

Malad Middle School  
**Student Handbook**  
2018-2019



The administration and staff of Malad Middle School welcome you to the 2018-2019 school year! It is our goal to provide you with the best education possible. This booklet has been produced to help students and parents become familiar with the rules, policies, procedures, and programs at Malad Middle School.

## ACADEMICS

**Extra Help and/or Tutoring** – Students, who need extra help in any subject, may arrange to meet with teachers before school or after school. Teachers are at the school by 7:30 am and stay in their rooms until 4:15 pm.

**Homework** – Homework reinforces class work through independent practice and extension. Teachers will ensure that assignments given have been explained in class, are at a level that enables students to work independently, and are appropriately evaluated once they are handed in to the teacher. Students should expect homework for each academic class Monday through Thursday.

**Parent/Teacher Conferences** – Conferences can be initiated by parents, teachers, or administrators. Parents who wish to consult with teachers should contact the teacher to arrange an appointment. Parents can contact the teacher through email or by calling the office. Please allow a minimum of 24 hours' notice for a meeting. Teachers may not be interrupted during class time. Parents may contact an individual teacher during that teacher's prep hour.

**Report Cards** – Students are issued report cards every quarter and semester. Students receive an academic mark for each class. Report cards will be sent electronically to parents who have a valid email.

**Schedule Changes** – Since much advanced planning and guidance are provided for each student during registration, elective and/or class schedule changes will not be made after registration. Class changes cannot be granted to accommodate a change in a student's preference or to request a specific teacher. Requests for schedule changes are only granted if a student is misplaced in an academic area according to state test scores. The administration may, due to increased/decreased enrollment and staffing, balance classes by transferring students from one class and/or teacher to another. Every effort will be made to ensure a smooth transition for students.

## GENERAL INFORMATION/POLICIES

### ATHLETICS

1. All 8<sup>th</sup> grade & 7<sup>th</sup> grade students are allowed to participate in athletics at Malad Middle School. 6<sup>th</sup> graders are only able to participate in cross country, wrestling and track.
2. Sports offered are: Football, Volleyball, Basketball, Cross Country, Wrestling, and Track and Field.
3. At Malad Middle School we have a “pay to participate” policy. The fee to participate in each individual sport is \$40.
4. To participate in the athletic program students must have passing grades, be in good standing in the classroom and not have any disciplinary problems in the school.
5. Student athletes will maintain rules set up by the coaches of each individual sport. This includes appearance of dress, hair and hygiene. They must attend practices in order to participate in the games or matches. The coach is the only one who can excuse a player from a practice.
6. Students must ride the bus to and from the game, or match. They may ride home with parents only if a note from the parent or guardian is on file in the office before the bus leaves the school. The principal must sign the note and the coach must have a copy of the note.
7. Each athlete must have a physical on file in the office. Only one physical is needed for all three years of middle school.
8. The “pay to participate” policy does not mean that everyone receives equal playing time. Playing time will be up to each individual coach.

**Assemblies** – Grade level assemblies may be held periodically throughout the school year to promote school spirit or to provide learning experiences not included in the regular curriculum.

**Payments** – The office accepts payments and is open for student business thirty minutes before and after school and during student lunchtime. Lunch fees, elective fees, P. E. fees, and fines are paid to the office at these times. These types of transactions are not to be made by students when classes are in session. Students will not be allowed to leave class to conduct these types of transactions.

**Bicycles** – This is a middle school campus where bikes can be stored and locked. Students riding bicycles to school must use this area. Bring a good, secure lock. The bicycle area is locked during the day but only limited supervision is available. Students are not allowed to lock their bike to another bike. Neither Malad Middle School nor the Oneida School District will assume any responsibility for the security of bicycles.

**Bus Transportation** – Bus service is provided for students who qualify. Bus service is subject to change by the Oneida School District. Students are expected to ride the designated bus for their area and behave in an orderly manner at all times. Students who do not cooperate with drivers may be denied the privilege of riding the bus. Bus drivers will not allow any non-designated rider on the bus.

**Open Campus** – Malad Middle School is an open campus. This means that students are required to be on campus when classes are in session; but may leave during lunchtime. Students are allowed to leave campus during other times of the day through the office and only with a parent/guardian.

**Deliveries and Messages** – Instructional time will not be interrupted for the delivery of messages to students. Emergency messages will not be accepted from anyone other than a parent or legal guardian. Parents may bring lunch money or other school necessities to the office, which will then be delivered to students between classes. *Items such as flowers, gifts, balloons, etc. will not be delivered to students. Such items will be left in the office and the student can pick them up there.* Decoration of lockers to celebrate special occasions is permitted.

**Field Trips** – The administration reserves the right of final determination of student eligibility for field trip participation based on academic performance, attendance, and behavior. Any student who is on suspension may not attend or participate in any school related event or field trip. Students are expected to follow all Malad Middle School and school district rules and regulations when participating in any school related event or field trip. In order for a student to participate in a field trip, a Field Trip Permit signed by the parent/guardian and a Medical Release signed by the parent/guardian must be returned to the school prior to the field trip.

**Fire /Lock Down/Earthquake Drills** – Fire drills and lock down drills are required by law and conducted on a regular basis. Exit route maps and/or directions are posted in each room. When the fire drill or lock down drill occurs, students are expected to follow directions quickly and quietly, and move to or remain in designated areas until notified.

**Health/Nurse's Office** – There is no health aide on duty. A student who becomes ill must obtain a pass from his/her teacher and report to the office. The office staff will contact a parent/guardian if it is necessary for the student to go home. Under no circumstances are students to leave campus without permission from the office.

**Library** – The library is open during school hours. During classes and at lunch, students may use the library only with permission of a teacher. Using the library is a privilege. The library is not a place to socialize. If a student is not working, does not follow instructions, or fails to respect the rights of others in the library, that student will be sent back to class and may lose library privileges. If library books are not returned on time, fines will be charged and library privileges may be suspended. If a book is lost, the student must pay for the book.

**Lockers** – Students have assigned lockers. No sharing or switching of lockers is permitted. Valuables are not to be placed in lockers, as the school assumes no responsibility for the loss or theft of items from lockers. Lockers are to be clean and free of graffiti and/or stickers. Lockers remain the property of the school and school officials reserve the right to examine the contents for reasons of health, safety, and security without notice. Students also have separate PE lockers and are assigned combination-type locks. Students are charged a replacement fee of \$4.00 if P.E. locks are lost or stolen. P.E. lockers remain the property of the school and may be opened and the contents examined by authorized personnel at any time. Students cannot share lockers or give others their combination.

**Lost and Found** – All lost and found items are stored in the main office. Items not retrieved within three months will be donated to charity.

**Lunch** – Students may report to the cafeteria during their lunch period. Students have the option of bringing or buying lunch. Choices of hot lunches are available in the cafeteria as well as vending machines that carry drinks and snacks. To participate in the hot lunch program, students need to bring a check or cash to school. Students use their fingerprint to purchase lunch through a computerized accounting system. *Students are not permitted to “charge” lunches. It is important for parents to frequently check lunch balances and insure they are kept current.* Free and reduced lunch applications may be obtained from the office. Specific instructions about lunch procedures will be reviewed with students at the beginning of the school year. General policies include:

- Students are never to use another student’s I. D. number to purchase a lunch.
- Students may not take or give cuts, save places for others, buy food for others, or horseplay in the lunch lines.
- Use good table manners at all times—no throwing food, asking for someone else’s food, or touching the food of others.
- Students must clean up their eating area as soon as they are finished eating; trash must be placed in a garbage can.
- Any food or drink that is taken outside the cafeteria must be disposed of properly.
- Students must be seated facing inward in the cafeteria.
- School lunch will \$2.45 per student in the 2018-19 school year. Adult lunches will be \$3.80.

**Cell Phones** – Students are allowed the privilege of having their cell phone at school. School policy bans cell phones from locker rooms at all times. Cell phones can be taken to the classroom but only used for classroom work with permission from the teacher. Cell phones will be taken away if they are used for texting, social media or phone calls. Violations of the cell phone policy will be dealt with as follows:

1<sup>st</sup> offense: Phone is confiscated. Parent is called. Parent must come to office to retrieve phone and phone is not allowed in school for remainder of that day.

2<sup>nd</sup> offense: Phone is confiscated. Parent is called. Parent must come to office to retrieve phone. Phone is not allowed in school or at school functions outside of school for five (5) school days.

3<sup>rd</sup> offense: Phone is confiscated. Parent is called. Parent must come to office to retrieve phone. Student loses privilege of having cell phone at school permanently.

Any student using cell phones in a harassing manner (text or verbal) will be punished under the zero tolerance policy.

**Electronic Devices**-Students may bring their own electronic devices to school to be used with their school work with a teacher’s permission. It is up to each individual teacher as to what part of their class the electronics can be used. The student must have their own data plan. Oneida County School District and Malad Middle School are not responsible for the loss or theft of the devices. The students bring them at their own risk. If there is any misuse of the devices in class the student will not be allowed to bring it back.

**Elections**-In May of the school year student-body and class elections are held at the middle school. All students running for an office must have a GPA of 2.5 or higher. Student-body elections will consist of a president, vice-president, secretary, historian and two business managers. All grades will vote for the student-body officers. The faculty and administration of the middle school will elect the business managers.

Class elections will be held a week after the student-body elections. Each grade will vote for their individual class officers which will include a president, vice-president, secretary, boys' representative and a girls' representative

For both student-body and class offices the student must obtain a petition from the office manager and get the required signatures from other students. This petition must be returned to the office before elections.

**Skateboards/Valuables/Personal Items** – Students riding skateboards, roller blades, and manual scooters to school are not permitted to do this on school property. Once students arrive to school, these items must be stored in the student's locker or in the classroom of an agreeing teacher. No office or staff member will assume responsibility for storing or watching personal items. Valuables or large amounts of money are not to be brought to school. The school assumes no responsibility for the loss or theft of such items.

**Visitors on Campus** – Parents/guardians are welcome to visit the Malad Middle School campus and/or their child's classrooms. When visiting Malad Middle School, parents should sign in at the front office and obtain a visitor's badge. Parents should sign out when they leave and repeat this procedure during each visit. If parents want to visit classrooms, as a courtesy, please notify the school 24 hours in advance of the visit. Siblings, cousins, friends, or other student-age visitors will not be permitted on campus during the school day. Former students wishing to visit teachers may visit after 3:30 p.m.

## **SCHOOL-WIDE DISCIPLINE**

The discipline plan utilized at Malad Middle School is designed to stress positive attitudes and behaviors and to create respect among staff and students. All students are expected to behave appropriately while at school and during extracurricular activities. The administration and faculty of Malad Middle School recognize and appreciate the fact the majority of students conduct themselves in a positive and constructive manner. In order to guarantee an excellent learning environment for all students, the following school-wide discipline plan has been adopted. It is based on the expectation that no student will interfere with teacher instruction, another student's right to learn, or engage in any behavior that is not in his/her best interest or in the best interest of others. When students engage in inappropriate behavior, they will be subject to a range of disciplinary actions based on the nature of the infraction, the number and types of behavioral referrals, and the frequency at which the student is referred for disciplinary actions. This range includes, but is not limited to, student conferences, detentions, required parent conferences, formal suspensions, and referral to alternative education. While information contained in this section of the handbook addresses many of the possible acts or behavior that may affect the mission, process, or function of the school district, it is not intended to be inclusive.

### **IN AN EFFORT TO KEEP THE MALAD MIDDLE SCHOOL STUDENTS AND STAFF SAFE, MMS HAS ADOPTED A ZERO TOLERANCE POLICY FOR:**

- Campus disruptions/disturbance
- Gang activity
- Harassment
- Vandalism

- Possession of controlled substances
- Possession of weapons or facsimiles
- Intimidation/threats

**ZERO TOLERANCE MEANS IF A STUDENT IS GUILTY OF COMMITTING ANY OF THE ABOVE INFRACTIONS, THAT STUDENT FACES POSSIBLE ARREST, REFERRAL TO AN ALTERNATIVE SETTING, AND/OR EXPULSION.**

**Arson** – Arson is the willful burning of any part of the school building or property therein. This behavior will result in disciplinary action.

**Campus Disruptions** – Any student engaged in behavior or acts resulting in the disruption or obstruction of any mission, process, or function of the school district will be subject for disciplinary action.

**Classroom Disruptions** – Students causing classroom disruptions or any other type of behavior that inhibits student learning are subject to disciplinary action.

**Controlled Substances/Drugs/Alcohol** – The selling of all drugs or any substance represented to be a drug will result in disciplinary action. Use and/or possession of alcohol or illegal drugs will result in an automatic referral to Oneida County Sheriff's Department.

**Bullying/Disrespect** – Any disrespectful or inappropriate comments, gestures, or acts directed at school personnel or fellow students will result in disciplinary action. This includes, but is not limited to, acts that intimidate, disrupt, disgrace, degrade, or insult any individual.

**Hands-Off Policy** – Malad Middle School maintains a “hands-off” policy. Everyone is required to keep their hands to themselves. This applies to horseplay, play fighting, public displays of affection, and other inappropriate or aggressive behavior. Students who do not adhere to the “hands-off” policy will be subject to disciplinary action.

**Harassment** – Harassment is any verbal, visual, or physical conduct that is sufficiently severe, persistent, or pervasive that it adversely affects, or has the purpose of interfering with the student's educational program or creates an intimidating, hostile, or offensive school environment. Harassment of or by students, staff, or third parties in the school community is strictly prohibited and will result in disciplinary action. Many types of conduct may show evidence of harassment. Common types include, but are not limited to, unwanted touching, blocking a person's normal movements, threats, slurs, verbal abuse, derogatory comments, drawings, pictures, or gestures, unwelcome jokes, teasing or propositions, graphic comments about an individual's body, spreading rumors about educational environment, or any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigations of a sexual harassment complaint. Retaliatory behavior is considered a type of harassment. Any student who feels that he/she is a victim of harassment by a school district employee, should immediately contact any school official. Harassment in any form against students by either a student or a school district employee is grounds for severe disciplinary action.

**Immoral Conduct** – Any student who commits or attempts to induce others to commit an immoral act will be subject to disciplinary action. If it appears that a law has been violated, the student shall also be referred to the police.

**Insubordination** – Students must comply with directions of school officials. This includes, but is not limited to, providing false information, failing to identify oneself when asked, and/or failure to report to a specified location when directed to do so. Any student who fails to comply with these directions will be subject to disciplinary action.

**Intimidation/Threats** – A student or group of students shall not willfully or maliciously engage in a course of conduct that would cause a reasonable student, teacher, and/or school employee to feel terrorized, frightened, intimidated, or harassed. Any student or group of students who subjects another to such treatment will be subject to disciplinary action.

**Physical Abuse/Assault** – A student shall not intentionally cause physical injury to any person, nor intentionally behave in such a way as could reasonably cause physical abuse or assault of an individual. Such behavior shall result in severe disciplinary action and possible criminal charges.

**Physical/Verbal Altercations** – Physical and/or verbal altercations of any nature will not be tolerated and will automatically result in disciplinary action.

**Public Displays of Affection** – Public displays of affection are not appropriate on a school campus and are prohibited.

**Robbery/Extortion** – The taking of anything of value from another by use of threat or force will result in expulsion.

**Smoking/Smokeless Tobacco** – Smoking and/or chewing tobacco are not allowed anywhere on the MMS campus.

**Spray Propellants** – Spray propellants such as mace and pepper spray are not allowed on campus.

**Tardy Policy** – Students will be considered tardy if they are not in their assigned classroom and/or seat when the tardy bell rings. Instructional time is valuable, and Tardies are a disruption to the educational process. Students arriving late to school are to sign in at the office and then report to their class. Students arriving tardy to class are to sign the class tardy sheet. Signing the tardy sheet is mandatory. If a student does not sign the student log and the teacher marks him/her absent, the absence will stand. Students with excessive Tardies may be placed on teacher or principal's detention, parents may be called, and they may be subject to a required parent conference.



**Theft/Vandalism** – Any incident of theft, extortion, vandalism, or destruction of school property (including graffiti) will be investigated and will result in severe disciplinary action and arrest. Students will be required to make full reimbursement or restitution for any loss.

**Toys, Games, and Other Nuisance Items** – Students are advised not to bring items to school that interrupt or disrupt the educational process of themselves or other students. Music devices, video games, beepers, electronic devices or accessories, and toys of any kind are not appropriate for school. If a toy, game, or electronic device is confiscated, a parent will have to reclaim it from the principal.

**Weapons/Simulated Weapons** – Student may not have weapons or simulated weapons on the way to and from school; at or on the way to or from a school activity, function, or event; or at school. If a student is found in possession of a weapon, the student will be referred to the appropriate law enforcement agency and suspended from school until a thorough investigation is completed. Expulsion will be recommended for possession, use, transmittal, or concealment of any weapon. Weapons are defined as firearms, knives, explosives, inflammable materials, simulated weapons, or any other items that may cause bodily injury or death. BB and pellet guns, pocket guns, pocket knives, and fireworks are considered weapons. Simulated weapons include, but are not limited to, any “toy” or nonfunctional implement, which bear a substantial visual resemblance to any item defined by the Oneida School District #351 regulations as a weapon.

**Other Activities Not Allowed at Malad Middle School** – These activities include musical instrument misuse, computer misuse, gang activity, and selling candy or items to other students.

## **DISCIPLINARY ACTION**

**Detention** – Detention may be assigned by a teacher or a principal. Failure to serve the detention may result in more severe disciplinary action. No special transportation will be provided by the school district for those students serving detention.

**In School Suspension** – The principal may choose to use in school suspension over out of school suspension. The student will be assigned a place to report to and will remain there except to go to the restroom or lunch. Teachers will provide work for the student to do while in suspension.

**Suspension** – A notice of suspension will be used in cases of a serious nature or when circumstances warrant further action or investigation. While on suspension, a student cannot be on any school district property or attend any school-related activities.

**Habitual Discipline** – Any student considered a habitual discipline problem will be subject to expulsion for a minimum of one semester if, during one school year, the student has threatened or extorted or attempted to threaten or extort another student or teacher or other personnel employed by the school, has been suspended for initiating at least two fights on school property, or a record of five (5) suspensions from school for any reason.

**Expulsion** – Expulsion is the termination of enrollment because of behavior so serious that future attendance in the district is not contemplated.

## **DRESS AND APPEARANCE**

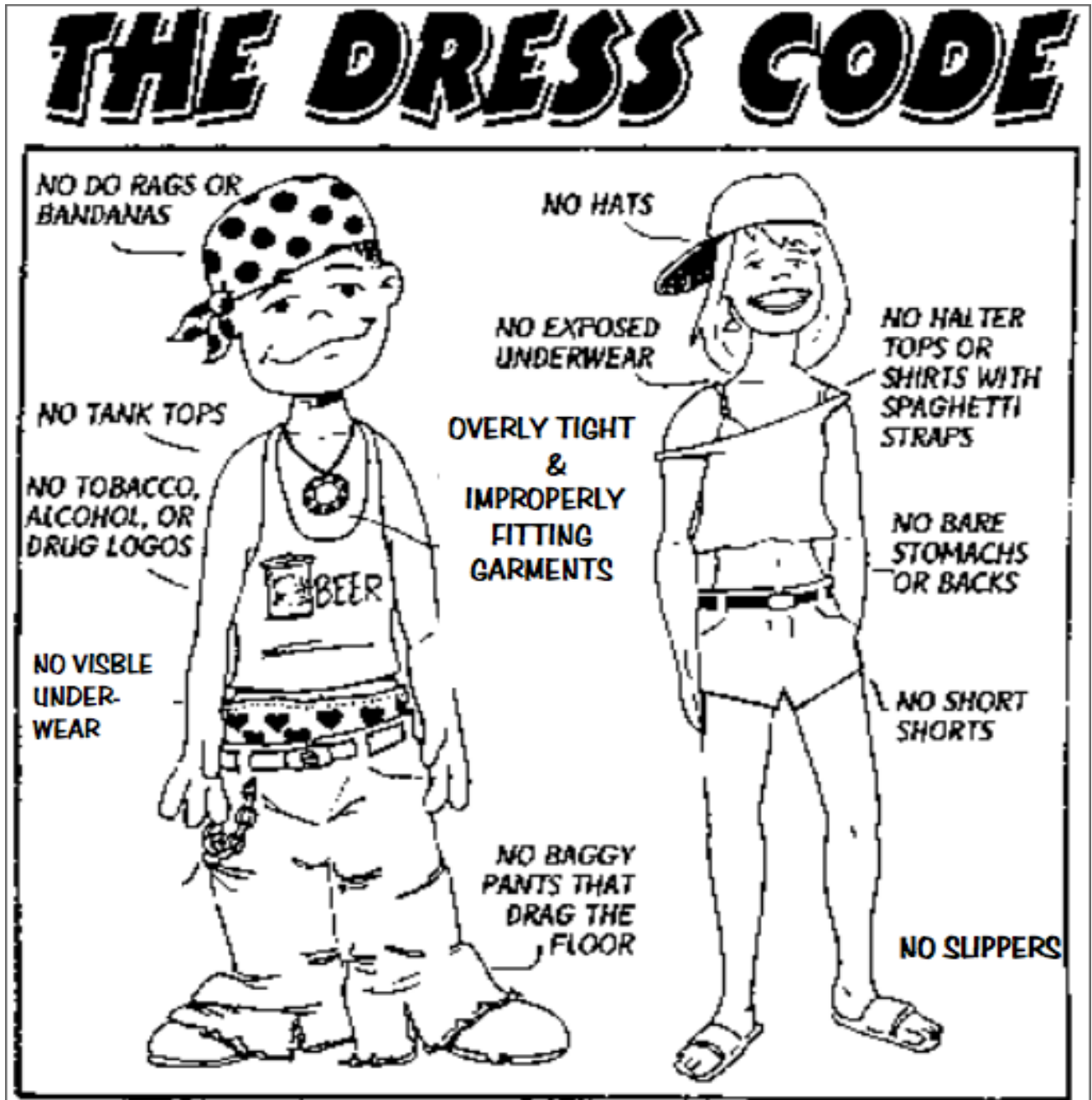
The Oneida School District reserves the right to insist that the dress and grooming of students are within the limits of generally accepted community standards and those students shall be required to show proper attention to personal cleanliness. Student's dress, personal appearance and conduct are required to be of such character so as not to disrupt or detract from the educational environment of the school. Any style that tends to diminish instructional effectiveness or discipline control by teachers or school officials is not acceptable.

The administration reserves the right to disallow items of jewelry, clothing or other apparel that by their nature are deemed disruptive to the education environment of the school or may present a risk to the health, safe, and/or well being of the student themselves or any other student.

Student dress and appearance are to be in accordance with the specific needs of Malad Middle School. Any changes made by Oneida School Board of Trustees will supersede the rules listed below.

1. Leggings are not allowed.
2. Sweat pants of any kind or gym/PE shorts are not allowed except in PE.
3. Wearing crop tops (skin showing between the bottom of a shirt/blouse and top of pants or skirts), strapless, low-cut clothing, transparent clothing, showing of underwear or tops and outfits that provide minimum coverage are prohibited.
4. No spaghetti straps are permitted; sleeveless shirts must have straps at least three inches wide and cover the shoulder.
5. Shorts, skirts, and dresses must be knee length. Shorts must be hemmed and without fraying. Wearing pajama bottoms is prohibited on campus unless approved by the administration for a specific activity.
6. Wearing headgear is prohibited on campus unless approved by the administration for a specific activity. This includes any type of headwear including knit caps, holiday hats, bandanas, etc. All unauthorized items will be confiscated.
7. Wearing sunglasses is prohibited on campus.
8. Slogans or advertising on clothing and other items that are controversial or obscene and may disrupt the educational setting are prohibited. No spiked or studded clothing is allowed. No wallet chains are allowed.
9. "Sagging" is considered a dress code violation.
10. Visible jewelry, studs, and other items that are attached by body piercing and are considered by the administration to be a safety issue or disruption to the school setting will be prohibited. Boys are not permitted to wear ear rings.
11. Hair color of an unnatural hue (green, blue, red, etc.) and/or distracting to the educational setting due to an unusual or controversial style are prohibited.
12. **Due to the change in clothing and fashion trends, the administration of Malad Middle School reserves the right to prohibit fashions that are controversial, disruptive, or not safe to the individual student or others.**

Any student violating the dress code will not be allowed to attend class.



## ATTENDANCE POLICY

The Board of School Trustees requires that students enrolled in an ONEIDA SCHOOL DISTRICT #351 school must attend school regularly. When a student is absent, the educational experiences lost during that absence are not replaceable.

**At Malad Middle School we feel attendance is very important. We are on a four day week and the instruction time between teacher and student is also very important.**

**The interaction and learning experienced in the classroom cannot be made up at home, or while traveling. It is the expectation of the school that parents will become active partners with the school to address and correct poor attendance by their children. It is the policy of Malad Middle School to:**

- **Encourage maximum attendance on the part of students.**
- **Require absent students to explain their absences. Students will be allowed up to four absences per quarter.**
- **Students may not miss more than 10% of the school year. After the 15<sup>th</sup> absence the administration will take into consideration the reasons for the absences and the student's grades. The student may be petitioned into attendance court. Sending a student to attendance court will be at the discretion of the administration. Attendance court goes through the county prosecuting attorney and the student will be summoned to court to go in front of Judge David Hooste. Judge Hooste will determine the course of action for the student.**

**Absences** – Attendance is taken in each class period each day. A student is considered absent any day that is missed that is not school related. These may include sickness, medical appointments, or high school events. The following cases do not count toward attendance enforcement and loss of credit:

- A student is on suspension.
- A student is participating in a school activity such as a field trip or Middle School athletic event.

**Absence Notes** – The school must have on file a doctor's note if the student is not to participate in PE due to illness or injury. Days missed because of court must be verified with original court documentation.

**Communication to Parents of Student Attendance Record** – A notice of the attendance record will be sent to the parent/guardian of the student.

## MMS BELL SCHEDULE

Period	Begin - End
Period 1	7:50 a.m. – 8:49 a.m.
Period 2	8:53 a.m. - 9:52 a.m.
Period 3	9:56 a.m. - 10:55 a.m.
Period 4	10:59 a.m. – 11:58a.m.
<b>Lunch</b>	<b>11:58a.m. - 12:34p.m.</b>
Period 5	12:34 p.m. - 1:33 p.m.
Period 6	1:37 p.m. - 2:36p.m.
Period 7	2:40 p.m. – 3:39 p.m.
<b>Thursday Schedule</b>	<b>Begin-End</b>
Period 1	7:50 a.m.-8:45 a.m.
Period 2	8:49 a.m.-9:44 a.m.
Period 3	9:48 a.m.-10:43 a.m.
Period 4	10:47 a.m.-11:42 a.m.
<b>Lunch</b>	<b>11:42 a.m.-12:18 p.m.</b>
Period 5	12:18 p.m.-1:41 p.m.
Period 6	1:45 p.m.-2:40 p.m.
Period 7	2:44 p.m.-3:39 p.m.

## ONEIDA COUNTY SCHOOL DISTRICT 2018-2019 CALENDAR

School Begins .....	August 20
Labor Day (No School).....	September 3
1 <sup>st</sup> quarter .....	Aug. 20-Oct. 18
2 <sup>nd</sup> quarter .....	Oct. 22-Dec. 20
3 <sup>rd</sup> quarter .....	Jan. 2-Mar.14
4 <sup>th</sup> quarter .....	Mar. 8-May 23
1 <sup>st</sup> semester .....	Aug. 20-Dec. 20
2 <sup>nd</sup> semester .....	Jan. 2-May 23
Parent/Teacher Conferences .....	November 15
Thanksgiving Vacation .....	November 21-23
Christmas Vacation .....	December 24-January 1
School Resumes .....	January 2
Parent/Teacher Conferences .....	February 21
Spring Vacation .....	March 25-29
HS Graduation .....	May 22
Last Day of School.....	May 23