

HIGH DESERT MIDDLE SCHOOL



DIAMONDBACKS STUDENT HANDBOOK

2018 – 2019

Table of Contents

Welcome Letter.....	3
High Desert Middle School Contacts.....	4
Teacher List.....	5
Bell Schedule.....	6
Arrival/Tardy/Calendar.....	7
Academic Excellence/Grading.....	8
8 th grade Accountability/High Desert Honor Society.....	9
Homework.....	10
Textbooks/Media Center/Computer/Internet Use.....	11
High Desert Athletics.....	12
Student Life/Appropriate Dress.....	13-14
Prearranged Absences/Extracurricular Activities.....	15-16
School Celebrations/Counseling.....	16
Medication/Lost and Found/Lockers/Emergency Procedures.....	17-18
School Lunch/Student Body Cards/Hall Passes.....	18-19
Electronic Devices/Substitutes.....	19-20
Safe School Alliance.....	21
Positive Behavior Intervention System.....	22
High Desert Middle School Rules.....	23
High Desert Middle School Expectations.....	24-25
Student Management Procedures.....	26-30

High Desert Middle School

Home of the Diamondbacks

Student Handbook

2018 - 2019

Dear High Desert Diamondback,

Welcome to High Desert Middle School! High Desert offers students a world class education, a plethora of social opportunities, and robust extra- and co-curricular activities. This handbook describes those opportunities as well as provides very important information to help you reach your full potential during your middle school years.

High Desert Middle School's story is rooted in relationships, character, student focus, future ready, acceptance, opportunity, and service.

High Desert's expectations are simple:

- **Be SAFE**
- **Be RESPECTFUL**
- **Be RESPONSIBLE**
- **Be KIND**

We operate under the Positive Behavior Support system, which emphasizes school-wide behavior norms for students, staff, and parents. Specific expectations for students are clearly explained in this handbook. You are expected to know and abide by High Desert workplace rules and expectations at all times.

The staff works to provide students with many fun and challenging opportunities. Make the most of them and remember: **you are a Diamondback!**

Wendy McCulloch
Principal

High Desert Middle School Contacts

Attendance **(541) 355-7330**

Parents, please call...

- If your student is going to be late to school.
- By 8 a.m. if you need to report an absence due to illness or emergency.
- If your student needs to leave early for a medical appointment.
- If you need to get a message to your student.

Students, go to the Attendance Office...

- Before going to class when you are late to school.
- If you need an admit slip.
- If you are sick or injured (get a pass from your teacher first).
- If you have lost something small and valuable.

Main Office **(541) 355-7200**

- If you need assistance with your class schedule.
- If you wish to leave a message for a teacher.
- If you need to see the Vice Principal.
- If you need to see the Dean of Students.
- If you need to make an appointment with the Principal.
- If you need to contact a teacher.
- If you need to pay for sports or drop off a completed sports physical.

Counseling **(541) 355-7340**

- If you need to make an appointment with Mrs. Tash, Mrs. Tat, or Mr. Albano.
- If you need help with academic, personal, or social problems.
- If you need to drop off medication or prescriptions (parents or guardians only).
- If you need to admit/withdraw your student, or to request student records.

Transportation
(The Bus Barn):
(541) 355-5700

Family Access Network (FAN):
(541) 355-7343

Teacher List

Teacher	Subject	Room Number
Albano, J	Guidance Counselor	Counseling Office
Aleksey, J	English Language Learners	R3
Bedell, S	Science	S3
Bosch, B	Physical Education	Gym B
Byrns, K	Language Arts	D4
Campbell, H	Science	S2
Dunn, R	Social Studies	L5
Freeman, E	Language Arts	D3
Gutierrez, M	Dual Immersion	R1
Havlin, P	SRC	T-4 & LA Office
Hill, G	Physical Education	Gym A
Hoban, I	Mathematics	M4
Houslet, L	Mathematics	M5
Iverson, B	Technology	T3
Johnson, T	Mathematics	M1
Kent, F	Science	S1
King, S	Foreign Language	R4
Koopman, M	Physical Education	G2
Lashley, J	SRC	LO
Markwardt, S	Language Arts	D5
MacSween	Choir	Choir
Meredith, L	Foods	T2
Monte, M	Art	Art Room
Morrison, S	Science	S4
Morton, N	Math	M2
Myers, J	Language Arts	D2
Olson, C	Band	Band
Prud'homme, D	Science	R2
Simmons, B	Orchestra	Stage
Tash, C	Counselor	Counseling Office
Tat, L	Counselor	Counseling Office
Tebeau, B	Social Studies	L3
Thompson, B	Language Arts	D1
Vidas, M	Dual Immersion	R5
Vrbata, H	Life Skills	Life Skills
Walsh, L	Social Studies	L2
Wardle, M	Social Studies	L1
Waritz, S	Social Studies	L4
Wiebe, C	English Language Learners	R3
Williams, J	Mathematics	M3
Williams, Jon	Math Support	M0

Bell Schedule

	7 th & 8 th Grade		6 th grade
1	7:45 - 8:35	1	7:45 - 8:35
2	8:40 - 9:30	2	8:40 - 9:30
3	9:35 - 10:25	3	9:35 - 10:25
4	10:30 - 11:20	4	10:30 - 11:20
Lunch	11:25 - 11:55	5	11:25 - 12:15
5	12:00 - 12:50	Lunch	12:20 - 12:50
6	12:55 - 1:45	6	12:55 - 1:45
7	1:50 - 2:40	7	1:50 - 2:40

Early Release Wednesday Schedule

	7 th & 8 th Grade		6 th grade
Advisory	7:45 - 8:20	Advisory	7:45 - 8:20
1	8:25 - 8:55	1	8:25 - 8:55
2	9:00 - 9:30	2	9:00 - 9:30
3	9:35 - 10:05	3	9:35 - 10:05
4	10:10 - 10:40	4	10:10 - 10:40
Lunch	10:45 - 11:15	5	10:45 - 11:15
5	11:20 - 11:50	Lunch	11:20 - 11:50
6	11:55 - 12:25	6	11:55 - 12:25
7	12:30 - 1:00	7	12:30 - 1:00

2-Hour Delay Bell Schedule

	7 th & 8 th Grade		6 th Grade
1	9:45 - 10:20	1	9:45 - 10:20
2	10:25 - 11:00	2	10:25 - 11:00
3	11:05 - 11:40	3	11:05 - 11:40
4	11:45 - 12:15	4	11:45 - 12:15
Lunch	12:20 - 12:50	5	12:20 - 12:50
5	12:55 - 1:25	Lunch	12:55 - 1:25
6	1:30 - 2:00	6	1:30 - 2:00
7	2:05 - 2:45	7	2:05 - 2:45



Develop a habit of being punctual. Show your teachers and your classmates courtesy by getting to class on time and ready to learn. Teachers take roll and provide instructions at the beginning of each class—so when you are tardy, your entire class must wait while the teacher addresses the interruption.

Morning arrival at school

The High Desert Commons (cafeteria) opens to students at 7:15 a.m. and closes at 7:40 a.m. Students should plan on arriving to school by 7:30 a.m. **but no later than 7:35 a.m.** Students arriving late in the morning must get an admit slip from the Attendance Office before going to class. **HALLS DO NOT OPEN UNTIL 7:30 a.m.**

How to avoid being tardy:

- Get to school by 7:30 a.m. so you have time to go to your locker.
- Give yourself enough time to get to school. If the weather is bad, for instance, leave your house earlier.
- Go directly to class. Do not get caught up in socializing between classes!
- Plan ahead: avoid unnecessary locker stops by taking everything you'll need for several classes.
- If your locker jams, go to your next class and ask your teacher for a pass to fix the problem.
- Ask for a pass if you're held late.

2018-19 Calendar Major Holidays and Breaks

September 3rd Labor Day Holiday—
no school

September 4th 6th Grade ONLY

September 5th First day of school—
K-9

November 12th Veterans Day Holiday—
no school

November 19th-23rd Thanksgiving
Break—no school

December 24th-Jan 4th Winter
Break—no school

January 7th School resumes

January 21st MLK Holiday—no school

February 18th President's Day—
no school

March 25th-29th Spring Break—
no school

May 27th Memorial Day Holiday—
no school

June 13th Last Day of School

Note: Students are released at 1:00 p.m. on School Improvement Wednesdays. School Improvement Wednesdays begin on September 11th, 2017 and run through June 5th, 2016. June 12th will NOT be an early release day; students will be released at 2:40 p.m.

Academic Excellence

High Desert is a great place to grow academically and socially. You are encouraged and expected to accept the challenges of your classes by putting forth your best effort so that quality work becomes the standard for all your assignments.

Academic excellence is a goal worthy of recognition and encouragement! All HDMS students are expected to work towards that goal by practicing S.L.A.N.T.:

- **S** = Sit Up
- **L** = Listen to Teacher/Peers
- **A** = Ask/Answer
- **N** = Nod and Note
- **T** = Track Teacher/Speaker

High Desert Middle School also practices academic excellence through writing. Students are expected to meet five basic writing expectations:

1. Begin every sentence with a capital and end with a punctuation mark.
2. Write using complete sentences every time (subject & verb).
3. Use correct spelling and punctuation.
4. Indent when you are writing a paragraph.
5. When answering the question, restate the question in your answer.



Grading

You will receive a letter grade for each of your classes. Grades are based on:

- Participation in class (absences and tardies may negatively impact your participation).
- The quality of class work and assessments.
- The quality and punctuality of your homework.
- Grades on special projects or reports.
- Successful teamwork on group projects.

Teachers use the following grading scale to compute grades:

Percentage		Grade		GPA points
90 - 100	=	A	=	4 points
80 - 89	=	B	=	3 points
70 - 79	=	C	=	2 points
60 - 69	=	D	=	1 point
0 - 59	=	F	=	0 points

Grade Point Average (GPA)

Your *Grade Point Average (GPA)* is determined by averaging the grades from all of your classes. Follow the steps below to calculate your GPA:

1. Convert each of your grades to GPA points (see the chart on this page).
2. Add up all of those points to get the total.

3. Divide the total number of points by the number of classes you have taken.

The resulting number is your *GPA*.

Grades reflect students' skills and work habits. All college admissions boards seriously examine students' high school grades (*GPA*) to help determine which students will be admitted into their institutions. Obviously, students with higher grades have a better chance of being admitted than do students with lower grades. Start working **today** to develop the work habits necessary to maximize your learning—and, therefore, your grades.

8th Grade Accountability

At High Desert Middle School, we work to promote student learning in both academic and non-academic areas. In addition to teaching writing, reading, math, and other important skills needed for success in life, we encourage the development of positive character traits, such as personal responsibility. To help prepare students for constructive adult living, we teach students the importance of meeting deadlines and expectations. For these reasons, we have implemented an 8th Grade Accountability Program.

By successfully completing the following requirements, students will be invited to attend the special celebration dance and end-of-the-year party planned in June just for our eighth grade students.

To participate in the party, students must:

- Have NO failing (F) grades in the fourth quarter.
- Maintain satisfactory daily attendance and be in attendance the full day of the party.
- Have NO out-of-school suspensions for fourth quarter or excessive discipline throughout the year.
- Have all fines (library, textbooks, athletic equipment, music, etc.) cleared (students may have the option to work off fines).
- Submit the bottom portion of the 8th Grade Accountability Letter by the stated deadline and signed by a parent or guardian. The letter is sent home in early spring.

HDMS Honor Society



The HDMS Honor Society recognizes student excellence and promotes leadership and service among its members. Membership is open to students who meet required standards in five areas:

- **Scholarship**
- **Leadership**
- **Service**
- **Citizenship**
- **Character**

Standards for selection are established by the High Desert Middle School Chapter. Membership is open to eighth graders who:

1. Maintain a cumulative *GPA* of 3.5 or higher throughout middle school.
2. Complete 15 hours of community service.

3. Submit the teacher recommendation form from four core teachers and one elective teacher.
4. Participate in fundraising activities.

Students will be notified in the fall of their eighth grade year if they are scholastically eligible to begin the selection process. They will receive notification of their selection into the High Desert Honor Society upon completion of requirements. In the spring of their eighth grade year, a formal induction ceremony will be held at the school to recognize all new members.

Students who have questions regarding the selection process or membership obligations may contact their social studies teacher. **Note:** *Membership in HDMS Honor Society does not automatically qualify a student for membership in National Honor Society in high school.*

Homework

Homework is an integral part of every High Desert Middle School student's educational experience. Teachers make extensive efforts to provide meaningful, academically appropriate tasks. Students should expect to spend time every evening completing homework assignments: researching, reading, studying for tests and quizzes, working on projects, and preparing presentations. The number and type of assignments vary by teacher.

Homework Reminders...

- Accurately record information about short-term and long-term assignments in your agenda.
- Set aside a regularly scheduled study time in a quiet area without distractions.
- Manage personal time wisely so you can complete assignments accurately and turn them in on time.
- Take the initiative to ask questions and seek help when necessary.
- Take pride in your schoolwork.
- Following an absence, it is your responsibility to ask about make-up work. For an excused absence (illness, medical issue or family emergency), you will have the number of days absent plus one to make up work. Students whose absence is unexcused may receive partial credit at the discretion of the teacher. **Neglecting to ask for make-up work does not give you additional time to complete it.**
- If you are absent for three or more days, you and/or your parent should contact your teachers directly; arrangements will be made to get your assignments.
- If you know of an absence in advance, you should **prearrange the absence, giving the same number of days' notice as the anticipated number of days of school you will miss.** Homework provided in advance for prearranged absences is due the day you return to school.

Textbooks

Textbooks may be issued to students for some classes. Do not write in the textbooks for any reason—that is vandalism. You must cover all textbooks with non-adhesive book covers for the duration of the school year. You are responsible to pay for the damage or replacement cost of any books, materials, or equipment you have damaged or lost (or which have been stolen from you). Replacements will not be issued until payment has been received . . . and it is often over \$50! To avoid damage or loss, treat your textbooks as if they were your own.



Library Media Center

The library is open from 7:15 a.m. to 3:00 p.m. No food or drink is allowed in the library or computer lab.

During class periods, any individual student coming to the library needs a pass from a classroom teacher. Lunch-time library passes can be obtained from the Media Manager.

When in the library, students are expected to work quietly and independently. The Media Manager is available to answer questions and provide assistance.



Computer and Internet Use

Basic Rules:

- You must have the permission of a staff member to use a computer.
- Only educational games are allowed.
- Do not visit Facebook or any other social networking or chat sites.
- Visit no websites that are illegal, violent (such as making bombs), or pornographic.
- Print only when **absolutely** necessary and only after receiving permission.
- Computer settings may only be changed by a teacher or the Media Manager.

Access to the Internet will enable you to explore thousands of libraries, databases, museums, and much more.

High Desert has a filter system, but some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or offensive. Stay away from them! Be very careful when clicking on links.

The use of school computers is a privilege. You are responsible for your actions while using the school's computer resources. If you don't follow school and district policies, you may lose access to all computer use at High Desert.

iPad Use

Diamondbacks are always Safe, Respectful, and Responsible, especially with technology. Below are some expectations to keep in mind whenever you are learning digitally this year with an iPad.

Be Safe.

- Transport the iPad to and from school safely.
- Carry the iPad securely at all times.
- Keep the iPad in its protective case at all times.
- When you ride the bus, keep the iPad in your backpack.
- Store the iPad in a safe location (temperature controlled, **never unattended**).

Be Respectful.

- Use the iPad as a learning tool and only when instructed to do so by a teacher.
- Only use apps permitted for the task at hand.
- Only take photos and videos with teacher and student permission.
- Only touch another student's iPad with teacher or student permission.
- Use earphones when needed.

Be Responsible.

- Bring the iPad to school fully charged every day.
- Keep food, drinks, and pets away.
- Keep the iPad clean - wash your hands before use.
- Always know where the iPad is located!
- Stay on task until you achieve your learning goal.
- If something happens to or with the iPad, tell your teacher or parent.



High Desert Athletics

High Desert Middle School has a strong tradition of athletic excellence. At High Desert, sixth grade students can participate in cross country, wrestling, and track. Seventh and eighth graders can participate in cross country, football, volleyball, wrestling, and track. Other sports are run through Bend Parks and Recreation District.

At High Desert, we believe student athletes should be successful in the classroom and on the playing field! With that in mind, High Desert participates in the Bend-La Pine Schools Athletic Accountability Program, which features the following components:

- A grade check during the first four weeks of the season.
- Any student with failing grades will be ineligible for the next contest.
- To become eligible to compete again, the student must demonstrate agreed-upon improvement in the class (determined on an individual basis between the athlete and the teacher).
- Ineligible student athletes will continue to attend practice but will not attend away games.

WE STRONGLY ENCOURAGE PARENTS TO TAKE AN ACTIVE ROLE IN THIS PROCESS!

Athletic Regulations

- Athletes are expected to display appropriate behavior at all times.
- Students may ride home from out-of-town athletic events only with their own parents or legal guardians, and only with a signed note.
- In order to participate, athletes must attend the full day of school on the day of practice or competition.
- Athletes who are sick or too injured to participate in P.E. classes shall be considered unavailable for any athletic event on that same day or evening.
- Parents and students are responsible for completing the online sports registration process through Family ID prior to the first practice.
- Students are responsible for submitting athletic physical exam forms, completed by parents or guardians, to the HDMS Main Office prior to the first practice.
- Each family is responsible for the pay-to-participate athletic fee. **Arrangements for payment must be made prior to the first competition.** Scholarships may be available on a limited basis by contacting the Athletic Director.
- If a student is suspended or expelled, he or she will not practice or compete that day.

Go Diamondbacks!



Student Life

Learning is the cornerstone of all that we do. We expect students to set high standards of academic performance and to take pride in their achievements and in the achievements of others. Student behavior should demonstrate respect and care for others and fulfill the school's intent to sustain a caring community inclusive of a diverse range of identities.



Appropriate Dress

The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school is responsible for seeing that students wear school attire that is appropriate for a learning environment. Our school has a very tolerant, inclusive school dress code policy.

The dress code guidelines shall apply to regular school days as well as any school-related events and activities. Students who feel they have been subject to discriminatory treatment

regarding the dress code should contact the Principal.

Dress Code Specifications:

1. Clothes must be worn to cover private parts and underwear. All items listed in the "must wear" and "may wear" categories below must meet this basic requirement.

2. Students Must Wear:

- A shirt
- Pants/jeans or the equivalent (for example: a skirt, sweatpants, leggings, a dress or shorts)
- Footwear

Courses that include attire as part of the curriculum may require assignment-specific dress and footwear. (Example: athletic clothing and shoes for P.E.)

3. Students May Wear in School: The following items are allowed although teachers have discretion in their classes to request removal:

- Hats (face visible to staff, and not interfere with the line of sight of any student or staff)
- Hoodie sweatshirts (face and ears must be visible to school staff)
- Religious headwear (face and ears must be visible to school staff)

4. Students Cannot Wear:

- Violent language or images
- Images or language depicting drugs or alcohol (or any illegal item or activity)

- Hate speech, profanity, pornography
- Images or language that creates a hostile or intimidating environment
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Any item that obscures the face or ears (except as a religious observance approved by administration)

Administrators, teachers and staff members may privately and tactfully request the removal of any particular item of clothing that does not meet the above guidelines. Teachers and staff may also email the Principal, Assistant Principal and Dean of Students regarding dress code issues that need to be addressed.

Students will be provided three (3) options to be dressed more to code during the school day:

1. Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
2. Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
3. If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

Excused/Unexcused Absences

If you are absent, **have a parent or guardian call the attendance office by 8 a.m. on the day of the absence.**

In order for the school to excuse an absence, it must be a *lawful absence*.

Lawful absences include:

1. Illness or injury
2. Medical or dental appointments
3. Religious observances
4. Quarantine
5. A death in the family
6. Court or administrative hearings
7. An unusual circumstance beyond a family's control

An absence is excused if it is imposed or sanctioned by the school. An absence may also be excused for other reasons when satisfactory arrangements have been made in advance of the absence.

Prearranged Absences

If you know you will be absent from school, notify the Attendance Office and your teachers well ahead of time to collect the assignments you will miss.

All other absences, including truancies, will be considered unexcused. Truancy is an absence when a student does not have his or her parent's or guardian's prior knowledge and approval.

Excuses

Upon return to school, students need to present a written excuse to the Attendance Office Secretary. This note should state:

- The reason for the absence
- Days and dates of the absence
- Parent's or legal guardian's signature

Extracurricular Activities

Students must be in attendance all day on the day of the event to participate in any school-sponsored activity—athletics, musical performances, school parties, etc.

After School



School ends at 2:40 p.m. If you ride a bus, go directly to the bus loading area and get on your bus.

Line up behind the yellow line. If you want a place at the front of the line, you must stay in line. Backpacks and friends do not save a place for you.

While you are waiting for your bus, please behave calmly, safely, respectfully, and responsibly. Throwing or kicking pinecones or snow, or roughhousing with friends, for example, is not acceptable. Climbing or hanging on trees, climbing on the rocks, or damaging the plants is not responsible behavior.

If you do not ride a bus, stay out of the bus loading area. If you are picked up by car, go to the car loading area. If you ride your bike, scooter, or skateboard, please walk it across the crosswalk.

If you are a member of a sports team or other after-school activity, report directly to that activity. Be sure to take

your belongings with you so you can leave directly for home at the conclusion of the activity. Do not plan on going back to your locker at the conclusion of the practice or activity.

When you are staying after school, remember: all school rules and expectations apply as long as you are on campus. Also, please be aware that members of the High Desert staff continue to work even after the official student day ends.

School halls close at 2:50 p.m.

Whether you are waiting to be picked up right after school, after sports, or after tutoring, please follow these simple guidelines:

- Wait in front of the school.
- Use quiet voices and appropriate language.
- Bikes, scooters, skates, and skateboards may not be ridden on campus.
- Horseplay anywhere on school property, including outside, is not allowed.
- Loud noises, playing instruments, and other disruptions are not okay.

School Celebrations

High Desert periodically has fun after-school celebrations. At these events you can spend time with friends, play games, enjoy music, and buy snacks. After-school celebrations are usually from 3:00-5:00 p.m.

The following expectations apply to all school celebrations:

- All school rules and expectations, **including the dress code**, apply.
- Students are not allowed to bring guests.
- You may not leave the event early unless a parent or guardian comes into the school to pick you up.
- Your ride must pick you up within 15 minutes after the celebration.
- Make pick-up arrangements before you come to the activity.
- Do not plan on calling home for a ride at the conclusion of the activity. Students are to be picked up from lighted, supervised areas in front of the school. **Do not make arrangements to be picked up by the gym, school reader board on 27th Street, or near the stop signs on the school access road.**
- Students who receive an *in-school* or *out-of-school suspension* in the time between celebrations may not be allowed to attend the next activity.

Counseling

The High Desert Counselors are available to help students with personal, academic, and social problems. Students may complete a *Counseling Request* form in the Counseling Office to ask to be seen by their Counselor. The best time to complete these forms is before/after school or during passing periods. Students will be called for an appointment at a later time.

Parents may also call and request for their child to be seen by a School Counselor. Individual and group counseling

are provided, as well as classroom instruction. When emergencies arise, counseling services are immediately available.

Medication

Medication, including over-the-counter pain relievers, allergy medications, stomach upset medications and any other prescription or non-prescription medication, can only be administered to a student during the school day with an *Authorization for Medication Administration by School Personnel* form on file for the student, completed and signed by a parent and/or physician. These forms are available in the Counseling Office. Only parents or legal guardians may bring medication to the school for a student. Our Counseling Office Secretary is responsible for dispensing the medications. School personnel will not give students any type of medication without the authorization described above.

Medication may not be stored in student lockers unless the parent has filled out the *Authorization for Medication Administration by Self* form.



Lost and Found

Every year, High Desert Middle School students lose thousands of dollars' worth of personal items. There

are several ways to avoid losing your things:

- Put your name on **all** personal belongings—coats, sweatshirts, P.E. clothes, school supplies, musical instruments, etc.
- Everything should be returned to its place when you are finished with it.
- Do not bring unnecessary items to school.
- If you lose something, immediately retrace your steps.
- Check the Lost and Found in the bus entry hallway for lost items. Check with the Attendance Office Secretary for valuables.

Unclaimed items are periodically donated to a charitable organization.



Lockers

Each student is assigned a locker at the beginning of the school year. To prevent problems, **do not share your locker** with other students, and **never give anyone your locker combination.** Students may not switch lockers with other students.

Locker shelves often cause damage to the locker, resulting in a fine to the student. For this reason, we do not recommend using locker shelves.

Always turn the dial of the lock after closing the locker, and be sure the door is completely closed. Do not leave money or other valuables in your locker, and immediately report any problem or a loss of possessions.

If your locker is jammed or broken, go to the Attendance Office and fill out a *Locker Repair Request* form. Once you

completely and accurately fill out the form, take it to the Custodial Office. The custodial staff will inspect and repair the locker.

Anyone involved in writing on, vandalizing, or intentionally damaging lockers in any way will receive a disciplinary action and will pay for damages. The school reserves the right to inspect lockers.

Emergency Procedures

High Desert runs emergency drills to practice procedures in preparation for actual emergencies. ***Students are expected to take emergency drills seriously and remain completely quiet until they return to the classroom.***

Fire Drills

Students will follow the direction of their teachers and evacuate the buildings swiftly in a single-file line when the fire alarm rings. Teachers will lead their classes to the designated evacuation locations. If you are not in your classroom when the fire alarm sounds, exit the school and find a teacher.

Lockdowns

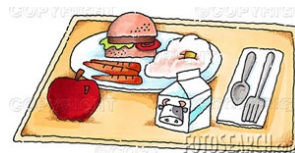
A school lockdown will be signaled through a P.A. announcement. Teachers will lock doors and lower window blinds. Students must move away from the view of windows. Under no circumstances may anyone leave the room or open doors until there is an all-clear signal from the Main Office. If a lockdown occurs during lunch, students in the cafeteria will report to the music rooms (next to the stage). If you are in

a hallway or bathroom during a lockdown, proceed immediately to the nearest classroom or office.

Earthquakes

Teachers will direct students to duck and cover. You should find a location in the classroom away from objects that might fall or windows that might shatter. Stay in the duck-and-cover position until given the all-clear signal or further instructions.

School Lunch Program



Students can purchase meals in the High Desert cafeteria on a daily basis or make prepayments for meals by the week, month, or longer. Money placed in your account can also be used for breakfast items sold before the school day.

Students may work in the cafeteria. In exchange for helping serve meals, students earn a free meal.

Student Body Cards

Students will receive their student body photo ID cards after fall pictures are taken. Remember, student body cards are required to check out equipment at lunchtime. If you lose your card, you must pay for a replacement.

Telephone Use

Cell phones are off and away in student locker from 7:40am-2:40pm.

They may use the phone on the counter in the Main Office. Please ask the HDMS

Secretaries for permission to be sure the phone is available for use. You must have a hall pass to use the phone during class. We recommend you not use the phone during passing periods. We do not issue tardy excuses for talking on the phone. The phone may not be used to make social plans. Social plans need to be made before your arrival at school.

Hall Passes

During class periods, students must have a hall pass to be in the halls. Don't leave class without one! This includes going to the restroom, your locker, or anyplace outside your scheduled class. You must have a hall pass in order to leave the cafeteria. Get these passes from the Media Manager or from a teacher early in the day or prior to lunch.

Acceptable Technology Use Policy

The purpose of technology is to support students' learning process in all subject areas by ensuring that they become highly skilled in using the tools available to the 21st century learner.



Students are guided in developing understanding of as well as respectful use of online tools for working collaboratively through the use of

emails, apps, blogs, wikis, chats, forums and online communities. Our aim is to balance optimum educational use of the internet with the safety and privacy rights of our students. In all cases, use of any electronic device (including district approved iPads, personal phones, headphones, etc.) may not interfere with nor compromise our core principles of learning, respect and safety.

Use of Phones and iPads:

1. All cell phones are to be stored in lockers from 7:40 am - 2:40 pm with the exception of:
 - a. During hallway passing time when cell phones may be accessed by students only while standing at their locker.
 - b. During lunch time
2. Teachers are expected to confiscate a phone in violation of #1. They will return the phone at the end of the class so that it can be placed back into a locker during passing period.
3. Students who have multiple incidents of inappropriate phone possession will be considered defiant and be referred to the administration and Dean of Students.
4. Only teachers can decide how iPads, programs and networks are to be used in class and what apps or content are allowed to be in use at a given time.
5. Students are not allowed to bring to school nor post in cyberspace any disrespectful or offensive movies, recordings, data, news or images. Any activities that promote, suggest or show images that are against the school's ethics (violence, pornography,

etc.) are forbidden.

6. Students are not allowed to use a camera without a teacher's permission. Images or videos taken on school premises cannot be shared via social network apps or other digital platforms.

Administrators, teachers and staff members may request the removal of a digital device if a student violates these acceptable use policies. Teachers and staff may also email the Principal/Assistant Principal/Dean of Students regarding impermissible use or policy violations.

Students who do not follow these terms of use may lose technology privileges and/or face other disciplinary actions.

Backpacks

Backpacks are to be placed in lockers upon arrival at school and remain there all day.

Bicycles, Skateboards, and Non-Licensed Motorized Vehicles

Use the bike path when coming to or leaving school; it begins on Ferguson Road near 27th Street. **Bikers are to walk their bikes through the crosswalk by the loading area in front of the school.** Bicycle riding on the sidewalks or in the bus loading area is not permitted at any time. Parked bikes need to be locked. High Desert does not assume responsibility for damage or theft.

Non-motorized scooters, skateboards and rollerblades may only be ridden on the bike path. They may not be ridden anywhere else on campus.

Substitute/Guest Teachers

Often with little notice, qualified teachers (substitute and guest teachers) are hired to follow a teacher's lesson plan and continue classroom instruction. During this time, HDMS students are to support a safe, respectful, responsible, and kind learning environment. Be sure to make choices reflective of the terrific students at HDMS.

HDMS is a safe, respectful, responsible, and kind place.

In keeping with our mission of helping students thrive emotionally as well as academically, High Desert Middle School uses a variety of systems to keep our school safe and respectful. We are a member of the Safe Schools Alliance, have an Anti-Bullying/Harassment program, and use a Positive Behavior Intervention and Support (PBIS) system school-wide.

Safe Schools Alliance: The Safe Schools Alliance is a partnership between schools, community, county mental health, and law enforcement. This group works as a team to protect our schools from violence. Contact our Vice Principal for more information on the Safe Schools Alliance.

Stop, Walk and Talk: At High Desert Middle School, *all students belong* and deserve to be physically and emotionally safe. In order to promote a safe, respectful, and responsible environment, harassment, intimidation, or threats of any kind are not acceptable. All reported incidents of harassment or bullying will be addressed.

What to do if YOU are being bullied or harassed:

1. STOP - Tell the bully to stop.
2. WALK - Walk away from the situation.
3. TALK - If the first two steps don't work, get help from an adult.

What to do if you SEE bullying or harassment:

1. Don't engage by laughing, encouraging, or antagonizing.
2. Tell the bully to stop!
3. Get help from an adult.

What to do if your CHILD is being bullied or harassed:

1. Encourage your child to follow the STOP, WALK, TALK steps.
2. Contact your child's School Counselor or our Vice Principal.

Positive Behavior Intervention and Support (PBIS)

At High Desert Middle School, we use a school-wide system of behavioral expectations known as Positive Behavior Intervention and Support (PBIS). The goal of this system is to support and reinforce positive behaviors in self-control, responsibility, and social skills strategies. The PBIS system calls for the school staff to provide positive expectations of behavior for all areas of our school, with the belief that the students will meet these expectations. We have a wonderful student culture here at High Desert Middle School. The PBIS program recognizes this and helps us not only to maintain the culture, but also to build on it. Our goal is always to be the best we can be.

The rules for High Desert Middle School within the PBIS system are few and easy. These rules put the emphasis on each individual taking care of their own responsibilities and helping others when they can. Our rules help to create a kind and safe learning environment. Simply put, our rules are:

BE SAFE

BE RESPECTFUL

BE RESPONSIBLE

BE KIND

The following few pages will give you the details on our Universal Rules and Behavior Expectations. It is your job to know and follow these expectations. Please ask your teacher if you do not understand what is expected of you.

HDMS Rules

**BE SAFE
BE RESPECTFUL
BE RESPONSIBLE
BE KIND**

Universal Expectations of HDMS







1. Follow the directions of all school adults the first time.
2. Keep hands, feet, body, and objects to yourself.
3. Walk at all times on the right hand side of the hallway.
4. Take proper care of your own property and belongings, as well as those of the school and others.
5. Use appropriate and kind language.
6. Be on time and ready to learn.
7. Use an "inside" voice or "six-inch" voice.
8. Help others if they are in trouble.





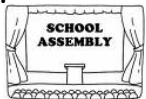






Report to an Adult:

1. When someone is doing something dangerous that may harm themselves or others.
2. When someone gets hurt.
3. When someone is being mean to you or another student (bullying, teasing, or threats).
4. When someone steals or vandalizes school property or the property of others.
5. When there is a fight.
6. When you see a stranger on or around school grounds.
7. When you see or find something dangerous like a fire, broken school property, a broken bottle, a knife or another weapon, beer cans, sharp objects like nails or needles, a cigarette lighter or matches, etc.

HDMS Expectations

	Be Safe	Be Respectful	Be Responsible
All Areas 	<ul style="list-style-type: none"> Walk at all times Keep hands and feet to yourself Stay in supervised areas Remove hoods and earphones when in the building 	<ul style="list-style-type: none"> Use appropriate language and volume Respect personal space/property of others Use school-appropriate greetings and goodbyes 	<ul style="list-style-type: none"> Follow staff instructions Keep food and drinks in cafeteria Wear school-appropriate clothing Recycle and clean up after yourself Put electronic devices (including iPods and cell phones) in your locker
Morning Arrival 	<ul style="list-style-type: none"> Walk at all times Remove hoods Earphones before 7:30 a.m. in Commons only Hands and feet to self 	<ul style="list-style-type: none"> Enter quietly Use inside voice 	<ul style="list-style-type: none"> Go directly to the Commons or Media Center before 7:30 a.m.
Hallways 	<ul style="list-style-type: none"> Walk at all times Stay to the right when walking in halls, stairs, and on sidewalks Keep hands and feet to self 	<ul style="list-style-type: none"> Close lockers gently Respect personal space/property of others Move to the side of the hall for conversation Move quietly and quickly 	<ul style="list-style-type: none"> Visibly display hall pass Be on time to class No open food or drinks Use trash bins Halls are closed before 7:30 a.m. & after 2:50 p.m.
Dress Code	<ul style="list-style-type: none"> Dress for success 	<ul style="list-style-type: none"> Keep it covered Hoods for outside only 	<ul style="list-style-type: none"> Appropriate message, symbols, and language on clothes Use self-check rule for tops, shorts, etc.
Learning Areas 	<ul style="list-style-type: none"> Walk at all times Clean up after yourself Be aware of your surroundings, watch for cords/laptops, etc. 	<ul style="list-style-type: none"> Be orderly and quiet Wait your turn Leave computer settings alone Save computer work where designated 	<ul style="list-style-type: none"> Have the needed supplies Be on task Do your own work
Cafeteria / Lunch Line 	<ul style="list-style-type: none"> Walk at all times Eat your own food Keep hands and feet to yourself Play safely Sit at a table or on the patio Stay within boundaries 	<ul style="list-style-type: none"> Wait patiently in a single-file line Keep all food in permitted eating areas Respect sports equipment Use inside voices 	<ul style="list-style-type: none"> Stay seated while eating Pick up after yourself, recycle, and clean your area after eating Raise your hand to be dismissed by a staff member (after 10 mins) Plan for your own lunch
Patio, Fields, Gym 	<ul style="list-style-type: none"> Play safely Keep yourself to yourself 	<ul style="list-style-type: none"> Use good sportsmanship Respect game tables Use polite language 	<ul style="list-style-type: none"> Remain in designated areas Use trash bins

Restroom 	<ul style="list-style-type: none"> Wash hands with soap Put trash in trash bin Keep water in sink 	<ul style="list-style-type: none"> Respect privacy Respect personal and school property Keep it clean 	<ul style="list-style-type: none"> Inform staff of vandalism or other problems Flush toilet Return to class quickly
School Offices 	<ul style="list-style-type: none"> Open door slowly Stay free of doorway Use attendance window first 	<ul style="list-style-type: none"> State your purpose/request politely (please and thank you) Use a quiet voice 	<ul style="list-style-type: none"> Use office phones with permission only Check in at Attendance Office if late; check out if leaving early
Media Center 	<ul style="list-style-type: none"> Must be supervised by an adult Use chairs and tables appropriately 	<ul style="list-style-type: none"> Sit at tables and computers Share equipment and space Work quietly 	<ul style="list-style-type: none"> Use your time wisely Print only with permission Leave chairs at tables
Emergency Drills 	<ul style="list-style-type: none"> Listen and respond to directions REMAIN SILENT AT ALL TIMES 	<ul style="list-style-type: none"> Keep hands and feet to yourself Take drills seriously 	<ul style="list-style-type: none"> Leave materials behind Stay with designated staff member Know your plan
Assemblies / Special Events 	<ul style="list-style-type: none"> Wait for dismissal instructions Enter & leave in an orderly fashion Leave belongings in class 	<ul style="list-style-type: none"> Focus on presentation Use proper audience etiquette Keep hands and feet to yourself 	<ul style="list-style-type: none"> Listen responsibly Applaud appropriately Sit quietly with class
Afternoon Dismissal	<ul style="list-style-type: none"> Hands and feet to self Walk at all times 	<ul style="list-style-type: none"> Wait to be dismissed by teacher Leave quietly 	<ul style="list-style-type: none"> Leave campus by 2:50 p.m. unless in supervised area
Bus Area 	<ul style="list-style-type: none"> Line up behind yellow line while waiting to get on bus Keep clear of bus doors Hands & feet to self 	<ul style="list-style-type: none"> Wait patiently in a single file line Respect personal property 	<ul style="list-style-type: none"> Bus area for bus riders only
Cyclists / Walkers 	<ul style="list-style-type: none"> Walk and ride bikes safely Wear helmets Secure bicycles Leave promptly after school 	<ul style="list-style-type: none"> Respect others' property Pick up litter Stay on bike path 	<ul style="list-style-type: none"> Use kind words and actions Respect property (yours and others') Follow posted signs
Extra-Curricular 	<ul style="list-style-type: none"> Use equipment/tools properly 	<ul style="list-style-type: none"> Follow rules of the activity Display good sportsmanship Listen to activity supervisor and follow directions 	<ul style="list-style-type: none"> Be on time to activity Have required gear Arrange to be off campus at the end of activity
iPads 	<ul style="list-style-type: none"> Carry it securely with both hands or in backpack Keep iPad in its protective cover 	<ul style="list-style-type: none"> Use iPad as a learning tool Use earphones when needed Only touch another's iPad with their permission 	<ul style="list-style-type: none"> Bring iPad to school fully charged every day Keep food, drinks, pets away from iPad Always know where your iPad is located If something happens to iPad, tell an adult

Student Management Procedures

Disciplinary actions are taken with the aim of correcting behavior patterns. Most behavior problems can be handled routinely with properly organized school and classroom programs. Nearly all students respond to friendly encouragement, firm direction, and understanding guidance. Various counseling and disciplinary measures are used by school personnel to correct behavioral problems. However, when attempts at remediation fail, or in cases of serious rule infractions, suspension and expulsion may be enforced.

Rules and Consequences

Students are responsible for their conduct at school, while traveling to and from school, and during school-sponsored events. Consequences for misbehavior depend upon the severity of the misbehavior and the student's history of conduct. If a student has demonstrated excellent behavior and then becomes involved in an infraction, school officials will consider the student's positive behavior record prior to taking action. If a student has continually repeated or been involved in inappropriate conduct, then consequential actions will be more severe.

Students deserve reasonable safeguards in all matters affecting their school life. Careful attention is given to procedures and methods to ensure

fairness and consistency for each student. When distracting behavior interferes with the right to teach and learn, school officials may find it necessary to discipline or even remove a student from school attendance for a period of time. All decisions affecting students are based on careful and reasoned investigations.

Referral Forms

A student who does not conform to school rules may receive a referral form. *Office Referrals* are issued to students as a means of documenting reported and/or confirmed rule violations. The staff member writing the referral and the office retain copies. All referrals are recorded in the school district's student data system, which tracks each student's incident record while enrolled in Bend-La Pine Schools. Parents have access to their children's incident records through their ParentVUE log-in.

Types of Consequences at High Desert

Informal Talk/Counseling

- A member of the school staff will talk with the student to reach agreement regarding the student's behavior.

Lunch Detention

- Lunch detention is a discipline consequence assigned by an administrator.
-

Community Service

- Community Service is a discipline consequence assigned by an administrator and is usually served during the student's lunchtime.

Community Service is a discipline consequence assigned by an administrator and is usually served during the student's lunchtime.

Suspension (Out-of-school)

A suspension is determined by the school administration after reviewing available information and temporarily removes a student from school for up to 10 days.

- Out-of-School Suspended (OSS) students may not participate in extracurricular activities or come on campus during the term of suspension without written approval by the school administration.
- Students are responsible for completing all academic work missed due to suspension.

Expulsion

- Expulsion is the termination of a student's right to attend classes and school activities or to be on High Desert property.

Citations

- Students are subject to national, state and local laws. When it appears that a student commits a

crime at school, the administration will inform law enforcement and an investigation will be conducted. Based upon the results of the investigation, the student may be cited by the police and remanded to juvenile court authorities.

- Depending on what action the citation is for, the student may be immediately suspended or expelled from school.

Restitution

- The student may be required to assume responsibility for restitution of lost or damaged materials, equipment, or other school or personal property.
- Restitution may be monetary or through work/community service as determined by the school administration.
- Restitution may occur in conjunction with any of the previously stated disciplinary actions.

Searches & Confiscation

General search of school properties assigned to students for their use may occur at any time. In cooperation with local law enforcement agencies (CODE), drug dogs may be used during the school day or at school activities. Items belonging to the school as well as illegal items (weapons, drugs, alcohol, firearms, etc.) may be seized. Items seized shall be turned over to the proper authorities or returned to the true owner unless illegal.

Fines



- Students with fines owed to the district will have their student records (report cards, transcripts, diplomas, etc.) and yearbook withheld until all fines are paid.

The behaviors listed below are deemed inappropriate for students attending High Desert Middle School. The lists are not exhaustive, and situations not listed will be handled at the discretion of the school administrators in accordance with school policy and established procedures. The administration reserves the right to treat each case on an individual basis and to administer consequences accordingly.

Expulsion, police citation, safe school assessment, and/or extended out-of-school suspension may be recommended on the first offense for the crimes listed below:

- **Alcohol and/or Dangerous or Imitation Drugs:** Using, possessing, selling, distributing or being under the influence of alcohol, drugs, other intoxicants or possessing any drug paraphernalia. A dangerous drug is defined as any drug obtainable with or without a prescription that has been used in a manner dangerous to the health of the user.
- **Arson:** Starting a fire at school or using fire to destroy property.
- **Assault:** Intentionally or recklessly causing physical injury to another.
- **Extortion:** Obtaining money, goods, or favors from another person by threats or intimidation.
- **Fighting:** Provoking a fight or causing physical injury to another person through a hostile physical encounter. Fighting is defined as any physical contact that might result in injury to another person. The use of physical force is never appropriate at school. Students must walk away from conflicts that could lead to fighting.
- **Disorderly Conduct:** Purposeful disruption or obstruction of the normal functioning of school through violence, defiance, force, noise, coercion, threats, intimidation, or other aggressive behaviors.
- **Theft:** Taking, giving, or receiving property that does not belong to you or being in the possession of a stolen item or property reported lost or missing.
- **Sexual Harassment:** It may be verbal, visual, written or physical in nature and includes unwelcome sexual advances, requests for sexual favors (including kisses), and/or physical touching. More subtle forms of harassment such as posters, cartoons, caricatures, and jokes of a sexual nature are also prohibited.
- **Unlawful Entry:** Forceful, unauthorized, or illegal entrance onto school grounds or into school

buildings or classrooms (including searching or looking into faculty desks, closets, or files).

- **Vandalism:** Damaging or defacing (including graffiti) school or private property, lockers, walls, bathrooms, etc. Altering material that does not belong to you including computers, computer programs, and disks. The student and the student's parents or guardians may be liable for the amount of assessed damages.
- **Weapons:** Possession, handling, use, or transmission of any object that is considered a weapon (including look-alikes). Weapons include but are not limited to firearms, knives, metal knuckles, clubs, poisons, or explosives of any kind. Potentially dangerous objects such as bats, slingshots, chemicals of any kind, and fireworks will also be considered weapons.

The following behaviors may result in suspension (OSS) or loss of privileges on the first offense; serious or repeated offenses may result in recommendation for expulsion.

- **Cheating/plagiarism:** Using unauthorized material for a test, quiz, or assignment; presenting material that is not your own work; talking for any reason during an examination; looking in the direction of another student's paper during an exam; or providing answers to someone are strictly

prohibited. No credit will be given for any exam, quiz, assignment or project on which a student cheated.

- **Defiance of Authority:** Refusal to follow the reasonable requests of High Desert staff. This includes inappropriate rude behavior including body language, gestures, passive resistive behavior, and the failure to give your correct name.
- **Dress Code Violations:** The High Desert School Dress Code must be adhered to at all times.
- **Forgery:** Willful use of a forged document, including signing a parent's or staff member's name to a note, pass, or referral.
- **Gambling:** To wager money or anything of value on the outcome of a game, contest, or other event.
- **Harassment:** Includes verbal, physical or written abuse that insults, ridicules, threatens, intimidates, or otherwise torments another person.
- **Bullying:** Physical or threatening behavior that intimidates another person.
- **Inappropriate Displays of Affection:** Physical contact of a romantic nature including but not limited to sitting on someone's lap, kissing, hugging, or holding hands.
- **Inappropriate Behavior in the Classroom:** Any behavior that interferes with the learning process or interrupts the right of another student to learn or a teacher to teach.

- **Lewd Conduct/Obscenities:** Indecent exposure and/or use of obscene or profane language whether spoken, written, or gestured. This includes use of sexual innuendo.
- **Littering:** Failing to dispose of trash in the proper manner.
- **Lying:** Making a false or misleading statement.
- **Misbehavior on the School Bus:** Not following the bus driver's instructions governing riding the school bus may forfeit the student's right to ride the bus.
- **Tobacco:** High Desert is a tobacco-free campus. The use and/or possession of tobacco in any form is strictly prohibited.
- **Unauthorized Personal Belongings:** Electronic games, iPods, cellular phones, laser pens, or other distracting items will be confiscated if not kept in your locker.

Board Policy – Student Conduct and Discipline Section: Students Code JG. The primary focus of the district is to provide a suitable educational environment for the students of the district. Students shall pursue their prescribed course of study, comply with the written rules of this school district, submit to the lawful authority of teachers and district officials and conduct themselves in an orderly manner. Students shall be liable to discipline, suspension or expulsion for misconduct, including but not limited to: theft; disruption of the school; damage or destruction of school property; damage or destruction to private property on school premises or during a school activity; acts endangering the safety of self or others; assault or threats of harm unauthorized use of weapons or dangerous instruments; unlawful use of drugs, narcotics, or alcoholic beverages; delivery of an imitation controlled substance; commission of a crime; membership in a secret society; use of obscene or profane language; willful disobedience; open defiance of a teacher, volunteer or school official; attendance so erratic that student is not benefiting from the educational program; and persistent failure to comply with rules or the lawful directions of teachers, volunteers or school officials. A communication regarding specific disciplinary actions related to specific infractions will be sent home the first week of school.

