



Horse Heaven Hills Middle School

3500 S. Vancouver
Kennewick, WA 99337
509.222.6800 (Main Office)
509.222.6801 (Fax)

Our Mission

“Empowering each other with knowledge and skills to
achieve success today and tomorrow.”

Administrative Team:

Diana Burns, Principal, diana.burns@ksd.org
James Tobery, Assistant Principal, james.tobery@ksd.org
Tammy Hutchison, Assistant Principal, tammy.hutchison@ksd.org

Counseling Team

Kelley Hawkins, Counselor, kelley.hawkins@ksd.org
Patti Ostby, Counselor, patti.ostby@ksd.org

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____

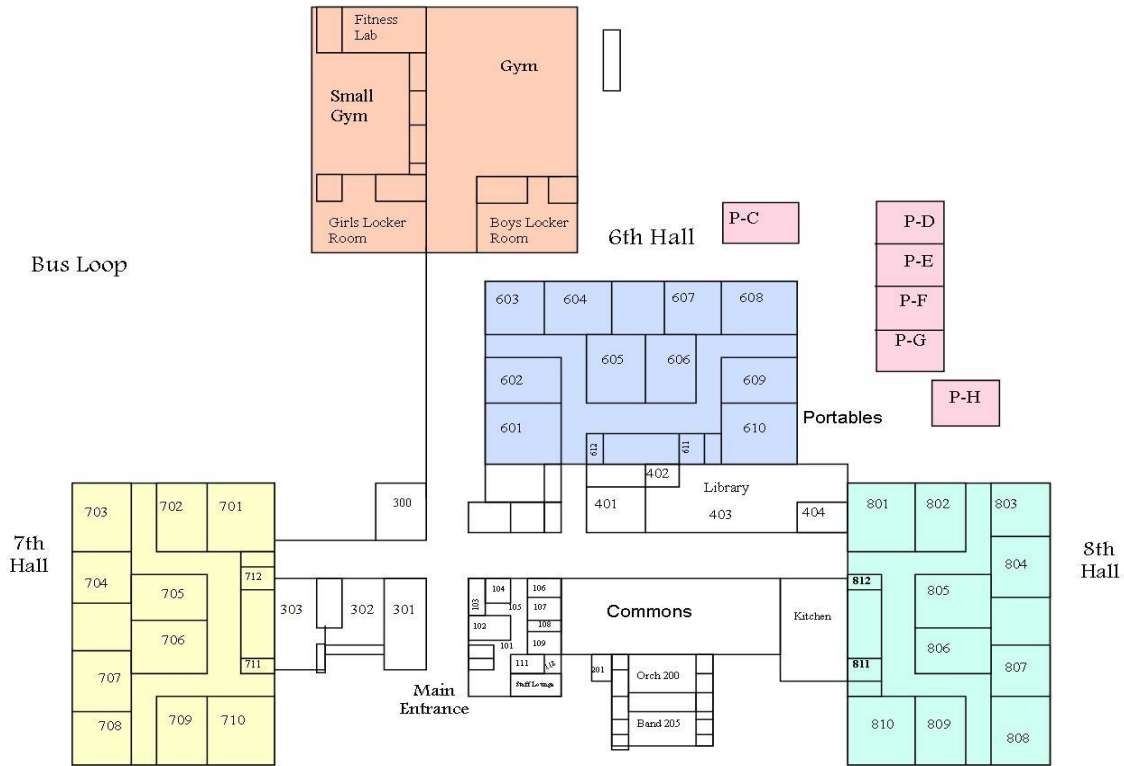


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Horse Heaven Hills Middle School
 3500 South Vancouver St, Kennewick
 222-6800



Bell Schedule

Sixth Grade

Monday, Tuesday, Thursday, Friday

1 st	8:00-8:48
2 nd	8:52-9:39
3 rd	9:43-10:30
Lunch	10:34-11:04
4 th	11:08-11:55
5 th	11:59-12:46
6 th	12:50-1:37
7 th	1:41-2:28

Wednesday

1 st	8:00-8:38
2 nd	8:42-9:20
3 rd	9:24-10:02
Lunch	10:06-10:36
4 th	10:40-11:18
5 th	11:22-12:00
6 th	12:04-12:42
7 th	12:46-1:23

Seventh Grade

Monday, Tuesday, Thursday, Friday

1 st	8:00-8:48
2 nd	8:52-9:39
3 rd	9:43-10:30
4 th	10:34-11:21
Lunch	11:25-11:55
5 th	11:59-12:46
6 th	12:50-1:37
7 th	1:41-2:28

Wednesday

1 st	8:00-8:38
2 nd	8:42-9:20
3 rd	9:24-10:02
4 th	10:06-10:44
Lunch	10:48-11:18
5 th	11:22-12:00
6 th	12:04-12:42
7 th	12:46-1:23

Eighth Grade

Monday, Tuesday, Thursday, Friday

1 st	8:00-8:48
2 nd	8:52-9:39
3 rd	9:43-10:30
4 th	10:34-11:21
5 th	11:25-12:12
Lunch	12:16-12:46
6 th	12:50-1:37
7 th	1:41-2:28

Wednesday

1 st	8:00-8:38
2 nd	8:42-9:20
3 rd	9:24-10:02
4 th	10:06-10:44
5 th	10:48-11:26
Lunch	11:30-12:00
6 th	12:04-12:42
7 th	12:46-1:23

MUSTANG ATTENDANCE INFORMATION

ATTENDANCE

If you are absent, your parent or guardian will need to **call our attendance office (222-6596)** before 11:00 a.m. on the day you are gone. We will then include your name on the “excused” absence list. If they are unable to call the office, please bring a note signed by your parent/guardian explaining your absence to the attendance window when you return. Students who are ill are encouraged to stay home for the health and safety of the school community. In the event that absences become excessive, you will be notified by mail and a conference may be requested. Our attendance computer will automatically call home when a student is marked absent for one or more classes in a school day. If you receive a call, and have questions, please call our attendance office to clear it up.

HOMEWORK: If you are absent **more than** three days, your parent/guardian may arrange for homework to be collected by calling the school office before 9:00 a.m. and requesting this service. The homework will be available at the end of the day, and may be picked up in the school office between 2:30 & 3:00. You are responsible to meet with your teachers upon returning to school from an absence to make arrangements for missing work. **Homework packets will not be made for students with pre-planned absences. Upon return the student must make arrangements with his or her teachers to complete any make-up work and the time-line in which to do so.**

LEAVING SCHOOL

In the event your child becomes sick or injured during the school day, the office personnel will contact you. **Students will not be allowed to leave school at any time without contacting parents and checking out through the office.** If you need to pick up your child for an appointment during the day, send a note with your son or daughter. You can meet your child in the school office, where you will sign them out of school. Upon returning to school, you may come in to the office to sign your student back into school. They will then be issued a pass to return to class.

TRUANCY

Truancy is defined as “not being where you are supposed to be, when you’re supposed to be there”. Truancy is an absence from your class or classes without a valid excuse. We will make every effort to contact parents or guardians by phone as soon as possible in the event of truancy. We will arrange a conference with parents or guardians, and may take disciplinary steps in accordance with the Horse Heaven Hills discipline plan. Consequences for truancy may include in-school suspension, out of school suspension, or referral to the Benton County truancy board. Students who are truant lose the opportunity to make up work for credit.

CLOSED CAMPUS

Middle schools in Kennewick are closed campuses. This means that we expect our students to stay on campus for the entire school day. If you need to allow your child to leave campus, please contact the office. Only parents or guardians are allowed to visit students on campus.

STUDENT EXPECTATIONS AND RESPONSIBILITIES

HARASSMENT POLICY

Harassment in school is **UNWANTED ATTENTION from other students, and IS NOT TOLERATED.** Harassment is clearly a disruption to the educational process. Harassment may include, but is not limited to, leering, pinching, grabbing, pushing, teasing, spreading gossip and rumors, expressing unwanted comments and jokes, and implied or expressed verbal or written threats. Harassment may carry the message that if the victim does not comply with the harasser’s demands, there may be retaliation. Harassment can cause physical or psychological damage to students, affecting grades, attendance, performance, and pride in one’s work.

Victims of harassment must report the problem to an adult in the school as soon as possible. The adult will then work with the student to see that appropriate action is taken. Depending on the severity of the offense, the range of discipline for harassment may include participation in counseling sessions on the problem of harassment in our culture and school, apology to the victim, suspension, and if appropriate, police intervention. (For more information, refer to board policy # 5150)

FORGERY/MISREPRESENTATION

Altering notes or documents, copying another student’s work, or impersonating a parent on the phone or signing a note for a parent, school employee, or medical personnel are considered forgery and/or misrepresentation and will be dealt with accordingly. In order to encourage authentic learning, Horse Heaven Hills has adopted a strict academic integrity policy.

H3MS Academic Integrity Policy

Intellectual property is ideas of others that are documented in some format, such as, in a textbook or website.

Integrity is acting with honest intentions and actions; ethical.

Plagiarism is the process of copying another person's idea or written work and claiming it as original (your own). AKA: cheating.

It is expected at H3MS for students to use ideas and words of others ethically. When using resources in an assignment students will reference and record that work accurately. The resource information could include a summary, paraphrase, or quotation. All use of another's work must be referenced in any type of assignment (writing, speech, or visual presentation). MLA format is the standard referencing guideline.

Plagiarism looks like:

Direct or paraphrase... without crediting the source.

- Copying another students answers or created work.
- Copying work from another person, print source, internet source
- Documentation that does not prove verifiable
- Work that does not show process only "finished" product

Consequences for plagiarism/cheating may result in:

- REDO assignment
- Disciplinary referral
- No credit for assignment
- Conference with student, teacher, parent administrator to determine final action.

Repeat plagiarism will be tracked with further consequences.

WEAPONS AND LOOK-ALIKES

No student shall possess, use, or attempt to use, and/or threaten to use any weapons on school property. The safety of our students and staff are our top concern and a **no tolerance policy** is in effect with regard to weapons. Possession of weapons or look-alikes may result in suspension or expulsion. (See school board policy # 3314)

ALCOHOL, TOBACCO, AND ILLEGAL DRUGS

The use or possession of tobacco products and other drugs of abuse is not tolerated. Washington state laws require that a citation be filed on any student using or possessing tobacco on school grounds. Tobacco violations will be referred to the Kennewick Police Department; in addition, there will be school consequences. Possession of drug paraphernalia is also prohibited and is a violation of district policy. (See school board policy # 3418)

BUS DISRUPTION

Physical or verbal actions that distract the bus driver or interfere with the safety of others, or the safe operation of the bus are considered to be disruptive and unsafe. Riding the bus is a privilege, not a right. Use of the school bus may be in jeopardy if students choose not to act responsibly on the bus and at the bus stop.

SKATEBOARDS AND SCOOTERS

Skateboards, scooters, roller blades and longboards may not be ridden on campus and are not allowed in the building or lockers. They must be chained and locked in the bike rack near the gym

DRESS CODE

We expect our students to dress in a modest fashion. Appropriate dress will not disrupt the educational process. In an effort to help parents assist their middle school child in making good clothing decisions, we've established some clothing standards.

- Clothing or jewelry that refers to or insinuates alcohol, tobacco, or controlled substance use is not appropriate. In addition, clothing that refers to or insinuates sexual, lewd, or discriminatory messages are not appropriate.
- Gang-related attire and items will not be tolerated.
- Appropriate clothing fits the student, and does not disrupt the school environment. Clothing that is too tight, creeps up when walking or exposes undergarments or a midriff is inappropriate for school. **Tanks tops of any kind will not be allowed for any students.**
- Pants are to be worn in such a way that the student's underwear is not exposed. Belts may not hang and must be in the belt loops of the pants. Coveralls or suspenders must be completely fastened and worn on the shoulders.
- Students are welcome to wear hats to and from school, however caps and hats and head coverings are not permitted during the school day (this includes lunch). Messages on hats are to be appropriate and not gang related.
- Jackets and coats are not to be worn to classes. During the winter, it is recommended that students keep a sweater or sweatshirt at school in case of temperature fluctuations.
- Students wearing inappropriate clothing will be asked to change. Students may change into P.E. clothing or parents may be called to bring replacement clothing.
- Students are not to write or draw on their bodies, nor those of their classmates.
- **Skirts, dresses and shorts must completely cover the student at least to the mid-thigh.**
- Pajamas and/or slippers are not allowed to be worn at school.

The above standards are not meant to be inclusive of every clothing contingency. **A good general policy regarding the dress code is: if there is ANY QUESTION about an item being inappropriate, DO NOT WEAR IT.**

ELECTRONICS AND OTHER DISRUPTIVE EQUIPMENT

Ipods, MP3 players, CD players, pagers, headphones, electronic games, cameras and other electronic devices are not allowed at school. If a student must bring a cell phone to school, it must be turned off and kept in the student's locker. The phone may not be used during school hours. Any electronic device that is seen or heard will be confiscated and locked in an office drawer. For the first offense, the student may claim his/her property after school. The student will be required to sign the logbook to indicate the property was returned to the owner.

If a student violates this rule more than once, the student's parents will be required to come to school to retrieve the property. If this problem continues, the student will be disciplined for defiance of school rules.

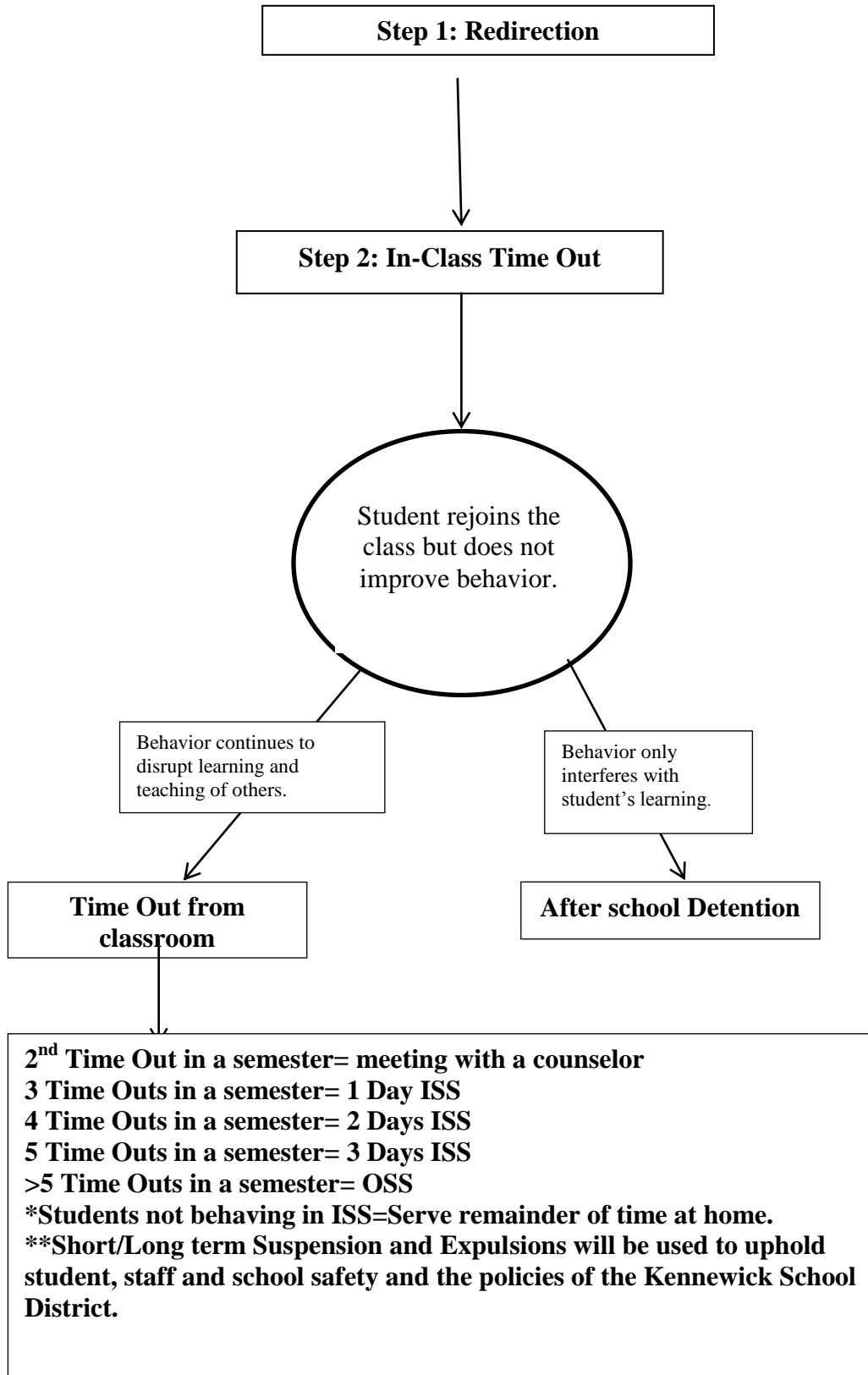
Students are asked to leave cell phones and all electronic devices at home, as they pose a disruption to the educational process and are frequently targeted for theft. In the event of a theft parents are encouraged to contact the police. School personnel will not conduct an investigation into the theft of prohibited items.

	Hallways	Classroom	Commons	Bathrooms	School-wide
Be Safe	<ul style="list-style-type: none"> -Enter and exit through assigned door -Walk in all areas -Be aware of others around you as you use your locker -Walk on the right side of the hallway 	<ul style="list-style-type: none"> -Enter room quietly. -Keep hands, feet, and objects to yourself -Bring only class materials, no backpacks or coats in classrooms 	<ul style="list-style-type: none"> -Touch only your own food. -Request permission to leave -Wait for cue to be dismissed -At breakfast keep backpacks on the stage 	<ul style="list-style-type: none"> -Use the facilities in an appropriate manner -Only enter the bathroom with a pass from a staff member 	<ul style="list-style-type: none"> -Enter and exit all areas quietly -Sit in the gym and commons where directed -Remain quiet when expected during assembly performances -Sign out and in when leaving a classroom with name and correct time -Participate in all drills following instructions
Be Responsible	<ul style="list-style-type: none"> -Move to destination with purpose -Get materials for class during passing time -Use only your locker -Keep your combination to yourself -If you drop something pick it up 	<ul style="list-style-type: none"> -Come prepared with the materials required by each teacher -Find out what you missed the day you return -Participate in class by raising your hand and waiting to be called on -Be on time -Cover all textbooks and treat them gently 	<ul style="list-style-type: none"> -Enter for breakfast at 7:30 -Be aware of your account balance -Clean up after yourself -Dispose of trash in the provided receptacle 	<ul style="list-style-type: none"> -Dispose of trash in the provided receptacles -Do what you need to do and return to class as quickly as possible 	<ul style="list-style-type: none"> -Come to school every day on time -When absent, bring your note the next day -Pay debts or fines on time -Keep valuables and money secure -Have a pass to be out of class -Cell phones and MP3 players turned off and kept in your locker -Dress in a manner that shows self-respect -Consume food and drinks in the commons, no open containers or gum allowed

	Hallways	Classroom	Commons	Bathrooms	School-wide
Be Respectful	<ul style="list-style-type: none"> -Use your inside voice -Comply with personal displays of affection (PDA) guidelines -Be in the hallways before school only if you have a note from a staff member 	<ul style="list-style-type: none"> -Speak at appropriate times -Take care of school property assigned to you; textbooks, lockers, etc. -Follow directions first time given -Reply with kindness & respect 	<ul style="list-style-type: none"> -Use your inside voice -Exit as directed by staff 	<ul style="list-style-type: none"> -Honor the privacy of others -Use your inside voice -Report anything out of order to a staff member 	<ul style="list-style-type: none"> -Treat others how you should be treated. -Use polite language with ALL staff and students including substitutes and other guests -Wait in assigned areas for 6th, 7th 8th grades prior to start of school -Leave campus within 10 minutes of dismissal of school -Treat all property with respect
Be Positive	<ul style="list-style-type: none"> -Speak politely and quietly to each other -Hold the door for other students and staff -Be helpful to others 	<ul style="list-style-type: none"> -Do your best at all times -Support the accomplishments of your classmates 	<ul style="list-style-type: none"> -Treat the cafeteria workers kindly -Move through the lines quickly 	<ul style="list-style-type: none"> -Maintain personal hygiene 	<ul style="list-style-type: none"> -Represent H3MS with pride on field trips, athletics, and other events -Applaud politely when appropriate -Stand during the pledge to the flag and moment of silence



H3MS Progressive Discipline Plan



PARENT PORTAL

Horse Heaven Hills now offers parents access to student grades and attendance via the parent portal. Logging on to **WWW.KSD.ORG** will get you to the portal access point. Once you input your student's secure login and password you will have access to all current information. Mustang teachers will update grades weekly. Only persons with the secure login and password may access your student's information.

Please check our website for online help in content areas. You are encouraged to use the Holt online and The Kahn Academy for math support.

GUIDANCE AND COUNSELING

Our counselors provide many services for students, parents, and school staff. Counselors facilitate groups to help students deal with common middle school problems. They also meet with students one on one to provide guidance and help. If you need to speak with a counselor, you can set up a time at lunch or during your exploratory to visit them.

LIBRARY SERVICES

Horse Heaven Hills has an outstanding library facility at the students' disposal. The library may be used before or after school, or during lunch (with an appropriate pass). Additionally, many classes visit the library during the school day. You must have your student I.D. with you to check out materials from our library.

MAIN OFFICE

Our main office staff is here to help you. Students who enter the office are asked to use appropriate voices, and to state the reason for their visit clearly. They may go to the office to wait for a parent to pick them up from school, to purchase an ASB card, or pay fees. Please remember to be respectful and polite to our office staff.

Office staff will deliver emergency messages only. After 1:45 p.m. no messages will be delivered. We would also like to remind parents and students that celebrations for birthdays, holidays and other special occasions should be celebrated at home. The office will not accept or deliver individual gifts or any form of individual recognition to students.

HEALTH ROOM

Students who are feeling ill may rest in the Health Room, **after checking in at the office**, for a maximum of 20 minutes. Students who are too ill to continue their school day after the 20-minute rest period must make arrangements to go home. Students must check in with their teacher and get a pass *before* coming to the health room.

AFTER SCHOOL SOCIALS

We schedule socials throughout the school year. Normally these activities are from 2:40-4:00 pm, and students may purchase tickets during their lunch beginning the Wednesday before the social. The prices will be determined prior to each social. There will be some price discount if you have an ASB card. **These activities are for eligible H³MS students only, and students who misbehave at the activity will be asked to leave. Students who leave the activity may not return during the activity.** Students who have been suspended since the last social will not be eligible to attend.

VISITORS

Parent visitors are welcome. Please check in at the office. If you wish to visit a classroom, we ask that you give 24 hours notice so the teacher has opportunity to set up seating and make other necessary arrangements for your visit.

ATHLETIC ELIGIBILITY POLICY

We want student-athletes to participate in the interscholastic athletic program as seventh and eighth graders, but students must have achieved at least a 2.0 GPA during the last reporting period (quarter). Students who have not earned a 2.0 GPA are ineligible to participate in athletics for the following quarter. Student athletes must also maintain passing grades during each season. If a student is earning an "F" grade in any of his/her classes, they will be suspended from game play. He/she may practice with the team, but may not compete until the failing grades are brought up to passing marks.

Mustang Athletic Program

We would like to welcome you to our Mustang Athletic program. Following are the requirements for our 7th and 8th grade students to participate in school athletics.

1. Sports physical exam.
2. Have medical insurance. (Medical coupons accepted.)
3. Valid ASB - \$ 15 (\$5 if qualify for Lunch Program-must provide proof)
4. Pay participation fee - \$30 (\$10 if qualify for Lunch Program-must provide proof) **for each sport.**
5. Complete HHH Athletic Packet.
6. Maintain a 2.0 GPA at all times.
7. Follow all school and athletic policies.

Fall Sports – Soccer, Cross Country, Football, Volleyball

Winter I – Girls Dance, Boys Basketball

Winter II – Girls Basketball, Wrestling

Spring – Track, Girls Softball, Boys Baseball

We hope this information will help you plan. Please direct any questions to our schools main office, 222-6800.

Mr. B. Gebers, Athletic Director, and Mr. Tobery, Assistant Principal