



Success at HHS:

Student Handbook Review, Expectations & Class Meetings 2019-2020

Superintendent-Mr. Mike Sutton

Assistant Superintendent and Director of Curriculum

Mr. Derek Hacke

Principal-Dr. Chris Becker

Associate Principal-Mr. Caleb Houchins

Assistant Principal/Athletic Director Ms. Amy Boscolo

SRO-Officer Chris Flake

Head of Counseling-Mrs. Mary Jackson

Principal's Advisory Committee (PAC)

Student Council

Take Pride in Your School



New Faculty at HHS

2019-2020 Faculty Updates



CTE

- Ms. Claire Geiger-Ag/Ind Ed. (Replaces Mr. Schmitz)
- Mr. John Lamp-Ag/Ind Ed. (Replaces Mr. Jones)
- Mrs. Emily Stille-Family and Consumer Science
- Mr. Bruce Deibert-Building Trades



Special Education

- Ms. Bethany Mantz (Replaces Ms. Lowder)



Media Specialist/Library

- Mrs. Nancy Genteman-(Replaces Ms. Richardson)
- Mrs. Tara Lentz-Media Secretary



Program Assistants

- Mrs. Shellie Donoho-Program Assistant (Coffee Shop)
- Mrs. Paula Tebbe-Life Skills

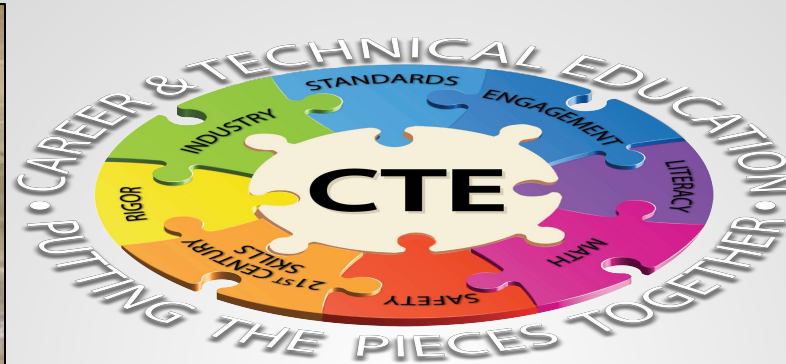


UPDATED RESTROOMS



New CTE Program Offerings


Building Trades & CAVC



Collinsville Area Vocational Center

Collinsville High School
Triad High School
Duplo High School
Lebanon High School

Highland High School
East Alton-Wood River High School
Mascoutah High School



Where Classrooms and Careers Meet





Bulldog Grounds Coffee Shop



Updated Signs & Bulletin Boards



Family & Consumer Science



Adult Living



Child Development



Foods & Nutrition



Culinary Occ Team at Platinum Chef Competition



Parenting



FCCLA-Serving Veteran's Breakfast

Kindness, Empathy & Respect

BE KIND.

FOR EVERYONE YOU
MEET IS FIGHTING A
BATTLE YOU KNOW
NOTHING ABOUT.



One of the truest signs
of maturity is the
ability to disagree with
someone while still
remaining respectful.

DaveWillis.org

What's Important?

POSITIVE SCHOOL CULTURE

Respect

1. Treating others the way you want to be treated
2. Showing kindness and consideration
3. Liking yourself enough to be yourself
4. Accepting others for who they are

YOU'RE
NEVER TOO
IMPORTANT
TO BE
NICE TO
PEOPLE

Expectations for All

1. *We ask that you*



2. *We ask that you*



3. *We ask that you are*



HHS Student Behavior Expectations

1. Use Respectful & Appropriate Language.

- Be mindful of volume, tone, and body language
- Speak kindly towards and about others
- Keep conversations school appropriate

2. Display a Readiness to Learn.

- Be on time
- Be prepared
- Have necessary materials for class
- Complete assignments on time

HHS Student Behavior Expectations

3. Show **Respect** to everyone-peers, faculty & staff, school property, and yourself.

- Be positive, kind, and courteous
- Be considerate of learning environment, personal property, space, and opinions of others
- Be accountable for your actions
- Participate and represent our school with class

4. Use **Professionalism** with **Phone/Electronic Devices**

- Store devices out of sight during instruction
- Use electronic devices only when teacher directed
- Think before posting on social media

Highland High School Student Behavior Expectations

*This set of expectations applies to **all** school settings: **classrooms, hallways, and common areas**, and while using **technology**. Following these expectations shows not only that you know how to handle yourself in an educational setting, but also that you are prepared for the workforce, military, and/or a college/university.*

As proud members of the HHS community, students will:

Use respectful/appropriate language at all times

- Be mindful of volume, tone, and body language
- Speak kindly towards and about others
- Keep conversations school appropriate

Display a readiness to learn

- Be on time
- Be prepared
- Have necessary materials for class
- Complete assignments on time

Show respect to their peers, teachers, all school staff, and themselves, as well as school property

- Be positive, kind, and courteous
- Be considerate of learning environment, personal property, space, and opinions of others
- Be accountable for your actions
- Participate and represent our school with class

Use professionalism in regards to phone/electronic device usage

- Store devices out of sight during instructional time
- Utilize devices only when teacher permission has been granted
- Be mindful when posting on social media



Non-Negotiable Behaviors

- ❑ **Cell Phone Use-** Electronics put away when the bell rings. Use phones when teacher permission is granted.
- ❑ **Respect to All-**Be positive, kind, and courteous.
- ❑ **Tardies/Truancy-** If you are tardy, there are consequences. Be on time, accept consequences, and fix the problem.
- ❑ **PDA-**Increased issues last year. Keep hands to self.
- ❑ **Language-**Absolutely not acceptable to use inappropriate language. Increased and needs corrected.
- ❑ **Leaving Class Early-**Stay in classroom until bell rings.
- ❑ **FTT-**Stay in your class to work/study; must have a pass.

SOFT SKILLS: WHY THEY MATTER?

Focus

Ability to stay focused and remain in problem solving mode is a skill that must be practiced.

Emotional Control

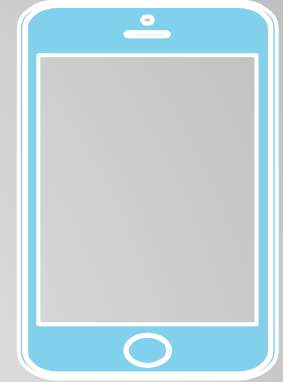
Ability to regulate emotions and the ability to handle stressful situations directly correlate with one another. Work to remain calm and focused.

Communication

Students must be taught appropriate communication-verbal, written, on social media, body language-and how this changes based on context.



A Final Soft Skill: Electronic Device Usage



**Students must
follow the
teachers rules
concerning
electronic devices**

**The expectation
is that phones are
put away during
instructional time**

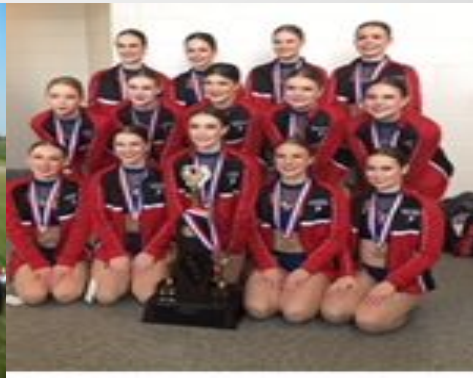
**Guidelines may
change based on
class/age level,
Students who
abuse electronic
device usage will
face disciplinary
consequences**



IHSA/School Academic Requirements/Code of Conduct

- Academic Probation - 1 "F"
- Ineligible - 2 or more "F's"
- Eligibility: Monday - Saturday
- See your teacher during FTT
- Guidance has list of tutors

*Take care of your
grades and make
good decisions!*



School IDs for Safety

Everyone will receive a school ID

- **Students must display** their ID upon arrival to campus
- IDs must be carried by the student at all times. IDs can be worn around the neck, clipped to a backpack, or placed in a purse, wallet, or pocket.
- If you need an ID, go to **the office**
- If you forget your ID, you will be sent to the office to purchase (\$1) a temporary ID (good for 1 day). First temporary is free. If **you lose, mark, cover up or cut** your ID, you **need to replace the permanent ID for \$5.00**



What about Electronics & Phones? Expectations



- Cell phones/electronics in the classroom? **Teacher permission needed (teacher's choice)**
- Can a teacher take my phone? **Yes, if you misuse it**
- Will teachers use hanging file? **Yes, if teacher chooses**
- Cell phones during common times? **Yes, but follow school policy**
- If I bring a phone to class and use without permission? Refuse to give up? **Loss of phone privileges - parent can pick up phone in the office, consequences**
- Pictures/videos taken at school? **No bullying, harassing, making fun of HHS students or employees - cyber or otherwise**



HHS Electronic Device-Consequences Chart



1st Offense-Written Warning-

Device sent to office, parent notified via email, student pick up at end of day in office

2nd Offense-30 minute Detention-

Device sent to office, parent notified via phone/email, parent pick up between 7:15-3:30pm in office

3rd Offense-Full Day ISS- Device sent to office, parent notified, parent pick up between 7:15-3:30pm in office, Student must leave device at home OR must check in the office.

4th Offense and Beyond- Device sent to office, parent notified, parent pick up between 7:15-3:30pm in office, Student must leave device at home OR must check in the office. Consequences may include ISS, STOP, OSS, or other consequences deemed appropriate. Parent meeting may be required to determine a behavior improvement plan.

Electronic Device Violations: Steps on the consequences chart may be adjusted due to the severity of the infraction. Students who refuse to give up their device when asked by a staff member will face consequences for insubordination. Students who have had their device banned from school and are required to check in the office and are found to have their device on their person may also be written up for insubordination.



Acceptable Use Policy: School Technology



- No student wifi for personal devices
- Treat chromebook carts/labs with respect
- School logins to Google, email, and others may be monitored
- Make good decisions with searches at home & school
- Avoid inappropriate, harmful, and dangerous content
- If you see something...say something
- **AUP/Computer/Network** infractions (*hacking, tampering, sharing passwords, inappropriate content, etc.*) may result in consequences such as: **Detentions, ISS, STOP, OSS, referral for expulsion, police involvement, legal prosecution, loss of privileges and restitution for damages**



Think Before You Post, Tweet, Insta, Snap, Record, Text....or Whatever You Do

What is a Digital Footprint?

- Simply put, it is everything on the internet about you including:
 - Social media profiles
 - Images/ photos of you
 - Any information or content posted by you on blogs and sites





What About Attendance?

- Excused absences (illness, funeral, family emergencies, religious holidays) all count toward final exams
- Parent should call school by 9:00 AM the day of your absence; bring a parent note the next day
- Absences not cleared in 48 hours are unexcused
- No school work for credit unexcused for unexcused absences
- Per state guidelines, after 10 absences, note needed from a physician and your parent for an excused absence
- Juniors and Seniors - 2 (TOTAL) College/Career Days!
- Excessive absences? A principal/truancy officer create a plan

Tardies and Truancies (handbook)

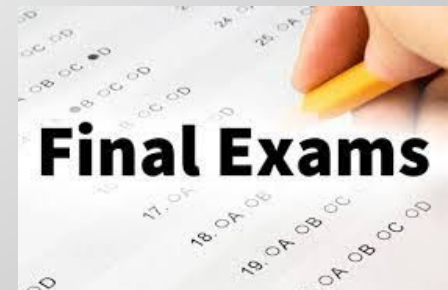
- Tardies 1 - 4 = written warnings
- 5 cumulative tardies (all classes together) = 30 minute detention
- 16-20 tardies = ISS
- 21+ tardies = STOP
- Tardies start over at the semester
- Up to 10 min. late = tardy; 11+ min. late = unexcused absence
- To leave school, you need a parent note signed by a principal, office communication
- Make sure you follow the rules of the teacher, this is not universal



Final Exams: Jrs & Srs

- 3 Excused abs., no OSS: B, C, D both Q = no final
- 5 Excused abs., no OSS: A both Q = no final
- 5 Excused abs. + meets/exceeds ACT/SAT = no final
- Reminders: 5 T = 1 absence
- 2 APPROVED college/career days for 2 years (total) = DON'T COUNT FOR FINALS
- ISA Science Test-Can be exempt

Final note: you may always take final to raise grade



Dress Code at HHS

- Must not disrupt the educational process
- Teachers may issue a warning or send you to the nurse/principal
- Building principals are the final authority
- Check at door for ID and dress
- Same dress code across HCUSD #5



"Highland High School's Mission is 'Excellence in Education Every Day.'" As students prepare for futures in a competitive world, parents and staff work with students to maintain an environment where learning is the focus. With that in mind, HHS has adopted a dress code that reflects a professional attitude toward learning."

Remember the District Guidelines

- No sunglasses in building; headgear is the teacher's discretion
- No halters, one shoulder, tube, crop or spaghetti string tops
- No showing of backs, bottoms, bras, cleavage, underwear or bellies
- No clothes that advertise drugs, alcohol or inappropriate language or pictures.
- No low-ride bottoms or too tight bottoms (cover your assets!)
- No clothing holes in inappropriate places
- No short-shorts or too-short skirts
- No trench coats during school day
- No facepaint/costumes unless authorized by principals



Safe Learning Environment

Chris Flake-SRO



- Promote positive school culture
- Treat all with respect and dignity
- Feel safe reporting safety issues

If you see or hear something,

SAY SOMETHING



The drug/weapon policy . . .

- Is in effect 24/7, on ALL SCHOOL GROUNDS and ALL SCHOOL FUNCTIONS
- This includes the school, parking lots, fields, buses, school trips, field trips, athletic events, and curricular/extra-curricular events that occur before, during, after and outside of school
- The possession, use, sale or distribution of alcohol, tobacco, drugs or drug paraphernalia
- The possession or use of weapons



HHS Stance on Bullying/Hazing

"No person. . . shall harass, intimidate, or bully another student based upon the student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation. . .

The District

WILL NOT TOLERATE

harassing, intimidating conduct, or bullying whether verbal, physical or visual." (HHS Handbook - online)





STOP BULLYING STRATEGIES FOR STUDENTS

- S** **Speak.** If you feel unsafe, say something direct like, "This is mean and I want it to stop!"
- T** **Tell** an adult at school and at home. Don't be silent!
- O** **Options** should be discussed with an adult at school and at home to plan what you can do if it happens again.
- P** **Practice** your plan so you are prepared!

Tell a teacher or principal! Don't be a silent bystander!



PLEASE



BE NICE

ISS and STOP

- ISS is run by Mr. Toennies.
- Lunch ISS is in room 180 off commons. Otherwise, ISS is in room 261, English wing.
- If you serve an ISS detention, please sign in with him.
- If a teacher sends you out of class, go to the office first. A principal will decide ISS/ stay in the office/ or go home.
- If you go to STOP, go to office when you arrive at school. Bring work to do. Staff will escort you to the bus.
- You may not use electronics in ISS or STOP
- You may not sleep in ISS or STOP. You must work. If you sleep, you will need to server another day.

No Student
Parking

D

E

A

B

C

Buses Only

New Student Lot

Overflow

F

Image USDA Farm Service Agency
© 2012 Google

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Parent Drop Off

Visitor

ADA

Clean Up & Reduce Loitering



Highland High School
@HHSbulldogsLL

A big shout out to Kurt Vonder Haar, his boys, and others who helped clean the lot today! What a great lesson showing that a small act of kindness has a huge impact. Let's keep it going as these gestures make our community what it is.



Kurt Vonder Haar

Visual Storyteller · 1 hr ·

I read a post from Dr. Becker yesterday and saw the mess out in the HHS parking lot.

FOR NOW it's all clear. But the custodial staff shouldn't have to pick up 20 lbs of trash every night (we weighed it). Littering is highly preventable and it was a good lesson for my kids.

We also spoke with some teenagers out there. They were SUPER nice - they want to keep the parking lot clean and still be allowed to hang out. They said they would help spread the word and even picked up trash from around their



Parking Lot at HHS ...



- ALL STUDENT PARKING will be at HHS
- Use the large student lot for student drop off/pick up-NEW LANE!
- Follow the arrows for traffic flow
- Do not cross yellow lines, watch for STOP SIGNS ADDED
- **Section A** turns left or right (Exit farthest from school)
- **Sections B and C** turn right only (Exits closest to school)
- **Section F** is overflow near stadium, New Lot, DO NOT SPIN TIRES!!!
- (HMS) **Section D** is entrance only, **Second E** turn right or left.
- Keep it clean, use your parking tag, no loitering, be safe and smart
- Parking lot and driving violations may result in loss of driving privilege



Code Red, Fire, Earthquake and Tornado Drills

- **Code Red**, **Earthquake** and **Tornado** drills: announced from the office (If it's a REAL disaster, don't wait for the announcement!)
- **Code Red**: teachers clear hallways, lock doors, turn off lights, cover windows. Students in class stay in class; if in hallway, go to nearest class; remain quiet and away from windows. Wait for directions from your teacher: **Run, Hide, Fight** may be options.
- **Earthquake**: students under desks/tables; protect head and neck; wait for directions from teacher
- **Tornado**: go to designated area and wait for directions from your teacher. Stay with your class.
- **Fire**: an alarm will sound; leave school following designated plan. Stay with class; clear the parking lot for emergency vehicles

Other Rules I Should Know

- HHS is a closed campus
- FTT - pass from teacher/librarian
- You must have a pass to use the elevator
- Food and drink (except water) belong in the cafeteria
- Search and Seizure
- Academic Integrity Policy - English class



Lunch & Breakfast at HHS. . .

- Carry & pick up your own trash & trays
- Never do anything that could hurt someone - throw things, pull out chairs, etc.
- Be respectful to all
- Watch PDA
- Avoid sitting on tables
- If you need lunch money. . . let us know
- Stay in the Cafeteria, do not go into Hallways until Bell



What is Student Council?

- Student council is the student-led organization at HHS that plans Homecoming week, dances, pep rallies, fundraisers, and other fun events. (Class officers are also required to be members of Student Council.)
- Faculty sponsors:
 - Mrs. Buchtel and Mrs. Case
- Leadership Team:
 - Co-Presidents: Jimmy Metzler and Kayla Rutz
 - Vice President: Mackenzie Becker
 - Senior Officers: Olivia Jansen, Reagan Crask
 - Junior Officers: Abby Mortland, Ashlynn Korte, and Julia Beil



Join the HHS StuCo Team!

- Interested in joining HHS Student Council or becoming a class officer? Pick up an application outside of Mrs. Buchtel's (201) or Mrs. Case's (267) room!

**APPLICATIONS ARE DUE NO LATER THAN 2:35 PM ON FRIDAY,
AUGUST 23RD!!**

- There will be an informational meeting for those interested in joining student council on
- Monday, August 19th during 7th hour FTT in the Kennel.
- We hope to see you there!

The text "STUDENT COUNCIL" is rendered in a bold, 3D, blocky font. The letters are light gray with a darker gray outline and a subtle gradient, giving them a three-dimensional appearance. The text is arranged in two lines: "STUDENT" on the top line and "COUNCIL" on the bottom line.

A Message from the Principal's Advisory Committee (PAC)

PAC TARGETS for 2019-2020

1. School Spirit & Culture
2. Beautification of School
3. Respect, Unity & Community
4. Going Green



Welcome Week and Homecoming 2019

Welcome Week: August 19th - 23rd

❑ Pay attention to announcements for dress up days and prizes!

- Homecoming Week: **September 23rd - 27th**
- Homecoming Game: **Friday, September 27th**
- Homecoming Dance: **Saturday, September 28th**





Take PRIDE in your school...

- If someone needs something, help them out
- If you or someone needs help, let someone know
- Take pride and ownership in your school
- Try, care, and be kind
- Do the right thing; even when no one is watching
- Study hard, work with others, have a great school year!

Bulldog
& Pride