

# Highland Middle School



Highland Middle School  
(970) 834-2820  
FAX (970) 834-2663

Weld RE-9 Admin. Office  
(970) 834-1345  
FAX (970) 834-1347

**Office hours are from 7:30 a.m. to 4:00 p.m.**  
**Monday through Friday.**

**Communication between home & school will generally be made via email. Most school information is available on our schools web site ([www.weldre9.org/domain/45](http://www.weldre9.org/domain/45)). All class assignments can be found on Google Classroom.**

**All progress and report cards will be posted on the Parent Portal (online).**  
**To request a hard copy of your child's report, please call the office.**

## **HIGHLAND MIDDLE SCHOOL VISION**

At Highland Middle School the vision is simple....

- We want to see kids get smarter every single day!
- We want kids to have a great overall learning experience!
- We want kids to learn and thrive in a physically, socially, and emotionally safe environment!

## **Golden Rule of HMS**

Students should.... Be where you are supposed to be, when you are supposed to be there, and be doing what you are supposed to be doing. Doing these three simple things will directly lead to a positive school experience!

## STUDENT CONDUCT

### **Code of Conduct** – board policy JICDA

Students should:

- Walk in the building at all times
- Keeps hands, feet, and objects to themselves
- Move quietly through the hallways
- Not participate in “couple” behavior (PDA)
- Use good manners in the restroom
- Assist in keeping the school grounds clean
- Treat property, school, and others with respect
- Use the internet appropriately
- Not participate in or promote gang-like activities
- Treat others with respect and dignity
- Not use profanity, vulgarity, or obscene gestures
- Not engage in verbal abuse, i.e. name calling, ethnic slurs, hate speech, or any similar action
- Not distribute non-curricular materials to others
- Not throw objects
- Not violate the alcohol use / drug use policy
- Not engage in blackmail or extortion

Fighting is completely unacceptable at Highland Middle School. Suspension is mandatory for all students who actively participate in a fight or other physical altercation.

Students are discouraged from bringing expensive personal items to school. Expensive personal items brought to school are done so at the student’s risk; Highland Middle School or the Weld 9 School District is not responsible for lost or broken items.

### **Discipline – board policy JK, JK-2, JKBA\***

Discipline underlies the entire educational structure. Disciplined students do their part in making school an effective place of learning and develop habits of restraint. Self-control, good character, orderliness, and efficiency are developed through structured discipline. We believe each individual is capable of making his or her own decisions, and are responsible for his or her own behavior. The classroom teacher will generally deal with classroom and school rule infractions. The principal will deal with major offenses. All discipline violations will have consequences. Students being sent from the classroom will immediately report to the office. Student discipline is in effect on all school property and functions including, but not limited to, athletic events, extracurricular activities, field trips, on buses, etc. School personnel have the authority to exercise discipline procedures in the event the student is away from school. **Behavior on or off school property, which is detrimental to the welfare, safety, or morals of other students or school personnel will result in suspension or recommendation for expulsion.** This includes, but is not limited to, habitual disruption; possession of controlled substances, alcohol, tobacco, or weapons; participation in a fight or other physical altercation; and any gang-related activity.

## Repeated Classroom Disruption Policy

Students who demonstrate a pattern of disruptive behavior that interferes with the ability of others to learn may be placed in an alternative educational environment for a portion of, or the remainder of, the semester. Students who accumulate four or more documented classroom disruptions in a semester will be placed in an alternate online class for a minimum of five class periods. Parents will be notified by the classroom teacher or principal each time a documented classroom disruption is recorded.

Detention and in-school suspension (ISS) are frequent discipline practices. Phones and/or other electronic devices are not allowed in the detention/ISS room for any reason. If a student receives detention or ISS, he or she must turn his or her phone or other electronic device into the office for the remainder of his or her consequence time. Failure to do so cooperatively will immediately escalate the consequence to out-of-school suspension.

### **Drug, Alcohol, or Tobacco Use by Students** – board policy ADC, JICH

It is a violation of Board policy for any student to possess, use, sell, distribute, or to be under the influence of alcohol, drugs, tobacco, or other controlled substances. Controlled substances include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, cigarettes, cigars, e-cigarettes, vape devices, chewing tobacco any other controlled substances as defined in law, or any prescription or non-prescription drug, medicine, vitamin, or other chemical substances not taken in accordance with Board policy and regulation on administering medicines to students. This policy shall apply to any student who is on school property, in attendance at school, in a school vehicle, or taking part in any school sponsored or sanctioned activity or whose conduct at any time or place interferes with the operations of the district or the safety or welfare of students or employees. Students violating this policy shall be subject to disciplinary actions and/or referral for prosecution. Items such as vapor pens, e-cigarettes, and similar will be viewed as the same thing as traditional tobacco products.

### **Violent and Aggressive Behavior** - board policy JICDD\*

Violent and aggressive behaviors will not be tolerated. Immediate action will be taken by school officials for those participating in violent or aggressive behavior which include (but not limited to):

- |   |                    |
|---|--------------------|
| * Possession, threat with, or use of a weapon | * Physical Assault |
| * Verbal Abuse                                | *Gang Activity     |
| *Extortion                                    | *Intimidation      |
| *Discriminatory Slurs                         | *Sexual Harassment |
| *Vandalism                                    | *Stalking          |
|   | *Terrorism         |

### **Truancy** – board policy JHB

Truancy is defined as a student being away from his or her assigned area at school without the knowledge of his or her parent/guardian or school personnel. Truancy is not tolerated and will result in disciplinary action. Highland Middle School is a closed campus; students may not leave campus for any reason once they have arrived on campus.

### **Sexual Harassment** – board policy JBB and JBB-R

In accordance with state law sexual harassment is defined as follows (but not limited to):

1. Sexually-oriented kidding, abuse or harassment.
2. Pressure for sexual activity.
3. Repeated remarks to a person with sexual or demeaning implications.
4. Unwelcome touching such as patting, pinching, or constant brushing against another's body.
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades or similar personal concerns.

Students who believe they have been subject to sexual harassment by a peer or an adult will follow these steps:

1. Report the incident to the principal.
2. The principal will confer with the charging party within two days to obtain clear understanding of the complaint.
3. The principal will attempt to meet with the charged party within fourteen days of receiving the report in order to obtain a response.
4. On the basis of the principal's findings, the principal will attempt to resolve the matter informally through conciliation or report the incident and transfer the record to the superintendent, beginning the formal grievance process, and so notify the parties by certified mail within seven days.

After reviewing the record made by the principal, the superintendent may attempt to gather more evidence and impose sanctions deemed appropriate including a recommendation to the Board for disciplinary action within fourteen days.

### **Weapons in School** – board policy JICI

Carrying, bringing, using, or possessing a dangerous weapon in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity without the authorization of the school or the school district is prohibited. Any item resembling a weapon that could cause bodily harm will lead to the suspension of, and possible expulsion, of a student. The principal will initiate expulsion proceedings immediately for students who violate this policy.

### **Expulsions** – board policy JKD,JKE

A student may be expelled from the school district if deemed necessary. Any such action shall follow due process policies as adopted by the Weld RE-9 Board of Education. Suspensions or expulsions may result from engaging in the following activities (but not limited to, file JICDA):

1. Causing or attempting to cause damage to school property, or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property, or stealing or attempting to steal private property.
3. Commissions of any act, which if committed by an adult would be robbery or assault as defined by state law. Expulsion shall be mandatory in accordance with state law except for commission of an act by an elementary student, which would be third degree assault.
4. Violation of criminal law, which has an immediate effect on the school or on the general safety or welfare of students or staff.
5. Violation of district policy or building regulation.
6. Violation of the district's alcohol use/drug abuse policy. Expulsion shall be mandatory for sale of drugs or controlled substances, in accordance with state law.
7. Throwing objects that can cause bodily injury or damage property, unless part of a supervised school activity.

8. Committing extortion, coercion, or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
9. Lying or giving false information, either verbally or in writing, to a school employee.

#### **Student Searches** – board policy JIH

To maintain a climate, which is conducive to the safety and welfare of staff and students, school personnel have the authority to search the person and/or the personal property (including cell phones and other electronic devices) of any student. A search may be conducted when reasonable suspicion exists that the search will lead to the discovery of evidence of a violation of Board policy or state law. School lockers, desks, and other storage areas are school property and may be searched at any time without notice and without consent. Search of the student's person shall be limited to the student's pockets, any object in the student's possession and/or a "pat down" of the exterior of the student's clothing.

#### **Dress Code** – board policy JICA, JICF

HMS recognizes the rights of individual choice in dress and appearance. The choice is restricted on the basis of health, safety, interference with work, or if it contributes to disorder in the school or classroom. Appropriate dress and grooming are expected in everyday attendance, visits to businesses, or at any time a student is representing Highland Schools. Students are expected to dress appropriately for the weather. Fresh air and exercise are important to good health and students will go outside in all but the very coldest weather. The following dress code has been established:

1. Shorts may be worn year around, but shorts/skirts will be as long as your fingertips when arms are hanging at your sides. Biking shorts are not allowed.
2. Torso must be covered. Strapless, backless dresses or shirts, tank tops with sleeves measuring less than two inches, cropped tops, halter-tops, tube tops, cut off sleeves, fish net and mesh shirts are not allowed for boys or girls. No bra straps, including sports bras, may be showing. Shorts or skirts must be worn over leggings.
3. Loose, baggy clothing (sags) that would restrict classroom or school participation are not allowed. Underwear may not show.
4. Clothing with profane/vulgar words or symbols, drug/alcohol messages or symbols, gang related messages, and messages in standard poor taste are not allowed.
5. Dangerous accessories (spiked rings, neck chains, dog chokers, wallet chains, large pins) or attire associated with violent activity or intimidation is not allowed.
6. Hairnets and bandanas are not allowed.

Any item that may interfere with a student's ability and opportunity to learn is prohibited. Examples of items that could interfere with learning include (but not limited to): hats, gloves, caps, sunglasses, heavy coats, laser pointers, skate boards, headphones, portable music devices, speakers, toys, electronic games, sunflower seeds, squirt guns, excessively large bags. These items will be confiscated and may be returned at the end of the school day. It is the student's responsibility to retrieve confiscated items. Any items left after the end of the school year will be given away.

### **Student Expression Rights – board policy JICED\***

Student expression includes expression in any media, including but not limited to written, oral, visual, audio, and electronic media in all classroom and other school-related activities, assignments, and projects. Students shall not turn in, present, publish, or distribute expression that is disruptive to the classroom environment or to the maintenance of a safe and orderly school as follows: obscene, libelous, slanderous, defamatory, profane, vulgar, violates the rights of others to privacy, threatens violence, attacks on others, creates a hostile environment, or supports illegal acts of any kind.

## **STUDENT PROCEDURES**

### **Cell Phone Policy**

Highland Middle School recognizes the value of communication and acknowledges the role cell phones play in today's society. We acknowledge that many tasks and practices where the use of cell phones can enhance a student's education. Checking grades on Infinite Campus, accessing quiz programs such as Kahoot, quick research activities, and scientific calculator apps are examples of this. We also realize that cell phones can present a significant distraction that interferes with learning.

During instructional time, unless specifically directed otherwise by a teacher, students will have two options regarding the storage of their cell phones:

1<sup>st</sup> option: Students may keep their phones secured in their locker, or backpack as long as the backpack is placed in a location out of reach during the traditional classroom setting.

2<sup>nd</sup> option: Students will place their phones in the cell phone caddy storage area that can be found in each classroom. This is the preferred choice of staff.

If a student fails to meet one of the above options, and is found to be in possession of a phone during instructional time, he or she will be sent to the office and will have to turn in his or her phone for the remainder of the day and will be subject to additional consequences at the principal's discretion.

Failure to cooperatively turn in a cell phone will result in the student being sent home for a minimum of the remainder of the day. Subsequent infractions will lead to increased consequences.

Exceptions may be authorized by the principal or nurse for medical reasons. If there is an extenuating circumstances, the principal may issue a cell phone pass.

### **Attendance Policy – board policy JH**

Regular and prompt attendance is the responsibility of the student and the parent(s). Regular attendance is essential to maintain a good scholastic record and develop punctuality, an important personal trait. Classroom participation, discussion, and activities are a significant part of a Highland Middle School education. Please notify the school before 9:00 am if a student is going to be absent. It is the student's responsibility to see the teacher for make-up work when the student has been absent. Suitable proof, including a written statement from medical sources may be required of a student by the school to verify excused absences. The school may require a parent conference, as well. There is one day allowed for make-up work for each day of absence. 70% credit on made up assignments can be earned during unexcused absences. Please notify the office in advance of a planned absence.

In accordance with Colorado State Law, **EXCUSED ABSENCES** shall be limited to:

1. The student is ill or injured. A physician must verify extended illnesses or injuries.
2. The student received approval of the **principal** for the absence for good cause.
3. The student is participating in a school-sponsored activity.
4. The student is temporarily in the custody of court or law enforcement authorities, or is required to appear in court.
5. The student is participating in religious observances.

### **Tardiness**

Being tardy is arriving to class/school after the bell rings. Tardiness may result in disciplinary actions.

### **Check in/out During the School Day**

A check in/out sheet located in the school office must be signed if a student arrives at school after the first bell rings. **Parents/guardians must come into the office with the student, send a note, or call the school explaining why the student is late.** Otherwise, the tardy or absence will be considered unexcused. Missing the bus, getting up late, parents running late, etc. are unexcused tardies. Students will not be allowed to leave school grounds during the day unless signed out and accompanied by a parent/guardian or other authorized adult. Please notify the office if someone other than parent/guardian is picking students up. We will not allow people not authorized on the registration form to pick students up from school.

### **Fees – board policy JQ**

Fees may be charged for textbook, expendable supplies and materials, or miscellaneous activities. Any student participating in art classes will pay a \$5.00 fee for supplies. A student participating in yearbook class will pay a \$5.00 fee. Sports fees (including Brain Bowl) are \$30 per sport (\$45 per sport for non-HMS students).

### **Drills**

Emergency drills at regular intervals are required by law and are an important safety precaution. It is essential that when the signal is given, everyone obeys promptly and leaves the building by the prescribed route as quickly as possible or goes to the designated area. All drill instruction sheets are posted in each room.

### **Emergency School Closures/Late Start**

Due to bad weather conditions or other emergencies, the need may arise to cancel school for the day, have a late start for that day, or possibly close school early. For late start, school will begin at 10:20. Students are not allowed on school grounds until 10 on late-start days. The buses will run 2 hours later than normal on late start days. The following radio and television stations will broadcast closure information: **KFKA** 1310 AM, **KUAD** 99.1 FM, **TRI** 102.5, **KWGN** Channel 2, **KCNC** Channel 4, **KUSA** Channel 9

### **Equal Educational Opportunity - board policy JB**

Every student shall have equal education opportunities regardless of race, color, creed, sex, marital status, national origin, or handicap. Our school shall treat students without discrimination on the basis of sex as pertaining to access to and participation in course offerings, athletics, counseling, employment assistance, and extracurricular activities.

### **Field Trips**

Students take field trips throughout the year to extend learning opportunities. Parents will be notified of each field trip. Parents will sign one permission slip for the school year. Only HMS students and staff will be allowed to ride on the buses due to insurance liability. All school rules apply to field trips.

### **Schedules**

All students will be issued a class schedule that prioritizes placing students in core academic classes appropriate for their skill level. Extensive effort is made to place students in elective classes that match their interests as well as academic needs. Schedule changes are not allowed after the first week of the semester. In the event of circumstances beyond one's control (injury etc.), instruction will be provided in the same content area through our alternative instructional course program (Edgenuity).

### **High School Course Participation**

On rare occasions, middle school students may participate in high school courses. This practice is only permissible as part of a student's Gifted and Talented plan if deemed appropriate by GT team. Students not qualified as GT are not permitted to participate in high school classes.

### **Grading – board policy IKA**

Each teacher shall develop and communicate expectations for each course. The effect of absences will be clarified in the expectations. The following grading scale for the school year will be used to indicate the success of students:

A - Superior work	90-100%	B - Good work	80- 89%
C - Average work	70- 79%	D - Poor work	60- 69%
F - Failing work	0- 59%	I - Incomplete work	
S - Satisfactory work		U - Unsatisfactory work	

Scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written work will result in suspension and/or recommendation for expulsion.

### **Hall Passes**

Students are not permitted in the hallway before school, during class periods, or lunchtime unless they have a hall pass from an authorized staff member.

### **Homework**

Homework is valued, expected, and an integral part of the curriculum. Homework is included in a student's overall grade.



### **Chromebooks**

Chromebooks are the primary computer device used by students at HMS. HMS is not a 1-to-1 school, so Chromebooks must be shared amongst students. Some students own their own Chromebook or laptop; students are welcome to bring their Chromebook or laptop to school where they will be able to access the guest network. Students who bring their own Chromebook or laptop will not be expected to share their device with others. There is a small quantity of Chromebooks available for overnight checkout; checked out devices must be returned before school the following morning except in very unique circumstances where arrangements have been made with the office in advance.

### **Lunch & Breakfast Program** – board policy EFC

Both breakfast and lunch will be served to students free of cost in the 2021-22 school year. Parents are still encouraged to complete free and reduced meal applications as it assists the school district in other areas.

### **Textbooks**

Each student will be issued textbooks, and they must be checked back in at the end of the school year. Fines will result if unreasonable damage or loss of books occurs. Per state law, grades and records may be withheld if books and/or fines are not received.

### **Parent Drop-off/Pick-up**

Bus loading areas are posted with **DO NOT ENTER** or **NO PARKING – BUS LOADING** signs. Parents dropping off or picking up students should use the parent pickup/drop off loop. Due to supervision, please do not drop off until 8 AM and pick up students at 3:27. Once a student arrives on campus, he or she is not to leave campus until the end of the day. You will receive an emergency closing information request form during registration. This sheet provides information as to alternate drop off locations for students during an emergency situation. Make sure students know what to do and where to go in the event of an emergency. For safety concerns, students who do not ride the bus may not go to the bus loading area unless they are picking up siblings. Unless the student is participating in an after-school activity, the student should go directly home.

### **Student Phone Use**

Students are not allowed to use the school telephones during school hours except in emergency situations. Forgetting homework, making after school arrangements, expressing frustration with another person, etc. are not emergencies. If it is necessary to change plans during the day, please call the school office and the staff will notify your student(s). We strongly request you phone BEFORE 1:00 p.m., otherwise we cannot guarantee that your child will be notified. Please note: We WILL NOT pull students from class to take a phone call.

### **Transportation** – board policy JICC, EEAEF\*-E

All students are assigned to specific bus routes and attendance records are maintained on each bus to account for riders. Signed notes to the bus driver from parents are required for students to board buses other than their assigned bus, or for students to be dropped off at alternate sites. This allows for driver accountability of all students. A student's special request may be denied if the student cannot present a signed note from a parent/guardian. Appropriate behavior is expected on all buses. Failure to follow rules will result in suspension and/or withdrawal of riding privileges.

**AUDIO/VIDEO CAMERAS MAY BE USED ON SCHOOL VEHICLES TRANSPORTING STUDENTS TO AND FROM SCHOOL OR EXTRA-CURRICULAR ACTIVITIES FOR THE SAFETY AND SECURITY OF STUDENTS AND STAFF.**

### **Visitors/Volunteers – board policy KI**

Parents/guardians are welcome to visit; as a courtesy, we ask all potential visitors to notify the office in advance of your visit 24 hours before you wish to visit. Please check in at the office when you arrive. You will receive a volunteer's/visitor's badge that will be worn throughout your visit. Please return the badge when you leave the school. If a class is having tests, we may ask that you visit at a different time. Students are not to bring friends from other schools. This also includes brothers and sisters.

### **Withdrawal/Transfer Procedures**

1. At least 3 days prior to checkout, a parent must call or send a note to the school stating when the student's last day of school will be.
2. Student and/or parent obtain check out form from the office.
3. The form is to be completed by the student's teachers.
4. Return all textbooks to appropriate teachers.
5. Return all library books.
6. Pay all library fines and lunch charges.
7. Clean out student's locker.
8. All sports equipment, rented musical equipment, etc., must be returned. Parents will be charged for unreturned equipment. Records will be withheld until charges are paid.
9. Take completed form to the office for final approval. Your future school will request school records from HMS.

### **Eligibility**

Students must be academically eligible to participate in all extra-curricular activities and many school-sponsored trips or activities. Specific extra-curricular eligibility guidelines can be found at the end of this document; requirements for trips and in-house activities will be determined on a case-by-case basis and communicated in advance.

### **Health Services**

**Nursing** – The nurse's office serves as a temporary facility for students who become ill during the school day. Students should obtain a pass from classroom teachers before reporting to the nurse's office. Students may be sent home when a parent/guardian has been notified, and arrangements made for their care.

**Injuries** – If a student is injured while participating in any school activity, he or she should notify the instructor immediately. Necessary first aid will be administered, and the nurse notified. Parents will be contacted in regard to further medical treatment.

**Highland Schools are not liable for doctor and hospital bills resulting from accidents of any kind.**

### **Guidance Services**

Guidance and counseling services are available for every student. The services include assistance with career/educational planning; interpretation of test scores; academic tutoring; affective educational programs; help with home, school, and social concerns, and any questions the student feels he/she needs to discuss. Referrals to outside agencies are also available.

**Immunizations** – board policy JLCB

COLORADO IMMUNIZATION LAW REQUIRES THAT ALL STUDENTS MUST PROVIDE PROOF OF IMMUNIZATIONS IN ORDER TO ATTEND PUBLIC SCHOOL. Students may not register unless a record is presented. If immunizations are not completely up to date, students have 14 calendar days to comply with the law. Students may not attend Highland Schools unless proof of immunization is presented. All students entering the 6<sup>th</sup> grade are required to have one dose of TDAP in addition to the other immunizations required to enter Colorado Public Schools.

### **Insurance**

Student insurance is offered to all students on a voluntary basis through a third-party provider. Insurance information is available in the main office or on the school website.

### **Medications - JLCD**

The following rules apply according to state law:

1. If a student needs to take medication during school hours the school must be provided with a signed doctor's order and a parent or guardian signature giving permission. This includes BOTH prescription and over-the-counter medication. Permission for Medication forms are available from the school.
2. Medication to be taken at school must be provided in the original container with the labeling intact and in date; the student's name must be on the container. Prescriptions must include prescription labeling.
3. All medicine must be kept in a locked cupboard or locked refrigerator in the nurse's office. No medications may be kept in the classroom or in student's locker, pockets, backpacks, or purses.
4. It is the student's responsibility to go to the nurse's office to take the medication at the appropriate time.

## **OTHER EDUCATIONAL OPPORTUNITIES**

### **Instrumental Music**

Instrumental music classes are offered to students. The school has a limited number of instruments for student use. A \$50 damage deposit will be required prior to an instrument being checked out to a student. This deposit is fully refundable if the instrument is returned in good working condition. For many, renting an instrument may be a better option. Rental information will be sent home at the beginning of the school year.

### **Sports**

HMS offers the following sports to 7<sup>th</sup> and 8<sup>th</sup> grade students: Football, volleyball, boys basketball, girls basketball, wrestling, track, and cheerleading. Sixth grade students may participate in wrestling and brain bowl. Students must receive a clearance card from the principal or athletic director in order to participate in any school sports. The following must be submitted to the office in order to be eligible for a clearance card:

1. A current physical form completed by a doctor and the parents (forms are available in the office).
2. Proof of insurance. Parental insurance, a government sponsored plan, or school offered insurance is acceptable. (School insurance forms are available in the office.)
3. Sports fee paid (\$30 per sport with a family maximum of \$200 or \$45 per sport with a family maximum of \$300 for non-Highland Middle School students). Students may receive a restricted participation clearance card from the principal or athletic director if items 1 & 2 have been submitted, but fee not paid. The restricted clearance will allow the student to practice, but not participate in contests. Waiver of fees request must be made to the principal or athletic

director; students must qualify for free/reduced lunch in order to receive a fee waiver.

### **Additional Athletic Participation Requirements**

In order to participate a student must attend half of his or her scheduled classes on the day of an activity (game, contest or practice) unless the principal or athletic director has made prior arrangements and approval. Student must be academically eligible to participate. Students who quit or are dropped from a sport after the tenth calendar day following the beginning of the sport's practice will forfeit their sports fee.

### **Sources of Strength**

Sources of Strength (SOS) is a representative body of the school student population. SOS peer leaders are connectors by spreading help, hope, and strength to all students, holding assemblies and planning special events.

### **Student Distribution of Non-Curricular Materials – board policy JICEC\***

Students wishing to distribute non-curricular printed materials on school property or in conjunction with a school activity must obtain permission from the principal a minimum of one day in advance.

### **Board of Education Policies**

The following policies are recommended policies for parents and/or students. These policies provide students and parents of what they can expect when certain circumstances arise during the school year. These policies may be found in their entirety on our school web site, [www.weldre9.org](http://www.weldre9.org) under District Office>Board of Education>Policies. A summary of board policies is available at your student's school office.

File: AC Nondiscrimination/Equal Opportunity

File: AC-R Nondiscrimination/Equal Opportunity (Complaint and Compliance Process)

File: AC-E Non Discrimination/Equal Opportunity

In Compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, Weld Re-9 does not lawfully discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed. Age, marital status, sexual orientation, genetic information, disability or need for special education services in admissions, access to, treatment, or employment in educational programs or activities which it operates. The Weld RE9 compliance officer is Superintendent Rob Ring, who may be reached at (970)834-1345.

Complaint procedures have been established for students, parents, employees and members of the public. The following person has been identified as the compliance officer for the district.

Superintendent of Schools / 210 W. 1<sup>st</sup> Street Ault, Colorado 80610

File: ACE Nondiscrimination on the Basis of Handicap/Disability

File: ACE-E Nondiscrimination on the Basis of Handicap/Disability (AND COMPLAINT PROCESS)

File: ACE-E Nondiscrimination on the Basis of Handicap/Disability

File: ADC Tobacco-Free Schools

File: EBCE School Closings and Cancellations

File: EEAG Student Transportation in Private Vehicles

File: EFC Free and Reduced-Price Food Services

File: IC/ICA	School Year/School Calendar/Instruction time
File: IHCD	Postsecondary Options/Concurrent Enrollment
File: IHCD-R	Postsecondary Options/Concurrent Enrollment
File: JB	Equal Educational Opportunities
File: JBA (also ACA)	Nondiscrimination on the Basis of Sex (Compliance with Title IX)
File JBA-E	Nondiscrimination on the Basis of Sex (Compliance with Title IX)
File: JBB	Sexual Harassment
File: JEA	Compulsory Attendance Ages
File: JFAB	Continuing Enrollment of Students Who Become Nonresidents
File: JFC	Student Withdrawal from School/Dropouts
File: JFC-R	Student Withdrawal from School/Dropouts
File: JH	Student Absences and Excuses
FILE: JHB	Truancy
File: JIC	Student Conduct
File: JICA	Student Dress Code
File: JICC	Student Conduct on Buses
File: JICC-R (also EEAEC-R)	Student Conduct on School Buses
File: JICDA	Code of Conduct
File: JICDD*	Violent and Aggressive Behavior
File: JICDE*	Bullying Prevention and Education
File: JICEA	School-Related Student Publications
File: JICEA-R	School-Related Student Publications
File: JICEC*	Student Distribution of Non-Curricular Materials
File: JICEC*-R	Student Distribution of Non-curricular Materials
File: JICF	Secret Societies/Gang Activity
File: JICF-R	Secret Societies/Gang Activity
File: JICH	Drug and Alcohol Use by Students
File: JICI	Weapons in School
File: JIH	Student Interrogations, Searches and Arrests
File: JIHB	Parking Lot Searches
File: JII	Student Concerns, Complaints and Grievances
File: JII-R	Student Concerns, Complaints and Grievances (and grievance procedure)
File: JJA	Student Organizations (Secondary Schools)
File JJJ	Extracurricular Activity Eligibility
FILE: JJJ-R	Extracurricular Activity Eligibility
File: JK	Student Discipline
File: JK-R	Student Discipline
File: JK*-2	Discipline of Students with Disabilities
File: JKA	Use of Physical Intervention
File: JKA-R	Use of Physical Intervention
File: JKBA	Disciplinary Removal from Classroom
File: JKBA*-R	Disciplinary Removal from Classroom
File: JKD/JKE	Suspension/Expulsion of Students
File: JKD/JKE	Suspension/Expulsion of Students
File: JLC	Student Health Services and Records
File: JLCB	Immunization of Students
File: JLCB-R	Immunization of Students
File: JLCD	Administering Medicines to Students
File: JLCE	First Aid and Emergency Medical Care
File: JLDAC	Screening/Testing of Students (And Treatment of Mental Disorders)
File: JLF	Reporting Child Abuse/Child Protection

File: JLIB      Student Dismissal Precautions  
File: JQ        Student Fees, Fines and Charges  
File JRCA\*     Sharing of Student Records/Information between School District and  
State Agencies  
File: JRA/JRC   Student Records/Release of Information on Students  
File: JRA/JRC-R Student Records/Release of Information on Students  
File: JRA/JRC-E-1 Student Records/Release of Information on Students (Notification  
to Parents and Students of Rights Concerning Student School Records)  
File JS\*        Student Use of the Internet and Electronic Communications  
File JS requires parent and student signatures for student use of internet, posting of  
pictures of student on our web site and student use of g-mail accounts associated with  
Weld Re-9 School District  
File: KBBA     Custodial and Noncustodial Parent Rights and Responsibilities  
File KEF\*      Public Concerns/Complaints about Teaching Methods, Activities or  
Presentations  
File: KI        Visitors to Schools

## **Appendix**

- Highland Middle School Curriculum Overview
- Advanced Language Arts Qualification Criteria
- Athletic Eligibility
- Folder Pull Behavior Progressive Behavior Management Overview

# Highland Middle School Curriculum Overview

## **Required Core Courses:**

- Math
- English Language Arts
- Science
- Social Studies

### Course offerings:

- Math:
  - Basic Math
  - Core Concepts I
  - Core Concepts II
  - Core Concepts III
  - Algebra
  - Geometry
- English Language Arts
  - Basic LA I
  - Basic LA II
  - LA 6
  - LA 7
  - LA 8
  - Advanced LA
- Science
  - Science 6
  - Science 7
  - Science 8
- Social Studies
  - Social Studies 6
  - Social Studies 7
  - Social Studies 8

Required core classes are year-long courses. Math and English Language Arts classes meet daily; science and social studies meet every-other day.

## **Elective Courses:**

- PE (Semester Course)
- Choir (7th & 8th Grade Only)
- STEM Technology (Sem Course)
- STEM Engineering (Sem Course)
- STEM Explorations (Sem Course)
- Art (Sem Course)
- STEAM (Sem Course)
- Band (Year-Long Course)

Students will take a total of four elective courses over the course of the year. Band counts as 2 courses since it is a year-long course, so students in band will only have three different elective courses.

Elective courses meet every-other day.

## **Advisory:**

Advisory is an important time during the school day that meets every morning and every Green Day for the last 40 minutes of the day.

Students will attend Zero Hour for the first 10 minutes of the day for announcements, checking in with their advisors at the beginning of the day, and preparing themselves for the day physically and emotionally.

The last 40 minutes on Green Days is the Advisory class. Students perform grade checks, have one-on-one conferences with their advisors, complete Social-Emotional lessons, read a class novel, and have individual reading time in order to create a sense of community and unity amongst the students.



## Toggles

Toggles are an essential component of the curriculum at HMS that allow us to offer courses and meet standards that don't fit well into core courses. They are connectors that allow students to gain access to more knowledge and to become more aware of the different opportunities in the real world.

With the exception of Tier 2 reading intervention and yearbook, toggles are quarter-long courses. There are both required and elective toggle courses. Toggles are every other day on White Days.

Beginning Fall 2020, all toggle courses will be graded identically to core and elective classes. Toggle grades will apply items such as GPA, eligibility, performance-based qualifications.

### Required Toggles:

- 6th Grade: Technology
- 7th Grade: Health
- 8th Grade: Personal Finance
- All Grades: Tier 1 & 2 reading intervention for all students who meet the criteria of scoring below the 35th percentile on the Maps reading assessment 2 or their last 3 assessments. *This course is scheduled for one quarter each semester; students who successfully raise their reading score above the 35th percentile in the winter Maps assessment will not be required to take the second quarter of Tier 2 reading intervention.*
- All Grades: Fitness for all students not taking a PE elective course.

### Elective Toggles:

- Astronomy
- Arts and Crafts
- Brain Bowl
- Civil War
- Colorado Critters
- Computer Science
- Creative Writing
- Fitness
- Guitar
- Hero Stories
- Kid Wind Challenge
- Lego Robotics
- Math Games
- New Music
- Performing Arts
- Wilderness Survival
- Yearbook (8th Grade, 3 quarters, application required)

## Eligibility Criteria for Advanced Language Arts Course

The advanced language arts course offered to seventh and eighth grade students at Highland Middle School follows the Pre AP literature or language curriculum from The College Board. The course is very rigorous and the work load is extensive. Multiple hours outside of class each week are required to be successful in this course. The course is designed to challenge all students; students will experience frustration and must possess the maturity to persevere.

Criteria to be considered for the course:

1. Perform at or above the 85<sup>th</sup> percentile on at least two of previous three Maps reading assessments OR Perform at or above the 80<sup>th</sup> percentile on at least two of previous three Maps reading assessments and have the recommendation of prior language arts teacher.
2. Have earned an A or B in language arts course each quarter the previous year.
3. Commit to, participate in, and complete all summer reading activities prior to beginning of school year.
4. Signed parent permission form acknowledging the anticipated rigor of the course along with making a full year commitment to the course.

By selecting this course, the student and parent are committing to a full year of advanced language arts. Students will not be allowed to switch to a general education language arts course once the school year has begun. Only students serious about the time commitment and large workload should select this course.

## Athletic and Extra-Curricular Eligibility Policy

Eligibility is a weekly practice at Highland Middle School running from Monday through Saturday. Student's grades are pulled at noon on Fridays to determine eligibility for the following week.

- All full-time students are enrolled in eight (8) classes (math, ELA, science, social studies, 2 electives, advisory, 1 toggle).
- Student-athletes must be passing seven (7) courses or passing six(6) courses and attend mandatory study hall each day of the week from 7:45 – 8:15.
  - A student who is passing seven or more classes is fully eligible to participate in school athletics.
  - A student who is passing six courses has restricted eligibility meaning he or she can only participate in school athletics if he or she attends morning study hall every day of the week. Failure to attend morning study hall, or tardiness to morning study hall will result in the student-athlete being deemed ineligible immediately for the remainder of the week.

“Folder Pull” Progressive Behavior Management System  
(for “minor” violations of the code of conduct)

<b>Pull #</b>	<b>Consequence</b>	<b>Communication Requirement</b>
<b>Pull #1</b>	Student warning	Parent/guardian notification optional at teacher discretion.
<b>Pull #2</b>	45 minutes of detention	Parent/guardian notification (phone call or email) mandatory.
<b>Pull #3</b>	120 minutes of detention	Parent/guardian notification required and parent conference requested.
<b>Pull #4</b>	Classroom removal and alternative placement ( <i>Odysseyware</i> or <i>Edgenuity</i> online curriculum) for five class periods. Summary of behavior documented in Infinite Campus at this point as discipline referral.	Parent/guardian notification by principal. Parent/guardian conference requested.
<b>Pull #5</b>	Classroom removal and alternative placement ( <i>Odysseyware</i> or <i>Edgenuity</i> online curriculum) for the remainder of the semester. Behavior documented in Infinite Campus as discipline referral.	Parent/guardian notification by the building principal.
<b>Additional</b>	Suspension will be mandatory if a student receives a discipline referral while in an alternative instructional setting.	Parent/guardian will be notified of suspension by principal.