

# MELBA JUNIOR-SENIOR HIGH SCHOOL



Home of the Mustangs

## **STUDENT HANDBOOK 2016-2017**

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**This agenda belongs to:**

Name \_\_\_\_\_  
Home Phone \_\_\_\_\_ Grade \_\_\_\_\_

## **MISSION STATEMENT**

**Learning with Purpose:** Students will be College & Career Ready.

## **VISION STATEMENT:**

The Melba School District prepares students with the knowledge, skills, and character necessary to achieve career, educational, civic, and personal goals, which will enrich our society.

**The following character traits will be emphasized throughout the year.**

Empathy **Self-Control**

**Citizenship**

*Appreciation/Generosity*

Tolerance/Diversity

**Dignity/Pride**

**Honesty/Integrity**

**Responsibility**

# **MELBA JUNIOR/SENIOR HIGH SCHOOL STUDENT/PARENT HANDBOOK**

## **INTRODUCTION**

The Melba Junior/Senior High School Handbook provides information about the rules, policies, discipline, calendared activities, academic requirements and student privileges and responsibilities. Please become familiar with the information in this handbook. Take a few moments to read and understand the policies and guidelines that you will be expected to follow. Students at Melba are the best in the state. Our students have the opportunity to work and learn from the teachers at Melba Junior/Senior High School. We need your help to maintain a safe, friendly environment where we can continue to learn together. Let's have the best year of academics and successful activities at Melba High School.

Mr. Eric Forsgren, Principal

## **GENERAL INFORMATION:**

The purpose of this handbook is to acquaint parents and students with the regulations, policies and objectives of Melba Junior/Senior High School. We hope this will help you in becoming better acquainted with your school, thus making the school experience that much more enjoyable. Students living within the Melba School District boundaries will automatically be enrolled each year. All students living outside the boundaries of the district must apply for admission to Melba schools each year. Out-of-district student's behavior and attendance will be reviewed as part of the yearly application process. Applications may be denied to students that are not in good standing. Adult visitors are always welcome. In order to provide a safe environment for everyone, it is against the law for anyone not enrolled or working for the school district to be on school grounds without checking in at the office. Please sign in at the office when you come to our school.

## **REGISTRATION FEES AND REQUIREMENTS**

At the time of final registration all fees will be paid. A student may request a locker. Students are responsible for all materials in their lockers. According to state law, school lockers are the property of the school, and school officials reserve the right to open and search lockers according to Idaho Code. Students must place a lock on their locker. Locks are available from the office for \$5.00 and students must use a school lock. Locks may be turned in at the end of the year for a \$3.00 refund. If students do not return their lock at the end of each year they are not eligible for a refund.

At registration time, students may purchase an activity card which entitles them to attend all activities and assemblies sponsored by the student body at no charge.

The fee includes all home athletic events held during the school year. Lost activity cards should be reported to the office immediately.

Fees:

Junior/Senior High School Activity Card \$30.00

Class dues\*

Senior Fees	\$35.00
Juniors	\$20.00
Sophomores	\$15.00
Freshmen	\$10.00
High School Yearbook	\$55.00
Junior High Yearbook	\$25.00
Lock	\$ 5.00 (\$3.00 credit at the end of the year if the lock is returned in usable condition).
HS Athletics	\$50.00 per sport
JR High Athletics	\$25.00 per sport

\*Class funds must be spent on school or community improvements with approval of administration.

These fees must be paid each year. Students who do not pay appropriate fees will not receive a diploma or have transcripts sent to colleges or universities until fees are paid. Fees not paid will be carried over to the next year.

Students will be required to furnish personal items such as notebooks, paper, pencils, erasers, etc. Students enrolled in certain classes (art, consumer and family science, AG. etc.) will be required to purchase materials and supplies used in projects that become the personal property of the student.

### BELL SCHEDULE

<b>7<sup>th</sup> -8<sup>th</sup> grade</b>		<b>9<sup>th</sup> -12<sup>th</sup> grade</b>	
1 <sup>st</sup>	7:55-8:55	1 <sup>st</sup>	7:55-8:55
2 <sup>nd</sup>	8:58-9:58	2 <sup>nd</sup>	8:58-9:58
Break	9:58-10:06	Break	9:58-10:06
3 <sup>rd</sup>	10:06-11:06	3 <sup>rd</sup>	10:06-11:06
4 <sup>th</sup>	11:09-12:09	4 <sup>th</sup>	11:09-12:09
Lunch	12:09-12:38	5B	12:12-1:12
5A	12:38-1:38	Lunch	1:12 – 1:41
6 <sup>th</sup>	1:41-2:41	6 <sup>th</sup>	1:41-2:41
7 <sup>th</sup>	2:44-3:44	7 <sup>th</sup>	2:44-3:44

**JUNIOR HIGH CREDIT REQUIREMENTS:** The Melba School community believes “student learning is the chief priority of the school.” We know these years are critical to a student’s success in high school and beyond. Students need to demonstrate a level of mastery or proficiency to be promoted to the next grade level. Students that do not meet proficiency levels may have a meeting with administrator and parents to determine advancement.

Required Courses are:

<b><u>8<sup>th</sup> Grade</u></b>	
English	Math 8
Earth Science	Literature/Reading
Idaho History/Project Citizen	2 Electives*

\*Electives are: Band, Choir, Art, Spanish, P.E., IDLA\*, and Science Lab

<b><u>7<sup>th</sup> Grade</u></b>	
English	Math 7
Life Science	Fitness
Literature/Reading	2 Electives*
World Geography/World History	

\*Electives are: Band, Choir, Art, Spanish, IDLA\*, and Science Lab

\*IDLA courses are offered to Jr. High students with a class fee of \$75-\$100 that must be paid before the start of class and is non-refundable after 2 weeks from the start of classes.

- Students cannot fail a full year (two semesters) of any one subject
- Must meet district attendance standards (no more than 6 absences from any one class; no more than 4 tardies)

### **HIGH SCHOOL GRADUATION REQUIREMENTS**

Earn 48 credits of which the following are required.

English	8 credits	Communications	1 credit
Social Studies	7 credits	Math	6 credits
Science	6 credits	Humanities	2 credits
Health*	1 credits		

\*Health Professions qualifies for 1 Health credit and 1 Elective.

Total: 31 required with 17 additional credits in elective subjects.

All students must complete a senior project. Students must pass Integrated (CCSS) Math 1, 2, 3. Additionally, 2 Math credits must be earned during the senior year.

All high school courses taken will be placed on the student's transcript with the grade earned. Grades will not be changed, dropped, or altered unless the exact class is retaken and a higher grade earned.

### **GRADUATION EXERCISE PARTICIPATION POLICY**

Students who have completed the required courses and have met the necessary credit requirements as stated, are eligible to participate in the graduation ceremony. Students needing correspondence credits for completion of credits must have proof of credits to the counselor by the first day of graduation practice. The number of correspondence credits a student may use towards graduation is limited by the State Department of Education. Students who are short one or more credits from fulfilling the graduation requirements, or do not meet the core requirements, may not participate in the exercises.

### **SCHEDULE CHANGE**

Students wishing to make a schedule change must do so before the new semester begins. These changes are made through the counselor's office and students will submit a completed change of class form prior to meeting with the counselor. After the start of the new semester all class changes are assessed a fee of \$5 per class change. The class change fee must be paid and a completed class change form submitted to the counselor prior to any changes being made. After 2 weeks a student withdrawing from a class will do so taking an "F".

### **POWER SCHOOL**

Melba Junior/Senior High School's student information system is Power School. Through Power School parents may access their student's grades, attendance and tardies online. A login and password may be obtained from the district.

## ASSEMBLIES AND CONCERTS

Because a concert or assembly is presented to a large group of people, it is important that those in attendance exercise good manners and good judgment. If students adhere to the following guidelines, they, as well as their friends and classmates, will be able to more fully enjoy these special performances:

1. Leave books, games, food and drinks outside the performance area.
2. When the assembly starts, be quiet and remain quiet until it is over.
3. Remain seated throughout the assembly.
4. Refrain from discussions about the assembly until it is over.
5. Show your appreciation or that you like the assembly by clapping when each piece is over and at the end. Whistling is generally not appropriate behavior.
6. Booning is never acceptable. Even when you are joking, it is inappropriate behavior. If you disagree with someone or what is said, it is best to save your comments for a more appropriate time.
7. OFFENDERS MAY BE ASKED TO LEAVE AND MAY BE DENIED ADMITTANCE TO FUTURE PERFORMANCES.

\*A student activity card is required.

## SIGN-OUT PROCEDURES

A parent or legal guardian must sign out any student leaving campus. All parents are asked to report to the office. Parents may not go directly to the classroom. This is a state law and is intended to protect all children.

## ATTENDANCE INFORMATION

The Board of Trustees recognizes the importance of attendance. Policy No. 522 of the Melba School District addresses this matter. Students are expected to be present in school every period of every school day unless they are ill or otherwise excused. The Melba School District attendance policy requires that all students be present at least 90% of the time. **Students who miss more than six (6) days per semester in a regular class may lose credit for that class.**

If a student is absent, a parent or guardian should call the morning of the absence to alert the office that they will not be at school; resulting in an excused absence. If a phone call or note is not received, the absence will become unexcused. Student absences will be taken care of as follows:

## ABSENCES

- 1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> Absence: Parents have 48 hours to call in and excuse their student.
- 4<sup>th</sup> Absence: Written notice will be sent home outlining the Attendance Policy.
- 5<sup>th</sup> - 6<sup>th</sup> Absence: Administrator / Administrative Assistant will make personal contact with parent/guardian regarding Attendance Policy, Parental Responsibility Ordinance and Attendance Review Hearings. Student will be put on an attendance contract.

- 7<sup>th</sup> Absence: Loss of credit occurs at this point. The office will contact parent/student to give notice of the opportunity for an Attendance Review.
- Further Absences: Citation into Magistrate Court may be issued to parent/guardian for Failure to Supervise pursuant to Canyon County Parental Responsibility Ordinance 03-13-01.
- Students may be referred to the Idaho Transportation Department for suspension of the student's driving privileges for failure to meet attendance requirements of the district per Idaho Code 49-303.

## TRUANCY

Truancy is defined as an absence from class without the approval of the parent/guardian or school authorities. Examples of truancy occur when (1) a person generates an unauthorized phone call to excuse an absence, (2) the parent refuses to excuse the absence, (3) the student leaves school without permission from the parent, and without signing out in the office, (4) the student is in the building, but is out of class without permission. 1<sup>st</sup> – 3<sup>rd</sup> Truancy: Consequences will be at the discretion of the building Principal/Designee. 4<sup>th</sup> Truancy: A referral will be made by the building administrator and the student may be petitioned into Magistrate Court under Idaho Code 33-206. A student will receive a zero for any work missed while truant. All truanancies will become a part of the student discipline record. Excessive Truanancies as determined by the principal can lead to prosecution. ***You may be exempt from the Notification Procedure for the following reasons: School related absences, extraordinary absences, bereavement absences, court absences, and suspension absences.*** Pre-arranged absences: In the event that the absence is due to travel or some reason other than illness or emergency, the parent or guardian should notify the school prior to the absence. Arrangements should be made to get assignments before the absence. Whenever possible, work should be submitted before departure or immediately upon the return of the student. According to Board policy, these days will still count against the number of allowable absences. Please be careful when taking your students out of school. School time appointments should be kept to a minimum. Doctor and dentist appointments should be made after school, but on occasions when this isn't possible, please bring a note from the doctor to verify the student's appointment. Personal business should be done after school hours. All arrangements to check students out of school must be handled through the office. A sign-out sheet is in the front office and should be signed by the student or parent when checking out of school.

## TARDIES

Students may have a maximum of four tardies per class without loss of credit for that class. On the fifth tardy in a single class the student will lose credit. Students wishing to regain credit must apply formally to the attendance committee stating reasons for tardies.



## **ABSENCES- LOSS OF CREDIT**

In accordance with district attendance policy requirements, any student absent more than six days in a semester may not earn credit for that class. Students who do not meet this requirement will be required to submit an application to the attendance committee for credit.

Students who go over the allowed number of absences or tardies have the opportunity to appeal for credit to the attendance committee. The committee will determine whether to award credit, deny credit or allow for make-up.

The decision of the building principal or the attendance review committee may be appealed to the superintendent. This appeal must be submitted to the superintendent within 10 workdays after the building principal submits his decision. The superintendent will render a decision on the appeal within 10 workdays after receiving the appeal. The decision of the superintendent may be appealed to the board for a final decision. The appeal must be filed with the superintendent's office within 10 workdays after the superintendent notifies the parent/guardian of his or her decision. The board will address the appeal in executive session. The board's decision will be final.

## **DRESS AND GROOMING**

A degree of modesty as befits a school environment is expected. Any clothing or fashion that affects the learning atmosphere or process in a negative manner will not be allowed. Halter tops, tank tops, spaghetti straps, midriff shirts, half-shirts off the shoulder shirts, short shorts or short skirts are not to be worn. Pajamas are not considered appropriate clothing. Leggings and dance tights style pants are inappropriate unless worn with shorts or a dress. Shorts and skirts must be mid-thigh in length. Pants should be worn at an appropriate height. No underwear will be visible at any time. Students who refuse to wear modest clothing or have to be regularly directed to replace immodest clothing with appropriate clothing are recognized as being insubordinate and will be suspended from school. No hats or other head coverings will be worn in the building during the school day. In the interest of the educational endeavor of good hygiene, proper footwear shall be worn at all times. Clothing or jewelry/apparel advertising or depicting alcohol, tobacco, drugs, inappropriate sexual innuendoes, or promoting gang or other inappropriate behaviors will not be allowed. The Board of Trustees desires to keep district schools and students free from the threats of harmful influence of any groups or gangs, which advocate drug use, violence, all forms of intimidation including ethnic, sexual, religious, etc. or disruptive or illegal behavior. The Board, therefore, prohibits the presence of any apparel, jewelry, including long pocket chains, accessories, notebooks, manner of grooming, including tattoos, which, by virtue of its color, arrangement, trademark, or any other attribute, may denote membership in such a group. This policy shall be applied at the administration's discretion as the need arises at individual school sites. Any student wearing or carrying overt gang paraphernalia or making gestures that symbolize gang membership shall be referred to the administration. The student's parent/guardian shall be contacted.

## CONDUCT OF STUDENTS

Students are expected to use good judgment in their actions and activities while at school. The following items will not be tolerated and will usually result in suspension, a parent conference, and/or expulsion from school:

1. Causing the evacuation of the building by pulling the fire alarm – suspension and possible referral to school board for expulsion.
2. Theft or possession of stolen property – suspension
3. Inappropriate comments such as: abusive, vulgar, gang related, or racial language in the halls, classroom, school grounds or during school activities – suspension
4. Unacceptable conduct in the halls or school grounds or at school activities – suspension
5. Inappropriate showing of affection in the halls, school grounds or school activities – warning/in-house suspension/out of school suspension
6. Vandalism to school property, or student property on school grounds, including but not limited to writing on desks, lockers, and walls etc. – suspension /possible referral to School Board for expulsion.
7. Use or possession of objects and/or materials which pose a threat to the students. (This includes, but is not limited to,: water balloons, eggs, pennies, squirt guns, snowballs, roller blades, skate boards, etc.) – object confiscated and possible suspension.
8. Objectionable literary or pictorial materials, including material displaying or advertising alcohol, tobacco or drugs or material with sexual innuendos – material confiscated and possible suspension.
9. Verbal or physical assault, attack, threat, or harassment of any student or school district employee – suspension.
10. Fighting – suspension, student may be cited by law enforcement.
11. Tobacco, alcohol, and drugs – suspension (refer to Substance Abuse Intervention Policy) Students may be cited by law enforcement.
12. Incurability.

## LUNCHROOM CONDUCT

Student behavior in the lunchroom should be based on courtesy and respect for others. It is the common desire of the students and faculty of Melba Junior/Senior High School that the lunchroom have a pleasant and orderly atmosphere where all may have an opportunity to enjoy their meal. To ensure that type of atmosphere, the following rules have been formulated:

1. Students are to take their position in the lunch line as they enter the lunchroom and are not to attempt to improve their position in the line by crowding in front of others. **Students who attempt to take cuts will be sent to the end of the line.** Repeated crowding will lead to referral to the office.
2. A student caught throwing food will be referred directly to the office where they will serve detention during the following lunch.
3. Students who spill food or drink will be expected to clean it up. The custodian and cooks are happy to help in providing the correct supplies for the job.
4. Do not leave the lunchroom with food or drink. Eat and drink your food in the lunchroom.

5. Students are not allowed to eat food off of other students' trays.
6. Charging for school lunches is discouraged at all grade levels. If a meal charge is necessary a maximum of 4 meal charges may be accumulated, after which the student will no longer be served a meal

## **BUS CONDUCT**

Riding the school bus is a privilege, not a right. Bus safety is of the highest priority. Therefore, your conduct on the bus should be both respectful and responsible. Please review the Melba School District Bus Conduct Policy, copies of which will be issued to each student rider.

## **SUSPENSION**

School Administration may use in-school suspension in lieu of out of school suspension in some cases. Students are expected to make up their assignments. If a student is serving any type of suspension, they are ineligible to participate in any activities for that day. Students who have been suspended from school for discipline reasons will not be allowed on school grounds or at school sponsored activities at home or away during the time of suspension.

## **FIGHTING**

Fighting will not be tolerated under any circumstances. Students who get into a fight may be suspended for up to five days along with detention. If a student continues to get into fights, he/she may be referred to the Board of Trustees with the recommendation of expulsion. Students who either encourage a fight to continue or incite a fight through teasing or harassing of another student are subject to the same suspension as are those who are actually fighting. Students are encouraged to utilize the counseling, administrative or teaching staff to help resolve differences which may lead to a fight. The following steps will follow a fight:

1. A hearing will be held by the principal to gather all facts.
2. There will be suspension for both parties.
3. The violators may be charged with a misdemeanor for disturbing the peace, according to Idaho State Code.
4. Any adult may make a citizen's arrest for students observed fighting. The arresting adult turns the information over to the Canyon County Sheriff Department. Later the adult may receive a subpoena to testify in court.

## **BULLYING**

In accordance with Idaho State law and Melba School District policy bullying is not allowed and is punishable with detention, suspension, and expulsion. Bullying is defined as any form of aggressive behavior manifested by the use of force or coercion to affect others. Habitual bullies may be removed from school as being consistently dangerous and inhibiting other students learning opportunities. Bullying may include verbal harassment, physical assault or coercion and may be directed repeatedly towards particular victims, generally relating to issues of race, religion, gender, sexuality, or ability. Sexual harassment

is also a form of bullying. Administration may also require the involvement of law enforcement to deal legally with bullying or harassment issues.

## **ZERO TOLERANCE**

Melba School District is committed to providing a safe environment for all students and staff. As a result, this district has a policy of “zero tolerance” for students who bring weapons or other objects/substances to school which are a threat to the health and safety of other students, staff members or visitors, or are a disruption to the educational process. Students attending Melba schools are prohibited from:

1. Possessing or carrying objects/substances which are manufactured, used or intended for use as a weapon, or facsimiles thereof, at school, on a school bus, or at any school-sponsored activity without prior permission of school officials.
2. Possessing, carrying, using, and/or threatening to use, any normally non-dangerous or dangerous object or substance with the intent or result of causing harm to another individual at school, on a school bus, or at any school-sponsored activity.
3. Knowingly assisting another student(s) to possess, carry, or use a weapon at school, on a school bus, or at any school-sponsored activity.

“Possession” is defined as actual possession (the individual knowingly exercises direct physical control over an object) or constructive possession (the individual is not in actual possession but knowingly has the power and intent at a given time to exercise dominion or control over an object, either directly or through another person(s)). A student will be determined to possess a weapon when the item is found to be in any of the following locations:

1. On a student’s person
2. In the student’s personal property, including but not limited to the student’s clothing, backpack, purse, or any other item the student transports or carries and/or causes to be transported or carried to school
3. A vehicle parked in the school parking lot which the student drives and/or is transported in
4. The student’s locker, or
5. Any other school-related location.

“Weapon” is defined as any device, instrument, material or substance designed to cause serious physical injury, or any item which, under the circumstances it is used, attempted or threatened to be used, is readily capable of causing serious physical injury. The following are Zero Tolerance items.

## **WEAPONS:**

Students are forbidden to knowingly and/or voluntarily possess, handle, transmit, or use, any instrument that can be used as a weapon or is a facsimile of a weapon. Any object which could be used to injure another person and which has no school related purpose for being in school or on school grounds will be considered a weapon of this policy. The following are examples of instruments ordinarily or generally considered weapons: knives of all types; guns, lead pipes, chains,

including wallet chains, chuck-sticks, throwing stars, darts, metal knuckles, black jacks, fireworks, explosives, mace or other chemicals.

**Possession, use, or attempts to use anything as a weapon will result in the student being referred to the Board of Trustees for expulsion. The school district is mandated by the federal law under the Gun Free Schools Act of 1994 “to expel from school for a period of not less than one year a student who is determined to have brought a weapon, as defined by the law, to school”.**

#### **BOMB THREAT:**

Placing or detonating a bomb, or calls or written threats of bombs, will be investigated by school administrators and the appropriate authorities. Any student involved in these threats will be referred to the Board of Trustees with recommendation for expulsion.

#### **ARSON:**

The malicious burning of, or attempt to burn school property will result in referral to the board of Trustees with recommendation for expulsion. Students in violation of any zero tolerance guide lines will be recommended for expulsion and referred to the appropriate authorities. The duration of expulsion may be for the remainder of a semester, or, if a minimum of two weeks remains in the present semester, the student will be expelled for the next semester or the next school year. (in compliance with Idaho Code 33-205) .

#### **SCHOOL VISITORS**

Students who are not members of the student body will not be allowed to visit the school without permission. Parents or other adults visiting the school are asked to check in at the main office. All visitors must receive a visitors badge from the office. Idaho Code Section 33-512 authorizes officers and school officials “...to prohibit entrance to each schoolhouse or school grounds, to prohibit loitering in schoolhouses or on school grounds, and to provide for removal from each schoolhouse or school grounds ...[any person(s)]...who loiters in school houses or on school grounds...”

#### **LOST AND FOUND**

Students are responsible for all personal items brought to school. The Melba School District does not accept liability for any personal item lost on school property due to theft, fire, water damage or for any other reason. Students should check in the main office for lost articles. If articles have been stolen, the principal should be notified immediately.

#### **FOOD AND DRINK**

Candy, gum and drinks are not allowed in the classroom without special permission of the teacher and notice given to the building administrator. Any beverage containers brought in from outside the school are subject to inspection by building staff.

## **SEARCH AND SEIZURE**

The Board of Trustees must provide an atmosphere conducive to the pursuit of educational goals. This may include the right to search the student's personal belongings when it is in the interest of the overall welfare of other students or is necessary to preserve the good order and discipline of the school, and reasonable suspicion exists for such a search. Only Melba School District personnel authorized by the superintendent may conduct a search pursuant to this policy. Search of a student's person or possessions (backpack, purse, etc.) should be limited to situations in which there is a reasonable suspicion that the student is secreting evidence of an illegal act, including, but not limited to possession of weapons, controlled substances, etc. A student's person may be searched with the student's permission. A witness shall be present to verify that the student's permission was obtained and to verify the search process. Lockers assigned to students are the property of the Melba School District. The student will be responsible for the proper care and use of the locker assigned for his or her use. Lockers may not be used by a student for the storage of illegal or potentially harmful items, including, but not limited to, weapons, drugs, and alcohol. The school district may open and inspect lockers when there is reasonable suspicion that the lockers may contain items which may be a threat to safety or security. School administrators may seize and retain or turn over to law enforcement officials, any contraband items or evidence found in a school locker. Desks and lockers are school property and school authorities may make reasonable regulations regarding their use. Lockers may be inspected if reasonable justification exists to believe that prohibited articles are being kept there. Students have the right to be present when a locker is inspected.

## **ELECTRONIC DEVICES**

Electronic devices and cell phones will be turned off from the start of the school day to the final bell except during passing periods, break, or lunch in the commons area. This includes cell phones, MP3 players, portable gaming systems, headphones and other similar devices. These items must not be visible during class. Teachers may use these devices in the classroom if it is part of their instructional plan. If these devices are used during class time without permission they will be confiscated by the teacher. If this is a first offense the electronic device will be kept in the office until the end of the school day. On the second offense (and all future offenses) the electronic device will be kept in the office until a parent or guardian personally comes to pick it up.

## **STUDENT VEHICLE REGISTRATION**

All students driving to school must register their vehicle in the office. Registration is free, but students must register any vehicle they may drive to school. A number will be assigned and a parking permit issued to each student when registration is completed.

## **PARKING LOT**

The parking lot is a place to keep the student's car during the school day. Melba School District assumes no responsibility for theft or damage. In an effort to protect the student's car and other possessions we ask the following of the students:

1. Do not go to cars without permission during break, between classes, or during any class period.
2. Vehicles must be parked legally and in designated areas only.
3. Students found in the parking lot during class time may receive disciplinary action.
4. Students enrolled in release time may only drive during that release time.
5. A student may drive home during lunch only if:
  - A) The student's parent or guardian has called and given permission to the student to go home for lunch.
  - B) The student signs checkout at front office and grabs a lunch pass. This pass must be visible at all times while the student is going to and from their vehicle.
  - C) The student may not take anyone as a passenger in their car (exception – family members.)
  - D) The students must check back in to the office and return the lunch pass.

All school campus driving rules and applicable state and local driving laws will be followed during this time. Students who drive in an inappropriate manner on school grounds may lose their driving privileges for two weeks for the first offense, and the remainder of the semester for the second. A third offense will lead to revocation of driving privileges on or near school grounds.

## **ACADEMIC HONESTY POLICY**

Melba High School's Belief Statements are based on student learning. Learning and achievement depend on an atmosphere of trust based on a code of academic integrity. Cheating, plagiarism, and dishonesty violate this code and defeat the purpose of learning. These practices place the value of grades over learning and run counter to Melba High School's educational philosophy and the practice of promoting academic excellence. The policy is to be followed at all times.

### **Cheating includes, but is not limited to:**

- a. Taking, stealing, and/or using an assignment from someone else and submitting it as your own work.
- b. Allowing another student to take and/or use an assignment to submit as his/her own.
- c. Looking at another student's work, essay, or exam with or without the consent of the owner for the purpose of duplicating that work and submitting it as your own.
- d. Representing as your own the work or words of a parent, sibling or someone else.
- e. Discussing an exam or quiz with students who have not completed or taken the exam.
- f. Using teacher exam materials and/or answer sheets without authorization.
- g. Using teacher computer files or grading programs.
- h. Using any type of "cheat-sheet" on your person, an object, or program within graphing calculators, PDA's, MP3s, cell phones, or other electronic devices without teacher approval.

**Plagiarism includes, but is not limited to:**

- a. Directly quoting or paraphrasing all or part of another's written or spoken words without citing the author.
- b. Presenting an idea, theory or formula originated by another person as your original work.
- c. Purchasing or receiving a term paper or other assignment that is the work of another person and submitting that assignment as your own work.
- d. Repeating information, such as statistics or demographics, that is not common knowledge and which were originally compiled by another person.

**Students are responsible for:**

- a. Managing time to adequately study for any assignment.
- b. Taking responsibility in class to be attentive to instructions and directions.
- c. Covering work during assignments to keep others from looking at your work.
- d. Keeping your eyes on your own work during assessments.
- e. Asking your teacher for clarification or questions, not your neighbor.
- f. Not discussing questions with other students until ALL students have completed their work.
- g. Not copying others' assignments.
- h. Not working with other students on tasks without permission of the teacher.
- i. Not copying or paraphrasing without proper documentation.
- j. Making teachers aware when cheating is taking place.
- k. Adhering to the instructions of the teacher.

**Parents are responsible for:**

- a. Encouraging honesty and good work ethics.
- b. Reducing the pressure for "success at any cost."
- c. Giving your student support when his or her best effort does not earn an "A".
- d. Being aware of homework.
- e. Helping your child manage study time.
- f. Providing a good study environment.

**Consequences of Cheating: (These offenses are cumulative 9 – 12\*)**

First Offense

- a. Automatic zero "0" on the assignment or assessment. No opportunities to revise plagiarized work or retake the assessment.
- b. Student will telephone parents to explain specifics of the incident.
- c. If warranted after the phone call, parent conference is scheduled and will include teacher, student, parent, administrator, and counselor.
- d. Referral is placed in student's disciplinary file.

Second Offense

- a. Automatic zero "0" on the assignment or assessment. No opportunities to revise plagiarized work or retake the assessment.
- b. Student will telephone parents to explain specifics of the incident.
- c. Parent conference is scheduled and will include teacher, student, parent, administrator, and counselor.
- d. Referral is placed in student's disciplinary file.

Third Offense

- a. Automatic zero "0" on the assignment or assessment. No opportunities to revise plagiarized work or retake the assessment.
- b. Student will telephone parents to explain specifics of the incident.
- c. Parent conference is scheduled and will include teacher, student, parent, administrator, and counselor.
- d. Student is dropped from the class in which the violation occurred and given a WITHDRAWAL FAIL. (WF).



#### Student Appeal Process

- a. Any student who wishes to appeal these penalties may do so through the High School Academic Integrity Committee. The student must file a written appeal to the administration within three (3) school days from the date of notification.
- b. The Academic Integrity Committee consists of an administrator, counselor, and three classroom teachers, each representing different academic departments. (Teacher of accused cannot serve on committee).
- c. The committee will review student appeal and make the final decision.
- d. The decision is final and will be sent to the school board.

#### TOBACCO POLICY

The use, possession, distribution, or sale of all forms of tobacco while in school or at school sponsored events, is expressly **forbidden**. Any student who has been found to be using, possessing, distributing, or selling tobacco will be disciplined in the following manner:

1. **FIRST OFFENSE:** Parents and law enforcement will be contacted immediately upon verification of the violation. The student will receive in-school suspension for two (2) days. The student will be cited by law enforcement and prosecuted.

2. **SECOND OFFENSE:** Parents and law enforcement will be contacted immediately upon verification of the violation. The student will be suspended from school for two (2) days. The student will be cited by law enforcement and prosecuted.

3. **THIRD OFFENSE:** Parents and law enforcement will be contacted immediately upon verification of the violation. The student will be suspended from school for five (5) days with recommendation for expulsion pending.

**ADDITIONAL OFFENSES** will follow the same procedure as the third offense.

#### ADMINISTERING MEDICATIONS

The school nurse, school principal, and school secretaries will be authorized to hold, and under proper safeguards and physician's directions, permit students to take medications provided the student's parent/guardian have completed and filed with the school office a written request which holds the Melba School District not responsible. Students in grades nine through twelve may keep and self-administer their own non-prescription medication with parental permission. For prescription medication, students may, with prior permission of the principal, school nurse or designee, self-medicate. In any other cases, students who must take prescription medication during school hours will keep the medication in the

office, where the school nurse, principal, or designee will distribute the medication to the student. The school nurse, principal or designee may give non-prescription pain medication, such as Tylenol or Aspirin, to students when it is deemed necessary, provided a parent or legal guardian gives verbal permission at the time. When at all possible, there will be two school personnel listening to the acknowledgement from the parent or legal guardian. Students required to have prescription or over-the-counter medication at school must have written orders from their health care provider (doctor, nurse practitioner or physician's assistant) that include the following information: Child's name, medication name and strength, dosage to be administered, specific directions for administration, authorized health care provider's signature. A medication authorization form signed by the parent or legal guardian must be completed. Parents must sign this form for authorization to administer medication and must send medications to school in no more than a one week supply. This policy is not to include injectable or invasive methods of medication administration. Medication forms are available at the school office and most local doctors offices, health clinics and hospitals. Medication must be in its original container that is properly labeled. Out-dated medication will not be given. For safety reasons, parents are requested to bring all medication to the school office. Medicine will not be sent home on the bus with a student. Please note that unless directed by your health care provider, medications to be given three times daily can be administered at home before school, after school and at bedtime. The nurse, principal or secretaries must contact the parent/guardian if first-aid is administered to a serious injury; however the nurse/principal is authorized to take the student to a hospital or doctor's office if it appears that additional treatment is needed to safeguard the student.

## **RELEASE OF STUDENT DIRECTORY INFORMATION**

Most information about Melba School District students cannot be made public without the consent of parents or guardians. Federal law prohibits schools or the District from releasing information without permission, except for what is termed "directory information." According to the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), directory information about students may be released by the District without parental consent, provided annual notification has been given and the school does not have on file written denial to release directory information.

Schools use discretion when they receive requests for directory information and will not release such information if it is the school's judgment that releasing such information would not be in the best interest of the student. The items listed below are designated by the Melba School District as "directory information" and may be released for any purpose at the discretion of this District or any school within the District. Under the provisions of (FERPA), parents and eligible students have the right to withhold the release of any or all of the information listed below. Please consider very carefully your decision to withhold any item of "directory information." Should you decide to inform the Melba School District not to release any or all items listed as "directory information," any future requests for such information from individuals or entities not affiliated with the Melba School District will be refused. Examples of requests that would be refused if the District were notified not to release "directory information" include the following: Requests from individuals or entities including the media, civic or

school-related organizations and state or governmental agencies. In addition, if the District were notified by you not to release student "directory information" such information would not be released publicly through school yearbooks, and programs for athletic, music, and theater presentations of the Melba School District. Activities such as awards, scholarships, college/technical school information and various school publications such as yearbooks and athletic programs, generally use some information about students. Directory information includes the following kinds of information:

1. The student's name
2. Address
3. Telephone listing
4. Electronic mail address (e-mail)
5. Photographs of the student used by the District for recognition of student achievement and community relations, including but not limited to, publication in the District's or school's newsletters or publications, in the school setting and on the District's or school's website
6. Date and place of birth
7. Major field of study
8. Participation in officially recognized activities such as sports
9. Weight and height of members of athletic teams
10. Dates of attendance, degrees and awards received, and
11. The most recent previous educational agenda or institution attended.

A parent or eligible student must notify the Superintendent, Melba Joint School District, PO Box 185, Melba, ID 83641, if he or she does not want any or all of the information identified as "directory information" about the student released. The written notice must be received within (30) days after receiving this notice. In that written notice, you must specify any and all categories of "directory information" that you do NOT wish to be released without your written permission.

### **ACTIVITY POLICY**

This agreement is for all Melba students, grades 7-12, involved in school activities. It is for boys and girls. Students are expected to follow the rules and guidelines outlined. Failure to do so will result in penalties. The responsibility of the activities program at Melba goes beyond winning and losing. It is the responsibility of all coaches/advisors to demand sportsmanship and citizenship from our participants. It is imperative that the parents, administration and the coach/advisor work together to develop the finest young people possible through our activity programs. With that in mind we would like to clarify our expectations and the consequences to those who fail to meet those expectations. We need the cooperation and help of parent/guardians for this to work.

### **PHILOSOPHY**

The purpose of extra-curricular activities is to enrich the educational experience and has the potential of contributing to the total development of each student in several ways. The responsibility of extra-curricular activities goes far beyond the teaching of skills or winning of games. Activities encourage students to have the dedication to start and complete tasks, even if they are difficult. Teamwork,

pride, accountability, honesty, and responsibility are traits we want to encourage. Activities stress respect for one's self, respect for authority and respect for your peers. Working to the best of your ability and accepting the outcome with grace and courage sum up the activity philosophy of Melba High School.

### **GOALS AND OBJECTIVES**

- Stress sportsmanship
- Develop individual and team potential to the maximum
- Build strong character traits
- Improve the skills, habits and attitudes necessary for full enjoyment and appreciation of life.
- Use critical thinking skills and good judgment in decision making
- Provide a safe environment for participation
- Have enough teams to provide maximum participation
- Create a bond between school, students and community
- To have an activities program that is competitive and admired
- Establish friendly relations with opponents, visitors and officials

### **EXTRA-CURRICULAR ACTIVITIES ELIGIBILITY**

All students are encouraged to participate in the variety of extra-curricular activities provided at Melba Junior/Senior High School. Extra-curricular activities allow students the opportunity to explore activities such as football, volleyball, basketball, wrestling, track/cross country, clubs, Student Council, band, and choir. Students involved in these activities are expected to be a positive influence on the entire student body. A student must maintain a 2.0 GPA and be passing all classes to be allowed to participate (No F's). Students must pass grade checks at this standard in order to participate. Grade checks will be done Tuesday mornings before school, or on the second school day of the school week. Students determined to be ineligible at that time will not be allowed to participate in any extracurricular activities during that week. Students are also held to the End-of Term standard for grade eligibility. Any student with a failing grade (F) at the end of a Term/Quarter is not eligible to participate in extracurricular activities for 3 school weeks of the following term. Students must follow all rules and policies of the school and the specific rules set forth by their classroom teachers. Any student not present for the school day, without a doctor's note, will be ineligible to participate in practice or competition. Student must follow the district activity policy.

### **TERM/QUARTER ACADEMIC ELIGIBILITY FOR ATHLETICS**

Grade checks will be performed by the Athletic Director at each calendared End-of-Term or End-of-Quarter for all athletes participating in Melba Junior/Senior High School sponsored athletic activities. Athletes with a failing grade at quarter will not be eligible for participation in competition for two school weeks. Winter, spring and summer breaks do not count, as school is not in session. At the conclusion of the three weeks the AD will verify that the student is passing all classes and will notify the coach of eligibility for competition. If the student continues to have failing grades he/she will remain ineligible to compete until all grades are passing and are verified by the AD. During

ineligibility athletes are still required to attend all practices and home competitions, but are not allowed to miss school for away competitions. IHSAA eligibility is based on semester grades and will be verified by the AD at the end of each semester. Students violating the IHSAA eligibility rule will not be allowed to participate for the semester.

### **ATTENDANCE**

It is important for students to be in school to be successful. Because of the number of activities available to students, they may have to miss some school to participate. These will be school excused absences and will be considered exceptions. Students must be in school the FULL DAY in order to be eligible to practice or play in a game. If a student misses school due to a doctor, dental, court or other documented extenuating circumstance, they are eligible to participate. Being more than 20 minutes late to a class will also be counted as an absence. Exceptions must be made through the principal or Athletic Director. Coaches will have the final decision whether absences have hurt a student's performance and can adjust playing time.

### **PAY-TO-PARTICIPATE**

All students who participate in Melba Junior/Senior High School athletics will pay a participation fee. High school students will pay \$50 per sport, per season, and junior high students will pay \$25 per sport, per season. Payment of this fee is due before the first competition or the athlete will not be allowed to participate in competitions or practices.

### **CONDUCT REQUIREMENTS**

1. All students will be required to travel to and from school activities on school provided transportation. Any exceptions to this rule must be approved in advance. Students can be signed off the bus at the event by a parent/guardian. No students will be allowed to drive themselves or ride with other students unless it is approved by the principal. Students must have alternative transportation form completed and approved prior to the event. A Parent/Guardian must sign off on the form.
2. Each student will remain with the group and under the supervision of the coach/advisor when attending contests away from the school.
3. Each student, while traveling to and from contests, will obey all school bus regulations. The coach/advisor is responsible to enforce all rules and regulations set forth by the school and the driver of the bus. The bus driver is responsible for the safety and welfare of the students and will be the final authority in decision making on all matters.
4. Students should be aware of what constitutes appropriate dress for home and away contests. Clothing that is neat and clean and is not a distraction promotes pride in your team and school. Students shall meet the standards set by the coach, Activities Director, Principal and community. Hairstyles must be appropriate for boys and girls. Hair must be natural looking in color and clean. No beards or mustaches will be permitted when participating in a school sanctioned event.

5. The use of, sale of, distribution of, and/or being under the influence of tobacco, alcohol, or illegal drugs is prohibited. Furthermore, a student's presence where any of the proceeding materials are being used will also be considered a violation.
6. Acts of theft or vandalism will not be tolerated. Students may be expelled from an activity for a first offense. Notification of the public authorities will also occur. Restitution would be a condition if reinstatement were to be considered.
7. Students involved in extra-curricular activities are expected to be good citizens in school at all times. Disruptive behavior, profane or obscene language, vulgarity, excessive tardiness, truancy and other violations of school rules are unacceptable.
8. Students representing Melba High School are expected to exemplify the highest standards of sportsmanship. Fighting or unsportsmanlike conduct will not be tolerated.
9. Coaches may also have their own team rules.

## **PENALTIES**

*For minor offenses* (profanity, disrespect, hair or beard issues, etc.) First offense – a warning will be given. Second offense will result in a suspension for a designated period of time. Suspension involves attending practices but not playing in games, obeying all team rules and any duties assigned by the coach. Third offense will result in exclusion from all activities for the remainder of that year. *For major offenses* (alcohol, tobacco, drugs, vandalism, etc.) First offense would result in suspension for a designated period of time. Any second offense during an athlete's career will result in exclusion from all activities during the remainder of that school year. A third offense during an athlete's career would result in exclusion from any further high school activities. A disciplinary council comprised of two head varsity coaches who are not coaching the sport of the involved athlete, one representative from a year-round activity program, and two parents named by the Board of Trustees will determine if the action of the athlete is considered a major offense. The council will make their recommendation based on written and/or oral statements from the Athletic Director and the student-athlete, which may be represented by his/her parents. The Disciplinary Council will submit their findings to the Athletic Director and Building Principal in writing in a reasonable period of time. The Athletic Director or the student-athlete may appeal the disciplinary committee decision to the Board of Trustees within three (3) days of receipt of the council's findings.

## **SUSPENSION FROM ACTIVITIES**

If a student is suspended during football, cross country or track, their suspension will be for the next two athletic or activity events. If a student is suspended during volleyball, wrestling, cheerleading, basketball, softball or baseball, their suspension will be for the next four athletic or activity events.

**Year-round activities** – BPA, FFA, FCCLA, Student Council, Dance Team, Rodeo Club, etc. If this activity occurs while an athlete is serving a suspension, they cannot participate and it will serve as one of their events. If an athlete serves their suspension in their sport season they will not be penalized for these activities also. A non-athlete will miss the next designated events. If a student is in two activities simultaneously and one activity ends before the suspension is

complete, but the other one continues so they can complete their suspension, they are then done. If the suspension cannot be completed in a timely manner alternative penalties may be used. If an activity ends before the completion of the suspension, or if a student quits the activity, the suspension will carry over to the next activity in which the student participates in, even if it is in the next year. This policy in no way changes an activity director's ability to make decisions regarding the people in their activities. When a student is suspended for either drug testing or conduct it counts as their first suspension. Any additional penalty will result in exclusion for the remainder of the year and a third penalty will result in exclusion from any further High School activities. 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. Students who have been suspended from school for discipline reasons will not be allowed on school grounds or at school sponsored activities at home or away.

### **MEDICAL ISSUES**

Physical exams are required by the IHSAA to participate in any activities. Students entering grades 9 and 11 must have a physical on file with the Athletic Director prior to participation in any athletics. This physical has to be taken after May 1<sup>st</sup> the previous spring. All students must also have a Medical Questionnaire completed and signed by their parents/guardians. Melba Schools do not assume any financial responsibility for medical or hospital expenses incurred because of athletic injury. Athletes participate at their own risk. Athletes must have medical insurance or their parent/guardian must sign an insurance waiver to participate. Every effort possible is made to insure a safe environment for student activities. Proper emergency care will be given by the coach or trainer and outside medical personnel will be called if necessary. Unfortunately injuries are a part of athletics. Athletes can be seriously injured or die. If your student is injured you may want to follow up with a visit to your doctor.

### **ACCOUNTABILITY – APPEALS**

This procedure is intended to give people with legitimate concerns an opportunity to question various aspects of the Melba High School activity program. Contact the Activity Director to set up an appointment with the coach/advisor to discuss the problem. This should solve the majority of the issues. This meeting would include the concerned person(s), coach/advisor and the AD. If the problem is not solved, the concerned person should write a letter explaining the situation and give it to the building principal. The principal would then decide what further action should be taken. This could involve more meetings or other actions. If the problem is still not solved, the concerned person would contact the Superintendent to have the issue placed on the agenda for the next School Board meeting. Examples of Legitimate Appeals – Failure to provide due process in disciplinary actions, failure to provide a fair opportunity to make the squad, mistreatment of student (putting students down, foul or inappropriate language), any violation of moral or ethical expectations. Examples of non-legitimate

appeals: athlete not given enough playing time or athlete not playing the right position.

### **DRUG TESTING POLICY**

**PHILOSOPHY:** While extracurricular activities are an important part of education, participation in these activities is a privilege, not a right. In order to participate, students must meet the standards set by the IHSAA and the Melba School District. The Board of Trustees for the District believes that prohibition of illegal drug and alcohol use supported by a drug testing and search program sends an important message. Using illegal drugs and alcohol is not acceptable conduct on the part of the student and the district encourages its students to stop or never start using illegal drugs or alcohol. This policy is not intended to punish students, but to provide opportunity for intervention and prevention of illegal drug and alcohol use. It will give many students another reason to “say no” to illegal drugs and alcohol. This will also help create a drug free environment in our schools.

### **STATEMENT OF POLICY**

It shall be grounds for suspension and/or exclusion if a student participant possesses, consumes, uses, or is under the influence of an illegal drug or alcohol during said student participant’s enrollment in grades 7-12.

### **SUMMARY**

Obviously, not every situation or incident can be covered in a small student handbook. The above are guidelines, and coaches and program directors may choose to add to measures listed as consequences to rule infractions. As long as they stay within the policy adopted by the Board of Trustees, they are free to do so. A District Policy manual may be inspected upon request at the District Office.