

# **MALTA HIGH SCHOOL**



**Home of the Mustangs/M-ettes**

***Student Handbook 2018-2019***

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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. **Keep in mind, your success in this school will be directly proportional to your efforts.**

## **Malta Public Schools Board Philosophy and Objectives**

The Board of Trustees holds as its educational philosophy that the public school is a tool of the 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 his/her capacities to.

1. Learn and apply, correctly and effectively, basic skills in communication (speaking, listening, reading and writing), mathematics, science and its processes.
2. Develop and maintain 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 the ideals of democratic citizenship through knowledge of political and governmental systems.
8. Develop and maintain a positive attitude toward vocational-oriented services.

**Students must recognize and abide by the rules and policies of their respective buildings, Malta Public Schools, Federal, and State Law.**

## **Mission Statement of the Malta High School Faculty and Staff**

We, the staff of Malta High School, are committed to providing all students with a safe learning environment. Students will be offered a wide variety of challenging academic courses and activities. Behavior and social skills will be enhanced and refined, giving students the opportunity to pursue their potential and become life-long learners.

## **Student Rights**

**Equal Education and Employment:** As provided in the Constitution of the State of Montana, the Malta School District is committed to equal opportunity for all students and staff. Discrimination because of sex, race, color, creed, religion, national origin, age, physical or mental handicap, political belief, marital or parental status is prohibited unless based upon reasonable grounds as provided by law. Inquiries or complaints regarding employment or educational discrimination should be directed to the Malta High School Principal.

For further information, please refer to the MPS Board Policy #3225

**Due Process:** Students of the Malta Public Schools shall not be deprived of their constitutionally-protected property right to attend school. Included in the right to attend school is the safeguard of due process which provides to students fair treatment during disciplinary action. See Malta School Board Policy #3300 for additional information regarding due process.

The following procedures of due process will be adhered to during discipline referrals:

1. Advise the student of the charges.
2. Advise the student of the facts on which the charges are based.
3. Provide the student with the opportunity to respond to the charges.
4. Provide the student with the opportunity to present their version of the incident.
5. The principal will provide a decision regarding disciplinary action in a timely manner.

**Right to Privacy:** All students' rights to privacy, as defined by state and federal laws, shall be respected. Malta High School will adhere to all student and family rights as defined by the Family Educational Rights and Privacy Act.

For further information, please refer to the Malta School Board Policy #3600F1.

**Release of Personal Information:** Throughout the academic school year the school district may release individual student information including: student's name, date of birth, address, telephone listing, e-mail address, photographs, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, height and weight, honors and awards. Any parent, guardian or student may prohibit the release of any or all of the above information by delivering written objection to the Principal. Pursuant to federal law, the school district is required upon request to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education. Parents, guardians, or students may request that the school district not release this information, and the school district will comply with each individual request.

**Review and Correction of Student Educational Records:** Student educational records shall mean records, documents and other materials which contain information directly related to a student and are maintained by the school district or a person acting for the school district. Students have the right to review and request correction of these records.

**School Searches and Seizures:** School district administration may legally search school lockers, automobiles, and students using the following guidelines.

1. A search shall be conducted upon receipt of information that the search would produce evidence the student has violated the law or school policies.
2. An adult witness may be present when a personal search is conducted.
3. Trained detection canines may be used to search school property, including but not limited to: student lockers and vehicles parked in school parking areas.

**Notification of Law Enforcement Interview:** In addition to the rights provided by state and federal laws, if a student is questioned by law enforcement officers on school premises, the student has the right to request the school building principal or his designee to notify the student's parent or legal guardian. The school shall attempt to notify the parent of law enforcement intent to interview or question a student.

**Access To Public Service Agencies:** Malta Public Schools shall work cooperatively with all public agencies (e.g., Department of Family Services), within the guidelines of state and federal law, to meet the needs of our students.

**Married or Pregnant Students:** A married or pregnant student has the right to attendance. Students have the right to attend classes and to participate in school activities without regard to marital or parental status or to pregnancy. A student who is pregnant must have doctor's consent to participate in athletic activities.

**Appeal Procedure:** A student, parent or legal guardian, who believes that a student's rights have been deprived or violated as defined in the student rights section of this student handbook, may file an appeal with the Superintendent of the Malta Public Schools.

### **Student Attendance**

Everyday attendance for high school students is necessary if they are going to learn and teachers are going to teach them. Therefore, it is extremely important that school absences be kept to a minimum.

**Excused Absence:** The following reasons will be deemed excused absences:

1. Illness. After three consecutive absences a doctors' note may be required.
2. Medical appointments.
3. Family emergency.
4. School sponsored activities.
5. Senior college visit. One visit for two consecutive days.
6. Justifiable and parent approved.

**Excessive Absences:** Regular attendance on the part of the student is essential if the continuity of the learning process is to be maintained. The policy regarding excessive absenteeism per semester is as follows:

1. On a student's seventh (7<sup>th</sup>) and eleventh (11<sup>th</sup>) absence in a class during a semester, parents will be notified by letter of possible consequences.
  2. On a student's eleventh (11<sup>th</sup>) absence in a class, the parents of the student may be required to meet with the principal and/or appear before the Malta Public Schools Board of Trustees to justify the number of absences.
- Extenuating circumstances will be evaluated by the high school principal.

**Steps to Follow When Absent:** Please adhere to the following guidelines:

1. Parent/guardian before 8:15 a.m. on the day of a student's absence call the school and inform the office of the absence.
2. Upon returning to school the student's parent/guardian must write an excuse note or phone the high school office giving your name, dates of absence, reason for absence and parent signature. Present this note to the high school office the day of your return. At this time the student will receive a make-up slip.
3. When returning to classes the student will present the make-up slip to each teacher and request make-up assignments. Assignments that are not made up will be reflected in the student's grade.
4. A student anticipating an absence must secure an advance make-up slip. The student may be required to complete some or all of the assigned work before the absence.

**Unexcused Absence:** A student who is truant or fails to have an appropriate excuse for their absences will be considered to have an unexcused absence.

At the Principal's discretion, a minimum consequence for a student's truancy may include one hour of detention for each period of unexcused absence.

**Tardiness:** A student who is late to school or an individual class period is considered tardy. A student who is tardy 1<sup>st</sup> or 6<sup>th</sup> periods, must check into the high school office before going to class. For all other periods, students will report directly to class. Refer to the Detention Policy on page 8 for tardy consequences.

**Make-up Work:** Regardless of the type of absence, students are responsible for obtaining and completing make-up work. Students are required to turn in assigned makeup work on the second day following their return to school after an absence. Teacher discretion may extend the due date.

**Student Activities Make-up Responsibilities (Blue Slips):** Students missing school for the purpose of attending school activities must complete and turn-in a pre-absence form known as a "Blue Slip".

1. Students will pick up homework assignment slips (Blue Slips) from the office at least 3 days before attending an activity that requires that they miss class time.
2. Students are responsible for having their teachers sign the slips before the student can participate in the scheduled activity or contest.
3. Teachers are encouraged to require that assignments be completed before the Blue Slip is signed.
4. Blue Slips are due prior to the scheduled departure time. Students failing to complete their Blue Slips will not be allowed to travel to or participate in the scheduled activity or contest.
5. Coaches/Activity Sponsors are to collect Blue Slips, check that all Blue Slip procedures have been followed, and turn in Blue Slips to the Activity Director.

**Quarterly "A Card":** As a reward for consistent attendance, students qualify for an "A Card". The following criteria is used to determine qualifications:

1. Per quarter a student cannot have more than 4 absences and/or tardies.
2. No more than one absence or tardy per class period per quarter.
3. School sponsored activities absences do not count against "A Card" rewards.
4. The "A Card" cannot be used for quarter or semester tests.

## **Student Conduct**

**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:

1. Use of abuse, violence, force, noise, coercion, threat, intimidation, fear, insubordination, or other similar conduct that constitutes an interference with school purpose or violates another person's human rights.
  2. False communication, verbal or written, of the presence of a bomb or other explosive device.
  3. The causing or attempting to cause damage to private or school property.
  4. Stealing or attempting to steal private or school property.
  5. 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 of, or other action, undertaken on the reasonable belief that it was vital to protect another person.
  6. Threatening or intimidating any person for the purpose of, or with the intent of, obtaining money or anything of value from such person.
  7. Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered to be a weapon.
  8. Engaging in the use or possession of tobacco products including e-cigarettes and other tobacco innovations.
  9. The unlawful selling, using, possessing, being under the influence of alcoholic beverages, narcotics, illegal drugs or other controlled substances.
  10. Use of any photographic device including film camera, digital camera, cell phone camera, or video camera that infringes upon the rights of others.
  11. Truancy or failure to attend assigned classes or activities.
  12. Tardiness to school, assigned class, or scheduled activity.
  13. Using language which by school standards is considered vulgar, obscene, sarcastic, demeaning, threatening, or intimidating.
  14. Causing a false fire alarm.
  15. Possession or use of firecrackers.
  16. Trespassing by 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.
  17. Unlawful assembly (assembly of students which disrupts the educational process of other students).
  18. Public display of affection.
  19. Public indecency.
  20. Using actions and/or gestures denoting disrespect. Students, teachers, and staff members are to be addressed courteously and with respect.
- For additional information, please refer to MPS Board policy #3310.

**Bullying:** 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 MPS Board policy #3226 and #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. To report possible sexual harassment violations, forms are available in the Malta High School office.

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

**Hazing/Initiations:** As detailed in Malta Public School Board Policy, hazing of students at Malta High School is not acceptable and will not be tolerated. Hazing is defined as any humiliating or dangerous activity expected of a student to belong to a team regardless of their willingness to participate. This policy applies not only to students who directly engage in an act of hazing but also to students who, by their indirect behavior, condone or support another student's act of hazing.

Any person who believes he or she has been the victim of hazing or any person with knowledge of conduct that may constitute hazing shall report the alleged acts immediately to an appropriate school official.

For additional information, please refer to MPS Policy #3226 and/or #3310.



**Weapons:** Students are not permitted to bring any device considered a weapon onto school property either on their person or in their automobile. Weapon is defined as any type of firearm, knife, straight razor, throwing star, nun-chucks, firecrackers, brass knuckles, or any other device considered a weapon. Violation of this policy will result in action by the school that may result in suspension or expulsion from school.

For additional information, please refer to MPS Board Policy #3310.

**Cheating:** School personnel will not tolerate academic cheating by students, this includes plagiarism. Teachers will notify the principal of any student is 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 student with a 94 quarter grade 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.

**Bus Conduct:** It is the belief of the 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 consequences for inappropriate behavior include:

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

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

Third Offense: The 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 being suspended the first time for a period up to ten school days.

For additional information, please refer to MPS Board Policy #8124.

**Disciplinary Action:** School personnel shall consider all aggravating or mitigating circumstances prior to dispensing action. The aggravating and mitigating circumstances to be considered include, but are not limited to:

1. Seriousness of the offense.
2. Program placement.
3. Attitude and age of the student.
4. Pattern of misconduct.
5. Degree of cooperation.

**Discipline Alternatives:** Students who disregard or violate rules of student conduct are subject to discipline consequences including but not limited to detention, suspension, or expulsion. Students on suspension (including in-school) are not permitted to attend or participate in any school activities on the day of their suspension.

**Discipline Alternatives (continued):** Students who continually indicate a lack of purpose in school by ignoring rules and regulations set for the general good of the student body may be suspended from school or class by the Superintendent or Principal.

Powers of expulsion are retained by the MPS Board of Trustees. Following suspension or expulsion parents will be contacted and their cooperation will be urged in alleviating the student's discipline problem.

For additional information, please refer to MPS Board Policy #3300.

**Maximum Penalties:** These procedures are in effect for all Malta High School students while on our school site or at any MHS extra-curricular activity.

Parents/Guardians will be contacted in all instances.

<i>Violation</i>	<i>1st Offense</i>	<i>2nd Offense</i>	<i>Additional Offense</i>
Insubordination	Suspension	Suspension	Suspension/Expulsion
Fighting	Suspension	Suspension	Suspension/Expulsion
Truancy	Detention	Suspension	Suspension/Expulsion
Vandalism	Restitution and Susp/Exp	Expulsion	Expulsion
Disruption of School	Susp/Exp	Susp/Exp	Susp/Exp
Fire Equip. Misuse	Suspension	Expulsion	Expulsion
Possession of Illegal Drugs	Susp/Exp	Susp/Exp	Susp/Exp
Unlawful Acts	Susp/Exp	Susp/Exp	Susp/Exp
Sexual Harassment	Susp/Exp	Susp/Exp	Susp/Exp
Bullying	Susp/Exp	Susp/Exp	Susp/Exp
Internet Infraction	Susp/Exp	Susp/Exp	Susp/Exp
Gang Behavior	Susp/Exp	Expulsion	Expulsion

**Detention Policy:** For minor infractions of school rules, students may be detained for afterschool detention. Detention takes precedence over commitments such as work or athletic practices. The following rules cover the detention policy of Malta High School:

1. Detention will be assigned automatically to a student who is late to class.
  - A. For periods 1 and 6 each student will receive one free tardy and two parental excuses for tardiness each quarter. A student will be assigned ½ hour detention for reporting up to 5 minutes late for class. After five minutes, the student will be assigned 1 hour of detention.
  - B. Every subsequent tardy thereafter will result in detention.
  - C. Teachers will assign consequences for tardiness for periods 2, 3, 4, 5, 7, and 8 as outlined by their classroom policy.
2. A student must report to the detention room 5 minutes after the last class bell.
3. A student who is late to detention will not be admitted.
4. A student will not be excused from detention for any reason once it starts. If a student has more than 1/2 hour detention time, they must serve it in 1-hour block periods.
5. A student will start fulfilling detention following the day it is assigned (e.g., if a student is assigned detention on Monday, the student will serve it on Tuesday).
6. A student who fails to report for an assigned detention within the allotted time will have their time doubled.
7. Any detention time assigned to a student that is less than 30 minutes in length will be served with the teacher.

For additional information, please refer to MPS Board Policy #3300P.

## **Academic Regulations and Requirements**

**Graduation Requirements:** The minimum number of credits required for graduation is 23. This includes 15.5 required credits and 7.5 elective credits.

<b><u>Required Classes</u></b>	<b><u>Course Credits</u></b>
<b><u>4 Required Credits in English</u></b>	
English 9	1
English 10	1
English 11	1
English 12 or AP English	1
<b><u>3 Required Credits in Social Studies</u></b>	
Geography/World History (Sophomore Year)	1
U.S. History (Junior Year)	1
Economics/Government (Senior Year)	1
<b><u>3 Required Credits in Science</u></b>	
Earth Science (Freshman Year)	1
Biology (Sophomore Year)	1
Advanced Science Course (Junior/Senior Year)	1
<b><u>3 Required Credits in Mathematics</u></b>	
Pre-Algebra/Algebra /Geometry (Freshman Year)	1
Algebra/Geometry/Algebra 2 (Sophomore Year)	1
Geometry/Algebra 2/Trigonometry (Junior Year)	1
<b><u>Physical Education/Health</u></b> (Freshman/Sophomore Year)	1.5
<b><u>Computer Applications</u></b> (Freshman Year)	1
	<b>Total Required 15.5</b>
<b><u>Elective Classes</u></b> must total 7.5 credits.	<b><u>Total Electives 7.5</u></b>
	<b>Total 23</b>

### **Conditions for Graduation:**

1. Students are required to carry one English course per semester. Those planning early graduation will need to take more than one English course during one semester in their junior or senior year. Students are to contact the school counselor to arrange correspondence coursework.
2. Graduation and the honors that go with it are intended for those who have earned the right by successfully completing all the graduation requirements established by the Board of Trustees. Parents/guardians of seniors who are in danger of failure will be notified in writing during the first five weeks of the fourth quarter. All testing of seniors will be completed on or before the day scheduled for graduation. The parents will be notified of student failure and said student forfeits his/her privilege to participate in graduation week activities including the graduation ceremony and class night. All students, who at the end of the first semester have obtained a position along with coursework taken in the second semester and are able to meet graduation requirements established by the Malta School District, will be eligible for graduation and will have their name appear on the graduation class list.

**Conditions for Graduation (continued):**

3. The school district reserves the right to establish a dress code for all activities associated with graduation week.
4. All school bills must be paid to participate in graduation or for the issuance of final transcripts.
5. Valedictorian and Salutatorian: Students must have been enrolled at Malta High School for two full years to be eligible for Valedictorian and Salutatorian awards.
6. Class ranking is determined after seven semesters. Final rank for permanent records will be finalized in the summer following graduation.

**Graduation Academic Top Eight Honors:** To qualify for Graduation Academic Top Eight status, students must have taken the following core classes: Algebra 1, Geometry, Algebra 2, English 9, 10, 11, 12 and/or AP English, Geography/World History, US History, Economics/Government, 4 Sciences, and Computer Applications

**Conditions for Early Graduation:** Students seeking early graduation must meet the following criteria.

1. It is recommended that a student notify the Principal of possible early graduation by the end of the 5th semester.
2. Students must enroll in a full schedule of classes during the 7th semester.
3. Students must have a specific post-high school plan in place.
4. Students must have a grade point average of 2.33.
5. Students who graduate early will not be eligible for class top eight honors.
6. Students must successfully complete core requirement classes and total the required 23 credits.
7. Request for exceptions to this early graduation policy will be evaluated on a case-by-case basis at the discretion of the high school principal, the high school counselor, and the school district superintendent.

**College-bound Curriculum:** The Board of Regents, which establishes admission standards for the Montana University System has set academic standards for all enrolling freshmen. By setting these standards, they have made it necessary for high school students to follow the suggested course work.

**9<sup>th</sup> Grade:**

English  
Algebra /Geometry  
Earth Science  
Computer Applications

**11<sup>th</sup> Grade:**

English  
Algebra 2/Trigonometry  
Advanced Science  
U.S. History

**10<sup>th</sup> Grade:**

English  
Geometry/Algebra 2  
Biology  
Geography/World History

**12<sup>th</sup> Grade:**

English  
Trigonometry/Calculus  
Advanced Science  
Economics/Government

\*Foreign language (Spanish) in any year.

**Grading System:** Each Malta High School grading period is approximately 40 to 45 days in length. Letter grades are used to indicate student performance. Student grade point average (GPA) will be determined using a 4.0 point GPA system. Advanced Placement (AP) classes, Calculus, and College Algebra will use a 5.0 GPA system. AP students must take and complete the AP final test to receive full credit in the 5.0 GPA system.

Listed is an explanation of the Malta High School grading system.

<u>Grade</u>	<u>Percentages</u>	<u>GPA Weight</u>	<u>AP GPA Weight</u>
A	100 - 96	4.00	5.00
A-	95 – 94	4.00	5.00
B+	93 – 92	3.66	4.66
B	91 – 89	3.33	4.33
B-	88 – 87	3.00	4.00
C+	86 – 84	2.66	3.66
C	83 – 80	2.33	3.33
C-	79 – 77	2.00	3.00
D+	76 – 75	1.66	2.66
D	74 – 72	1.33	2.33
D-	71 – 70	1.00	2.00
F	69 – Below	0.00	0.00
ME	Maximum Effort		
I	Incomplete Course Work		

**Incomplete Grade:** Students who have an incomplete grade on their report card have two weeks to make up the required work. If the incomplete still exists after two weeks, the incomplete will be changed to a grade calculated without the missing work. Extenuating circumstances will be reviewed by the principal.

**On-Line/Dual Credit Coursework:** On-line coursework is available to MHS students through the Montana Digital Academy. Dual credit offerings are accessible through a variety of post-secondary schools including: MSU-Northern, Great Falls College, Missoula College, Flathead CC, and Miles CC.

Guidelines for students considering on-line/dual credit courses include:

1. Students must have demonstrated strong study skills and independent work habits. If students struggle in a live teacher classroom, on-line classes will likely be too challenging.
2. Students may take two on-line/dual credit courses per semester.
3. On-line/dual credit classes are not intended to replace courses offered by Malta High School.
4. Students are required to pay the cost of fees/registration for dual credit classes.
5. Requests for exceptions will be evaluated by the high school principal.

**Work Study:** Guidelines for students considering work study are as follows.

1. Seniors are eligible to request a work study period.
2. A student must be able to verify meaningful employment.
3. Students are limited to two work study periods.
4. No evaluation or credit will be given for work study.
5. Requests for exceptions will be evaluated by the high school principal

**Honor Roll:** Criteria for qualifying for the Malta High School honor roll includes:

1. The student must have a B (3.33) average for all classes.
2. No single grade below a B- (3.0).
3. Students must also be enrolled in a minimum of 5 classes, 3 of which are considered core classes.

### **General Information**

**Vehicle Parking:** During school hours' students are required to park in either the east parking lot or the south parking lot. Students are not permitted to park in the fire lane located on the north side of the school. Students who park in an unauthorized manner may be referred to the sheriff's department or school discipline. Parking on school property is a privilege not a right.

**Hallways:** 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.

**Student Lockers:** Lockers are owned by the school district and made available for your use during the school year. Locker doors must be kept in a closed position at all times. Food and drink are not allowed in your locker. Locker changes may be made only through the high school office.

**Cell Phones:** The use of cell phones at school is a privilege that bears responsibility to each student. Please follow the listed guidelines.

1. Students must deactivate their phones during each class period, in the hallway during class periods, during assemblies, in the cafeteria, in the library, in computer labs, and during any school sponsored meeting or activity.
2. At no time will any student operate a cell phone in school bathrooms or locker rooms.
3. Students may use their cell phones before school, during the lunch period, after school, and during class exchanges. Using your cell phone is not an excuse for being late to class.
4. Teachers are to use discretion and will be responsible for monitoring cell phone use in their classroom.
5. Unauthorized use of cell phones is grounds for confiscation by school officials, including classroom teachers.
6. Refusal to hand over a device at the request of school personnel will be considered an act of insubordination.
7. Confiscated devices will be returned only to the parent or guardian at the discretion of the principal.
8. Repeated unauthorized use of cell phones will result in disciplinary action at the discretion of the high school principal.
9. The Malta School District will not in any way be responsible for lost or stolen cell phones.

**Valuables, Thefts, and Losses:** The school cannot do more than normal safeguards regarding valuables. 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. Use the locks on the lockers or leave them with the instructor or in the high school office. The school is not responsible for lost or stolen personal items. The tampering with or entering another person's locker 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. To prevent losses (especially calculators) and to enable the return of found articles, identify and mark all articles by name and phone number.

**Insurance:** Malta Public Schools does not provide health or accident insurance to students. All medical, doctor, hospital, and ambulance costs are the full responsibility of the parents or guardians. Insurance is not provided for any personal items lost or stolen from school property.

**Dress Code:** 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. Clothing that is disruptive, inappropriate, or considered not in the best interest of education will not be permitted. 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 with alcohol, tobacco, or controlled substances references.
4. Clothing such as short skirts, short shorts, pajama pants, exposed underwear, low cut blouses, or shirts which expose the midriff at any time.
5. Pants not worn at an acceptable level around the waistline, including longer than necessary belt lengths.
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. Coaches and advisors will establish the dress standard for participants involved in extra-curricular activities.

**Tobacco, Alcohol and Illegal Drugs:** Student use, possession, distribution, sale, or being under the influence of tobacco, e-cigarettes, and other tobacco 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 permanent expulsion from school. Law enforcement officials may be contacted upon initial investigation and verification of the violation.

**Activity Ticket:** A \$25.00 activity ticket fee will be assessed to all Malta High School students. This ticket will admit each student into all middle school and high school home athletic events. This does not include MHSA tournaments.

1. Price List: Family-\$175.00; Adult-\$65.00; Student-\$25.00.

2. \$75.00 cut off per family for high school student, middle school student, and elementary school student activity tickets.

3. A family who purchases a family activity ticket for \$175.00 must still pay the participation fee for their high school students.

**Participation Fee:** Students participating in the athletic program, cheerleading, pep band, and speech & drama are required to pay a onetime participation fee of \$60.00.

**Behavior at Extra-Curricular Events:** Students of Malta High School who attend extra-curricular events (home or away) are expected to abide by the general school rules of the Malta Public Schools. Support for MHS athletic teams should be appropriate with cheers and comments providing encouragement and positive support for our teams. *Be Loud ~ Be Proud ~ Be Positive.*

**Assemblies:** When attending school assemblies' student behavior should be refined and courteous. Students should give full attention to the performers on stage by acting in a respectful manner. Visitors often form a lasting impression of our school and community by our behavior at assemblies.

**Formal Dances:** The Snow Ball and Prom are formal occasions and behavior should be appropriate for such occasions. These events are open to the entire faculty, all high school students, and their dates. Only registered out-of-school dates will be admitted (8th grade or younger students are not allowed to attend). Students are to dress formally, act in a respectful manner and follow the school rules of conduct.

**Non-School Sponsored Activity:** The Malta Public Schools are not responsible for any student activities or behavior outside the school district's realm.

**School Visitors:** All visitors and/or guests when entering Malta High School are expected to check-in at the high school office. While in the building they are to properly display an assigned visitor's badge and follow the rules and guidelines of Malta High School. Visiting students must receive prior approval from the principal. Parents and other guests may visit teachers before school, after school, or during the teacher's prep time.

**Public Display of Affection:** School is not a place for students to display their romantic affection for another student, therefore a "hands-off" policy is in effect requiring that students refrain from outward displays of affection while in school or at school activities.

**Student Bills:** All student bills must be paid at the end of each quarter. If the student has unpaid bills at the end of the quarter/semester/year or at the time of a school transfer, they will not receive report cards, and final or transfer transcripts will not be issued.

**Book Destruction and/or Loss:** Students will reimburse the school for the replacement cost plus shipping for lost or ruined books assigned to them.



**Personal Electronic Equipment:** Students are encouraged not to bring expensive electronic equipment to school. Students are not allowed to wear or use headsets or other electronic devices through-out the school day. School personnel may grant permission to students to use electronic equipment for class projects or other classroom activities.

**Acceptable Computer Use:** All use of computer networks shall be consistent with the school district 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 legal action. Student use of the internet is intended for educational opportunities. Social networking, unauthorized web browsing, accessing non-educational video or music is forbidden.

The user is responsible for their actions and activities involving the computer network. Some examples of unacceptable uses are:

1. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused.
2. Hacking or gaining unauthorized access to files, resources, or entities.
3. Invading the privacy of individuals, which include the unauthorized disclosure and use of information of a personal nature about anyone.
4. Using another user's account or password.
5. Misuse, abuse, vandalism, and/or destruction of computer hardware, printers, projectors, and Smartboards.

**Bring Your Own Device:** For educational purposes only, students may bring personal wireless devices to school. Students must follow the Acceptable Computer Use guidelines while using their own device at school. Additionally:

1. Each student is responsible for their own device. The school is not responsible for the security of the students' device.
2. Personally owned devices are never to be plugged into the wired network.
3. Students must obtain permission from their teachers before bringing any personal device into a classroom.
4. Students must comply with a teachers' request to shut down the device.

**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 high 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.

**Guidance Counseling:** Malta High 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. Students are invited to make appointments to visit with the counselor.

**Leaving The Building:** Students must check-out at the high school office and state the reason (including parental permission) for leaving the building.

If permission is granted, the student must check out with the principal or office personnel. Upon returning to school, the student must sign back in on the proper form in the high school office. Students who leave the school without checking out in the proper manner will be considered truant.

**Withdrawal from High School:** A student withdrawing from school must report to the high school office before withdrawing to get instructions as to the proper procedure. If possible, do this several days in advance so that the withdrawal form can be ready for your last day of school. If a student leaves school without properly withdrawing, records will be held until a proper withdrawal is completed.

**Expulsion from a Previous School and Seeking Admission:** Students who have been expelled from another school district or who have committed unlawful acts while enrolled in another school district that would have resulted in expulsion if committed while enrolled in this school district may be denied admission to Malta High School at the discretion of the trustees for a time period consistent with the term of any expulsion permitted by school board policy.

## **MALTA HIGH SCHOOL ACTIVITIES HANDBOOK**

### **Activity Director's Message**

The primary goal of the activities program at Malta High School is to provide our students meaningful opportunities within a variety of activities including: music, speech, drama, clubs and athletics. The purpose of this student activities handbook is to present the students of Malta High School information regarding our extra-curricular activities.

Experience tells us that students who are involved in activities find high school to be a rewarding experience. By taking advantage of our activities program, a student will discover the thrill of being involved in activities that create lifelong memories. Participating in school activities is not an easy task. Dedication, discipline and commitment are personal life skills that are nurtured through involvement in activities.

We wish each student "good luck" as he/she participates in our activities program. Be gracious winners and dignified losers as we compete in the many areas of our activities program.

Remember, we are all ambassadors of Malta High School.

### **Malta High School Philosophy for Activity Participants**

Malta High School (MHS) considers activities to be an integral component in the educational experience of our students. Establishing a desirable atmosphere for our activities program is a shared responsibility of students, coaches, and parents. To enhance this atmosphere, the following philosophies and guidelines must be utilized.

#### **It is the responsibility of the student to:**

1. Be a positive role model.
2. Value the importance of achieving the highest academic success possible.
3. Obey school rules and regulations.
4. Enjoy the opportunities and rewards of extra-curricular participation.
5. Follow the coaches' guidelines and expectations.
6. Realize that certain levels of some activities are competitive within our school, and that this will result in varying degrees of participation for each participant.
7. Model good sportsmanship both in language and behavior.
8. Communicate with your coach regarding any concerns, advice, or additional problems that arise regarding your activity.

#### **It is the responsibility of the coach to:**

1. Be a positive role model.
2. Encourage each student to achieve the highest academic success possible.
3. Enforce MHS and MHSA rules and regulations.
4. Provide a positive atmosphere during practice and competition.
5. Set and follow through with team guidelines and expectations.
6. Teach skills and techniques appropriate to the activity they are coaching.
7. Model good sportsmanship both in language and behavior.
8. Be open to communication with students and parents.

**It is the responsibility of the parent to:**

1. Be a positive role model.
2. Encourage their child to achieve the highest academic success possible.
3. Help enforce school rules and regulations.
4. Enjoy watching their child participate in extracurricular activities.
5. Follow the coaches' guidelines and expectations.
6. Realize that certain levels of some activities are competitive within our school, and that this will result in varying degrees of participation for each participant. The school district does not guarantee equal playing time for all participants.
7. Model good sportsmanship both in language and behavior.
8. Communicate with the coach regarding concerns or problems that may arise regarding their child's participation in an activity.
9. Realize that coaching philosophies vary and that the head coach's philosophy shall be the controlling philosophy.

**Gender Equity**

**Equity Policy Statement:** The Malta Public School District affirms that no person shall, on the basis of gender, be excluded from, be denied the benefits of, or be subjected to discrimination under any education program or activity. True equity is based, not on the letter of the law but instead, on the spirit of the philosophy. The best way to think of equity is that all basketball players, whether male or female, deserve the same treatment. The fact that they are male or female should make no difference in the type of program we provide for them.

All coaching staff members in the MHS activities program are expected to be well acquainted with the expectations of the Montana High School Association (MHSA) and Title IX law.

The Malta Public School District is committed to adhering to the spirit as well as the letter of the law in regards to gender equity. The spirit of equity for gender in all areas is to be established and maintained in the following areas for equivalent programs in regard to:

- Number of activities
- Competition and practice schedules
- Practice facilities
- Game and contest facilities
- Uniform and equipment purchasing
- Hiring of coaches/advisors
- Coaches/advisors' pay
- Team support (boosters' clubs)
- Transportation
- Meal arrangements
- Motel accommodations

**Equity Policy Statement (continued):** 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 activities director and/or the high school principal.

**Cheerleaders and Pep Band** will perform at an equal number of boy and girl activities.

**Halftime Performances** will be equal throughout both boys and girls sport seasons.

### **Student Eligibility**

**Age Eligibility:** Students who become nineteen (19) years of age on or before midnight, August 31, of a given year are not eligible to participate in MHSA sponsored activities. Therefore, a student becoming 19 years of age after midnight, August 31, of a given year, will be eligible to compete in all MHSA activities throughout that particular school year. This eligibility requirement is taken directly from the Montana High School Association Handbook.

**Academic Eligibility:** To be eligible to participate in MHSA or MHS activities Malta High School students must pass at least five (5) full-time classes and cannot fail more than one (1) academic core class (work study, student aides, CNA, Driver's Education, and Title 1 are not considered full-time academic classes). To determine academic eligibility, individual student grades are checked at mid-term and at the end of each quarter or semester.

\***Mid-term Checks:** Students ineligible at mid-term remain eligible and are placed on "academic watch" with five (5) pupil instruction (PI) days to regain eligibility. Failure to gain eligibility will cause the student to become ineligible until quarter grades are posted.

\***First and Third Quarter Checks:** Students ineligible at the end of first or third quarters will be ineligible to participate for ten (10) PI days. After 10 PI days failure to regain eligibility will result in ineligibility until the next grading period.

\***First and Second Semester Checks:** Ineligibility at a semester grading periods will result in ineligibility for 90 PI days. Eligibility is regained by meeting eligibility standards the next semester.

**Academic Ineligibility:** Students ineligible during mid-term or quarter grade checks may practice at the coach's discretion. They are not eligible to participate in any other team activities. Students ineligible following a semester grade check are not allowed to practice or take part in any team activities. They may start practice 10 practice days prior to the completion of their 90 day suspension.

**Attendance Eligibility:** No student shall be eligible to participate in a MHSA contest who has been in attendance in any secondary school more than eight (8) semesters. An attendance of twenty (20) days during a semester shall constitute one semester of attendance.

### **Hazing/Initiations**

**Hazing/Initiations:** As detailed in Malta Public School Board Policy, hazing of students at Malta High School is not acceptable and will not be tolerated.

Hazing is defined as any humiliating or dangerous activity expected of a student to belong to a team regardless of their willingness to participate. This policy applies not only to students who directly engage in an act of hazing but also to students who, by their indirect behavior, condone or support another student's act of hazing.

**Reporting Hazing:** Any person who believes he or she has been the victim of hazing or any person with knowledge of conduct that may constitute hazing, shall report the alleged acts immediately to the appropriate school officials (coaches, activities director, or principal).

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

### **Drug Testing Policy**

All Malta High School students involved in MHSA sponsored activities are required by Malta School Board policy to participate in a mandatory drug testing program. The testing schedule includes:

**Fall Testing:** All FB, VB, CC, and fall Cheer athletes are required to test within the first two weeks of the fall season. All participants in Speech/Drama are required to test within the first two weeks of October.

**Winter Testing:** All WR, GBB, BBB, and winter Cheer athletes who have not previously tested are required to test within the first two weeks of the winter season. All participants in MHSA Music who have not previously tested are required to test within the first two weeks of January.

**Spring Testing:** All TR and GO athletes who have not previously tested are required to test within the first two weeks of the spring season.

1. Once a student has completed their required test they enter a random selection pool and maybe selected for random testing throughout the school year.
2. Students who have a positive test result are penalized according to the substance abuse policy.
3. For additional information, please refer to Malta School Board Policy #3350.

### **Substance Abuse Policy**

It is the belief of the Malta Public Schools that students should be encouraged and supported in their efforts to develop and maintain chemical free life-styles. We recognize the use of mind-altering chemicals is a significant health problem for students, resulting in negative affect on behavior, learning, and the total development of each individual. Student's use and misuse of mind-altering chemicals affect academic growth and achievement, activities participation, and the development of related skills. The goal of the Substance Abuse Policy is to help the students of Malta High School overcome any problems resulting from their use or misuse of alcohol or other mind-altering chemicals including tobacco products.

**A student may not:**

1. Use, or have in possession illegal drugs of any kind during the school calendar year. Alcohol is considered a drug.
2. Use, or have in possession tobacco products in any form at any time during the school calendar year, including e-cigarettes and other tobacco innovations.
3. Be in association with others who are using any kind of drug, alcohol or tobacco product.

**Monitoring Process:**

1. Violations will be monitored throughout the school year. Violations are cumulative throughout the school year and potentially into the following school year.
2. School rules are in effect for all Malta students while on our school site or at any Malta High School co-curricular function including out of town school activities.
3. This monitoring process pertains to all school activities including, but not limited to: FFA, FCCLA, Key Club, Student Council, and School Plays. Punishment for infractions will be according to district guidelines and policy.

**Violation Consequences:**

**1st Offense** – 10 PI days suspension from school related activities.

**2nd Offense** – suspension from all school related activities for the remainder of the year or 45 PI days suspension from school related activities carried over into the following school year. (Whichever suspension is longest)

**PI Day:** A pupil instruction day; a day when students are attending classes

**Clarification:**

1. There is no difference between the consequences for possession and association.
2. In the case of an offense in which the PI days run longer than the end of the school year, the suspension will carry over into the following school year. In such cases only, the practice days in August before student academic attendance will be counted as PI days.
3. Weekends, holidays, summer vacation, and any days in which student instruction is not taking place will not count as PI Days except for the exception in clarification #2.
4. If a violation occurs after that suspension has been completed in the year which has seen a carryover of suspended days from the previous year that violation will be considered a 1<sup>st</sup> Offense.
5. A first time violation of this policy, even if a student is not involved in extracurricular activities at the time, will still be considered a 1st offense in reference to a subsequent violation during which a student is involved in an extracurricular activity.
6. A 2nd time violation of this policy, even if a student is not involved in extracurricular activities at the time, will still be considered a 2nd Offense in reference to a student participating in activities after this 2nd offense occurs.
7. The consequences of a non-negative drug test as defined in the board policy will fall under the guidelines as outlined above under violation consequences.

**Investigation Procedure:** School administrators will follow appropriate due process while investigating alleged chemical abuse policy violations. Parents or guardians will be contacted throughout the investigation.

### **General Information**

**Citizenship Expectations:** Students representing Malta High School during extracurricular activities are expected to do so at the highest level of appropriate citizenship possible and thereby maintain the good name and reputation of the entire student body, the school district, and the community.

**Physical Examinations:** It is the policies of the Malta High School athletic department and the Montana High School Association that prior to participating in athletics all student athletes at their own expense have a required annual physical examination. This examination must be completed prior to the first practice. It is recommended that students in non-athletic extra-curricular activities receive a yearly check-up.

**ImPACT Assessment:** It is the policy of the Malta High School athletic department that prior to the start of each athletic season all student athletes must complete or have completed an ImPACT baseline assessment. The ImPACT assessment establishes an athlete's "normal" cognitive baseline. When a concussion is suspected, a follow-up or "post injury" assessment is required to determine if the results have changed from the baseline. The results of the two assessments will assist in the "return-to-play" decision. This screening or assessment is not an IQ test.

**Injury Warning:** Students need to be aware that the possibility of major and/or minor injuries is an inherent danger in all activities. Students are to report activity-related injuries to the coach/activity supervisor so that proper precautions can be taken. Students must realize however, that coaches/activity supervisors are not doctors and cannot, therefore, be held responsible for treatment or advice given regarding the injury.

Any student who requires professional medical attention for an injury must have a signed medical release from a certified professional to return to play.

**Insurance:** Malta Public Schools 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.

**Participation Fee:** A \$60.00 PARTICIPATION FEE will be assessed to any high school student (grades 9 thru 12) who participates in the following activities: all athletic teams, cheerleading, pep band, and speech & drama.

This is a one-time fee per year. Students will not be charged more than once for participating in multiple activities.

Payment of the participation fee does not guarantee playing time in competition or games.

Payment is due 10 days after the start of practice for the first activity.

Those students unable to pay for the participation fee may apply to the athletic director for a waiver.

Refunds will not be granted following one week of participation.



**Seasonal Participation:** Students will not be allowed to participate in more than one sport during a single season. Sport seasons include: fall, winter, and spring.

**Fall Sports**

Girls Cross Country

Football

Volleyball

Cheerleading

**Winter Sports**

Boys Basketball

Girls Basketball

Wrestling

Cheerleading

**Spring Sports**

Boys Golf

Girls Golf

Boys Track and Field

Girls Track and Field

\*Student athletes will not be allowed to change sports within a season once the first week of competition has started.

**Locker Assignments:** Each athletic season lockers in the varsity team rooms will be assigned to student athletes. Practice clothing should be laundered on a regular schedule. Athletes are to keep their lockers tidy and in good order. Lockers should be locked at all times especially when the athlete is not present in the locker room. Following the conclusion of their season, athletes are responsible for cleaning out their own locker.

**Cell Phones:** Students are prohibited from possessing cell phones or other electronic recording devices while in the locker rooms.

**School Attendance:** Students must be in attendance ½ of the school day directly preceding the activity, practice, competition, or bus departure in order to participate in the evening's activities. Exceptions can be made for family emergencies or medical appointments at the discretion of the building principal or activities director. Students who play on weeknights are expected to be in school the following day for 1<sup>st</sup> hour class.

**School Suspension:** Students on suspension are not permitted to attend or participate in any school activity. Students will be allowed to attend or be a part of school activities upon his/her return to the regular classroom setting.

**School Issued Equipment:** Student participants will be issued uniforms and equipment to be used during their activity. This equipment is issued with the understanding that the student will be responsible for it and exercises due care while in possession of their equipment. School uniforms are not to be worn for non-school activities or as everyday attire. All equipment issued must be returned upon completion of the activity season. Any awards and/or grades due the student may be withheld until equipment is returned or paid for.

**Uniform Accessories:** Students wearing uniform accessories (shoes, socks, wrist bands, head bands, etc.) will match MHS school colors (Royal Blue and White). Accessories or items that are distracting in appearance or distasteful are not allowed.

**Curfew Hours:** Students participating in MHS activities will adhere to the following evening hours:

Sunday through Thursday and the night before a game/event be home by 10 PM.

Friday and Saturday evenings be home by 12:00 AM.

Coaches may extend week-end hours up to one (1) hour and may shorten hours as they deem necessary.

Punishment for violations will be determined at the discretion of the coach.

**Contest Ejection Rule:** If a student is ejected from a MHSA competition for unsportsmanlike conduct, they will not participate for the remainder of the event and will be suspended for the next regularly scheduled or rescheduled event at that level of competition and all other games/meets in the interim at any level of competition.

**Activity Awards:** Activity Awards will be presented to students participating in MHSA sponsored activities including: athletes, speech & drama, cheerleading, and music. Activity members must complete the activity season in good standing and meet all team/activity requirements. Students who have violated the Substance Abuse Policy are not eligible for activity letter awards, team awards, and all-conference recognition for the season of their violation.

**Individual Coaching Standards:** All Malta High School coaches are directed to follow the rules and guidelines of the student handbook. Beyond that, the coach can issue other standards that will be expected of the squad. These standards must meet the following criteria:

1. They must be fair.
2. They may not discriminate where equal rights regulations have been established.
3. Most important of all, they must be clearly understood by all participants in the activity.

**High School Gymnasium Use:** Activities such as athletic practice and open gym will not take place in the high school gymnasium during school auditorium activities such as choir concerts, band concerts, plays, senior class night, or similar events. This can be modified on a case-by-case basis with the permission of the activities director or the building principal.

### **Travel Policies**

#### **Homework Responsibilities (Blue Slips):**

1. Students will pick up homework assignment slips (Blue Slips) from the office at least 3 days before attending an activity that requires that they miss class time.
2. Students are responsible for having their teachers sign these slips before the student can participate in the scheduled activity or contest.
3. Teachers are encouraged to require that assignments be completed before the Blue Slip is signed.
4. Blue Slips are due at the scheduled departure time. A student who fails to complete their Blue Slip will not be allowed to travel to or participate in the scheduled activity or contest.
5. Coaches/Activity Sponsors are to collect Blue Slips, check that all Blue Slip procedures have been followed, and turn in Blue Slips to the activity director.

**Apparel:** Student participants are encouraged to dress in a fashion that reflects good taste and a style appropriate to the activity. Coaches/Activity Sponsors have the discretion to establish the standards for participants. Students are asked to set an example of dressing well when representing Malta High School.

**Valuables:** When out of town for an event, students should secure their valuables with a coach or manager for safekeeping. Every student should make it his/her responsibility to see that their valuables are properly taken care of.

**Bus Conduct:** It is the belief of the Malta Public Schools that the chief concern for the bus driver must be the safe conduct of students in his/her charge; therefore, any conduct which distracts his/her attention, cannot be permitted. Coaches/Activity Sponsors must take the responsibility of establishing proper conduct on all trips. Student participants must behave in a respectful and appropriate manner. For winter travel all students are required to have a winter coat, hat, gloves, and a blanket.

**Travel Waivers:** Parents wishing to have their children ride with them to and/or from away activities must sign a release form. Any release, other than to a legal parent or legal guardian, must be witnessed by the school administration or their designee. "Other adult" is defined as an accountable/responsible person of at least 21 years of age. The decision of the administrator will be in the best interest of the district.

**Gambling:** As defined by Malta School Board Policy #3345, students are not permitted to gamble while on school trips. This includes but is not limited to keno or poker machines, internet gaming, card games, and dice.

**Lodging:** When the district provides overnight lodging, four (4) students will be assigned per room.

**Meals:** During the regular season meals will not be purchased by Malta High School. For MHSAs post-season events meals will be purchased by the school.

**Tournament Policy:** Team buses will return home the same day if a team loses out of tournament competition. Exceptions to this policy can only be made at the discretion of the administration on duty at the tournament. This includes district, divisional, and state tournaments.

**Cheerleader Policies:** Varsity cheerleaders will travel to MHSAs tournaments only. Cheerleaders will travel on the team or pep band buses.

**Travel Squads:** During regular season activity competition all participants may travel to out of town contests at the coaches' discretion. Students who are academically ineligible or are suspended are not allowed to travel with the team. During post-season competition the following guidelines will be used to determine travel squad size.

School administration reserves the right to alter the suggested guidelines.

**Football:** Athletes who actively participate in practice and managers.

**Cross-Country:** Qualifying athletes and managers.

**Volleyball:** 16 players and managers.

**Wrestling:** Qualifying athletes and managers.

**Basketball:** 16 players and managers.

**Track & Field:** Qualifying athletes and managers.

**Golf:** Qualifying athletes.

**Cheerleaders:** Eight (8) varsity cheerleaders will travel to basketball tournaments.

**Speech & Drama:** Qualifying student participants.

**Other Groups:** As determined by the advisor and administration.