

**High Desert
Middle School
DIAMONDBACKS**



Student Handbook

2021 - 2022

High Desert Middle School

Home of the Diamondbacks

Student Handbook

2021-2022

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, where Every Story Matters!

Wendy McCulloch
Principal

High Desert Middle School Contacts

Main Office (541) 355-7330

Parents, please call...

- If your student is going to be late to school.
- By 9:30 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
- Parents may drop off student belongings or pay for sports at the main office entry window

Students, go to the Main Office...

- If you need assistance with your class schedule.
- If you are sick or injured (get a pass from your teacher first).
- If you have lost something small and valuable.
- If you need to pay for sports or drop off a completed sports physical.

Administrative Office (541) 355-7200

- Before going to class when you are late to school.
- If you need an admit slip.
- If you need to see Mr. McKae, the Dean of Students
- If you need to see Mr. Kennedy, the Assistant Principal.
- If you need to make an appointment with Ms. McCulloch, the Principal.
- If you need to contact a teacher.

Counseling (541) 355-7340

- If you need to make an appointment with Mrs. Bryant, 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 (541) 355-5700
Family Access Network (FAN) (541) 355-5676

Teacher List

Teacher	Subject	Room Number
Albano, J	6th Grade Counselor	Counseling Office/G1
Bedell, S	Science	S3
Bosch, B	Physical Education	Gym B
Bryant, B	8th Grade Counselor	Counseling Office/T1/T3
Byrns, K	Language Arts	D4
Campbell, H	Science	S2
Diaso, E	Art	Art Room
Dickson, E	Language Arts	D2
Dunn, R	Social Studies	L5
Estenson, L	World Language	R4
Freeman, E	Language Arts	D3
Gutierrez, M	Dual Immersion	L1
Havlin, P	SRC	LA Office
Hill, G	Physical Education	Gym A
Hoban, I	Mathematics	M4
Houslet, L	Mathematics	M5
Iverson, B	Technology	T3
Johnson, T	Mathematics	M1
Koopman, M	Physical Education	G2
Lashley, J	SRC	LO
Logan, M	SRC	M0
MacSween, T	Choir	Choir
McCabe, J	Science	S1
McKae, D	Dean of Students	Admin Office/G1
Meredith, L	Foods	T2
Morrison, S	Science	S4
Morton, N	Math	M2
Olson, C	Band	Band
Prud'homme, D	Science	R2
Simmons, B	Orchestra	Stage
St. Amant, J	Life Skills	Life Skills
Steffano, L	English Language Learners	R5
Tat, L	7th Grade Counselor	Counseling Office/T3
Tebeau, B	Social Studies	L3
Thompson, B	Language Arts	D1
Variel, B	Student Success Coordinator	The Den/T3

Vidas, M	Dual Immersion	D5
Walsh, L	Social Studies	L2
Wardle, M	Computer Science/AVID	R1
Waritz, S	Social Studies	L4
Wiebe, C	English Language Learners	R3
Williams, J	Mathematics	M3

Advisory Teachers and Locations

2021-22 Advisory Teachers

6 th Grade Advisory		7 th Grade Advisory		8 th Grade Advisory	
Teacher	Rm	Teacher	Rm	Teacher	Rm
Martin Wardle	R1	Sam Bedell	S3	Betsy Bosch	G1
Katy Byrns	D4	Ryan Dunn	L5	Glen Hill	Wt Rm
Elissa Freeman	D3	Tara MacSween	Choir	Manuel Gutierrez	L1
Ingrid Hoban	M4	Ben Iverson	T4	Lauren Houslet	M5
Libbey Estensen	R4	Teri Johnson	M1	Julie McCabe	S1
Emily Dioso	Art	Evan Dickson	D2	Mark Koopman	G2
Stephanie Morrison	S4	Nishka Morton	M2	Lisa Meredith	T2
Heather Campbell	S2	Craig Olson	Band	Brettney Bryant	T1
Brad Thompson	D1	Dean Prud'homme	R2	Bryan Tebeau	L3
Laurie Walsh	L2	Brenda Simmons	Stg	Stephanie Waritz	L4
		Lynne Tat	T3	Jen Williams	M3
		Maria Vidas	D5		

Bell Schedule

7th & 8th Grade

HDMS Bell Schedules

Regular Day (M, T, Th, F)	
Advisory	9:15 – 9:45
1	9:50 – 10:35
2	10:40 – 11:25
3	11:30 – 12:15
Lunch	12:20 – 12:50
4	12:55 – 1:40
5	1:45 – 2:30
6	2:35 – 3:20
7	3:25 – 4:10

6th Grade

HDMS Bell Schedules

Regular Day (M, T, Th, F)	
Advisory	9:15 – 9:45
1	9:50 – 10:35
2	10:40 – 11:25
3	11:30 – 12:15
4	12:20 – 1:05
Lunch	1:10 – 1:40
5	1:45 – 2:30
6	2:35 – 3:20
7	3:25 – 4:10

Early Release Wednesday

1	9:15 - 9:52
2	9:57 - 10:34
3	10:39 - 11:16
Lunch	11:21 - 11:52
4	11:57 - 12:34
5	12:39 - 1:16
6	1:21 - 1:58
7	2:03 - 2:40

Early Release Wednesday

1	9:15 - 9:52
2	9:57 - 10:34
3	10:39 - 11:16
4	11:21 - 11:58
Lunch	12:03 - 12:34
5	12:39 - 1:16
6	1:21 - 1:58
7	2:03 - 2:40

Assembly

1	9:15 - 9:56
2	10:01 - 10:42
3	10:47 - 11:28
Lunch	11:33 - 12:03
4	12:08 - 12:49
5	12:54 - 1:35
6	1:40 - 2:21
7	2:26 - 3:07
Advisory	3:12 – 3:17
Assembly	3:22 - 4:10

Assembly

1	9:15 - 9:56
2	10:01 - 10:42
3	10:47 – 11:28
4	11:33 - 12:14
Lunch	12:19 - 12:49
5	12:54 - 1:35
6	1:40 - 2:21
7	2:26 - 3:07
Advisory	3:12 – 3:17
Assembly	3:22 - 4:10



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 building opens to students at 9:00 a.m. and closes at 4:20 p.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 9:00 a.m.** Students who are getting breakfast go directly to the cafeteria. If you are not eating breakfast, go directly to your first class of the day.

2021-2022 Calendar Major Holidays and Breaks

- September 6th** Labor Day Holiday—
no school
- September 7th** 6th Grade
WEB day
- September 8th** First day of
school
- November 11th** Veterans Day
Holiday— no school
- November 22nd-26th** Thanksgiving
Break—no school
- December 20th-31st** Winter
Break—no school
- January 3rd** School resumes
- January 17th** MLK Holiday—
no school
- February 21st** President's Day—
no school
- March 21st-25th** Spring Break—
no school
- May 30th** Memorial Day
Holiday— no school
- June 16th** Last Day of School

Note: Students are released at 2:40 p.m. on School Improvement Wednesdays. School Improvement Wednesdays begin on September 15th, 2020 and run through June 8th, 2022.

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

The guidelines we ended the school year 2019-2020, will remain the same EXCEPT a P turns to D and NG turns to F. We will continue with 50% being the lowest grade for an F for any teacher using the 0-100% grading scale. This applies to all 6-12 teachers and they were notified of this in the spring.

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.



Media Center

The library is open from 9:30 a.m. to 4:00 p.m. No food or drink is allowed in the media center.

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



Digital Citizenship

You have signed an Acceptable Use Policy (AUP) and have received explicit instruction regarding digital citizenship. We expect you to meet the expectations outlined in this agreement.

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.



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)

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

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 Counselors to support follow up conversations regarding dress code issues that need to be addressed.

Attendance

Excused/Unexcused Absences

If you are absent, have a parent or guardian call the attendance office by **9:30 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. Mental Health
4. Religious observances
5. Quarantine
6. A death in the family
7. Court or administrative hearings
8. 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. Students will be required to check Canvas for all assignments missed while away.

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 4:10 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.

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 4:20 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 4:30-6:00p.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/emotional challenges. Students may complete a *Counseling Request* form in the Counseling Office or on their school iPad 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 by their grade level counselor. 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 personal property that ends up in the lost and found. 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.

Telephone Use

Cell phones are off and away in student lockers from 9:10am-4:10pm.

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

Backpacks

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

School Lunch Program

All schools are able to access free breakfast and lunch for the 2021-22 school year.

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. **Bikes 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 Assistant 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 	<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 • Earphones before 9:10 a.m., one ear only. • Hands and feet to self 	<ul style="list-style-type: none"> • Enter quietly • Use inside voice 	<ul style="list-style-type: none"> • Go to lockers, then directly to class
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 9:00 a.m. & after 4:20 p.m.
Dress Code 	<ul style="list-style-type: none"> • Dress for success 	<ul style="list-style-type: none"> • Keep it covered 	<ul style="list-style-type: none"> • Appropriate message, symbols, and language on clothes • Use the 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

<p>Restroom</p> 	<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
<p>School Offices</p> 	<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
<p>Media Center</p> 	<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
<p>Emergency Drills</p> 	<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
<p>Assemblies / Special Events</p> 	<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
<p>Afternoon Dismissal</p>	<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 4:20 p.m. unless in supervised area
<p>Bus Area</p> 	<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
<p>Cyclists / Walkers</p> 	<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
<p>Extra-Curricular</p> 	<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
<p>iPads</p> 	<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

Behavioral Response Procedures

Most student behavioral situations can be handled routinely with teachers and staff partnering with students to discuss and address lagging skills to achieve better outcomes in the future. Nearly all students respond to clear and consistent expectations, friendly encouragement and redirection, and understanding guidance. Various counseling and behavioral management measures are used by school personnel to respond to behavioral issues. However, when this type of Collaborative Problem Solving response doesn't lead to adjustments in students' behavior, or in cases of serious rule infractions, suspension and expulsion may be enforced.

Expectations and Outcomes

Students are responsible for their conduct at school, while traveling to and from school, and during school-sponsored events. Consequences for students not meeting expectations depend upon the severity of the behavior and the student's history of conduct. Students are given every opportunity to adjust their behavior; however, repeat infractions will lead to escalating school responses.

All 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 staff may find it necessary to respond with consequences and/or temporarily remove a student from class(es) for a period of time. All decisions affecting students are based on careful and reasoned investigations.

Referral Forms

A student who does not meet school expectations 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 major 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

Staff and Student Problem Solving Discussions

- A member of the school staff will talk with the student to hear their perspective, share the adult concern, and partner together on positive and mutually agreeable next steps.
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Lunch Time Out

- Lunch time out is a free time restriction assigned by an administrator.
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Community Service

- Community Service is a restorative response assigned by an administrator and is usually served during the student's lunchtime. The goal of restorative responses is to build empathy for students to connect how their actions impact others and to repair the harm done.

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.
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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 the school resource office and local law enforcement agencies, 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.

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 not appropriate for school.
- **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, laser pens, or other distracting items will be confiscated if not kept in your locker.
- **Unauthorized Selling or Distributing of Goods:** Students may not sell or distribute items on school property without permission of the administration.

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.