

# **Student Handbook**

## **2020-2021**



***MIDDLETON HIGH SCHOOL***

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# MIDDLETON HIGH SCHOOL

Middleton High School Staff looks forward to this school year with a great deal of excitement and enthusiasm. Our attitude is positive and progressive. We approach the education of your child with a team effort. Parents are an important part of this team as well. As parents and school personnel work together, we can better meet the needs of all children. To that end, we hope that this handbook will answer questions you might have. We are pleased to have your child at school and encourage you to visit us at any time.

## GENERAL PROCEDURES

### DISCRIMINATION STATEMENT

#### DISCRIMINATION PROHIBITED

It is the policy of this Board of Trustees not to discriminate on the basis of race, color, creed, national origin, religion, age, disability, or sex in its educational programs or employment practices. Grievances by employees, students, or other persons alleging illegal discrimination by this District, its employees, other students, or third parties in any of the District's public facilities, programs or activities based on race, sex, national origin, color, age (persons forty (40) years of age or older), religion, or disability may be filed with the Middleton School District according to the procedures as outlined in Middleton School District Policy.

### DRIVER TRAINING

To be eligible, a student must reside within the Middleton School District boundaries or be currently enrolled at MHS in grades 9-12. Students are required to have 90% classroom attendance to pass the Driver Education Program. Each session lasts six weeks. The sign-up procedure for Driver Training is given below:

- Pay the Driver Education program fee to the MHS bookkeeper. You will be placed in the next available class.
- Just prior to the start of class, you will need to purchase the permit. This is done at the CALDWELL DRIVER'S LICENSE office. You will need to present picture identification, a state certified birth certificate, and a Verification of Compliance

(VOC) form. The VOC form certifies you are attending school. This form may be obtained in the office. A parent must accompany you unless you are 18 years of age.

- If a student cannot attend their assigned session, a refund is possible up until one (1) week prior to the start of the session.
- The instructor and building administration will schedule sessions throughout the year. Students can sign up through the MHS bookkeeper.

In the event that a student does not successfully complete the Driver's Education Program due to grades, attendance, or withdrawal; the student will need to follow the sign-up procedure to repeat the course. Students repeating the Driver Education Program will be required to purchase another Driver Education Permit and pay another Driver Education Program fee.

## **EMERGENCY PREPARATION**

Staff and students will participate in practice drills to be prepared for various situations. It is extremely important that all students follow the directions of staff members during these drills and that all drills are taken seriously. Students who fail to cooperate may be putting others in danger. Warning signals may vary from fire alarm, intercom, or bells. Students will be given instructions from staff as to responding to this situation, which may include a lockdown procedure prior to exiting the building. Given the circumstances of the scenario, staff and students will be evacuated as quickly and safely as possible to a prearranged safe location.

## **HALL PASSES**

Any student in the halls during class must have a hall pass.

## **LOCKERS**

Student lockers are available upon request through the Counseling Office. Lockers are school property and, as such, subject to search by school officials (see Search and Seizure). Students should care for the lockers appropriately. Locker inspections may be conducted to ensure that lockers are kept clean. No stickers, writing, or display of inappropriate material, which violates school policy, is allowed on lockers. Any repairs to lockers damaged or permanently defaced in any manner may be determined to be the student's financial responsibility.

## **MEDIA CENTER**

The Media Center has a nickel-a-school day late fine for every book that is overdue. Books are checked out for a two (2) week period. If the student needs the books longer, the books must be renewed at that time. Students need to have their fines paid and books returned to continue to have access to the Media Center materials. Students are able to have two (2) fiction books and two (2) non-fiction books checked out in their name at any one time. A fine/overdue list is sent out in each report card mailing. \*\* All policies are posted on the Middleton School District website under Media Center.

## **POSTERS / SIGNAGE**

Signs and posters may only be put up with approval from the school administrator. Scotch tape is not to be used to hang posters and/or locker tags. Signs and posters not related to school will not be allowed without administrative approval. The total number of posters hung in the building by any one group will be discussed and determined on a case-by-case basis collaboratively with the program advisor.

## **PLEDGE OF ALLEGIANCE**

All students will be given the opportunity to participate in the "Pledge of Allegiance" daily. Students may refrain from participation but must maintain a respectful silence during this time. Disrespectful behavior will result in a behavior referral to the office.

## **SCHOOL SAFETY**

The campus will not be open to any students at any times unless there is a faculty member or authorized adult supervisor present.

Skateboards, bicycles or any other non-motorized device are not allowed to be ridden during the school day and must be stored in designated areas or checked in at the main office.

Additionally, items delivered to MHS for students (i.e. flowers, balloons, etc.) will be kept in the office and the student notified. These may be picked up at break, lunch, or after school. These items are not allowed in the classroom. There will be no deliveries accepted on Valentine's Day. It is the student's responsibility to pick up any items during office hours.

## **SECTION 504 NOTICE**

Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act (ADA) prohibits discrimination against students and staff members with disabilities. The Middleton School District has developed policies and procedures that ensure compliance with Section 504 and ADA. Included in the regulations is the requirement that students with disabilities be provided a Free and Appropriate Public Education (FAPE). These regulations encompass identification, evaluation, the provision of appropriate services, and procedural safeguards. Parents are entitled to have the opportunity to review relevant educational records under the Family Education Rights and Privacy Act (FERPA). The 504 and ADA compliance officer for the Middleton School District is Sharlee Watkins. Anyone wishing to review the District's 504 policies, including grievance procedures, may contact Ms. Watkins at Middleton School District, 5 S. 3<sup>rd</sup> Ave., Middleton, ID 83644, or call (208) 585-3027.

## **TECHNOLOGY ACCEPTABLE USE POLICY**

Technology can be integrated to facilitate increased collaboration, communication, creation, and critical thinking. The District provides students with technology services. These services include, but are not limited to, the use of technology devices, school accounts, and the internet. [MSD Technology Acceptable Use Policy](#)

Individual users of the Internet have the ultimate responsibility to use Internet resources appropriately. All Internet users are expected to use the network for purposes consistent with the policies, purposes, and objectives of the Middleton School District and Middleton High School. I understand and will abide by the terms and conditions for use of the MHS computer network. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary and/or legal action may be taken.

## **TELEPHONE**

The attendance office phone may be used by students to contact parents/guardians.



## **VISITORS**

Middleton High School visitors are required to check in to the high school office for a Visitor's Pass. Parents are always welcome to observe classes. To observe a class, please provide the teacher and school administration 24 hours notice, sign-in at the main office, and a school support staff member will escort you to and from the classroom. Middleton High School does not allow students to visit during the school day, including lunches, without express authorization from the building administration.

# **ATTENDANCE REQUIREMENTS**

While educators work to help students reach state standards, it is clear that regular school attendance and successful academic performance are closely tied. Whether looking at grades or test scores, the pattern is evident: Students who attend school consistently learn more and perform better. They usually fit in better socially, are healthier and more able to cope with challenges of learning. All these factors add up to a great impact on a child's chances of becoming a successful, contributing member of society as an adult.

## **ATTENDANCE RECORDS**

The teacher's record will be the official record when determining student attendance records. If you have questions regarding your son/daughter's attendance, please call the attendance office at (208) 585-6657.

## **ATTENDANCE POLICY**

Middleton School District has a 90% Attendance Policy. When a student exceeds 10% in any class during a semester, credit may be denied for that particular class. The decision to deny credit may be appealed using the "Attendance Loss of Credit Appeal Form." Absences for any reason not related to school approved activities, physical approved medical absences, and/or absences deemed as extraordinary will be counted toward the ninety (90%). The Attendance Secretary will attach a report showing the date and number of absences and tardies for each scheduled period during the semester.

## **ATTENDANCE APPEAL PROCESS**

The Appeals Review Committee (ARC), consisting of a building administrator, school counselor, and three or more teachers appointed by the administrator. The ARC will meet to determine a decision as granted, denied, or conditional. If the appeal is granted, the credit will be posted to the transcript as earned. If the appeal is denied, the decision may be appealed to the designee of the Superintendent. If the appeal is granted conditionally, the student and parent or guardian will be notified of the condition. A letter will be sent via mail regarding each decision of the appeals process. If the student/parent is not satisfied with the decision of the ARC, they must appeal to the Superintendent within ten (10) workdays after the ARC submits its decision and the Superintendent will render a decision on the appeal within ten (10) workdays after receiving the appeal.

## **AUTOMATED ATTENDANCE SYSTEM - BLACKBOARD**

Upon the absence of a student, the Blackboard Automated Attendance System will automatically contact the parent/guardian. Updated information is the responsibility of the parent or guardian.

## **CHECK-IN / CHECK-OUT PROCEDURES**

Middleton High School operates a closed campus, therefore, students must be checked out by an authorized parent or guardian each day. Students are to be in areas designated by the administration during the school day. To be excused during class time, students must come to the office to pick up a parent approved "release" form prior to class. All students must sign in or out of school with the attendance office each day. Failure to do so may result in a truancy.

## **NOTIFICATION OF ABSENCES**

The parent or guardian will be notified by email/mail when the student reaches two (2) absences in one or more classes. A second notification will be sent when a student reaches four (4) absences in one or more classes. A third notification will be sent when a student reaches six (6) absences.

## **PARENT/GUARDIAN RESPONSIBILITIES**

It is the responsibility of the parent or guardian to aid Middleton School District school officials in enforcing the attendance policies. Parents or guardians should call the school

(208) 585-6657 if the student is to be absent.

## **90% REQUIREMENTS**

Students are required to be in attendance at school a minimum of 90% of the time that the course is in session. In enforcing the attendance requirements, the Board of Trustees (Board) may deny credit to any student who is not in school for the required time. If a student is determined to be a habitual truant, the Board may expel the student. Absence from class, verified, unverified, excused or unexcused, with the exception of physician approved medical documentation, school excused activities or absences deemed extraordinary by the school principal will be considered when making denial of credit and habitual truancy determinations.

## **TYPES OF ABSENCES**

**PRE-ARRANGED ABSENCE:** If a student needs to be absent from school for personal reasons (these include absences approved in advance) for three (3) or more school days, he/she must obtain a "Pre-Arranged Absence" form in the attendance office. Pre-arranged absences count toward the nine (9) allowable absences per semester. Students are strongly encouraged to complete the "Pre-Arranged Absence" form 48 hours in advance. The student should ask each teacher for assignments in advance, so they have opportunity to complete their assignments before or during the absence. Students are allowed two (2) days to complete make-up work for full credit from the date of their last absence.

**SCHOOL ACTIVITY ABSENCE:** An activity absence is an absence for a school-sponsored program. Prior approval by administration or designee is required for this type of absence. School activity absences will not count against the Middleton High School attendance requirement. Examples of school activity absences are field trips or special performances, athletic contests (participants only), or college visitation (seniors/juniors only, 2 days maximum per year). It is the responsibility of students involved in activities to contact their respective teachers regarding assignments or tests and to complete them within the time frame outlined above. Absences for school clubs will be approved on a case-by-case basis with prior notification to the office and approval by the administration.

**SUSPENSION:** A suspension is a temporary exclusion of the student from school. The student shall be automatically re-admitted to school if no additional action has been taken. During the time of an out-of-school suspension, students cannot be on school grounds and will not be allowed to participate in athletic practices, or attend games or other school activities. Students are eligible to make up work for credit during

out-of-school suspension. During the time of an in-school suspension, students will not be allowed to participate in athletic practices, or attend games or other school activities. Students are eligible to make up work for credit during in-school suspension.

**TRUANCY/HABITUAL TRUANCY:** A habitual truant means any student who, in the judgment of the Administration and Board, repeatedly has violated this attendance policy, or any child whose parent or guardian has failed or refused to cause the pupil to be instructed as provided by Idaho Code Section 33-202. Pursuant to Idaho Code Section 33-205, the Board may expel a student because he or she is a habitual truant, as defined by policy. This includes an absence from school or class during the school day, or violation of the closed campus policy, without permission of the school officials or knowledge and consent of the student's parent/guardian. Any absence for one (1) or more class periods without a communicated excuse from the parent or guardian, within 48 hours, may be considered a truancy. Any student who is truant will lose credit for assignments, homework or exams given during that time.

**VERIFIED EXCUSED ABSENCE:** A verified excused absence occurs with approval and prior knowledge of the student's parent or guardian. Written or oral communication must come from the parent or guardian within two (2) days of the absence, explaining the reason. Failure to excuse an absence within two (2) days may result in it being recorded as an unexcused absence. Unexcused absences count toward the student's total absences.

**SKYWARD ATTENDANCE TYPE CODES:**

- |                          |                              |
|--------------------------|------------------------------|
| A - Absent               | M - Medical                  |
| C - Counseling           | O - Office                   |
| D - Late bus             | R - Truancy                  |
| E - Excused absence      | S - Out-of-school suspension |
| G - Testing              | U - Unexcused/unverified     |
| I - In-School Suspension | Y - School activity          |
| L - Late/tardy           |                              |

## **TARDIES**

A student is tardy if he/she is not in the classroom at the end of the tardy bell. Tardies will be counted by separate periods. The count will start over at the beginning of each semester. Excessive tardies not only impact the learner, but also the class that the student is late to. In an attempt to reduce the rate of tardies and subsequent impact on teaching and learning, appropriate consequences will be implemented.

## **CONSEQUENCES FOR TARDIES:**

### **Tier I Interventions (Tardies 1-8 per class per semester)**

1. Tardies 1-3 Student attendance will be recorded per the individual teacher.
2. Tardy 4 Student will be assigned 1 lunch/after-school detention
3. Tardy 5 Student will be assigned 2 lunch/after-school detentions (Every 5 tardies constitute an unexcused absence for consideration of credit)
4. Tardy 6 Building administration will be notified, a parent meeting will be held, and the student will be assigned one day of In-School-Suspension
5. Tardy 7 Parent notification. Student will be assigned two days of In-School-Suspension

**\*Parent Contact will be made by the Administration.**

### **Tier II Interventions**

Students who continually disregard the Tardy Policy or fail to complete assigned consequences will be referred to grade level administration. Response to these situations will be at the discretion of the Administrator. Possible outcomes may include:

1. Evaluate/change schedule and correlate to minimize frequency of tardies.
2. Assigned consequences; Saturday School, additional ISS, etc.
3. Consideration of a modified schedule
4. Mandatory meetings with the grade level counselors to address behaviors associated with discipline

### **Tier III interventions**

Students who continue to disregard the Tardy Policy may be subject to consideration of change of placement.

# **STUDENT CONDUCT EXPECTATIONS**

Three principles govern expectations at MHS:

1. Conduct, which is disruptive of the educational process, is prohibited.
2. Conduct, which infringes upon the rights and property of others, is prohibited.
3. All students are expected to be knowledgeable of the school rules, which relate to conduct and discipline.

In the event a student violates the school's student conduct expectations, support staff shall take such action as is deemed appropriate to maintain continuity of learning for fellow students, teachers, school officials, and school property. The following rubric outlines the progressive steps that will be implemented to ensure the continuity of the

education process is not abridged while also maintaining consistency when applying restorative discipline. Additionally, any action by student that is deemed in violation of Idaho Code may be resolved through law enforcement separate from MSD.

<b>PROGRESSIVE DISCIPLINE RUBRIC</b>		
<p><b>Tier 1 Infractions</b></p> <p>Profanity</p> <p>Physical contact (minor pushing, horseplay)</p> <p>Insubordination</p> <p>Dress code violation</p> <p>Physical contact beyond hand holding</p> <p>Minor class disruption</p> <p>Lying</p> <p>Inappropriate use of school property or materials</p> <p>Electronic device violation</p> <p>School grounds disruption</p> <p>Cheating/plagiarism - 1st offense</p> <p>Minor Driving/Parking violations</p> <p>Tardies 1-8</p>	<p><b>Tier 2 Infractions</b></p> <p>Continued Tier 1 Infractions</p> <p>Abusive/Profanity toward a staff member</p> <p>Fighting</p> <p>Major classroom disruption</p> <p>Major verbal altercation</p> <p>Cheating/plagiarism - 2nd offense</p> <p>Alcohol/Drugs/Tobacco - use or possession - 1st offense</p> <p>Continued or Major Driving/Parking violations</p> <p>Continued violation of Tardy Policy</p>	<p><b>Tier 3 Infractions</b></p> <p>Continued Tier 1 or 2 Infractions</p> <p>Bullying</p> <p>Harassment - Race/Sex/Disability</p> <p>Threats</p> <p>Alcohol/Drugs/Tobacco - Distribution</p> <p>Alcohol/Drugs/Tobacco - use or possession - Repeated</p> <p>Immoral conduct</p> <p>Arson</p> <p>Weapons</p> <p>Theft</p> <p>Vandalism</p> <p>Cheating/plagiarism - Repeated</p>
<p><b>Steps:</b></p> <ol style="list-style-type: none"> <li>1) Teacher/Teacher Partner first addresses behavior</li> <li>2) Contact parent via phone</li> <li>3) Refer to Grade Level Support Staff Member or Dean of Student</li> </ol> <p><b><u>Options determined by Support Staff:</u></b></p> <ol style="list-style-type: none"> <li>1) Parent communication</li> <li>2) Detention</li> <li>3) Saturday School</li> <li>4) Required counseling</li> <li>5) Behavior Contract</li> </ol>	<p><b>Steps:</b></p> <ol style="list-style-type: none"> <li>1) Bring the student to the office, or call the office. (And) Submit digital referral to administration</li> </ol> <p><b><u>Options determined by Support Staff:</u></b></p> <ol style="list-style-type: none"> <li>1) Required parent conference</li> <li>2) Detention</li> <li>3) Saturday School</li> <li>4) Required counseling</li> </ol>	<p><b>Steps:</b></p> <ol style="list-style-type: none"> <li>1) Bring the student to the office, or call the office. (And) Submit digital referral to administration</li> </ol> <p><b><u>Options determined by Support Staff:</u></b></p> <ol style="list-style-type: none"> <li>1) Required parent conference</li> <li>2) Required counseling</li> <li>3) Behavior Contract</li> <li>4) School Resource Officer</li> </ol>

6) In-School Suspension (ISS) 7) Out-of-School Suspension (OSS) (INJURY/HARM TO SELF OR OTHERS) 8) Expulsion	5) Behavior Contract 6) In-School Suspension (ISS) 7) Out-of-School Suspension (OSS) (INJURY/HARM TO SELF OR OTHERS) 8) Expulsion	5) In-School Suspension (ISS) 6) Out-of-School Suspension (OSS) (INJURY/HARM TO SELF OR OTHERS) 7) Expulsion
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## **CHILD NUTRITION**

Breakfast and lunch is available for purchase. Meal prices, menus, and additional nutrition information are available on the MSD website.

Food and drinks are allowed only in designated areas to include the commons and courtyard. Students are to remain in the commons or courtyard areas during the entire lunch period. Students must have a note from school staff in order to leave the designated areas to go to a teacher’s classroom or media center during lunch.

## **DRESS CODE**

It is the policy of this School District that all students shall dress in a manner which is appropriate for an effective educational environment. While recognizing the importance of allowing students to express their individuality through their attire, the school is responsible for ensuring that student dress is conducive to a positive and respectful environment for all students. All students, therefore, are required to dress in a manner that promotes a safe and healthy school environment, and is not disruptive of the educational climate and process.

Students are prohibited from wearing or carrying clothing, accessories, or jewelry, or displaying piercings or tattoos, which, by picture, symbol, or word, depict or allude to any of the following:

- Drug usage, including alcohol or tobacco
- Controlled substance of any kind
- Drug paraphernalia
- Gangs
- Violence
- Sexually explicit, lewd, indecent, or offensive material
- Illegal acts

If the Building Administrator or designee has a reasonable belief that gang activity is or may be present in the school, students are prohibited from wearing, using or carrying, any clothing, jewelry, or other attire or accessories, or displaying tattoos, emblems, symbols, signs, or codes, which are evidence of membership or affiliation in any gang. Students are prohibited from wearing clothing, which reveals a student's underwear, bosom, abdomen, or buttocks. Students are prohibited from wearing head coverings in school buildings during class hours, except as may specifically be authorized by the Building Administrator or designee. Students are required to wear shoes or other footwear in school buildings, unless that Building Administrator or designee has otherwise approved of an exception (ie: case, etc.).

The Building Administrator or designee may identify additional dress code requirements to address specific needs within their respective building or for a specific activity.

## **DRUG AND ALCOHOL POLICY**

The Board of Trustees believes that all students have the right to learn in an atmosphere that is conducive to success; that the harmful use or possession of illegal drugs, alcohol, and/or tobacco (cigarette, cigar, pipe, smokeless tobacco in any form, and other smoking products specifically including electronic cigarettes, electronic nicotine delivery systems, or vaporizer smoking devices) has a detrimental effect on the ability of the student to learn and the ability of staff to provide a meaningful educational program. Possession, use, sale, distribution, and/or intent to distribute any illegal drug, alcohol, tobacco, or drug paraphernalia may result in school disciplinary action and/or criminal charges. Refer to "Major Discipline Violations" and the Middleton School District's Substance Abuse Intervention Policy for complete details.

## **STUDENT HARASSMENT**

It is the policy of this District to maintain a learning environment that is free from harassment. Each student has the right to attend our school(s) in an atmosphere that promotes equal opportunities and that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive.

Students attending District Schools are:



1. Prohibited from engaging in any conduct which could reasonably be construed as constituting harassment on the basis of sex (including sexual orientation), race, color, national origin, age, religious beliefs, ethnic background, or disability.
2. Prohibited from sexually harassing other students; District employees, and patrons; and
3. Required to report, to the School Principal or their designee, harassment of which the student becomes aware.

This policy applies to all conduct on the District's premises and at school-sponsored events, conduct during transportation to and from school and school-sponsored events, and conduct off the District's premises that has an adverse affect upon a student's educational environment.

## **DEFINITION OF HARASSMENT**

Harassment is defined to include verbal, written, graphic, photographic, audio or video depictions of any kind or physical conduct relating to an individual's sex, sexual orientation preference, race, color, national origin, age, religious beliefs, ethnic background, or disability that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the District's programs that:

1. Has the purpose or effect of creating an intimidating or hostile environment.
2. Unreasonably interferes with an individual's educational performance.
3. Otherwise adversely affects an individual's educational opportunities.

Harassment includes, but is not limited to:

1. Physical acts of aggression or assault, damage to property, or intimidation and implied or overt threats of violence motivated by the victim's sex or sexual orientation, race, color, national origin, age, religious beliefs, ethnic background, or disability;
2. Demeaning jokes, taunting, slurs, and derogatory "nicknames," innuendos, or other negative remarks relating to the victim's sex or sexual orientation, race, color, national origin, age, religious beliefs, ethnic background, or disability;
3. Graffiti and/or slogans or visual displays such as cartoons or posters depicting slurs or derogatory sentiments related to the victim's sex or sexual orientation, race, color, national origin, age, religious beliefs, ethnic background, or disability; and

4. Criminal offenses directed at persons because of their sex or sexual orientation, race, color, national origin, age, religious beliefs, ethnic background, or disability;

Harassment also includes an act of retaliation taken against (1) any person bringing a complaint of harassment, (2) any person assisting another person in bringing a complaint of harassment, or (3) any person participating in an investigation of an act of harassment.

## **DEFINITION OF SEXUAL HARASSMENT**

Sexual harassment is a form of misconduct that undermines the student's relationship with educators and with other students. No student, male or female, should be subject to unasked for and unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment refers to sexual overtures or conduct, including those that relate to the student's sexual orientation, that is unwelcome, personally offensive, and affecting morale, thereby interfering with a student's ability to study or participate in school activities.

Sexual harassment is a form of misconduct that includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's participation in the educational process;
2. Submission to or rejection of such conduct by an individual is used as a factor for educational decisions affecting the individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

Examples of sexual harassment include, but are not limited to, the following:

1. Unwelcome verbal statements of a sexual or abusive nature, including requests or demands for sexual activity, sexual jokes, and obscene comments, etc.;
2. Unwelcome, sexually motivated or inappropriate touching, pinching, or other physical contact;
3. Unwelcome cyber communications, including, but not limited to, sending sexually explicit photographs or messages via any electronic communications devices ("sexting");
4. Unwelcome sexual behavior or communications, regardless of the method of such

communication, accompanied by implied or overt threats concerning an individual's education.

5. Unwelcome behavior or communications directed at an individual because of his/her gender; and
6. Stalking or unwelcome, sexually motivated attention. "Stalking" is defined as engaging in a course of conduct directed at a specific person which includes but is not limited to following or harassment, when such conduct would cause a reasonable person to fear for his or her physical safety or health or that of others, including fear of sexual conduct, unlawful restraint, bodily injury, or death, or would cause a reasonable person to suffer emotional distress.

## **REPORTING PROCEDURES**

1. Any student, and/or parents of a student, who believe the student is being harassed should immediately report the situation to school personnel.
2. Any District employee who receives a report of harassment from a student, becomes aware that a student is being subjected to harassment, or in good faith believes that a student is being subjected to harassment, is required to report the matter to the Building Principal immediately. In the event the complaint involves the Principal, the matter must be immediately reported to the Superintendent.
3. Any District employee who witnesses harassment of a student should take immediate, appropriate action to intervene to stop the harassment.
4. Any student who becomes aware that a fellow student is being subjected to harassment should immediately report the incident to a Counselor, Teacher, or the Principal.

## **INVESTIGATION AND REPORT**

When a report of harassment or bullying is received by the Principal or Superintendent or Assistant Superintendent, immediate steps will be taken to follow the policy entitled "Civil Rights Grievance Procedure."

1. Obtain a written statement from the complainant regarding the allegations;
2. Obtain a written statement from the accused;
3. Obtain written statements from witnesses, if any; and
4. Prepare a written report detailing the investigation.

An investigator may be appointed to conduct the investigation, or the Principal or

Superintendent, may conduct the investigation. The investigation should be completed within ten (10) workdays.

## **DISCIPLINARY ACTION**

If the allegation of harassment or bullying involves a teacher or other school employee, the Principal will submit the report of the investigation to the Superintendent. If there is sufficient evidence to support the allegation, disciplinary action, up to and including dismissal, may be taken against the offender.

If the allegation of harassment is against a student and there is sufficient evidence to support the allegation, disciplinary action, up to and including expulsion, may be taken against the offender.

If there is insufficient evidence to support the allegation, no record will be made of the allegation in the complaining student's permanent record. No record of the allegation will be placed in the accused employee's personnel record or in an accused student's permanent record if insufficient evidence supports the allegation.

In the event the investigation discloses that the complaining student has falsely accused another individual of harassment knowingly or in a malicious manner, the complaining student may be subject to disciplinary action, up to and including expulsion.

In the event the harassment involves violent or other conduct, which could be reasonably considered to be criminal in nature, the Principal/Superintendent will refer the matter to the local law enforcement agency.

## **CONFIDENTIALITY**

Any investigation will be conducted, to the maximum extent possible, in a manner that protects the privacy of both the complainant and the accused. However, if it is suspected that child abuse has occurred, such abuse will be reported to the proper authorities as required by state law.

## **PROTECTION AGAINST RETALIATION**

No retaliation will be taken by this District or by any of its employees or students against a student who reports harassment in good faith. Any person found to have retaliated against another individual for reporting an incident of harassment or bullying may be subject to the same disciplinary action provided for harassment offenders. Those persons

who assist or participate in an investigation of harassment or bullying are also protected from retaliation under this policy.

## **RECORD OF ALLEGATIONS**

This District will keep and maintain a written record, including, but not limited to, witness statements, investigative reports, and correspondence, from the date any allegation of harassment is reported to District personnel. The information in the written record will also include the action taken by the District in response to each allegation. The written record will be kept in the District’s administrative offices and will not, at any time, be purged by District personnel.

## **PROHIBITION AGAINST HARASSMENT, INTIMIDATION AND BULLYING**

No student or minor present on school property or at school activities shall intentionally commit, or conspire to commit, an act of harassment, intimidation or bullying against another student. Such behaviors foster a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims, create conditions that negatively affect learning, and undermine the ability of students to achieve their full potential.

It is the policy of this District to maintain a safe school environment for all students while attending school, riding the school bus, and attending District-sponsored activities on school premises or at other locations. Harassment, intimidation, and/or bullying, regardless of the specific nature of the students behavior, is disruptive to safe school environment and will not be tolerated.

## **DEFINITION**

“Harassment, intimidation, or bullying” means any intentional gesture or any intentional written, verbal, or physical acts or threats against another student that

1. A reasonable person under the circumstances should know will have the effect of
  - a. Harming a student.
  - b. Damaging a student’s property.
  - c. Placing a student in reasonable fear of harm to his or her person.

- d. Placing a student in reasonable fear of damage to his or her property.
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for a student.

An act of harassment, intimidation or bullying may also be committed through the use of a landline, car phone, or wireless telephone or through the use of data or computer software that is accessed through a computer, computer system, or computer network.

## **PROHIBITED BEHAVIOR**

The district expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of others.

Students attending any of the District schools are prohibited from engaging in the following behaviors:

1. Physical abuse against a student, including, but not limited to, hitting, pushing, tripping, kicking, blocking, or restraining another's movement; sexual misconduct; causing damage to another's clothing or possessions; and taking another's belongings.
2. Verbal abuse against a student, including, but not limited to, name calling, threatening, sexual misconduct, taunting, and malicious teasing, or making rude gestures.
3. Psychological abuse against a student, including, but not limited to, spreading harmful or inappropriate rumors regarding another, drawing inappropriate pictures or writing inappropriate statements regarding another, and intentionally excluding another from groups, stalking, or similar activities.
4. Cyberbullying, including, but not limited to, using any electronic communication device to convey a message in any format (audio or video, text, graphics, photographs, or any combination thereof) that intimidates, harasses, or is otherwise intended to harm another individual.
5. Harassment, intimidation, and/or bullying, including any intentional gesture or any intentional written, verbal, or physical acts or threats, against another student that:
  - a. A reasonable person under the circumstances should know will have the effect of:
    - (1) Harming a student; or
    - (2) Damaging a student's property; or
    - (3) Placing a student in reasonable fear of harm to his or her person; or

- (4) Placing a student in reasonable fear of damage to his or her property; or  
b. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for a student.

Harassment, intimidation, and/or bullying is defined as misconduct by a student(s), which is characterized by the aggressor(s) repeatedly engaging in negative actions against another student(s) in an attempt to exercise control over the victim.

6. Harassment, intimidation or bullying conduct based on a student's actual or perceived race, color, national origin, sex, gender identity or expression, sexual orientation, physical or mental disability, religion, physical appearance and characteristic, or socioeconomic status; or a student's association with a person or group with one or more of these actual or perceived characteristics.
7. Conspiring with another individual to commit any act of harassment, intimidation, or bullying against another student; or perpetuating such conduct by spreading hurtful or demeaning material created by another person (e.g., forwarding offensive emails or text messages).
8. Retaliatory actions against another for reporting an act of harassment, intimidation, or bullying.

The discipline rules related to harassment, intimidation, and bullying apply when a student is (1) on school grounds before, during, or after school hours; or at any other time when the school is being used by a school group; (2) off school grounds at any school activity, function or event; or (3) traveling to or from school or a school activity, function, or event.

The prohibition extends not only to actions taking place on school grounds but also actions originating at a remote location and carried out via any technology, including but not limited to, the use of a landline, car phone, or wireless telephone, or through the use of data or computer software that is accessed through a computer, computer system, or computer network.

## **REPORTING**

District personnel are required to report, in a timely and responsive manner, any incident of harassment, intimidation, or bullying they witness or are aware of to the school principal or designee. All other persons, including students, parents/guardians, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report

The district prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying; or cooperates in an investigation. The consequences for a person who engages in reprisal or retaliation may include, but are not limited to, suspension and expulsion. Annually, the district shall report bullying incidents to the state department of education in a format as set forth in rule by the state board.

## **INVESTIGATION**

The School Administrator or designee will promptly investigate any allegations of misconduct that are reasonably characterized as harassment, intimidation, or bullying. At the discretion of the School Principal and/or Superintendent, the alleged perpetrator(s) may be suspended pending the outcome of the investigation. If the school principal or a designee determines that bullying or retaliation has occurred, the school principal or designee shall (1) take appropriate disciplinary action; (2) notify the parent/guardian of the perpetrator; (3) notify the parent/guardian of the victim; and to the extent allowed under state and federal law, (4) notify the parent/guardian of the action taken to prevent any further acts of bullying or retaliation

## **DISCIPLINARY ACTION**

Students who engage in harassment, intimidation or bullying will be disciplined through the use of consequences that may include but are not limited to, referral to counseling, diversion, use of juvenile specialty courts, restorative practices, as determined appropriate, up to and including in school suspension, out-of-school suspension and expulsion. Consequences for school employees who engage in such conduct may include suspension and/or termination.

Each school will take prompt and effective steps reasonably calculated to end the harassment, intimidation, or bullying; eliminate any hostile environment and its effects; and prevent the harassment from recurring. Appropriate steps to end harassment may include separating the victim and the perpetrator, or providing counseling for the victim and perpetrator

## **TRAINING**

Ongoing professional development: The district will provide ongoing professional development to build skills of all school staff members to prevent, identify, and respond to harassment, intimidation, and bullying.



The district recognizes that in order to have the maximum impact, it is important to train school employees who have significant contact with students on school policies and procedures regarding harassment, intimidation, and bullying. Training will provide staff members with a clear understanding of their roles and responsibilities and the necessary skills to prevent, identify, and respond to bullying.

The district encourages the implementation of school and community wide bullying education and prevention programs.

## **REPORT TO LAW ENFORCEMENT**

The School Administrator will refer allegations of harassment, intimidation, or bullying to law enforcement if he/she reasonably believes that the student has engaged in conduct, in violation of Idaho Code Section 18-917A.

## **NOTICE**

The district will provide each student and parent/guardian with written annual notice of this policy in a manner consistent with students' age, grade and level of academic achievement through publication in the student handbook.

## **PERSONAL ELECTRONIC DEVICES**

Student use of portable media players, cell phones and other electronic devices for communication and/or entertainment during school hours is disruptive to the educational process.

Students are prohibited from using electronic communication and entertainment devices in the Middleton School District building during school hours, unless expressly authorized by the respective Principal or his/her designee. Cell phones/portable music players may be used outside, in designated areas and times of the school buildings, as determined by the respective Principal. Students may use their electronic devices during class for teacher/supervisor approved tasks.

## **PLAGIARISM/CHEATING**

Each classroom teacher shall notify students of their procedures if students are found to have cheated/plagiarised on an assignment or test. This includes doing work for another student. All work submitted by a student must represent his/her own ideas, concepts, and

current understanding. All material found during research must be correctly documented/cited to avoid plagiarism. Any student caught cheating or plagiarizing on course assignments or exams will lose credit for that assignment or exam. The teacher will notify parents. Students may be subject to disciplinary action, including a parent conference.

## **SEARCH AND SEIZURE**

If there is reasonable suspicion that a student may have a controlled substance, paraphernalia, tobacco, or weapon in his/her locker, backpack, purse, vehicle, or on their person, the student is subject to search by school officials and seizure of the item(s). The outcome of a search may result in suspension from school and school activities. A recommendation for expulsion may be considered by the building administration. Criminal conduct will be reported to the Middleton Police Department.

## **STUDENT VEHICLES**

Vehicles should be legally parked in the student parking lot on the north side of the building. During the first semester, vehicles will not park in the area marked for the Marching Band. Students are not allowed to park in areas designated as visitor parking, including the front of the building along Emmett Road, faculty or staff parking, handicapped parking, or in areas with curbs painted yellow or red. Student vehicles must have a parking permit that is clearly displayed for the vehicle to be able to park on campus. A parking permit is free and any student who drives to school must obtain a parking permit from the main office. Students should access the student parking lot from Willis Road before and after school. Students will not be permitted in the student parking lot during class time or lunch without prior approval from the school's administration. Students with Work Based Learning , Religious Release, have been excused through the office, or have no further classes may leave with their vehicles at the designated time. Anyone driving unsafely or parked in an unauthorized area or without a valid parking permit in any Middleton School District parking areas may be subject to disciplinary action. Speed limit on school grounds is 15 mph. Middleton School District is not responsible for vehicles parked on school property, including but not restricted to, vandalism to the vehicle, damage to the vehicle, damage by the vehicle, or theft from the vehicle.

## **RELEASE TIME - RELIGIOUS, PERSONAL AND/OR OTHER**

A Release Program is when a student is excused from school during the normal school day to attend a specific and accountable program. The time in which they are released from school is referred to as release time. Types of Release Programs are, but are not limited to a religious class, medical needs, and work programs. Parents choosing to excuse students from the regular instructional day to attend any release programs are in essence excusing their child from school during that time. This is a private and personal decision and one that parents are free to make. Middleton High School will not limit the mode in which parents and students choose to travel during their release time. Students are responsible and accountable for all violations of school attendance policies before and after their release period including the stipulation that Middleton High School is a closed campus during lunch hours. Students will be expected to return to the Middleton High School campus at the conclusion of the release time if school is still in session.

Transportation choice during any release time is left to the discretion of parents and/or guardians. Parents who decide to allow their child to drive a personal vehicle, transport passengers in their personal vehicles and/or ride as a passenger in someone else's vehicle during any type of release time are doing so at their own choice and risk. Middleton High School is not legally responsible for these students during their release time.

## **CALDWELL TRANSPORTATION - 208-459-0195**

Middleton High School will be working with Caldwell Transportation to provide busing for all eligible students. We will provide the safest and most efficient way possible for all students to arrive at school.

## **PASSENGER RULES**

### **I. BOARDING AND DEPARTING THE BUS**

1. Arrive at the bus stop five (5) minutes before the bus arrives.
2. Board and leave the bus only at your assigned school or home stop.
3. You must remain at your school to be eligible to ride the bus home.
4. Wait in a safe place, off the road, clear of traffic and away from the bus stop.
5. Cross only in **FRONT** of the bus.
6. You must be at least 15 feet in front of the bus to cross and **ONLY** at the direction of the driver.

7. Observe traffic and safety requirements when walking to and from the bus stop.
8. Wait in an orderly fashion and avoid “horseplay” and other inappropriate behaviors.

## **II. STUDENT BEHAVIOR ON THE BUS**

1. No bullying/ harassment of other students or driver.
2. Go directly to an available or assigned seat, be seated (facing forward) and remain seated until the bus comes to a complete stop before unloading.
3. Keep aisles and exits clear. (Backpacks, books, instruments, etc. will be placed on your lap.)
4. Keep body parts and other objects inside the bus windows.
5. Use normal speaking voice, NO screaming or yelling.
6. No passing or throwing objects on, in or from the bus. **Place trash in can when exiting the bus.**
7. No eating, drinking or chewing gum on the bus.
8. Do NOT open or close overhead vents.
9. Appropriate dress is required at all times. (school district dress code)
10. No destruction of property or vandalism. No standing in the seats at any time.

## **III. RESPECTING THE RIGHTS AND SAFETY OF OTHERS**

1. No physical contact or public display of affection (fighting, hitting, kissing, hugging, biting etc.) Keep your hands and feet to yourself.
2. No swearing or profane language. (Cussing or obscene gestures not allowed on or off the bus towards others. No spitting on or out of the bus.
3. No flammable items on the bus. (Butane, curling irons, hair spray, nail polish or remover, perfume, cigarette lighters, weapons, etc.)
4. No hazardous materials, look-like weapons, or items that could be used

as a weapon, nuisance items or animals on the bus. This includes skateboards, roller blades and sports balls.

5. No drugs, alcohol, or tobacco products on the bus or at the bus stop.

## **IV. Obey Driver Promptly And Respectfully**

### **CONSEQUENCES OF BUS CONDUCT REFERRALS**

**First Referral:** Telephone and/or letter with/to parent and /or student.

**Second Referral:** Telephone and/or letter contact with parent and student, five day suspension from the bus. Conference may be required.

**Third Referral:** Telephone and/or letter contact with parents and student, ten (10) day suspension from the bus. Conference with building administrator.

**Fourth Referral:** Telephone and/or letter contact with parents and student, permanent suspension for the remainder of the school year. Conference with building administrator.

**\*\*NOTE: IMMEDIATE FIVE (5) DAY SUSPENSION FOR FIGHTING, HITTING OR BITING OTHER STUDENTS ON THE BUS OR AT THE BUS STOP.**

# **ACADEMIC GUIDANCE DEPARTMENT**

## **ACADEMIC HONORS**

The academic honors awarded to graduating seniors are listed below:

- **Top Academic Honors** - For determination of top academic honors, the GPA and class rank are calculated after completion of the seventh semester.
- **Graduation Speakers** - The student graduation speaker(s) will be determined by the Middleton High School Class Rank Rubric (see website for rubric).

## **CALENDAR**

The school year is divided into two semesters consisting of two quarters (approximately nine (9) weeks each). Credit is awarded on the basis of the semester grade. Only final

semester grades are recorded on the student's permanent record.

## **CREDITS**

Credits are the units by which academic progress is measured. One credit represents a semester's work in a course (1.00 credit = 1.00 unit). Students earn 1.0 credit by passing a one semester course for credit-earning courses. Students may lose credits earned if they are in violation of attendance standards.

**MINIMUM SCHOOL DAY:** Each secondary student shall enroll for a full day of classes consistent with the length of the school day as established by the local Board of Trustees. Seniors who are on track for graduation may apply for a reduced schedule, *only periods 1 or 7*, with the Counseling Office.

## **DIPLOMA REQUIREMENTS**

<b>ACADEMIC AREA</b>	<b>TOTAL CREDITS REQUIRED</b>
<b>ENGLISH LANGUAGE ARTS</b>	<b>8.0</b>
<b>SCIENCE [4 LAB]</b>	<b>6.0</b>
<b>SOCIAL SCIENCE</b>	<b>6.0</b>
<b>HUMANITIES</b>	<b>2.0</b>
<b>MATH [2 MUST BE IN 12TH GRADE]</b>	<b>6.0</b>
<b>OTHER REQUIRED [PE, HEALTH, SPEECH, ECON]</b>	<b>7.0</b>
<b>ELECTIVE CREDITS</b>	<b>13.0</b>
<b>TOTAL CREDITS</b>	<b>48.0</b>

# GRADING

The following grading system will be used:

A = 90 - 100%

B = 80 - 89%

C = 70 - 79%

D = 60 - 69%

F = Below 60%

Report cards listing semester grades will be sent home in the mail to those parents/guardians without email. Parents may access all grades and progress reports via the Parent Family Access link on the Middleton School District website. Printed copies may be requested for pick up in the MHS Counseling Office.

~~To calculate your semester grade, double each quarter grade, add the semester test grade, and divide the sum by five.~~ To calculate your grade point average (GPA), add each "A" as 4 points; each "B" as 3; each "C" as 2; each "D" as 1; and each "F" as 0. Then divide that sum by the total number of credits attempted. Only semester grades are recorded on the student transcript.

~~Semester grades will be compiled by the teachers as follows:~~

- ~~• 1st quarter = 40%~~
- ~~• 2nd quarter = 40%~~
- ~~• Semester exam = 20%.~~

No early finals will be permitted for any semester.

# HONOR ROLL

A roll of honor (3.00 GPA and above) and a roll of highest honor (4.00 GPA) will be sent at the end of each semester to local media outlets. Non-credit and pass/fail classes are not calculated in the GPA.

# NATIONAL HONOR SOCIETY

National Honor Society - The students who qualify with a GPA of 3.5 or higher, applied for membership, and been inducted into the National Honor Society. National Honor Society is

a club that recognizes students for their scholarship, leadership, character, and service. The selection process begins in January and is completed in April. Members are required to complete several service projects and to uphold NHS standards.

## **SCHEDULE CHANGES**

Schedule change requests forms are available in the Counseling Office. Requests must be made within the first five (5) school days of each semester with your assigned counselor. Course changes are not always approved. Schedule changes after the five (5) days are completed through the building support team. Steps for change of schedule can be obtained from the counseling office and require parent meetings with the teacher, and then a parent meeting with the teacher and principal. The building principal will make a final determination based on the parent request for change.

## **SCHOLARSHIPS**

Scholarship opportunities may be explored in the Career Information System (CIS) computer program available in the Counseling Office or the school computer lab. Contact the Counseling Office for information on CIS.

## **STUDENT RECORDS**

Student records are available for examination by parents or guardians and/or requesting student. Please contact the Counseling Office for information.

## **WITHDRAWAL FROM COURSES**

Students who withdraw from any class after the fifth (5th) day of a class, for any reason, will be assigned a "WF" for that class with the "WF" designation being placed on the official transcript and computed into the GPA.

## **WITHDRAWAL FROM SCHOOL**

If it is necessary for you to withdraw from school, you must obtain a withdrawal form



from the Counseling Office. The withdrawal form and your textbooks must be presented to each of your teachers. Student laptop, charger, and sleeve must be returned to the Counseling Office along with all other Middleton School District property. Parent or guardian signature is required on the withdrawal form. Return the completed withdrawal form to the Counseling Office.

## **STUDENT ACTIVITIES**

Every student at Middleton High School is encouraged to participate in as many activities as possible. The clubs and faculty advisors are listed on the high school website.

### **DANCES AND SPECIAL ACTIVITIES**

Clubs and organizations sponsoring activities or dances must have a club officer obtain a "Student Activity Application" form from the Principal's Office. Complete the form and return it to the Principal's Office at least two (2) weeks prior to the date of the activity or dance for approval by administration. Extraordinary circumstances that do not allow at least one (2) week notice will be determined by the support team. Dances sponsored by any organization of MHS are school affairs. Anyone who is a current student and in good standing at MHS shall be permitted to attend with an MHS school ID. For formal dances, guests may be allowed to attend with prior approval of the administration. Students who wish to bring a guest to a formal dance must obtain a guest pass, which is available in the Attendance Office. All guests to high school dances must be of high school age or a recent graduate. Other regulations pertaining to school dances are:

- After leaving the dance or activity, students will not be allowed to re-enter unless previous permission has been granted.
- All students and guests wishing to attend a school dance or activity must present an activity card or identification card.
- No person may enter or stay in attendance at any school dance or activity if they are suspected to be under the influence of drugs or alcohol. Students will be subject to further disciplinary action and/or referral to law enforcement.
- All school rules apply during school-sponsored dances and activities.
- Inappropriate dancing or touching are not allowed. Violators will be dismissed from the dance or activity.
- All guests must be age 20 or below, and no students currently in middle school or below will be allowed to attend as a guest. In the case of an extraordinary circumstance, this rule may be waived on a case-by-case basis with approval by

the building principal.

## **ATHLETICS**

Students are encouraged to participate in the athletic programs at MHS. In fall sport season, athletic opportunities include football, volleyball, cross-country, soccer, cheerleading, and dance team. The winter sport season opportunities include boys' basketball, girls' basketball, and wrestling. Spring sports opportunities include baseball, softball, track and field, golf, and tennis. The head coaches of each athletic program are listed on the high school website.

## **ATHLETIC ELIGIBILITY**

The Middleton School District will follow all current and subsequent eligibility requirements for participation in interscholastic activities, as set forth by the Idaho High School Activities Association (IHSAA). All students wishing to participate in any interscholastic activity must meet the eligibility requirements for that activity, as established by the IHSAA.

## **TRAINING AND PARTICIPATION REQUIREMENTS**

Coaches and/or advisors are expected to set reasonable standards for continued eligibility, including, but not limited to, training and other participation requirements, academic performance, and sportsmanship. Such standards will be in writing and distributed to the students at the beginning of the sports season or enrollment period. Student participants in all extracurricular activities are expected to comply with the training and participation requirements.

During any suspension period, the student will be required to adhere to training rules and practice sessions. The student will be required to attend home events. A student suspended from athletics may not dress down with the team or travel with the team to away contests during the period of suspension.

## **PROHIBITION AGAINST THE POSSESSION OR USE OF ILLEGAL SUBSTANCES**

Students participating in interscholastic activities are prohibited from possessing, using,

**or distributing tobacco, alcohol, illegal drugs, and/or paraphernalia.**

**Any student who tests positive for drugs will be suspended from participating in interscholastic activities as set forth in the District's "Drug and Alcohol Testing of Students Participating in Extracurricular Activities."**