response. Highland maintains an Internet filter in compliance with the Child Internet Protection Act. When using BYOT devices at school, users will only be allowed to access the Internet through Highland's public wireless network. Use of Internet connections such as 3g/4g cellular is strictly prohibited.
14. The responsibility to keep any personal BYOT device secure is the sole responsibility of the owner. Highland Local Schools is not responsible for any device damaged, lost or stolen. It is recommended that the device is labeled or otherwise identified before bringing to school.
15. Users and/or parents of a minor MUST complete all information on this form to use any computer belonging to Highland Local Schools or participate in Highland BYOT program.

Students must have a completed COMPUTER AND INTERNET ACCEPTABLE USE form on file in order to use any technology belonging to Highland Local Schools or to participate in Highland BYOT

program.

STAYING AFTER SCHOOL

Students staying after school must be under the direct supervision of an adult or staff member. Students not taking the bus home, but waiting for private transportation, must be picked up no later than 2:45 p.m. These students are asked to wait in the back parking lot for their transportation to arrive. Students who walk are required to provide a permission slip from their parent or guardian. Students in the building unsupervised after 2:45 p.m. will face disciplinary action.

PICK-UP/DROP-OFF

Parents should **drop-off/pick-up** students in the **back parking lot** (west side of school) between 7 - 7:30a.m. and 2:15-2:45p.m. **Please do not use or drive through the front lot at these times.**

ACHIEVEMENT AND STANDARDIZED TESTS ADMINISTRATION AND SECURITY

Students and parents are advised that there are strict security procedures that exist regarding the admission and handling of state assessments. Only those people authorized by district policy should have access to these test materials. Under no circumstances should students have access to the testing materials prior to or after the testing session is complete. Cheating, violation of test security provisions, or other inappropriate testing practices by a student will result in invalidation of the test and disciplinary action.

COURSE WORK COMPLETED PRIOR TO NINTH GRADE

Student work completed prior to the ninth grade is applied towards graduation credit if the course is taught by a teacher holding a license valid for high school and is designated by the Board as meeting the high school curriculum requirements. The letter grade will appear on the middle school report card and the high school transcript. It will not be calculated into the high school grade point average.

COLLEGE CREDIT PLUS

Ohio's College Credit Plus allows students in grades 7-12 to earn college and high school credits at the same time by taking college courses from community colleges or universities. Students should contact the school counseling department if interested in this program.

HMS Schedule Change Policy

Highland Middle School does not offer any elective courses. The courses students are scheduled for are required. When school reopens in the fall, class schedules may be adjusted for the following reasons:

1. Direct conflict of two classes scheduled during the same period
2. Failure of a course that is a prerequisite for another course
3. Omission of a required course from a student's original schedule
4. Completion of a course in summer school
5. Major change in a student's health and wellbeing
6. Addition of a course to meet eligibility guidelines, or
7. Request for additional course if possible

Policy for High School Classes Taken at HMS

Some students may take classes at HMS for high school credit (Algebra, Geometry, French, Spanish, Chinese). These courses will appear on the student's high school transcript along with the student's final grade, credit earned, and end of course assessment score (if applicable). High school courses taken at the middle school will not count toward the student's Highland High School GPA, but will count only as credit earned.

If a parent, student, or teacher feel a student is misplaced, a request for a schedule change should be made in writing to the School Counselor by the end of the first quarter. The student will be dropped from the high school course without penalty and enrolled in the comparable non-high school credited class, if one exists.

After the first quarter, students will remain in the high school scheduled class for the remainder of the year. Students who receive 2 D's and/or F's within the first 3 quarters will have the option of removing the class from their high school transcript. The student will be required to retake the class for high school credit the following year. The student will remain in the course for the remainder of the year. Students who have higher grades than 2 D's and/or F's in the first 3 quarters will be granted high school credit for the course and the course and grades will appear on their high school transcript.

COMPLIANCE INFORMATION

Highland Local Schools promote programs, activities, and employment without regard to race, color, origin, sex or handicap as required by:

The Equal Pay Act of 1963

Title VI and VII of the Civil Rights Act of 1964 Title IX of the Educational Amendments of 1972 Section 504 of the Rehabilitation Act of 1973 Title II Americans

with Disabilities Act of 1992

PL 94-142/Individuals with Disabilities Education Act

Inquiries regarding compliance with these requirements may be directed to the Director of Curriculum and Instruction, who is the coordinator for compliance complaints, at the following address:
Director of Curriculum and Instruction c/o Highland Local Schools
3880 Ridge Road
Medina, OH 44256

Stay Safe Speak Up

Highland Local Schools utilizes the Stay Safe Speak Up program for reporting of issues that can arise during or after school hours. Students can access this program to make a report through the Highland Local School webpage.

8th Grade Washington D.C Trip and 6th Grade Camp

The teachers at Highland Middle School plan an extended field trip for 8th grade students to Washington D.C. and 6th grade students to Camp Wanake for three days. The purpose of this trip is to extend the curriculum and provide opportunities for students that cannot happen in a regular school setting. Participation in the trip is **a privilege students earn** by exhibiting responsible and cooperative behavior throughout the school year. Students earn this privilege by having met the set requirements. Students are expected to work to their expected level and maintain respect for those around them. Students must be in good academic standing and must meet discipline expectations. Decisions regarding participation are made by teachers and administrators. School administration may determine if a student is eligible to attend the trip. Students who cannot attend the field trip are expected to attend school. All previous school fees must be paid prior to money being applied to the trip cost.

