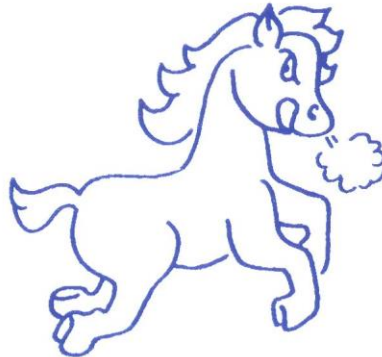


# Malta Middle School



*Home of the Colts*

## Student Handbook 2018-19

Malta Middle School  
#1 High School Lane  
PO Box 670  
Malta, MT 59538  
Telephone: 654-2225  
[www.malta.k12.mt.us](http://www.malta.k12.mt.us)

**THIS STUDENT PLANNER BELONGS TO:**

Name	Grade
Phone #	
Address	

# MALTA MIDDLE SCHOOL

## STUDENT - PARENT - SCHOOL CONTRACT

Malta Middle School has provided for each student a daily planner. This planner includes school rules, study skills information, and a school year calendar. If a student loses or misplaces their planner they are required to purchase a replacement.

**STUDENT:** Understand that as a student of Malta Middle School I agree to the following:

1. I will come to school ready to learn.
2. I will have each day's homework completed and ready to hand in.
3. I will work to my greatest potential.
4. I will make my parents aware of my academic progress and encourage them to keep in contact with school personnel.
5. I will respect my classmates, teachers, and school personnel.

**SCHOOL:** As a school: In order to give students every opportunity to be successful, we agree to the following:

1. We will make every effort to provide you with a safe environment.
2. We will offer to you challenging instruction.
3. We will offer a variety of extracurricular activities.
4. We will notify your parents whenever there is an unusual situation involving you.

**PARENTS:** Understand that as a parent of a Malta Middle School student I agree to the following:

1. I will to the best of my ability be involved in my child's educational process.
2. I will provide a home environment conducive to learning.
3. I will contact the school whenever I have a question or concern about my child's social or academic well being.

We acknowledge that preparation is the key to success. We will strive to ensure that the following student has every opportunity to be a successful student at Malta Middle School.

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Student Signature

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Parent Signature

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School Signature

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## INTRODUCTION

The policies and procedures contained in this handbook are the results of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared so that it will be of great value in helping you to adjust to our school, and to become an integral part of it. The ultimate purpose of education is to help each student become an effective citizen in a democracy. To develop and accept the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. We hope those things within our school will prepare you to live a better life and finally take your place in this complex society. **Remember that your success in this school will be directly proportional to your efforts.**

## MALTA SCHOOL BOARD PHILOSOPHY AND OBJECTIVES

The mission of Malta Public Schools is to:

Ensure an alliance of school, family, and community, developing lifelong learners who value themselves, contribute to their society, and succeed in a changing world.

The Board holds, as its educational philosophy, that the public school is a tool of American democracy, through which each individual is provided opportunities for learning experiences which promote educational growth consistent with the individual's needs and society's expectations. These objectives or goals are necessary in order that the individual may develop their capacities to:

1. Learn and correctly and effectively apply basic skills in communication (speaking, listening, reading, writing), mathematics, science and its processes.
2. Develop sound moral and ethical values, with a sense of responsibility for the property, privacy, and individual rights of others.
3. Formulate and be motivated to persist in achieving attainable goals.
4. Learn about and assume responsibility for living in harmony with and improving the natural environment.
5. Learn the functions of society and contribute to the community in a constructive manner.
6. Learn about, develop, and maintain a healthy body and mind.
7. Foster and promote ideals of democratic citizenship through knowledge of political and governmental systems.
8. Develop and maintain a positive attitude toward vocation-orientated activities.

(Malta School Board Policy 1500)

## DUE PROCESS

A student who violates a school rule and is therefore subject to disciplinary action is entitled to and may request a hearing with the district superintendent before a final decision has been made. This hearing may be formal or informal.

## ATTENDANCE

Everyday attendance for students is necessary for student success. Replicating authentic instruction and peer interaction is impossible. Furthermore, attendance reflects the dependability of the student. Therefore, it is important that absences be kept to a bare minimum. Attendance letters will be sent to parents after 7 and 10 cumulative days of being absent per trimester for any and all absences excluding school related activities. After 10 days in a trimester, parents may be requested to meet with the Principal. After 15 days in a trimester, the parents may be requested to appear before the School Board to justify the number of absences. If a parent refuses to meet with the Principal and/or School Board, the local truancy officer will be notified. After nine unexcused absences, the parent and student will be reported to the local truancy officer.

The following reasons will be given excused absences:

1. Illness, after three consecutive absences a doctor's note may be required
2. Appointments that can't be controlled; i.e. doctor
3. Family Emergency
4. School sponsored activities
5. Truancy cannot be justified by parental excuse

### Steps to follow when absent:

1. Have parent or guardian phone the school and inform the office of your absence on or before the day of your absence. If a parent has not been contacted by 10:00 AM, the absence will be considered unexcused.
2. Ask all teachers for make-up assignments. Assignments that are not made up will be reflected in your grade.

3. Students are required to turn in assigned make-up work on the second day following their return to school after an absence. Teacher discretion may extend the due date. (example: a student misses Monday and Tuesday, makeup work is due on Thursday)
4. Students anticipating an absence must secure an advance make-up slip in the office. Students may be required to complete some or all of the assigned work before the absence.
5. Students wishing to leave the building for an appointment must have a parent call the school office.
6. **Make-up work:** Regardless of the type of absence, students are responsible for obtaining and completing make-up work.

#### **TARDINESS**

Students are asked to arrive on time. A student is considered tardy with or without a parent permission. A student is given a warning for 2 instances of tardiness per trimester. Subsequent tardiness will be handled as follows: 3<sup>rd</sup> tardy = loss of lunch recess, 4<sup>th</sup> tardy = lunch detention, 5 or more = 30 minutes of after school detention and parent conference. Medical tardiness is excusable if a student has verification from the doctor's office. Tardiness due to obviously poor weather conditions may also be excused. Students **do not** get a pass at the office when tardy. Report to class – this saves time and confusion.

#### **BEHAVIOR AND ATTITUDE**

As a student, you will get from a school system what you put in it. Therefore, wholeheartedly jump into the educational and activity programs and get the most from your years in the Middle School. Develop yourself physically, mentally, and morally.

The most important word in regard to discipline is **RESPECT**.

1. **RESPECT** the privacy, individuality, integrity and rights of self and others.
2. **RESPECT** and care for the *property* of ourselves and others.
3. **RESPECT** in regards to *our country, community, and our schools*.

#### **CONDUCT IN GENERAL**

Any conduct, which interferes with or disrupts any school function, activity or purpose, or interferes with the health, safety or well-being, or the rights of others is prohibited.

The preceding is a general standard that should be used as a guide by all students. Not all acts of misconduct can be itemized in this regulation. The following is a list of some of the main areas of conduct which may lead to disciplinary action such as: detention, confiscation of material, revoking privilege, suspension, or expulsion.

- A. Use of abuse, violence, force, noise, coercion, threat, intimidation, fear, insubordination, or other similar conduct that constitutes an interference with school purposes or violates another person's human rights.
- B. False communication, verbal or written, of the presence of a bomb or other explosive device.
- C. The willful causing or attempting to cause damage to private or school property.
- D. Stealing or attempting to steal private or school property.
- E. Causing or attempting to cause physical injury to oneself or others including the throwing of objects or materials which could cause physical injury, except where such injury results from accident, self-defense, or other action, undertaken on the reasonable belief that it was necessary to protect some other person.
- F. Threatening or intimidating any person for the purpose of, or with the intent of, obtaining money or anything of value from such person.
- G. Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered to be a weapon.
- H. Engaging in the use of or possession of tobacco or the unlawful selling, using, possessing, being under the influence of, or dispensing of alcoholic beverages, narcotics, drugs or other controlled substances.
- I. Truancy or failure to attend assigned classes or activities.
- J. Tardiness to school, assigned class, or scheduled activity.
- K. Using language which by school standards is considered vulgar, obscene, sarcastic, demeaning, threatening, or intimidating.
- L. Causing a false fire alarm.
- M. Possession or use of firecrackers.
- N. "Trespassing" (being present in an unauthorized place in the school, unauthorized presence on school property, or refusing to leave the school premises when ordered to do so by school officials).
- O. Unlawful assembly (assembly of students which disrupts the educational process).
- P. Public display of affection.
- Q. Public indecency.

- R. Using actions and/or gestures denoting disrespect. Students, teachers and staff members are to be addressed courteously and with respect.

### **STUDENT DISCIPLINE**

**Suspension – Expulsion – Board Policy:** The Superintendent or Principal may suspend students who continually indicate a lack of purpose by ignoring rules and regulations set for the general good of the student body from school or class. Powers of expulsion are retained by the Board of Education. Following suspension, parents will be contacted and their cooperation urged in alleviating the student’s problem. Following expulsion by the Board of Trustees, a student may not be readmitted until the next semester of school

### **BULLYING**

According to Montana state law, “Bullying” is defined as harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication or threat directed against a student that is persistent, severe, or repeated and that:

- a. Causes a student physical harm, damages a student’s property, or places a student in reasonable fear of harm to the student or the student’s property;
- b. Creates a hostile environment by interfering with or denying a student’s access to an educational opportunity or benefit; or
- c. Substantially and materially disrupts the orderly operation of a school.

This includes retaliation against a victim or witness who reports information about an act of bullying and includes acts of hazing associated with athletics or school-sponsored organizations or groups.

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property, at school bus stops, while riding school district approved transportation, or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student’s act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to the appropriate school district officials (teachers, administrators, coaches/advisors and other employees). A student may report bullying anonymously, but action may not be taken against an alleged perpetrator based solely on an anonymous report.

For additional information, please refer to Malta School Board policy #3226 and/or #3310.

### **SEXUAL HARASSMENT**

Sexual harassment is illegal according to federal and state law and is a violation of Malta School Board policy. All students have the right to attend school in a harassment free environment. Sexual harassment is generally defined as unwelcome sexual advances, requests for favors and other verbal, physical, and/or visual contact of a sexual nature when:

- submission is made either explicitly or implicitly a term or condition of an individual’s education;
- submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s education;
- that conduct or communication has the purpose or effect of unreasonably interfering with an individual’s education;
- that conduct creates an intimidating, hostile, or offensive educational environment.

Consequences for violators of this policy may include but are not limited to: warnings, suspension, and expulsion. Forms are available in the Middle School Office to report possible sexual harassment violations.

For additional information, please refer to Malta School Board policy #3225.

### **MORNING ARRIVAL**

Students should arrive for school between 8:00 A.M. and 8:15 A.M. Upon arrival, students should report to their first period class. Those students needing to come to school early must make special arrangements with the Middle School Office. **Students are not to arrive at school before 7:30 am.**

## DOOR USAGE

Middle School students are encouraged to use the doors on the west side of the school for entrance and exits.

## DAILY SCHEDULES

<u>TIME SCHEDULE</u>			<u>2:45 EARLY OUT SCHEDULE</u>	
1 <sup>st</sup> Period	8:15 am – 9:03 am		1 <sup>st</sup> Period	8:15 am – 8:59 am
2 <sup>nd</sup> Period	9:07 am – 9:55 am		2 <sup>nd</sup> Period	9:03 am – 9:47 am
3 <sup>rd</sup> Period	9:59 am – 10:47 am		3 <sup>rd</sup> Period	9:51 am – 10:35 am
4 <sup>th</sup> Period	10:51 am – 11:39 am		4 <sup>th</sup> Period	10:39 am – 11:23 am
<u>MIDDLE SCHOOL LUNCH</u>			<u>MIDDLE SCHOOL LUNCH</u>	
	11:43 pm – 12:10 pm			11:27 am – 11:54 am
5 <sup>th</sup> Period - Study Skills	12:14 pm – 12:36 pm		5 <sup>th</sup> Period - Study Skills	11:58 am – 12:20 pm
6 <sup>th</sup> Period	12:38 pm – 1:26 pm		6 <sup>th</sup> Period	12:22 pm – 1:07 pm
7 <sup>th</sup> Period	1:30 pm – 2:18 pm		7 <sup>th</sup> Period	1:11 pm – 1:56 pm
8 <sup>th</sup> Period	2:22 pm – 3:10 pm		8 <sup>th</sup> Period	2:00 pm – 2:45 pm

## CLOSED CAMPUS

Malta Middle School operates with a closed campus. Students are not permitted to leave the building without school and parental permission. Forms to leave the campus are available at the middle school office. Any departure from the building by a student without prior approval shall be considered truancy and will be subject to disciplinary action.

## CAFETERIA AND LUNCH HOUR

Malta Middle School operates as a closed campus during lunch hour. Students are not allowed to leave school grounds without notifying school personnel through parental permission. Student behavior in the dining room should be based on courtesy and cleanliness. This means leaving the area in the condition you would like to live in. Students are to remain in the cafeteria until they have finished eating. At no time are pupils allowed to take food outside of the cafeteria. Students are not to go into areas where classes are being held during their lunch hour. While in the lunchroom, students are expected to cooperate by:

1. Knowing their student number.
2. Being orderly in the serving line.
3. Being courteous, cooperative, and respectful to food servers and lunchroom supervisors.
4. Remaining seated while eating lunch.
5. Not removing food from the cafeteria.
6. Leaving the table and floor clean.
7. Depositing all lunch refuse in wastebaskets.

Following lunch dismissal from the cafeteria rough play is not acceptable in the park area. Games such as toss-up tackle are prohibited. Middle School students are to spend lunch free time in the patio area or on the west side of the building. High school students are not permitted in this area during noon.

## ANNOUNCEMENTS AND BULLETINS

Bulletins for the benefit of the student body and staff will be read by the first period teachers every day. These bulletins will be typed by the office secretaries each morning. Announcements turned in by students, must be approved by an instructor, sponsor or administrator.

## STUDENT LOCKERS

Lockers are owned by the school district and made available for student use during the school year. Periodic inspection of the lockers will be announced and carried out in order that debris accumulation may be held to a minimum. Locker doors must be kept in a closed position at all times so as to make the most room available for passing in the hallways. The school reserves the right to search any and all lockers as determined necessary or appropriate. Locker changes may be made **only** through the principal's office.

## **CHEATING**

School personnel will not tolerate academic cheating by students, including plagiarism. Teachers will notify the principal of any student believed to be involved in a cheating incident. If a student is known to have cheated the following consequences will occur:

1. First offense for cheating will result in a (0) zero on that particular assignment.
2. Additional offenses will result in a (0) zero on that particular assignment and a reduction of (1) one complete grade for the quarter: example, a quarter grade of 94 is reduced to 87 or a 79 to a 71.
3. Repeated offenses, including offenses from previous years, may result in suspension.
4. Students caught cheating are not allowed extra credit to make up the grade.
5. The teacher and/or principal will notify parents of any/all cheating infractions.

## **TOBACCO, ALCOHOL AND DRUGS**

Student use, possession, distribution, sale, or being under the influence of tobacco, e-cigarettes, other tobacco/nicotine innovations, alcohol, illegal drugs, controlled substances, “look-alike” drugs, steroids, or possessing drug paraphernalia on any school premise or at any school function (home or away) is strictly prohibited. Minimum penalty for violation of this policy will be suspension from school; however, violation of this policy could result in expulsion from school. Law enforcement officials may be contacted upon initial investigation and verification of the violation.

## **DETENTION POLICY**

Detention is given as a means of discipline. Detention takes precedence over other commitments such as work, athletics, or co-curricular activities. A student must report to the detention room at the end of the day. A student who is late to detention will not be admitted. Teachers are not to detain a student known to have detention. It is the student’s responsibility to inform a teacher of their detention if they are being detained.

## **BUS CONDUCT**

It is the belief of the Malta Public School Board that the chief concern for the bus driver must be the safe conduct of students in his or her charge; therefore any conduct which distracts his or her attention, cannot be permitted. To assist the driver in maintaining discipline, the following regulations are adopted:

**First Offense:** A warning to the student with a written report to the parents.

**Second Offense:** Student will be suspended from riding any district bus for a period up to ten school days.

**Third Offense:** Student will be suspended from riding any district bus for an indefinite period.

A combination of violations and/or severe first infractions may result in a student receiving consequences equal to a Second or Third Offense.

## **DRESS APPEARANCE**

The school administration and teachers will continue to encourage all students to dress in a fashion that reflects good taste and a style appropriate for a school day. Students will be restricted from attending school if their attire includes the following:

1. Clothing or articles which are excessively soiled, torn or ragged.
2. Clothing displaying vulgar writing or symbols, or sexual-reference clothing.
3. Clothing such as short mini-skirts, short shorts, pajama pants, exposed underwear, spaghetti straps, loosely fitting and low cut halter-tops, strapless tops, mesh shirts (unless a t-shirt is worn underneath), or shirts which expose the midriff at any time.
4. Clothing with alcohol, tobacco, or controlled substances references.
5. Pants not worn at an acceptable level around the waistline.
6. Hats, caps and/or sunglasses will not be worn in the building during the school day.
7. Students are not to wear jackets or coats while attending regular classes.
8. Any other apparel which the principal determines is contrary to community standards.
9. Concerning extra-curricular activities: The coaches or directors have the discretion to establish the standard for participants using the aforementioned standards as a minimum.
10. Book bags, backpacks, purses are to be stored in the student’s locker. They are not to be brought to class.



### BUILDING CLEANLINESS

Our community has provided us with a beautiful school building. We ask that students be respectful and responsible by doing their part to keep the building clean. Students are not allowed to bring food/beverages into classrooms without teacher permission. Breakfast and lunch food items must be eaten in the cafeteria. Students must discard waste and clean any spills or messes. Students who do not properly dispose of waste will face disciplinary measures.

### GRADING SYSTEM

Our grading period will be twelve (12) weeks in length. Letter grades are used to indicate student performances.

A = 96-100	B+ = 92-93	C+ = 84-86	D+ = 75-76	F = 69 or Below
A- = 94-95	B = 89-91	C = 80-83	D = 72-74	
	B- = 87-88	C- = 77-79	D- = 70-71	

### HONOR ROLL

An honor roll is computed and recognition is given at the end of each trimester. The requirements are as follows:

1. "B" average in the 4 academic core classes.  
Math  
Science  
English  
History  
Reading (6th grade only)
2. "B-" minimum grade in academic core classes.
3. "C+" minimum grade in other classes.

### ACTIVITY TICKET FEE

A \$25.00 ACTIVITY TICKET will be assessed to all middle school and senior high school students. This ticket will admit each student into **ALL** home athletic events. This does not include MHSA tournaments.

### ACTIVITY ELIGIBILITY

Students wishing to take part in extra-curricular activities must be passing 7 of 8 classes for band students and 8 of 9 classes for non-band students. Grade checks will occur twice during each trimester and at the end of each trimester. If a student is failing more than one course at this time they will be given five (5) pupil instruction (PI) days to improve their grades to retain eligibility. Failure to gain eligibility will cause a student to become ineligible for the remainder of the season or until the next grading period whichever occurs first. If the next grading period occurs before the end of the season and the student is passing the required number of course at that time, they will be eligible for participation in that activity. No student will be allowed to practice while they are ineligible.

Middle school students wishing to take part in athletic extra-curricular activities (except 5-6<sup>th</sup> grade basketball and volleyball) must obtain, at personal expense, a physical prior to participation. A new physical must be obtained each school year. Physicals are to be turned in to the Middle School office. All activities that require a physical prior to participation also require completion of the ImpACT test prior to participation.

Students must be in attendance ½ of the school day directly preceding the activity, practice, competition, or bus departure in order to participate in that day's activities. Exceptions can be made for family emergencies or medical appointments at the discretion of the building principal or activities director.

### ACTIVITY TRAINING RULES

Middle School activities are subject to the following training rules regarding illegal drug, tobacco, and alcohol use, possession and/or association:

1<sup>st</sup> offense – Suspension for the remainder of the specific activity season.

2<sup>nd</sup> offense – Suspension from school related activities for the remainder of the year.

Clarification –

A. There is no difference between the consequences for possession and association.

B. School related activities include participation in all school activities not a part of the instructional curriculum.

This will include but not be limited to activities such as music festivals, pep band, and sports related activities. This will not include band and choir concerts.

### **COUNSELING SERVICE**

Malta Middle School offers full-time guidance services. The door is open to all students. The purpose of the guidance program is to be of assistance to students, families, and teachers in making the educational process as effective as possible. The counselor interviews every student each year. Students are invited to make appointments to visit with the counselor.

### **GRADE PLACEMENT**

Student placement from one grade to the next grade will be determined using the following system: During the third trimester, if a student fails two or more core subject classes (Math, Science, English, Social Studies, and 6th grade Reading), the student may be retained. Non-core subjects will also be considered. 8th grade students wishing to participate in the 8th grade certification portion of the middle school awards program must meet all grade placement standards. Any deviation from this policy must follow due process.

### **STUDENT COUNCIL**

Representatives will be elected from sixth, seventh, and eighth grades. Officers will be elected by the elected representatives from among the elected representatives. Offices include: President, Vice President, Secretary, Treasurer.

### **CELL PHONES**

Students may **not** use or possess cellular phone, pagers, or other electronic signaling devices during school hours. Permission to possess or use a cellular phone may be granted at the principal's discretion. Cell phones must be turned off and stored in the student's locker. "Smart watches" or similar devices are also not allowed to be worn during the school day and must be stored in the student's locker.

### **CAMERAS**

Use of any photographic device including film camera, digital camera, cell phone camera, or video camera that infringes upon the rights of others is strictly prohibited. Misuse of any such device in a school locker room, school bathroom, or elsewhere in a way that violates the personal privacy of any individual will result in disciplinary action.

### **PERSONAL ENTERTAINMENT DEVICES**

Students are encouraged not to bring expensive electronic equipment to school. If needed for special purposes, these items should be cleared through the office. Students are not allowed to wear headsets at any time during the school day.

### **TEXTBOOKS**

Malta Middle School provides for its students updated and appropriate textbooks. Students will be charged a replacement fee for textbooks lost, damaged or destroyed.

### **TITLE IX**

In accordance with Malta Public School board policy #3225, any student who believes he or she has been discriminated against, denied a benefit, or excluded from any school program or activity on the basis of sex in violation of Title IX, may file a written complaint with the Middle School Principal.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Malta Middle School will adhere to all student and family rights as defined by FERPA. This information may be found on the Malta Public School's website and in Malta Public School Board policy #3600F1.

### **ACCEPTABLE COMPUTER USE**

All use of computer networks shall be consistent with the District's goal of promoting educational excellence. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The user is responsible for his or her actions and activities involving the computer network, including the wireless network. Some examples of unacceptable uses are:

- A. Unauthorized downloading of software, regardless of whether it is copyrighted or free from viruses;
- B. Hacking or gaining unauthorized access to files, resources, or entities.
- C. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone.

- D. Using another user's account or password.
- E. Misuse, abuse, vandalism, and/or destruction of computer hardware, printers, Smartboards, etc.
- F. Accessing, creating, or printing inappropriate materials.

#### **ASSEMBLIES**

At all times the student's behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Middle School students will need to work hard to develop a reputation for courteous behavior in school assemblies. Students should give full attention to the performers on stage and appreciation shown only through clapping hands. Whistling, shouting and foot stomping is not appropriate. Visitors often form a lasting impression of our school and community by our behavior at assemblies.

#### **LOST AND FOUND**

Articles found in and around the school should be turned in to the main office where the owners may claim their property by identifying it. Those articles not claimed by the end of the school year will be given to a charitable organization.

#### **THEFTS, LOSSES**

The school cannot do more than provide normal safeguards. Students are cautioned against leaving valuables in lockers, washrooms, classrooms, locker rooms or other such places. If losses occur, report the incident to your principal. Students attending physical education classes or involved in athletics should be especially cautious about leaving valuables in their clothing. Leave it with the instructor or in the office. **The tampering with, or entering of another person's locker, desk, or personal property will be regarded as a serious offense.** Please show the respect and consideration for other people's property that you would like to have shown for your own.

#### **FIRE DRILLS**

Fire drills will be held throughout the course of the school year. Students are to follow their teacher's instruction at all times. Exit procedures are placed in each classroom of the school. **Note:** Tampering with the fire alarm system, door closures and fire-fighting equipment will be cause for recommendation for expulsion from school and referral to the state fire marshal's office.

#### **MEDICATIONS**

If it becomes necessary for a student to take any form of medication while at school, prescription or nonprescription, a parent's signature is required on a designated form available at the Middle School office. Medications are kept at the office and will be dispensed from the principal's office by the secretary or her appointee and not by individual teachers.

#### **INSURANCE**

Malta Middle School does not provide accident insurance. All medical, doctor, hospital, and ambulance costs are the full responsibility of the parents or guardians. Also, insurance is not provided for any personal items lost or stolen from school property.

#### **FOOD, CANDY AND DRINK DURING CLASS PERIODS**

Food, candy and drink are not to be brought to school by students for consumption during a regular class period, except for special projects that have been scheduled by the instructor and approved by the principal's office. Students may bring water to class in clear, plastic, closeable bottles that are filled at school.

Gum may be allowed by individual teachers based on the students' ability to use it in a mature fashion. If gum wads or paper become a problem, this privilege will be halted.

#### **HALLS**

Students should be in the halls only at the beginning and close of school and while moving from one class to another, unless they have special permission or special duties that require them to be there. Students are asked to be courteous at all times and to keep to the right when moving in the halls. Running and shouting in the halls is never permitted. Food and drink are **not** to be consumed in the hallways. Students must refrain from sitting in the hallways after 8:00 am each morning.

### **TELEPHONE CALLS**

Students are not to use any of the office telephones except in case of an emergency. **Under no circumstances are the office telephones to be used for calls of a personal nature.** Calls from home to the students will be taken by the office personnel and delivered to the student. Messages will be placed on student lockers. For this reason, locker changes are not allowed unless authorized by the Middle School Principal. Teachers and students will not be called from a class for a phone call except in case of **extreme emergency**. Students are limited to one call per day.

### **VISITORS**

During school hours, visitors to our school must first check in with the office before going to any other areas within the school building. Student visitors are generally not allowed to attend classes or student-only school sponsored functions.

### **DANCES**

Middle School dances are arranged through the student council. Five dances per year is the maximum allowable number. Dances are open to approved guests. High School students are not allowed. No out of school guests are allowed without the approval of the principal 24 hours prior to the dance.

### **BIKE & SKATE BOARD USE**

Bikes and skateboards are to be ridden to and from school only; students are not permitted to ride on school grounds at any time. Bikes are to be parked in the bike racks on the west end of the school. In-line skates and Heelys are not permitted in the school building.